

**GEAUGA PARK DISTRICT
BOARD OF PARK COMMISSIONERS
BOARD MEETING MINUTES
July 14, 2015**

The regular meeting of the Geauga Park District Board was held July 14, 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, Interim Director	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	
Paul Pira, Natural Resource Management Director	
David Ondrey, Legal Counsel (Thrasher Dinsmore & Dolan)	

ADOPTION OF THE MINUTES

The Board was presented with minutes from the June 9, 2015 regular Board Meeting. Mrs. Shumway requested the following amendment (from page 10 of the Draft Minutes):

Original: Mrs. Shumway requested Natural Resource Management review the possibility of trapping raccoons at Beartown Lakes to determine if it would help bring the turtles and ducks back to the area.

Revised: Mrs. Shumway requested Natural Resource Management review the possibility of trapping raccoons **and turtles** at Beartown Lakes to determine if it would help bring **the ducks** back to the area.

Mr. Gertz made a motion to approve the June 9, 2015 regular Board Meeting minutes.

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

VOLUNTEER OF THE MONTH

Ted Berman was honored as Volunteer of the Month for his dedication to the Geauga Park District's bike patrol and specifically for aid he provided to an injured rider on Maple Highlands Trail. Commissioner Bill Gertz read and presented Mr. Berman with the following Certificate of Appreciation with thanks from the Board of Commissioners and employees of the Geauga Park District.

Mr. Berman thanked the Park District and Ranger Denise Weisbarth for submitting his name. Mr. Berman added he loves the bike trail and was glad he was able to assist the injured rider.



CERTIFICATES OF APPRECIATION

Commissioner Jeffrey Orndorff presented a Certificate of Appreciation to Riders 4-H Club for their assistance in rejuvenating the prairie garden at Frohring Meadows. There were no representatives from the 4-H club in attendance to accept the Certificate.



OPEN TO THE PUBLIC – below are comment summaries:

Mr. Buckles, Troy Twp., addressed the Board from the podium. Mr. Buckles invited all in attendance to the Park shelter (at Big Creek Park) at the conclusion of the Board meeting for a presentation he was previously scheduled to present to the Park Board. Mr. Buckles conveyed his disagreement with the Board’s action in

the hiring of Mr. Oros as Executive Director without interviewing him or other candidates, stating it was a disservice to Mr. Oros by not allowing him to compete successfully against others; to the staff; and, to the public by saying that the Executive Director position is not important enough for a true search for leadership.

Mr. Buckles commented on the 2016 Proposed Budget Appropriations, stating from conversations with the Auditor, he felt the Park District may be setting up for another levy suspension as the budget contains no outline for current or future projects, which information the County Auditor advised is required. He added that a CPA reviewed the proposed budget and commented it was difficult to understand due to lack of backup or detail information to explain increases from the prior year.

Mr. Buckles stated Mr. McCue's interview with the News Herald was disturbing as it indicated that the Park District would not be expanding but would be developing current Park properties. He added that in January the Board stated that even with the suspension of the levy no projects would be eliminated and questioned why there had been no progress at the Ellerin property which, per prior budgets, was slated for completion this year.

Mr. Gertz responded stating that Mr. Buckles' comments were assumptions or non-conclusive as the Budget the board received is preliminary and the final/formal budget will contain all the detail.

Sally Cermak, Chesterland, addressed the Board from the podium. Mrs. Cermak stated she was disappointed with the lack of large projects and programs such as the prior nocturnal animal program at The West Woods and feels the current programming could be more innovative. She added she was also disappointed that the children's area downstairs at the Meyer Center has been removed as it was a good place to bring children in the winter.

John Augustine, Parkman Twp., addressed the Board from the podium. Mr. Augustine commented on Mr. Orndorff's proposal for a road underpass for safe passage of animals, and felt this initiative should be in the budget. He added the budget suspension monies could have helped pay for this, and other projects that protect endangered and other species. Mr. Augustine inquired as to whether the Park District Audit Committee still exists and if so when they planned on meeting. Ms. Pennell advised that the Park District is communicating with the State Auditor regarding the Park District Audit Committee.

Mr. Oros stated that the Park District will take all public comments into consideration, but requested that the public refrain from cross-examining staff and requesting answers that staff does not have. The purpose of the Park Board meetings is to conduct Park business.

Barbara Partington, Munson Twp. addressed the Board from the podium. Ms. Partington inquired since the Board was approving the preliminary budget at this meeting, if there will be an additional meeting to discuss the budget detail. Mrs. Shumway asked Ms. Pennell to address the Budget questions. Ms. Pennell advised the 2016 Preliminary Budget that will be in place on January 1st 2016 will be approved at this (July) Board meeting. Amendments will be made to the Budget after it is approved, with the first being a detailed amendment containing line-item expenditures. She added that the all items the Auditor requires for the Budget hearing will be met.

Kathryn Hanratty, Chardon Twp., addressed the Board from the podium. Ms. Hanratty stated that the questions asked were not intended to make anyone feel uncomfortable or to insult staff. She added that her understanding was that the open meetings are specifically for the public to ask questions and to get them noted in the record and as Board meetings are the public's only opportunity to do this, the questions

sometimes sound harsh. Ms. Hanratty stated that on page 42 of the survey the top four (4) things listed were – to protect wildlife habitat, protect areas of natural beauty, protect watershed and ground water quality and protect open spaces. She wanted to make sure that the Board was going to look over the survey in depth.

Garrett Meyer, Auburn Twp., addressed the Board from the podium. Mr. Meyer congratulated Mrs. Cermak on her grandchildren and stated that the Park District’s “Frozen Fest” was a great program for children. He added that some of the comments he read in Park Board meeting minutes were disturbing in that they strongly suggest that there might be a group of people that are not wanted in the parks and the other disturbing item is that a public meeting could not take place without an assault and battery taking place outside. Mr. Meyer stated the purpose of the meetings and the Board is to create as many ways as possible for the residents of Geauga County to enjoy the parks and that enjoying nature is what the parks is about.

Shelley Chernin, Munson Township, addressed the Board from the podium. Ms. Chernin stated she does not want to see a levy suspended this year. She commented that the Board honored a commitment to Bass Lake residents based on a handshake agreement, and similarly the residents of Geauga County are looking to the future to preserve, conserve and protect the natural beauty of Geauga County. Ms. Chernin added that Geauga residents have supported this commitment to conservation by voting to pass park levies and they want the Commissioners to honor the trust of the residents by supporting the Park District’s founding mission and maintain the rural character of Geauga County by purchasing available natural areas before they disappear. Ms. Chernin stated that by changing the Bylaws and suspending the levy, public trust is diminished.

Michele Pennell advised that it is true the Auditor does not have detail on the 2016 Budget or projects because this information cannot be turned into the Auditor until the Board approves it. When approved by the Board, the Auditor will receive the same budget packet that was available to the public for review, and will include projections, project details and expenditures. Also included in the document is the information that the Park District wants all tax monies collected next year.

PRESENTATION OF FINANCIAL STATEMENT

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

**Geauga Park District
FINANCIAL STATEMENT MONTH ENDED
June 30, 2015**

GENERAL FUND

BEGINNING FUND BALANCE APRIL 1, 2015	7,034,308.36
EXPENDITURES & OTHER USES	
Personnel	220,955.05
Medicare	3,176.45
Dental /Hospitalization	45,736.40
OPERS May	30,902.21
Transfer to Land Improvement Fund	500,000.00
Vouchers	242,623.08

EXPENDITURES & OTHER USES**1,043,393.19****REVENUES & OTHER SOURCES**Investment Income

284.22

Gifts & Donations

1,965.42

- Anderson Window NAF sponsorship - \$1,500.00
- Cleveland Foundation - Affelder quarterly donation - \$430.62
- Bird Box - \$14.24, Amphitheater donations - \$8.85
- Unrestricted donation - \$11.71

Fees

- Camping 435.00
- Shelters 660.00
- NAF Table Fees 1,790.00
- Utility fees 405.00
- X-Treme Days Camp registration fees 540.00
- Adventure Camp registration fees 4,590.00
- Programs - Out-of-county 6.00
- Caveman Crawl Race registrations 5,675.00
- Programs 507.00

Sales

- Tapper's Treasures - MC 24.00
- Tree Tops - TWW 1,394.40

Other Receipts

- GPD Foundation rental space/equipment 212.18
- Observatory house - Sindelar 300.00
- Swine Creek house - Harry 400.00
- Burton Wetlands house- Kolar 825.00
- Chickagami house - Maksim 400.00
- Muni Court Citation W.Byler restitution 739.00
- Recycling proceeds - Scrap steel from SC - \$107.86 , ASP paper - \$22.40 130.26

Other

- Public Records requests - \$3.00 3.00
- Local Government Funds 8,650.02
- Auction proceeds - Motorola radios - \$106.00, Drafting table - \$35.00 377.00
- Walkie Talkie - \$226.00, Spotlight - \$10.00

REVENUES & OTHER SOURCES**52,306.48****ENDING FUND BALANCE AS OF JUNE 30, 2015****6,043,221.65****LAND IMPROVEMENT FUND****BEGINNING FUND BALANCE APRIL 1, 2015****3,175,211.19**

EXPENDITURES & OTHER USES	
Vouchers	72,042.65
EXPENDITURES & OTHER USES 72,042.65	
REVENUES & OTHER SOURCES	
<u>Investment Income</u>	136.80
<u>Transfer from General Fund</u>	500,000.00
<u>Royalties/In-Lieu Fees</u>	203.38
- Hehmeyer - \$89.26, Sunnybrook - \$21.11, Ford Windsor - \$93.01	
REVENUES & OTHER SOURCES 500,340.18	
ENDING FUND BALANCE AS OF JUNE 30, 2015 \$3,603,508.72	
<u>RETIREMENT RESERVE ACCOUNT</u>	
	-
BEGINNING FUND BALANCE APRIL 1, 2015 \$82,457.76	
REVENUES & OTHER SOURCES 3.55	
<u>Investment Income</u>	3.55
ENDING FUND BALANCE AS OF JUNE 30, 2015 \$82,461.31	

PURCHASE REQUISITION PRE-APPROVALS

The Board was presented with a list of outstanding Purchase Requisitions for pre-approval in the amount of \$23,736.70. There were no questions by the Board

Mr. Gertz made a motion to approve the purchase requisition pre-approvals, in the amount of \$23,736.70

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

PRESENTATION OF VOUCHERS

The Board was presented with vouchers paid during the month of June 2015 in the amount of \$313,889.45. These vouchers represented the normal day-to-day operating expenses, approved budgeted expenses and payroll. All questions by the Board were satisfactorily answered.

Mr. Gertz made a motion to accept the June 2015 paid vouchers into the record.

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

BYLAW AMENDMENTS, RESOLUTION NO. 23-15

The Board was provided with proposed revisions to the Park District Bylaws which were presented and entered into the record at the June 9, 2015 Board meeting.

Mr. Orndorff made a motion to pass Resolution No. 23-15 adopting the amendments to the Bylaws previously discussed and reviewed by counsel.

Mr. Gertz seconded the motion and after roll-call voice vote, 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.

There was discussion regarding justification, reasons and consequences of the proposed changes. The Board requested this item be tabled pending review of statistics showing pay-out of accrued sick leave by prior Park District employees, and possible future pay-outs based on the current policy.

PARK DEVELOPMENT PROJECT UPDATES

Mr. McCue provided the Board with updates on 2015 projects advising all projects are still on schedule for completion in the fall, dependent on good weather going forward. Questions by the Board regarding the Frohing Meadows project were sufficiently answered.

REVENUE CERTIFICATION, RESOLUTION NO. 26-15

The Board was presented with Budget Amendment #7 – a Revenue Certification to certify additional revenue into the General Fund in the amount of \$22,193.98, as shown below:

General Fund 6017

\$22,193.98 – Refund of Tax dollars (6017-057-00-452-5703)

- To certify revenue for exemption status of Tare Creek, Pine Brook (Michael Gyetko property) and the difference of \$200 to adjust the amendment to agree with the dollars paid to Auditor for BWC refund in April 2015

Mr. Orndorff made a motion to approve the Revenue Certification, Budget Amendment No. 7, Resolution No. 26-15 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. 27-15

The Board was presented with Budget Amendment #8, a Supplemental Appropriation to add appropriations into the Naturalist budget for exhibit room construction into the General Fund in the amount of \$10,000.00, as shown below:

General Fund (6017)

To allow for the exhibit room preliminary construction to begin in the fall of 2015 instead of spring of 2016 to be open prior to the Frozen Fest 2016 and the “Come Home” theme for 2016.

\$5,000.00 – Exhibit/Display Contracts (6017-057-01-601-422-13)

\$4,000.00 – Exhibit/Display Materials (6017-057-01-701-5702-422-13)

\$1,000.00 – Exhibit/Display Equipment (6017-057-01-801-422-13)

Mr. Orndorff made a motion to approve the Revenue Certification, Budget Amendment No. 8, Resolution No. 27-15 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 PROPOSED BUDGET APPROPRIATIONS, RESOLUTION NO. 24-15

The Board was presented with proposed appropriations for expenditures of the Geauga Park District during the fiscal year commencing January 1, 2016.

Ms. Pennell advised the Board that the Budget hearing is scheduled for Tuesday, August 11 and due to the Board meeting scheduled at 3:30 p.m. on the 11th, a morning time-slot has been requested. The Board requested it be informed of the time.

There was discussion regarding increasing appropriations for land acquisition, the time-line for preparation and process for adding detail to the 2016 Budget. Ms. Pennell advised departments will be working on the detail to be presented to the Board in January 2016, at which time the Board can make adjustments. There was further discussion on the process and amount of monies available for possible land acquisitions by the Board.

Mr. Gertz made a motion to approve the 2016 Proposed Budget Appropriations, Resolution 24-15.

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	1987 E	Dell flat panel computer monitor (item is defective)	Scrap
2	1889 V	2005 Ford Taurus - GV 5929 - Naturalist vehicle	\$3,550
3	2106 V	2007 Ford Explorer - GV 6366 - Ranger vehicle	\$3,000
4	2200 V	2008 Ford Explorer - GV 6416 - Ranger vehicle	\$2,500
5	2012 V	2007 Ford F-250 Super Duty - GV 6196 - Operations vehicle	\$4,000
6	2088 V	2007 Ford Explorer - GV 6348 - Natural Resources vehicle	\$4,500

Mr. Oros presented two offers received by the Park District for the vehicles set to go to auction:

Offer 1)

Geauga County Maintenance Department would like the Park District to donate to them the 2007 Explorer GV 6348- Estimated auction price \$4,500

Offer 2)

The Geauga County Engineer would like to offer \$7,500 for the following vehicles the Park District is sending to auction:

2007 F250 GV 6196 – Estimated auction price \$4,000

2007 Explorer GV 6348- Estimated auction price \$4,500

Mr. Orndorff made a motion to approve the items declared surplus and accept the County Engineer’s offer as presented.

Mrs. 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

SPECIAL USE PERMIT REQUEST – HABITAT FOR HUMANITY

The Board was presented with a request from Habitat for Humanity for permission to serve alcohol at the December 16, 2015 Volunteer Appreciation Dinner scheduled in the Oak Room at The West Woods Nature Center. Board approval is required, as per the Geauga Park District Rules and Regulations, consumption of alcohol is only permitted in designated picnic areas (Section 15.1).

Mr. Orndorff made a motion to approve the request as presented.

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

Mrs. Shumway	Yes
Mr. Gertz	No
Mr. Orndorff	Yes

Mr. Ondrey, Park District legal counsel, was asked if the Board by approving requests to serve alcohol is setting precedent making it impossible to refuse a future request. Mr. Ondrey stated that each request should be judged on its own merit, potential issues should be weighed prior to approving and any denials should specify the reason(s).

COMMISSIONER’S TIME

Mr. Orndorff stated an allocation of funds discussed at a previous Board meeting to create an underpass for turtles and lizards to safely get across Park roadways would be welcomed by him. Mr. Orndorff commented that Mr. Pira could recommend the areas where this is needed and proposed cost for inclusion in the 2016 Budget. Mr. Oros stated he has discussed this with Natural Resource Management and if Mr. Pira added this to NRM’s 2016 Annual Plan of Operations, it would be placed in the 2016 Budget.

Mrs. Shumway requested Sally Cermak stay after the main portion of the meeting to discuss programming for teens.

Mr. Orndorff advised the Board received comments from patrons stating mountain bike trails would be welcomed as there are none in Geauga County. He added there was also a request for a climbing wall, which would require supervision by qualified staff or adults at all time. Both of these ideas would be exciting for teens.

Mrs. Shumway advised the Headwaters Park shelter (under construction now) will have space for canoes and kayaks. Mr. McCue confirmed the building will be ready by next summer, but the actual programming for canoe/kayak availability/renting is not yet in place.

Mrs. Shumway commented that the total cost the Park District paid for recreational amenities was \$50,000.00 park-wide.

Mr. Oros stated that the 2015 Caveman Crawl event had 309 registered participants and brought in \$8,200.00 for the Chip Henry Institute. Mr. Oros also shared comments from race participants with the Board.

Mr. Gertz shared a comment from a Lake County couple who stated that Geauga County has the best parks in the area – and they always come to Geauga County when they want to visit a park.

Michele Pennell shared the first Park District Commercial with the Board which highlighted camping in the Park District. The video was produced by Lake Erie Video.

Mr. Gertz made a motion to enter Executive Session to discuss land acquisition, employee compensation, employee contracts and proposed employee positions.

Mrs. 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 Board entered Executive Session at 4:44 p.m.

The Board came out of Executive Session at 5:37 p.m. The following items were brought forward:

Mr. Orndorff made a motion to include the following personnel matters:

- To promote current park planner Tommy Yokum to a salary of \$24.68 per hour, effective immediately. To post a position for a park planner, with a 120 day probationary period, at starting salary of \$20.87 per hour.
- To post a position to promote two receptionists to administrative assistants to a salary of \$14.75 per hour, 24 hours per week.
- To promote the receptionists to visitor services representatives at an hourly rate \$14.23 per hour, 24 hours per week.
- To authorize the Executive Director to post an opening for a Naturalist with dual competency in regular naturalist duties, and with some knowledge/training in astronomy in anticipation of being able to participate in new programming at Observatory Park with a starting hourly rate of \$18.46/hour. The position would commence at the discretion of the Executive Director, but on or about January 1, 2016.

- To authorize the Executive Director, by virtue of the announcement of the HR Manager that she will be leaving, to post the position of Human Resources Manager or Director, with a salary range commensurate with the applicant's experience.

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

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

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.

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

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

Mr. Orndorff made a motion to adjourn the meeting.

Mrs. Shumway 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 5:43 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

Exhibit "A"

GEAUGA PARK DISTRICT
 Board of Park Commissioners
 July 14, 2015 - Regular
 The Meyer Center

Name	Organization/Company
Robert [unclear]	
Polly [unclear]	
Kathy [unclear]	PGP
John [unclear]	Parkway Resident
Karen [unclear]	PLP
Stacy Wolkow	BURTON
Bob's Dave [unclear]	Murray
Jim Wolkow	Burton
Shelley Chemin	Russell
Joe [unclear]	Humbler
Mike [unclear]	GP
Ted Berman	GPD - bike patrol
Debbie Bowman	" "
Markene Blahnik - Frey	Clairton
Paul Pina	GPD
Kim Laurie	Probate Court
Kim Kingzett	Clairton
Albert [unclear]	Murray
Catherine [unclear]	" "
Pat [unclear]	GP
Joe [unclear]	GP
Fran [unclear]	Murray