

**GEAUGA PARK DISTRICT
BOARD OF PARK COMMISSIONERS
BOARD MEETING MINUTES
August 11, 2015**

The regular meeting of the Geauga Park District Board was held August 11, 2015 at The Meyer Center, Chardon Twp., Ohio. The meeting was called to order at 3:33 p.m. Commissioners Mary Ruth Shumway, Bill Gertz and Jeffrey Orndorff were present.

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

Park District Employees	GUESTS
John Oros, Executive	See EXHIBIT "A" attached
Anna McDonald, Executive Administrative Assistant	
Matt McCue, Planning & NRM Manager	
Michele Pennell, Director of Business & Visitor Services	
Robin Pilarczyk, Human Resources Manager	
Brett Bellas, Grounds & Facilities Manger	
David Ondrey, Legal Counsel (Thrasher Dinsmore & Dolan)	

ADOPTION OF THE MINUTES

The Board was presented with minutes from the July 14, 2015 regular Board Meeting. Mr. Oros requested the minutes be amended to reflect a revised motion by Mr. Orndorff regarding land acquisition as follows:

Mr. Orndorff requested the motion regarding land acquisition that came out of executive session at the July 14, 2015 Board Meeting be modified to as follows:

Mr. Orndorff made a motion to authorize the Executive Director to engage in discussions relating to an inquiry the Board had with regard to a piece of property in Munson Township.

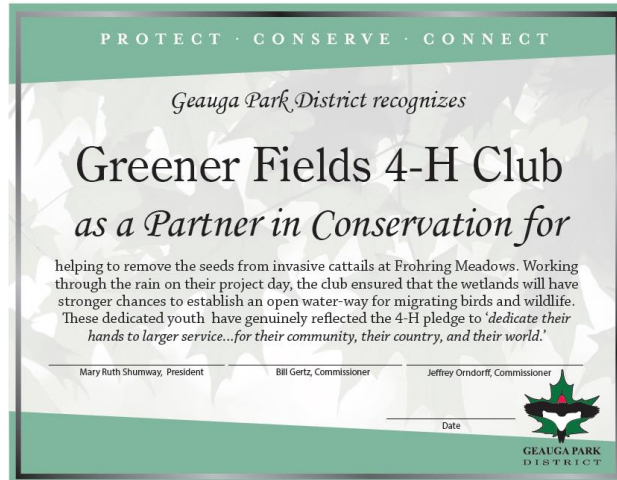
Mr. Orndorff made a motion to approve the July 14, 2015 regular Board Meeting minutes, with the requested revision.

Mr. Gertz seconded the motion and after roll-call voice vote, the motion was approved 3-0.

Mrs. Shumway	Yes
Mr. Gertz	Yes
Mr. Orndorff	Yes

CERTIFICATE OF APPRECIATION

Commissioner Orndorff read into the record, the following Certificate of Appreciation to Greener Fields 4-H Club for their assistance in removing invasive species at Frohring Meadows. The certificate was later presented to club reperesentative Meg Obringer, upon her arrival at the meeting.



VOLUNTEER OF THE MONTH

Kevin Morgan was honored as Volunteer of the Month for his assistance in training Park District staff on canoe/kayak rescue, bicycle repair and for volunteering at summer camp for kayak rescue. Commissioner Gertz read and presented Mr. Morgan with the following Certificate of Appreciation with thanks from the Board of Commissioners and employees of the Geauga Park District.

Mr. Morgan thanked the Park District for recognizing the passion of the volunteers and the work they perform for the Park District.



SPRING PHOTO CONTEST WINNER

Mr. Oros announced that Gary Thomas of Chesterland, Ohio won the Spring Photo Contest with his picture of a snapping turtle taken at The West Woods. Mrs. Shumway presented Mr. Thomas with a framed copy of his photograph and a pint of maple syrup. The Spring photo contest second place winner was Jane Gale with a picture of deer and geese taken at Bass Lake Preserve.

OPEN TO THE PUBLIC – below are comment summaries:

Commissioner Shumway reported that MSN Travel named Observatory Park as one of the “most incredible places to see the Perseid Meteor Showers.”

Ed Buckles, Troy Township: Mr. Buckles expressed concerns regarding the preparation and public input relating to creation of the 2016 Park District Budget.

Joy Keco, Geauga Horsemen’s Council: Ms. Keco questioned tax levy collection by the Park District and if connecting horse trails were on a project list.

John Augustine, Parkman Township: Mr. Augustine inquired as to the status of the Park District Audit Committee; sufficiency of Park District staffing for future land acquisitions; and his concerns if mountain bikes were permitted on Park District trails.

Barbara Partington, Munson Township: Ms. Partington suggested that the Park District survey be posted on its website and that hard copies be available at the Meyer Center and The West Woods Nature Center.

Louise Kimmich, Munson Township: Ms. Kimmich questioned 2015 levy collections and public attendance at the County Budget hearing.

Shelley Chernin, Munson Township: Ms Chernin questioned if there would be a Special Board Meeting regarding the 2016 Budget Budget Commission Hearing, and claimed there were discrepancies in documents provided via public records versus documents provided to the Budget Commission.

Barbara Partington, Munson Township: Ms. Partington claimed she was not advised that 2016 projections were available at the Meyer Center and West Woods Nature Center front desks.

Dave Partington, Munson Township: Mr. Partington invited the public to attend an August 16, 2015 event at Century Village regarding the Monarch butterfly and requested the Board provide more detail in the 2016 Budget.

Kathleen Webb, Munson Township: In regard to the Budget Commission hearing, Ms. Webb urged better communication and more detail in the 2016 Park District Budget.

PRESENTATION OF FINANCIAL STATEMENT

The Board was provided with a copy of the July 2015 Financial Statement. There were no question by the Board.

**Geauga Park District
FINANCIAL STATEMENT MONTH ENDED
July 31, 2015**

GENERAL FUND

BEGINNING FUND BALANCE JULY 1, 2015	6,043,221.65
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EXPENDITURES & OTHER USES

Personnel	224,574.68
Medicare	3,228.95
Dental /Hospitalization	45,736.40
OPERS June	32,450.03
Vouchers	160,875.98

EXPENDITURES & OTHER USES**466,866.04****REVENUES & OTHER SOURCES**

Investment Income 370.20

Gifts & Donations 1,371.14

- GPDFoundation - Nature Writers chapbook - \$250.00
- Rock 4 Russell - Chip Henry Institute - \$1,000.00
- M.Simon - Educ/Exhibits - \$50.00, Unrestricted - \$71.14

Fees

- Camping	840.00
- Shelters	600.00
- NAF Table Fees	935.00
- Utility fees	555.00
- X-Treme Days Camp registration fees	450.00
- Adventure Camp registration fees	2,220.00
- Programs - Out-of-county	146.00
- Programs	623.00

Sales

- Tapper's Treasures - MC	38.15
- Tree Tops - TWW	1,000.85

Other Receipts

- GPD Foundation rental space/equipment	216.43
- Observatory house - Sindelar	300.00
- Swine Creek house - Harry	400.00
- Burton Wetlands house- Kolar	400.00
- Chickagami house - Maksim	400.00

Other

- Public Records requests - \$1.00	1.00
- Local Government Funds	8,780.87
- Auction proceeds - Vinyl plotter - \$155.00 - D.Vanco, - Ford Explorer & Ford F450 \$7,500.00 to Engineer's office	7,655.00

REVENUES & OTHER SOURCES	27,365.64
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ENDING FUND BALANCE AS OF JULY 31, 2015	5,603,721.25
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LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE JULY 1, 2015	3,603,508.72
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EXPENDITURES & OTHER USES	109,899.77
Vouchers	

EXPENDITURES & OTHER USES	109,899.77
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REVENUES & OTHER SOURCES

<i>Investment Income</i>	202.47
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Royalties/In-Lieu Fees

- Hehmeyer - \$51.56, Sunnybrook - \$16.52, Farley - \$159.83	227.91
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REVENUES & OTHER SOURCES	430.38
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ENDING FUND BALANCE AS OF JULY 31, 2015	\$ 3,494,039.33
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RETIREMENT RESERVE ACCOUNT

BEGINNING FUND BALANCE JULY 1, 2015	\$ 82,461.31
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REVENUES & OTHER SOURCES	4.81
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<i>Investment Income</i>	4.81
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ENDING FUND BALANCE AS OF JULY 31, 2015	\$ 82,466.12
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PURCHASE REQUISITION PRE-APPROVALS

The Board was presented with a list of outstanding Purchase Requisitions for pre-approval in the amount of \$86,102.54. All questions by the Board were satisfactorily answered.

Mr. Orndorff made a motion to approve the purchase requisition pre-approvals, in the amount of \$86,102.54.

Mr. Gertz seconded the motion and after roll-call voice vote, the motion was approved 3 – 0:

Mrs. Shumway	Yes
Mr. Gertz	Yes
Mr. Orndorff	Yes

PRESENTATION OF VOUCHERS

The Board was presented with vouchers paid during the month of July 2015. These vouchers represented the normal day-to-day operating expenses, approved budgeted expenses and payroll. All questions by the Board were satisfactorily answered.

Mr. Orndorff made a motion to accept the July 2015 paid vouchers into the record as presented.

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

Mrs. Shumway	Yes
Mr. Gertz	Yes
Mr. Orndorff	Yes

RETIREMENT SEVERANCE POLICY 310.1 REVISION, RESOLUTION NO. 25-14:

The Board was provided with proposed revisions to Severance Policy 310.1 regarding pay-out of accrued sick time to employees retiring from Geauga Park District, along with information requested at the June 2015 Board meeting detailing past and possible future payout dollar amounts.

Mr. Orndorff requested that no action be taken today, and that the Park District confer with Mr. Oros and Mr. Ondrey (GPD legal counsel) on policy structure so that it is not punitive to Park District employees and is affordable for the Park District. This item was tabled pending additional information.

PARK DEVELOPMENT PROJECT UPDATES

Mr. McCue provided the Board with updates on 2015 projects advising all are still on schedule for completion in the fall. Mr. McCue advised all park storm damage, with the exception of The West Woods, has been completed. There was discussions regarding the possibility of reclaiming damaged material and future plans for expanding asphalt trails to facilitate access by elderly or patrons requiring ADA accessibility. There were additional discussions on the Frohring Meadows shelter project and the Headwaters Park project in regard to ADA accessibility.

PURCHASING GUIDELINES REVISION, RESOLUTION NO. 28-15

The Board was presented with proposed revisions to the Park District Purchasing Guidelines. There were discussions regarding revision of purchase requisition authorization levels. Mr. Orndorff requested clarification on the approval limits. Ms. Pennell advised that the proposed approval limits are for items that are included in the Board reviewed and approved budget. Items that are not included in the approved Budget will require Board approval. The Board requested that the verbiage "with-in approved budget" be added to the \$2,500.00 - \$7,499.00 limit approval schedule.

Mr. Orndorff made a motion to adopt Resolution No. 28-15 to modify the Park District Purchasing Guidelines, with the addition of "with-in approved budget" to the \$2,500.00 - \$7,499.00 limit approval schedule.

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

Mrs. Shumway	Yes
Mr. Gertz	Yes
Mr. Orndorff	Yes

SUPPLEMENTAL APPROPRIATIONS, RESOLUTION NO. 28-15

The Board was presented with Budget Amendment #9 to add appropriations into the Operations Department line items within the General Fund for a total amount of \$23,850.00 as show below:

General Fund (6017)

The Grounds and Facility Department is requesting an increase in appropriations due to storm damage that occurred on July 14, 2015. Unplanned/non-budgeted materials, repairs were needed at 5 parks. The line items requiring additional appropriations are as follows:

\$20,600.00 – Roadway/Trail Materials (6017-057-01-701.5702-571-26)
\$2,500.00 – Equipment Rental (6017-057-01-801-637-26)

The Ranger Department is requesting additional appropriations in their line items due to a buy-back program being offered by the Glock Pistol Company, as follows:

\$750.00 – Equipment-Weapons (6017-057-01-801-689-37)

Mr. Orndorff made a motion to approve the Revenue Certification, Budget Amendment No. 19, Resolution No. 28-15 as presented.

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

Mrs. Shumway	Yes
Mr. Gertz	Yes
Mr. Orndorff	Yes

SUPPLEMENTAL APPROPRIATION, RESOLUTION NO. 3-15

The Board was presented with Budget Amendment #10 to add appropriations into the Operations Department line items within the Land Improvement Fund for a total amount of \$5,750.00 as outlined below:

Land Improvement Fund (6015)

The Planning Department is requesting an increase in appropriations to extend the MHT Chardon trail from where it terminates currently at the sidewalk along 5th Avenue in Chardon through the tree lawn with an accessible ramp to allow riders on both the GPD section of trail and the City of Chardon's section of trail (currently under construction) to continue across 5th avenue from either direction (plans attached).

The line items requiring additional appropriations are as follows:

\$5,750 – Contracts – Projects: Internal Construction (6015-057-01-603-155)

Mr. Orndorff made a motion to approve the Revenue Certification, Budget Amendment No. 10, Resolution No. 30-15 as presented.

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

Mrs. Shumway	Yes
Mr. Gertz	Yes
Mr. Orndorff	Yes

2016 Fee Schedule

The Board was presented with the proposed 2016 Park District Fee Schedule for review and approval, the only change being to out-of-county Lodge Building fees as follows:

2015 Fee Schedule

Lodge Buildings	No Fee	\$100 per day	Refundable w/7 day notice
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2016 PROPOSED Fee Schedule

Lodge Buildings	No Fee	\$50 per time slot*	Refundable w/7 day notice
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**Returning to two (2) time slots per day

Mr. Gertz made a motion to approve the 2016 Fee Schedule as presented.

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

Mrs. Shumway	Yes
Mr. Gertz	Yes
Mr. Orndorff	Yes

SURPLUS PROPERTY

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

	Inventory No.	Description	Starting Bid
1	2075 E	Hewlett-Packard Laser Jet 4250 printer (item is defective)	Scrap

Mr. Gertz made a motion to approve the items declared surplus as presented.

Mr. Orndorff seconded the motion and after roll-call voice vote, the motion was approved 3 – 0:

Mrs. Shumway	Yes
Mr. Gertz	Yes
Mr. Orndorff	Yes

COMMISSIONER’S TIME

The following items were discussed during Commissioner’s time:

- Mr. Oros announced that Ranger Dennis Sloan was promoted to Lt. Ranger. The Board congratulated Lt. Sloan. Lt. Sloan stated he would like the Ranger Department to practice “community-oriented policing”. Lt. Sloan plans on continuing the training of Rangers and will continue to solicit feedback on how the Rangers can better serve and assist the patrons of Geauga Park District.
- A video was presented on the life-cycle of a Monarch butterfly and ways the public can help increase the Monarch butterfly population.
- Mr. Oros advised that the Park District would meet with the County Budget Commission on August 24, 2015.
- Mrs. Shumway suggested that approved Park District projects be posted on the website.

EXECUTIVE SESSION

Mr. Orndorff made a motion to enter Executive Session for personnel employment contract and land negotiations.

Mr. Gertz seconded the motion and after roll-call voice vote, the motion was approved 3 – 0:

Mrs. Shumway	Yes
Mr. Gertz	Yes
Mr. Orndorff	Yes

The Board entered Executive Session at 5:18 p.m.

The Board came out of Executive Session at 6:03 p.m. No items were brought forward.

Mr. Gertz made a motion to adjourn the meeting.

Mr. Orndorff seconded the motion and after roll-call voice vote, the motion was approved 3 – 0:

Mrs. Shumway	Yes
Mr. Gertz	Yes
Mr. Orndorff	Yes

The meeting was adjourned at 6:04 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, Executive Director

Mary Ruth Shumway, President

GEAUGA PARK DISTRICT
 Board of Park Commissioners
 August 11, 2015 - Regular
 The Meyer Center

"Exhibit A"

Name	Organization/Company
Robert Fish	GPD
GARY THOMAS	-
Paul + Sue Ciplinger	S. Russell
Catherine + Elbert W. Williams	Kusner
Ron + Joanne Kimmel	"
John	Barnbridge Twp.
Marlene Miller	Middlefield
Nora Hamilton	OHG
Pat + Cecile	
John P. ...	Pacheco Twp. board
KATHY FLOREN	THOMPSON
Shelley Charnin	Russell
Kathy Hammett	PGP
Mark ...	GIO
Kevin Morgan	maxville resident
LISA SANDERS COVATTA	HARRDEN
Kimblaine	Pebble Court
John Gentry	Conrad
Betsey Lane	Chagrin Falls, OH
May Obinger	Green Fire Lds 4-H Club