

**GEAUGA PARK DISTRICT
BOARD OF PARK COMMISSIONERS
BOARD MEETING MINUTES
July 8, 2014**

The regular meeting of the Geauga Park District Board was held on July 8, 2014 at The West Woods Nature Center, Russell Twp., Ohio. The meeting was called to order at 5:35 p.m. President Mary Ruth Shumway was in the Chair. Commissioners Louis Mucci and Brian Johnston were present.

President Mary Ruth Shumway called the meeting to order. The Pledge of Allegiance was recited.

GPD Employees

John Oros, Interim Deputy Director
Anna McDonald, Executive Secretary
Michele Pennell, CFO
Paige Orvis, Marketing & Administrative Services Director
Aaron Young, Planning Director
Matt McCue, Strategic Planning Director
Robin Pilarczyk, Human Resources Director
Brett Bellas, Maintenance Supervisor
Emilie Gottsegen, Development Director
Larry McKinnon, Sgt. Ranger
Paul Pira, Director of Natural Resource Management
John Kolar, Chief Naturalist
Nora Sindelar, Naturalist

Guests

Richard Frenchie, Geauga Park District Foundation
Josh Echt, Geauga Maple Leaf
John Augustine, Parkman Twp. Resident
John A. Ralph, Probate Court Liaison
David Ondrey, Thrasher Dinsmore & Dolan
Terry Taylor, Chardon Resident
Jamie Taylor, Chardon Resident
Nora Stanton, Geauga Ohio Horsemen's Council
Joy Keco, Geauga Ohio Horsemen's Council
Lois Hayes, Geauga Park District Volunteer
Andy Shumway, Geauga County Resident

INTRODUCTION OF COMMISSIONER JOHNSTON:

Mrs. Shumway introduced newly appointed Commissioner Brian Johnston. Mr. Johnston stated he retired as a Sergeant from the Geauga County Sheriff's Department with over 34 years in law enforcement, and served on Burton Village Council for 12 years. Mr. Johnston stated that he is looking forward to the challenge of working with the Park District.

ADOPTION OF THE MINUTES

The Board was presented with minutes from the June 10, 2014 Regular Board meeting. There were no questions from the Board.

Mrs. Shumway made a motion to approve the June 10, 2014 Board meeting minutes as presented.

Mr. Mucci seconded the motion and after voice vote, the motion was approved 2 yes - 1 abstain:

Mr. Mucci	Yes
Mrs. Shumway	Yes
Mr. Johnston	Abstain

PRESENTATION OF VOLUNTEER OF THE MONTH:

Mrs. Shumway stated the Commissioners requested the recognition of a Volunteer of the Month, after becoming aware of the number of hours that are donated to the Park District.

Mrs. Shumway introduced volunteer Lois Hayes as the July 2014 Volunteer of Month. Ms. Hayes has donated almost 5,000 hours to Park District in less than 10 years. The Board and Mr. Oros thanked Ms. Hayes for her time and commitment and presented her with a Certificate of Appreciation and Park District maple syrup.

Ms. Hayes thanked the Board and stated it has been a pleasure working with the Park District employees and Naturalists over the years and volunteering helps keeps her young. She added that she has also volunteered at the hospital, has begun volunteering at the Solon Sr. Center and thanked the Park District for having such a nice park to volunteer in.

INTRODUCTION OF GUESTS/QUESTIONS FROM GUESTS

Mrs. Shumway requested that all guests introduce themselves, and pose any questions they may have for the Board. Questions not addressed during the Board meeting will be addressed at the end of the meeting.

The following guests introduced themselves: Nora Stanton –Geauga Ohio Horsemen’s Council, Joy Keco – Geauga Ohio Horsemen’s Council, John Augustine- Parkman Resident, Terry Taylor and Jamie Taylor-Chardon Residents. There were no questions to the Board.

PRESENTATION OF FINANCIAL STATEMENTS

The Board was provided with a copy of the June 2014 Financial Statement. Ms. Pennell presented an overview, with no questions by the Board.

**Geauga Park District
FINANCIAL STATEMENT MONTH ENDED
JUNE 30, 2014**

GENERAL FUND

BEGINNING FUND BALANCE JUNE 1, 2014	6,157,007.39
EXPENDITURES & OTHER USES	
Payroll	228,237.13
Medicare	3,277.26
Dental /Hospitalization	47,275.64
PERS (May payment)	31,662.80
Unemployment Transfers	1,448.00
Vouchers	199,875.79
EXPENDITURES & OTHER USES	511,776.62
REVENUES & OTHER SOURCES	
<u>Investment Income</u>	158.75
<u>Gifts & Donations</u>	1,415.25
- Land Stewardship - \$ 75.00, Patron Donations - \$ 119.00	
- Chip Henry Institute - \$100.00, Naturescopes- \$601.00	
- GPD FDN- Union Chapel - 106.00	
- Cleveland Foundation - Affelder Trust - \$414.25	
<u>Fees</u>	
- Camping	620.00
- Shelters	380.00

- Utility fees	300.00
- Adventure Camp registration fees	4,050.00
- X-Treme Days Camp registration fees	330.00
- Cave Man Crawl Race registrations	7,800.00
- Programs - OP Planetarium programs	142.00

Sales

- Tapper's Treasures - MC	286.65
- Tree Tops - TWW	1,606.69

Other Receipts

- GPD Foundation rental space/equipment -	501.84
- Observatory house - Sindelar	300.00
- Swine Creek house - Harry	400.00
- Burton Wetlands house- Kolar	400.00
- Hyde house - Krigbaum	400.00
- Chickagami house - Maksim	400.00
- Citation Disbursement	20.00
- Recycling proceeds - Abibow paper recycling	15.74
- Refunds - Ace hdwr. - grass seed rebate	20.00
- Local Government Funds	8,642.87
- Auction Proceeds - Stihl Blower - \$130.25, Headlights - \$10.00	140.25

REVENUES & OTHER SOURCES 28,330.04

ENDING FUND BALANCE AS OF JUNE 30, 2014 5,673,560.81

LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE JUNE 1, 2014 3,743,732.66

EXPENDITURES & OTHER USES

Vouchers	88,822.38
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EXPENDITURES & OTHER USES 88,822.38

REVENUES & OTHER SOURCES

<u>Investment Income</u>	97.05
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<u>Gifts & Donations</u>	162,530.78
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- GPD FDN- Observatory Phase III - Nassau

<u>Royalties/In-Lieu Fees</u>	1,345.53
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- Sunnybrook - \$124.95, Ford-Windsor - \$136.05 , Swine Creek - 1084.53

REVENUES & OTHER SOURCES 163,973.36

ENDING FUND BALANCE AS OF JUNE 30, 2014

\$3,818,883.64

RETIREMENT RESERVE ACCOUNT

- - -

BEGINNING FUND BALANCE JUNE 1, 2014

\$ 82,419.49

REVENUES & OTHER SOURCES

2.13

Investment Income

2.13

ENDING FUND BALANCE AS OF JUNE 30, 2014

\$ 82,421.62

PURCHASE REQUISITION PRE-APPROVALS

The Board was presented with a list of outstanding Purchase Requisitions for pre-approval in the amount of \$46,616.84. All questions by the Board were satisfactorily answered.

Mr. Mucci made a motion to approve the July 2014 purchase requisitions.

Mr. Shumway seconded the motion and after voice vote, the motion was approved 3-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes
Mr. Johnston	Yes

PRESENTATION OF VOUCHERS

The Board was presented with the vouchers paid during the month of June 2014 in the amount of \$600,599.00. These vouchers represent the normal day-to-day operational expenses, approved budgeted expenses and payroll. All questions by the Board were satisfactorily answered.

Mrs. Shumway made a motion to accept the June 2014 previously paid vouchers into the record.

Mr. Mucci seconded the motion and after voice vote, the motion was approved 3-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes
Mr. Johnston	Yes

2015 TEMPORARY BUDGET – RESOLUTION NO. 17-14

The Board was presented with the 2015 Temporary Budget, Resolution No. 17-14 for approval. Ms. Pennell advised that the Resolution must be filed with the County Auditor by July 15th, and that the Budget Commission hearing is scheduled for August 13th at 11:30 a.m. Mr. Mucci inquired as to who accompanied her to the hearing, with Ms. Pennell advising the Executive Director and one Board member. Mr. Mucci stated that there was no need for a Commissioner to attend unless they wanted to, and that Mr. Oros would be attending.

Mrs. Shumway made a motion to adopt the 2015 Temporary Budget, Resolution No. 17-14.

Mr. Mucci seconded the motion and after voice vote, the motion was approved 3-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes
Mr. Johnston	Yes

OPEN TO THE PUBLIC

Terry Taylor of Chardon Twp. stated that his place to walk is Headwaters and inquired as to when the Maple Highlands Trail portion located across Rte. 608 will be complete. Mr. Oros provided a project update, including the target completion date of October 31st for both sections of the Maple Highlands Trail south project.

PARK DEVELOPMENT PROJECTS – Design Proposals

The Board was provided with information advising that requests for design service proposals for Headwaters Park and Frohring Meadows II were sent to seven (7) design firms from the 2013-14 biannual prequalification list. Five (5) complete proposals were received and reviewed for each project.

Headwaters Park: Mr. Young recommended awarding the proposal for design services for Headwaters Park to Peninsula Architects in the amount of \$35,843.00 based on the following:

- The submitted proposal has been reviewed and determined to be complete
- The proposal is below the allocated budget of \$40,000.00
- Professional references for Peninsula Architects were positive regarding their work, confirming their prequalified status

Frohring Meadows II: Mr. Young recommended awarding the proposal for design services for Frohring Meadows II to Peninsula Architects in the amount of \$32,391.00 based on the following:

- The submitted proposal has been reviewed and determined to be complete
- The proposal is below the allocated budget of \$35,000.00
- Professional references for Peninsula Architects were positive regarding their work, confirming their prequalified status

Mrs. Shumway inquired as to whether the Park District had received the Memorandum of Understanding from the City of Akron approving the proposed improvements at Headwaters Park, which approval is needed as the Park District leases the property from the City of Akron. Mr. McCue advised that during the meeting with them at Headwaters Ms. Glowczewski of the City of Akron, gave verbal indication of approval of the proposal but formal approval has not yet been received. Mr. Johnston stated that from past experience working with Akron, they are excellent landlords and the Park District is fortunate to be dealing with them. Mr. Mucci stated that approval could be given, pending receipt of the Memorandum of Understanding from Akron for the Headwaters proposal.

Mr. Mucci made a motion to accept the proposals for design services from Peninsula Architects for Frohring Meadows II and Headwaters Park as recommended, with approval for the Headwaters proposal contingent upon receiving the Memorandum of Understanding from the City of Akron.

Mrs. Shumway seconded the motion and after voice vote, the motion was approved 3-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes
Mr. Johnston	Yes

PARK DEVELOPMENT PROJECTS – 2014 Construction Cost Summaries

The Board was provided with informational summaries on 2014 construction project costs to date, which will be updated and provided to the Board monthly.

Mrs. Shumway requested that a concept and cost projections for playground equipment designed to accommodate individuals with disabilities, for possible upgrades to the playground equipment located at Besse

Benner Metzenbaum Park, be provided to the Board. Mr. Young confirmed that he would provide the information at the next Board meeting.

PARK UPDATES

Hunting Program-Parking Access: Brett Bellas advised that he met with Natural Resource Management, Planning and Mr. Oros to identify the location of the public parking areas and that 4 of the 10 parking areas are cleared, with the next step being digging them out and putting stone in. The County and State permits for the culverts should be received by next week. Mr. Mucci inquired as to which Parks were identified, as his recollection from the June Board meeting was that a proposal would be put before the Board at this (July) Board meeting, advising which Parks were chosen for the addition of parking areas for hunters.

Mr. Pira stated that Bass Lake, Observatory Park and Middlefield Wetlands have been identified to open up for additional hunting opportunities because they are large Parks allowing more hunters to participate and are popular with the hunters. Mr. Mucci led discussions on needed procedures that have not yet been addressed, i.e., property boundary identification, notification to the general public that hunting on the Park District properties will be by Permit only, and controlling hunters who have hunted these properties for years without permits (Middlefield Wetlands in particular was mentioned, but Observatory Park cited also).

Mr. Mucci asked for input from the other Board members. Mrs. Shumway inquired how hunting at Observatory Park has been handled, as this area was hunted long before the Park District acquired the property. Sgt. McKinnon advised that the Rangers restricted the access to the Park during the controlled hunts, but there were no Rangers patrolling the Park during the hunt. Mr. Mucci stressed that the process to allow additional hunting on these properties needs to be managed in a thought-out way to avoid potential conflicts and issues with boundary controls, limiting of permitted hunters only including a plan for public awareness regarding the changes to the Park District's hunting program. Plans should be in place before proceeding with the proposed additional hunting opportunities.

Mr. Oros confirmed that a comprehensive plan, addressing the Board's concerns regarding the additional hunting opportunities will be submitted to the Board prior to the next Board meeting. Ms. Pennell will submit the proposed plan to the Park District's Risk Manager for review to assure all insurance coverage issues are addressed. Mr. Johnston added that he has participated in prior Park District hunting programs and that they have been well managed and safe.

Strategic Planning-Town Hall Meetings: Mr. McCue had provided the Board with proposed dates and locations for Park District Town Hall Meetings and stated that from conversations with Mr. Oros, the Board is requesting that the dates be pushed back to after Labor Day. He provided the Board with alternative dates for discussion. The Board requested that the meetings be complete by the end of October. Mr. McCue will forward a revised schedule, with venues, to Mr. Oros for submittal to the Board.

Mr. McCue provided a preliminary meeting format and agenda for the meetings that included an open-house portion allowing the public to communicate and ask one-on-one questions to Park District departments. Mr. McCue inquired if all of the Commissioners will be in attendance and speaking at the meetings. Mr. Mucci stated that these should be advertised as public meetings, that the Commissioners would run the meetings with the public addressing their comments to the moderator and/or Commissioners, with the Commissioners being available to moderate and answer questions, if necessary. Mr. Johnston agreed with Mr. Mucci, and inquired as to the reason for the meetings. Mr. McCue advised that the meetings are part of the long term 10 year Strategic Plan for 2015 thru 2025, and are to gather input and ideas on what the public feels Park District should be offering in terms of amenities and programming. The Strategic Plan will help prioritize the Park District's goals and objectives going forward.

AMENDMENTS TO BYLAWS, RESOLUTION NO. 15-14

The Board was provided with a copy of proposed amended Bylaws as submitted in writing at the June 10th Board Meeting.

Mrs. Shumway made a motion to approve the revised Bylaws, Resolution No. 15-14, as submitted and presented at the June 10th Board Meeting.

Mr. Mucci seconded the motion and the roll being called upon its adoption, the motion was approved 3-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes
Mr. Johnston	Yes

SUPPLEMENTAL APPROPRIATIONS – BUDGET AMENDMENT #6, RESOLUTION NO. 14-14

The Board was asked to approve Resolution No. 14-14, Supplemental Appropriations Budget Amendment No. 6, to the 2014 Budget, to add additional appropriations into the General Fund and Land Improvement Fund in the amount of \$21,550.00 and \$10,234.559, respectively. Approval is also requested to increase certifications to the Land Improvement Fund in the amount of \$2,004.19.

The appropriation/certification will be added to the funds and account(s) below as shown:

General Fund (6017)

\$21,550.00 - Contracts - Services Account (6017-057-00-601)

- To increase appropriations budgeted for Thrasher Dinsmore and Dolan over the budgeted amount by \$20,000 based on current spending for legal services and \$1,550 for an unbudgeted bat survey that was completed at Observatory Park.

Total budget appropriations (including carryover encumbrance appropriations) for the General fund after these additions will be changed to \$6,171,639.77 for the 2014 Fiscal year.

Land Improvement Fund

\$10,234.59 - Contracts - Projects Account (6015-057-00-603)

- Add additional appropriations for the following previously unbudgeted items:
 - \$7,200.00 for 12 parking areas to be installed at various park lands for use during hunting and departmental land use.
 - \$1,030.40 for a culvert installation on park land to assist in drainage.
 - \$2,004.19 to account for the increase in available funds in the ODOT Biennium grant which will be used for Bessie Benner Metzenbaum Park asphalt improvements. Please note that a certification for this exact amount is also requested at this time.

Total budget appropriations (including carryover encumbrance appropriations) for the Land Improvement fund after these additions will be changed to \$1,194,664.81 and total certifications after this addition will be changed to \$1,507,724.45 for the 2014 Fiscal year.

Mr. Mucci requested that Ms. Pennell provide the Board with a current updated income statement to review and compare current revenue certifications less current appropriations to insure a positive balance. Ms. Pennell provided the Board with a verbal update.

Mr. Johnston requested information on the addition of \$20,000.00 for legal services. Ms. Pennell advised that this request is for legal expenses to our contract with Thrasher, Dinsmore and Dolan to cover expected and any unknown legal expenses for the balance of the year. It is higher than normal due to the Park District requesting their attendance at meetings, and work on possible pending litigation.

Mrs. Shumway made a motion, per the corrected numbers provided by Ms. Pennell, to approve Resolution No.14-14, to add \$21,550.00 in appropriations to the General Fund and \$10,234.59 in appropriations to the Land Improvement Fund; as well as to increase certifications to the Land Improvement Fund in the amount of \$2,004.19.

Mr. Mucci seconded the motion and the roll being called upon its adoption, the motion was approved 3-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes
Mr. Johnston	Yes

SURPLUS PROPERTY

The Board was asked to approve the following as Surplus Property:

	Inventory No.	Description	Starting Bid
1	1572 C	Gray Chair (Item defective)	Scrap
2	-	Olympus WS-700M Digital Recorder (Item defective)	Scrap
3	2063 E	DELL Optiplex 745 Computer	*Auction
4	2058 E	DELL Optiplex 745 Computer	*Auction
5	2053 E	DELL Optiplex 745 Computer	*Auction
6	2056 E	DELL Optiplex 745 Computer	*Auction
7	2054 E	DELL Optiplex 745 Computer	*Auction
8	2055 E	DELL Optiplex 745 Computer	*Auction
9	1922 E	HP DX2000 Computer	*Auction
10	-	DELL Monitor	*Auction
11	2177 V	2008 Honda Civic Hybrid- GV 6554	\$6,100
12	2202 V	2008 Ford Explorer-GV 6571	\$5,700
13	1487 C	Vemco 612 Drafting Machine	\$50
14	1494 C	Mayline Model S Drafting Machine	\$30
15	-	Monocrief Oil Furnace (Item defective)	Scrap

*** Items sold as lot starting bid \$150**

Mr. Mucci made a motion to approve the property listed in the memo dated June 27, 2014 as surplus property.

Mrs. Shumway seconded the motion and after voice vote, the motion was approved 3-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes
Mr. Johnston	Yes

COMMISSIONERS TIME

Mrs. Shumway made a motion to change John Oros' title from Interim Deputy Director to Interim Director, retroactive to January 31st, 2014.

Mr. Mucci seconded the motion and after voice vote the motion was approved 3-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes
Mr. Johnston	Yes

Mr. Mucci commended the Natural Resource Management Department on the speaking engagements to state-wide organizations stating that it speaks volumes to the Departments' reputation in the circles that they work in. Mr. Mucci added that these types of activities are fantastic and should be publicized more and requested that an internal communication procedure be developed so that the Marketing Department is aware of these events for publication/public relations releases.

Mrs. Shumway asked Mr. Pira if there is anything the Commissioners or Park District could do to educate the public on how they can help with the bat problem resulting from white nose syndrome. Mr. Pira advised that there is not a lot that can be done to control white nose syndrome. He added that bat houses can be encouraged, but there are a few species that have gone downhill and there is no recovery for them. There are a few remaining species of bats that could be managed. Ms. Shumway stated that we could stand out as a Park that goes 'above and beyond', especially as this is a Northeast Ohio problem, and something we could help others with. Mr. Pira will work on ideas for a program.

QUESTIONS FROM THE PUBLIC

John Augustine, Parkman Township, shared the following comments with the Board. Town Hall Meetings: Mr. Augustine is concerned the Park District will not get an accurate feel for what the citizens of Geauga County want from Town Hall Meetings and suggested a survey. Mr. McCue advised that the Town Hall Meetings are just part of the whole process and that a county-wide survey is being developed in order to reach all parts of the County population. Change in time/location/date of Board Meetings: Mr. Augustine stated that the changes are confusing to the general public. Mr. Mucci suggested that Park District come up with an additional system/procedure to notify the those members of the general public who wish to be advised of scheduled Board Meetings, such as an e-mail blast or mailing of postcards. This would be in addition to the current posting on website and media releases. Hunting: Mr. Augustine stated that Mr. Mucci's comments on hunting were good ideas, and that the Park District should develop their hunting program based on goals regarding the deer population. Recreation in the Park: Mr. Augustine commented that the Park District should hold off on additional recreational additions to the Park until feedback from the public surveys is received.

EXECUTIVE SESSION

Mr. Mucci made a motion to go into Executive Session to discuss potential land purchase and personnel issues.

Mrs. Shumway seconded the motion and after voice vote, the motion was approved 3-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes
Mr. Johnston	Yes

The Board entered Executive Session at 6:56 p.m.

Mr. Mucci made a motion to come out of Executive Session.

Mrs. Shumway seconded the motion and after voice vote, the motion was approved 3-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes
Mr. Johnston	Yes

The Board came out of Executive Session at 7:48 p.m. There were no items brought forward.

Mr. Mucci made a motion to adjourn the meeting.

Mrs. Shumway seconded the motion and after voice vote, the motion was approved 3-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes
Mr. Johnston	Yes

The meeting was adjourned at 7:49 p.m.

SUNSHINE LAW COMPLIANCE

It is declared that notification of this meeting and any business conducted therein by the Geauga Park District Board of Commissioners was in compliance with Ohio's Sunshine Laws.

Respectfully submitted,

John Oros, Interim Director

Mary Ruth Shumway, President