

**GEAUGA PARK DISTRICT
BOARD OF PARK COMMISSIONERS
BOARD MEETING MINUTES
March 4, 2014**

The regular meeting of the Geauga Park District Board was held on March 4, 2014 at the Donald W. Meyer Center, Chardon, Ohio. The meeting was called to order at 5:04 p.m. President Mary Ruth Shumway was in the Chair. Commissioner Louis Mucci was 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
Paul Pira, Natural Resource Management Director
Dan Best, Sr. Naturalist
Paige Orvis, Marketing & Administrative Services Director
Aaron Young, Planning Director
Sandy Ward, Communications Specialist
Brett Bellas, Maintenance Supervisor
Don Lombardy, IT Manager
Matt McCue, Strategic Planning Director
Emilie Gottsegen, Development Director
Robin Pilarczyk, Human Resources Director
Don Lombardy, I.T. Manager
Larry McKinnon, Ranger Sgt.
Wes Krigbaum, Geauga Park District-Operations
Denise Weisbarth, Ranger

Guests

David Ondrey, Thrasher, Dinsmore & Dolan
Josh Echt, Geauga Maple Leaf
Richard Frenchie, GPD Foundation
Jim Bissell, Cleveland Museum of History
Joy Keco, Geauga Ohio Horsemen's Council
John Augustine, Parkman Resident
John Ralph, Probate/Juvenile Court
Maryann Mclean, Berkshire Hills Country Club
Nick & Beverly Fischbach, County Residents
Michael Petruziello, County Resident

ADOPTION OF THE AGENDA

Mrs. Shumway moved to adopt the agenda for the meeting.

Mr. Mucci seconded the motion and after voice vote, the motion was approved 2-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes

ADOPTION OF THE MINUTES

The Board was presented with minutes from the February 11th 2014 Regular and February 21st Special/Work Session meetings.

Mr. Mucci made a motion to approve the February 11th 2014 Regular Board meeting minutes.

Mrs. Shumway seconded the motion and after voice vote, the motion was approved 2-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes

Mrs. Shumway made a motion to approve the February 21st 2014 Special/Work Session meeting minutes.

Mr. Mucci seconded the motion and after voice vote, the motion was approved 2-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes

INTRODUCTION OF GUESTS/QUESTIONS FROM GUESTS

Mrs. Shumway requested that all guests introduce themselves, and pose any questions they may have for the Board. She added that questions not addressed during the course of the meeting will be answered at the end of the meeting. The following guests introduced themselves: Mary Ann Mclean, Nick Fischbach, Beverly Fischbach, Mike Petruziello, John Augustine and Jim Bissell. There were no questions to the Board.

RESOLUTIONS OF COMMENDATION- RESOLUTIONS NO. 5-14, 6-14, 7-14

Mrs. Shumway advised that Mr. Patterson was unable to attend today, and that his Resolution of Commendation would be presented at a later date.

Mr. Mucci read and presented the following Resolution of Commendation, Resolution No. 7-14 honoring Michael J. Petruziello:

RESOLUTION OF COMMENDATION

Resolution No. 7-14

Honoring

Michael J. Petruziello

WHEREAS, Michael J. Petruziello faithfully served on the Board of Park Commissioners from January 1, 2012 through December 31, 2013;

WHEREAS, Michael J. Petruziello has been dedicated to the mission and values of Geauga Park District demonstrated through his thoughtful and insightful leadership;

WHEREAS, Michael J. Petruziello demonstrated his commitment to fiscal responsibility through his service on the Geauga Park District audit committee;

WHEREAS, Michael J. Petruziello helped drive improvements for Geauga Park District by supporting and approving the following Park District projects and programs:

- Award Winning Covered Bridge on Maple Highland Trail – South
- Expansion of the Frohring Meadows Wetlands
- Gauga County Special Needs Youth Fishing Derby
- Youth Fishing & Hunting Programs co/sponsored with Judge Tim Grendell
- Chip Henry Institute for Outdoor Adventure Summer Camps

WHEREAS, Michael J. Petruziello demonstrated his commitment to the Park District mission by approving the initiation of the Park District 20-year Strategic Plan to insure the continuity of the Park District, providing the opportunity for the citizens of Geauga County to enjoy and appreciate the Park District resources now and in the future;

WHEREAS, Michael J. Petruziello is to be commended for his dedication, loyalty and valuable contributions to Geauga Park District;

THEREFORE BE IT RESOLVED, the Geauga Park District Board of Commissioners, its staff and volunteers extend their gratitude to Michael J. Petruziello for his superior leadership and upholding the mission of this vital resource.

Mary Ruth Shumway
President, Board of Park Commissioners

Mr. Petruziello was thanked and recognized by the Board, Park District employees and guests with applause.

Mrs. Shumway read and presented the following Resolution of Commendation, Resolution No. 6-14, honoring Nicholas E. Fischbach:

RESOLUTION OF COMMENDATION
Resolution No. 6-14
Honoring
Nicholas E. Fischbach

WHEREAS, Nicholas E. Fischbach faithfully served on the Board of Park Commissioners from January 1, 2013 through December 31, 2013;

WHEREAS, Nicholas E. Fischbach started his involvement and dedication to the Geauga Park District in July, 1979 as 'Chief Ranger', which employment continued thru November 4, 1989;

WHEREAS, Nicholas E. Fischbach has been a true ambassador for the Park District by actively visiting parks, walking trails and talking with patrons for countless hours during his tenure as Commissioner;

WHEREAS, Nicholas E. Fischbach helped drive improvements for Geauga Park District by supporting and approving the following Park District projects and programs:

Award Winning Covered Bridge on Maple Highland Trail – South
The expansion of the Park District Ranger Department and hours of coverage
Youth Fishing & Hunting Programs co/sponsored with Judge Tim Grendell
Chip Henry Institute for Outdoor Adventure Summer Camps

WHEREAS, Nicholas E. Fischbach demonstrated his commitment to the Park District mission by approving the initiation of the Park District 20-year Strategic Plan to insure the continuity of the Park District, providing the opportunity for the citizens of Geauga County to enjoy and appreciate the Park District resources now and in the future;

WHEREAS, Nicholas E. Fischbach is to be commended for his dedication, loyalty and valuable contributions to Geauga Park District;

THEREFORE BE IT RESOLVED, the Geauga Park District Board of Commissioners, its staff and volunteers extend their gratitude to Nicholas E. Fischbach for his superior leadership and upholding the mission of this vital resource.

Mary Ruth Shumway
President, Board of Park Commissioners

Mr. Fischbach was thanked and recognized by the Board, Park District employees and guests with applause.

Mrs. Shumway made a motion to enter Resolution of Commendation No. 6-14 for Nicholas E. Fischbach and Resolution of Commendation No. 7-14 for Michael J. Petruziello into the record.

Mr. Mucci seconded the motion and after voice vote, the motion was approved 2-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes

PRESENTATION OF FINANCIAL STATEMENTS

Mr. Mucci and Mrs. Shumway thanked and commended the Park District staff on the fantastic job in revising and eliminating \$2 million from the 2014 budget to insure that spending is in line with revenue. Mr. Mucci added that even with the budget cuts, all Park District programming will remain the same, with the possibility of some expansion.

The Board was provided with copies of the February 2014 Financial Statements. All questions by the Board were satisfactorily answered.

Geauga Park District FINANCIAL STATEMENT MONTH ENDED FEBRUARY 28, 2014 GENERAL FUND

BEGINNING FUND BALANCE FEBRUARY 1, 2014	4,964,298.84
EXPENDITURES & OTHER USES	
Personnel	238,069.11
Medicare	3,420.39
Dental /Hospitalization	47,775.44
PERS (January payment)	32,106.03
Unemployment Transfers	1,014.00
Vouchers	91,966.64
EXPENDITURES & OTHER USES	414,351.61
<u>Grants</u>	8,290.00
Dept of Justice-\$1,200.00 Ranger Vests, US Fish & Wildlife Service-\$7,090.00 - NRM - OP	
<u>Investment Income</u>	44.62
<u>Gifts & Donations</u>	51.11
- Bird Seed Donation - \$1.11 - Aquilegia Garden Club-\$50.00	
<u>Fees</u>	
- Camping	280.00
- Shelters	100.00
- Utility fees	2,040.00
- Programs - General - Public Program	4.00
<u>Sales</u>	
- Tapper's Treasures - MC	131.21
- Tree Tops - TWW	998.27
<u>Other Receipts</u>	
- Agriculture/Other Lease fees - J. Soltis - \$2,000.00, G.McDonald-\$1.00	2,001.00
- Observatory house - Sindelar	347.90
- Foundation rental space/equipment - GPD Foundation	501.84

- Swine Creek house - Harry	400.00
- Burton Wetlands house- Kolar	400.00
- Hyde house - Krigbaum	318.44
- Chickagami house - Maksim	400.00
- Recycling proceeds - Scrap metal	236.79
- Refunds	27.95
- Windstream-\$10.00, USPS- \$17.95	
- Local Government Funds	9,442.61
- Miscellaneous Receipts	753.47
- State Farm Insurance MHT Accident Reimbursement - \$165.68	
- Public Record Requests-\$4.18, GPDF Reimburse Postage-\$523.81	
- Western Reserve Farm Co-op Annual Dividend Distribution-\$59.80	

REVENUES & OTHER SOURCES	26,769.21
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ENDING FUND BALANCE AS OF FEBRUARY 28, 2014	4,576,716.44
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LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE FEBRUARY 1, 2014	2,927,940.06
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EXPENDITURES & OTHER USES	
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Vouchers	65,400.00
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EXPENDITURES & OTHER USES	65,400.00
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REVENUES & OTHER SOURCES	
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<i>Investment Income</i>	25.30
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<i>Royalties/In-Lieu Fees</i>	463.69
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- Sunnybrook - \$259.35, Ford-Windsor - \$204.34	
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<i>Other Revenue</i>	5,880.00
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- Ohio Wetlands Foundation -Pinebrook Mitigation Credits Sold 2012	
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REVENUES & OTHER SOURCES	6,368.99
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ENDING FUND BALANCE AS OF FEBRUARY 28, 2014	\$ 2,868,909.05
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RETIREMENT RESERVE ACCOUNT

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BEGINNING FUND BALANCE FEBRUARY 1, 2014		\$ 82,415.43
EXPENDITURES & OTHER USES		0.00
Vouchers	-	
REVENUES & OTHER SOURCES		0.70
<i>Investment Income</i>	0.70	
<i>Transfer from General Fund</i>	0.00	
ENDING FUND BALANCE AS OF FEBRUARY 28, 2014		\$ 82,416.13

PRESENTATION OF VOUCHERS

The Board was provided with a copy of the February 2014 Vouchers. Mr. Mucci proposed that going forward the vouchers, based on a threshold level, should be approved in advanced of payment instead of accepting the vouchers into the record after they have been paid.

Mrs. Shumway requested a list of fixed expenses (i.e. Windstream, pre-approved contracts, utilities) that might be considered for exclusion from the proposed pre-approval process. Mr. Mucci added there is concern regarding placeholders, of various amounts, in the budget. There was discussion regarding the dollar amount for a pre-approval threshold level, the impact of a pre-approval process on day-to-day business, how emergency expenditures would be handled and how a pre-approval process could be implemented. Mr. Mucci asked that Department heads provide information on expenditures that are not fixed, but are ongoing and necessary in amounts that are cumbersome/difficult to determine in advance. In addition he requested input/examples of expenditures that could not be pre-approved at monthly Board meetings. This information would be used to help create a process for the Park District to continue operations but allow the Board to exercise its oversight function. Mr. Mucci stated having a procedure will help drive employees to thinking strategically about what we buy, how we buy it and how it is going to be used.

Mr. Bellas inquired as to whether the Board has reviewed the Park District Purchasing Guidelines that outline current purchasing procedures and approvals by expenditure amount. The Board requested a copy of the Guidelines be provided to them for their review.

Mr. Young suggested that the Board give Finance the opportunity to review current procedure and come back to the Board with a proposed policy for pre-approval of vouchers above a to-be-determined threshold level. The Board concurred and requested that Mr. Oros coordinate this effort.

Mr. Mucci made a motion to accept the Vouchers, as written.

Mrs. Shumway seconded the motion and after voice vote, the motion was approved 2-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes

COMMUNICATIONS TO THE BOARD

There were no communications to the Board.

OPEN TO THE PUBLIC

John Augustine, of Parkman Township, commended the Board on their approval of the small research grants at the February Board meeting. Mr. Augustine stated his opinion that the carryover reserve in the Park District budget is important to future land acquisition opportunities, because when land acquisition opportunities arise if there is no money available, the opportunity is lost. Mr. Mucci stated that he agreed and that is why the Board could not approve a budget that was using the carryover reserve for Park District operations.

2014 AMENDED BUDGET, RESOLUTION NO. 03-14

The Board was presented with the 2014 Amended Budget prior to the meeting for review. Mrs. Shumway stated that Park District staff did a phenomenal job in cutting the budget, that it is important to keep the reserve high and that looking forward, more feasibility studies will be conducted before the Park District embarks on large projects. Mr. Mucci added, for those not at the work session, the one theme that kept coming up was that the Mission of the Park District remains the same... “to preserve, conserve and protect”... but how we operate to achieve the goal is changing as we adapt to new realities.

Mrs. Shumway made a motion to approve the 2014 Amended Budget, Resolution No. 03-14.

Mr. Mucci seconded the motion and after voice vote, the motion was approved 2-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes

UNFINISHED BUSINESS

AMENDMENT TO BYLAWS, RESOLUTION NO. 8-14

Mr. Mucci made a motion to approve the proposed amendment to Article No. XVII of the Board of Commissioners Bylaws-Resolution No. 8-14, as presented at the February 11, 2014 Board meeting, stating the reason for the amendment is to allow the Board flexibility to address Park District matters as they arise.

Proposed Article XVII

ARTICLE XVII SESSION AGENDA

The meeting Agenda of the Park Board shall be prepared, following a discussion prior to the regular meetings, between the ranking official of the Geauga Park District staff and the President of the Board. The meeting agenda should provide for ample time for public input into the business of the Park Board consistent with the timely and efficient consummation of official Park Board business. Adjustments to the published agenda are allowed at the discretion of the President of the Board or a majority of the Commissioners of the Board present. The following topics should be considered for inclusion onto the agenda:

1. Roll Call
2. Pledge of Allegiance
3. Adoption of Agenda
4. Approval or amendment of minutes of the previous meeting
5. Introduction of Guests
6. Presentation of Financial Statement
7. Presentation of Vouchers
8. Communications to the Park Board
9. Open to the Public
10. Unfinished Business
11. New Business

Mrs. Shumway seconded the motion and after voice vote, the motion was approved 2-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes

PARK DEVELOPMENT PROJECTS

Mr. Oros stated that as part of the monthly Board meeting it is the intent to provide an update and allow the Board to review 2014 Park projects. 2014 capital projects are: The Maple Highlands Trail – Chardon connector and Maple Highlands Trail – South, both of which are carryover projects from 2013; the Observatory Park/Nassau Connector Trail; and a playground at Orchard Hills Park. Smaller internal Park projects are: An additional section of trails at Observatory Park and a new bathroom at Swine Creek. Mr. Oros added that Mr. Young and Mr. McCue of Planning are available to answer any questions the Board might have.

Mr. Mucci inquired if the Observatory Park/Nassau Connector trail would be going right up to the Nassau Station. Mr. Young stated that the portion of the trail that the Park District would bid out does go up to the Nassau Station. Mr. McCue stated the internal trail project more than doubles the amount of trails that will be available for Observatory Park visitors and will take the Observatory Park trails to the Nassau connector trail. The Board asked if next year’s proposed Nassau renovation project would create an attractive nuisance for park visitors utilizing the completed connector trail. Mr. McCue and Mr. Young stated that the Nassau station is a bid construction project and the contract will state that the contractor is responsible for keeping the project site and area around the site secure and safe. Mr. Mucci asked Park District legal counsel, David Ondrey, his thoughts on the project creating an attractive nuisance. Mr. Ondrey stated that if the contractor lived up to their terms of the contract there should be no problem.

2014 PROJECT APPROVAL

The Board was asked to approve putting the Observatory Park to Nassau Station connector trail to bid at the budgeted amount of \$103,000.00.

Mrs. Shumway made a motion to approve putting the Observatory Park/Nassau Station connector trail project to bid in the amount of \$103,000.00.

Mr. Mucci seconded the motion and after voice vote, the motion was approved 2-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes

PARK UPDATES:

MacADAM KING PROPERTY

Mr. Oros advised the Board that Mr. MacAdam-King approached the Park District in 2013 regarding a land swap at Orchard Hills Park, requesting the equal exchange of properties of .2793 acres between Geauga Park District and Mr. MacAdam-King. The Park District is being assisted by legal counsel (Dale Markowitz of Thrasher, Dinsmore & Dolan) in the preparation of all necessary legal documents to insure the land swap is handled correctly. As Mr. MacAdam-King contacted the Park District regarding the land swap, part of the agreement will be that Mr. MacAdam-King will be responsible for all costs associated with/incurred relating to the land swap. Mr. Oros stated that the advantage to the Park District in completing the land swap is that it affords the Park District better access to the west side of Orchard Hills Park.

BAK GRANT (Middlefield Wetlands)

Mr. Oros stated that this land acquisition started in 2010 with the Park Board signing a consulting agreement with Western Reserve Land Conservancy (WRLC) to act on behalf of Geauga Park District in the oversight and solicitation of grants for the purchase of the BAK (Middlefield Wetlands) property. The agreement stipulates that the Park District commit \$700,000.00 towards the acquisition of the property, and that the Park District would reimburse WRLC for any grants received for use by Geauga Park District in regard to funding this

project. The amount of qualifying grant money received by Geauga Park District to be reimbursed to WRLC is \$82,659.00. Mr. Mucci inquired as to the total amount of monies WRCL committed towards the acquisition of this property and if the Park District owed/paid WRLC any additional fees for the service they provided, above and beyond the re-payment of grant monies. Mr. Oros will supply the requested information to the Board.

NORTH AMERICAN WETLAND CONSERVATION ACT GRANT

Mr. Oros advised that in April 2012 the Park District entered into an agreement with the North American Wetlands Conservation Council allowing Duck’s Unlimited to submit a grant request on behalf of the Park District for up to \$76,500.00 to be used towards the reimbursement of property related to the acquisition of the Dean, Estadt and Gyetko properties, which land is contiguous with the Pine Brook property. The monies will come directly to the Park District.

APPROVAL AUTHORIZATION LEVELS

The Board asked that this item be tabled pending further discussions of the Voucher approval process.

GEAUGA PARK DISTRICT FOUNDATION

Mr. Frenchie stated that the Foundation has been working very aggressively on the Nassau campaign, with \$175,000.00 needed to meet their goal, and are optimistic that all funds will be raised by year end. The Foundation is preparing to launch the 2014 annual campaign with a goal of \$180,000. Mr. Frenchie advised the Board that the Foundation will be sponsoring their second signature event – ‘Twilight Soiree’ on August 9th wherein Foundation Board members will host private events, then all groups will convene at The West Woods Nature Center for special programming, conversation and desserts. He added that last year’s Twilight Soiree event was a tremendous success and raised over \$25,000. Mr. Frenchie concluded by advising that 2013 was a record year for fund raising, accomplished through the hard work and passion of the Foundation Trustees and volunteers. The Board thanked Mr. Frenchie for his report.

NEW BUSINESS

SURPLUS PROPERTY

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

	Inventory No.	Description	Starting Bid
1	-	Stihl BR400 Blower	\$25.00
2	-	Stihl BR420 Blower	\$25.00
3	2059 E	Dell OptiPlex 745 Computer (item not functional)	Scrap
4	2142 E	Dell 1707FP Flat Panel Monitor (item not functional)	Scrap
5	2115 E	Tungsten E2 Palm Pilot (item not functional)	Scrap
6	2254 E	Tungsten E2 Palm Pilot (item not functional)	Scrap
7	-	Tungsten E2 Palm Pilot (item not functional)	Scrap

Mrs. Shumway made a motion to approve the items be declared surplus as presented.

Mr. Mucci seconded the motion and after voice vote, the motion was approved 2-0:

Mr. Mucci Yes
 Mrs. Shumway Yes

COMMISSIONERS' TIME

No items were brought forward for discussion.

QUESTIONS FROM THE PUBLIC

There were no questions or comments from the public.

EXECUTIVE SESSION

There were no items for Executive Session.

ADJOURNMENT

Mrs. Shumway made a motion to adjourn the meeting.

Mr. Mucci seconded the motion and after voice vote, the motion was approved 2-0.

Mr. Mucci	Yes
Mrs. Shumway	Yes

The meeting was adjourned at 6:10 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 Deputy Director

Mary Ruth Shumway, President