

**GEAUGA PARK DISTRICT  
BOARD OF PARK COMMISSIONERS  
BOARD MEETING MINUTES  
December 8, 2015**

The regular meeting of the Geauga Park District Board was held December 8, 2015 at The Meyer Center, Chardon Twp., Ohio. The meeting was called to order at 2:35 p.m. Commissioners Mary Ruth Shumway, Bill Gertz were present.

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

<b>Park District Employees</b>	<b>GUESTS</b>
John Oros, Executive Director	See EXHIBIT "A" attached
Anna McDonald, Executive Administrative Assistant	
Sheryl Hatridge, Executive Administrative Assistant	
Matt McCue, Director of Planning & NRM	
Stephanie Zigman, Human Resources Manager	
Michele Pennell, Director of Business & Visitor Services	
Brett Bellas, Operations Manager	
Dennis Sloan, Lt. Ranger	
Allan Frantz, Sgt. Ranger	
David Ondrey, Legal Counsel (Thrasher Dinsmore & Dolan)	

**ADOPTION OF THE MINUTES**

The Board was presented with minutes from the October 13, 2015 Regular Board meeting.

Mary Ruth Shumway made a motion to approve the October 13, 2015 Regular Board Meeting minutes.

Mr. Gertz seconded the motion and after roll-call voice vote, the motion was approved 2-0.

Mr. Gertz	Yes
Mrs. Shumway	Yes

**VOLUNTEER OF THE MONTH**

Dan Galdun was honored as Volunteer of the Month for October 2015. Mr. Galdun is a long time volunteer and member of the Observatory Park Technical Advisory Group. He was honored for his dedication to keeping the telescope in good working order and for spearheading work sessions at the NASA astronomical observatory. Commissioner Gertz read and presented Mr. Galdun with the following Certificate of Appreciation with thanks from the Board of Commissioners and employees of the Geauga Park District.



#### **AECOM CLEVELAND – ORCHARD HILLS PARK AWARD**

Tom Evans and Christian Lynn presented a merit award certificate from the Ohio chapter of the American Society of Landscape Architects to Matt McCue and the Board of Commissioners. They recognized Orchard Hills Park as an innovative conversion of a golf course to an ecological restoration that also incorporated a place for passive and active recreation, demonstrating the two can coexist.

#### **SUMMER PHOTO CONTEST WINNER RECOGNITION**

John Oros recognized Geoff Root from Claridon Township as the summer photo contest winner with his photograph of a sunrise along the new south section of the Maple Highlands Trail. Mr. Root was not present but he will be given a framed copy of his photograph and a pint of Park District maple syrup.

#### **OPEN TO THE PUBLIC** – below are comment summaries:

- Will Fraser, Hambden Twp., a member of Chagrin Valley Hunt, stated he is interested in getting permission to use Observatory Park occasionally for hound exercising.
- Chip Hofstetter, Montville Twp., and Brian Gidley from the Ohio State Snowmobile Association said they are seeking the opportunity for a pilot program to use snowmobiles at Observatory Park or any other suggested land tract, perhaps issuing permits and limiting the number of users. They discussed the Ashtabula Metroparks pilot program and shared information about impact to the environment. Additional discussion ensued.
- Ed Buckles, Troy Twp., commented about park oversight, bylaw changes, deed restrictions, law firm and printing selection, survey results, and park accomplishments for the year.
- Kim Kingzett, Claridon Twp., complimented the new Headwaters Park pavilion and asked about canoe and kayak rental this summer. She also inquired if a dog park was ever considered and if bridle trails will be added to Observatory Park.
- Shelly Chernin, Russell Twp., made comments about proposed bylaw changes, proposed park uses, and advised she has contacted the Geauga Prosecutor's Office to look into a violation of park rules

and regulations during Liberty Camp. Ms. Chernin distributed her suggested change to Article Bylaw XII to the Board and John Oros.

- Skip Lyle, Munson Twp., expressed his opinion regarding hound exercising.
- John Augustine, Parkman Twp., addressed snowmobiles, dogs and park uses in the natural areas. He also discussed drilling in the parks and existing leases.
- Barb Partington, Munson Twp., complimented the Observatory Park YouTube video, however she expressed concern that it was published while the park was closed to the public.
- Lou Cook, Perry, commented about snowmobiling.
- Sharmyn Clark, Russell, shared her experience with snowmobile use damage to trails and stated dogs running loose breaks a primary Park rule.
- Dave Partington, Munson Twp., shared information about opencheckbook.com and suggested the Park District use this program.

**PRESENTATION OF FINANCIAL STATEMENT**

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

**Geauga Park District  
FINANCIAL STATEMENT MONTH ENDED**

October 31, 2015

**GENERAL FUND**

<b>BEGINNING FUND BALANCE OCTOBER 1, 2015</b>	<b>7,306,124.27</b>
<b>EXPENDITURES &amp; OTHER USES</b>	
Personnel	315,210.90
Medicare	4,549.68
Dental /Hospitalization	43,723.26
OPERS September	30,931.76
Vouchers	75,263.98
<b>EXPENDITURES &amp; OTHER USES</b>	<b>469,679.58</b>
<b>REVENUES &amp; OTHER SOURCES</b>	
- State Reimbursement rollback for Manufactured Homes	1,918.07
<u>Investment Income</u>	810.28
<u>Gifts &amp; Donations -</u>	
- Unrestricted Bird Box - \$28.18, Other - \$200.00	228.18
<u>Fees</u>	
- Camping	365.00
- Utility fees	1,125.00
- Workshops - General - Public program	90.00
- Programs - Out-of-county	48.00
- Programs	643.00
<u>Sales</u>	
- Tapper's Treasures - MC	39.73
- Tree Tops - TWW	1,273.43
<u>Other Receipts</u>	
- GPD Foundation rental space/equipment	216.43
- Observatory house - Sindelar	300.00
- Swine Creek house - Harry	400.00
- Chickagami house - Kolar	400.00
- Muni Court Citation	716.00
- Tax refund for two parcels with tax exempt status - \$ 197.10	224.83

Home Depot refund - \$27.73		
101.62		
GPD Foundation reimburse for Graphic Design services - \$ 25.31		
Sales tax reimbursed - \$ .31		
- Local Government Funds	7,874.89	
- Transfer-In (from Retirement Reserve Fund)	25,000.00	
<b>REVENUES &amp; OTHER SOURCES</b>		<b>41,774.46</b>
<b>ENDING FUND BALANCE AS OF OCTOBER 31, 2015</b>		<b>6,878,219.15</b>
<b><u>LAND IMPROVEMENT FUND</u></b>		
<b>BEGINNING FUND BALANCE OCTOBER 1, 2015</b>		<b>3,184,129.18</b>
<b>EXPENDITURES &amp; OTHER USES</b>	150,345.70	
Vouchers		
<b>EXPENDITURES &amp; OTHER USES</b>		<b>150,345.70</b>
<b>REVENUES &amp; OTHER SOURCES</b>		
<i>Investment Income</i>	362.05	
<b>REVENUES &amp; OTHER SOURCES</b>		<b>362.05</b>
<b>ENDING FUND BALANCE AS OF OCTOBER 31, 2015</b>		<b>3,034,145.53</b>
<b><u>RETIREMENT RESERVE ACCOUNT</u></b>		
<b>BEGINNING FUND BALANCE OCTOBER 1, 2015</b>		<b>82,480.32</b>
<b>EXPENDITURES &amp; OTHER USES</b>		<b>25,000.00</b>
<i>Transfer-Out to General Fund</i>	25,000.00	
<b>REVENUES &amp; OTHER SOURCES</b>		<b>8.93</b>
<i>Investment Income</i>	8.93	
<b>ENDING FUND BALANCE AS OF OCTOBER 31, 2015</b>		<b>57,489.25</b>

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

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

<b><u>GENERAL FUND</u></b>		
<b>BEGINNING FUND BALANCE NOVEMBER 1, 2015</b>		<b>6,878,219.15</b>
<b>EXPENDITURES &amp; OTHER USES</b>		
Personnel	223,008.48	
Medicare	3,182.01	
Dental /Hospitalization	45,953.74	
OPERS October	31,009.52	
Vouchers	116,584.06	
<b>EXPENDITURES &amp; OTHER USES</b>		<b>419,737.81</b>
<b>REVENUES &amp; OTHER SOURCES</b>		
<i>Investment Income</i>		
<i>Gifts &amp; Donations -</i>	116,027.84	
- Unrestricted-\$250.00, Memorial C. Plant - \$500.00		
- GPDF - Land Stewardship - \$ 1,995.00		

Fees

- Camping	280.00
- Shelters	100.00
- Utility fees	1,215.00
- Workshops - General - Public program	450.00
- Programs - Out-of-county	20.00
- Programs	1,095.00
<u>Sales</u>	
- Tapper's Treasures - MC	139.57
- Tree Tops - TWW	3,152.43
<u>Other Receipts</u>	
- GPD Foundation rental space/equipment	216.43
- Observatory house - Sindelar	300.00
- Swine Creek house - Harry	400.00
- Chickagami house - Kolar	400.00
43.27	
- Western Reserve Farm Co-op yearly dividend - \$20.02	
- Local Government Funds	7,907.73
- Auction proceeds - F450 Dump Truck - J.Mindedahl	12,000.00
- Honest Scales recycling scrap metal	15.35
<b>REVENUES &amp; OTHER SOURCES</b>	<b>143,762.62</b>

<b>ENDING FUND BALANCE AS OF NOVEMBER 30, 2015</b>	<b>6,602,243.96</b>
--	---------------------

**LAND IMPROVEMENT FUND**

<b>BEGINNING FUND BALANCE NOVEMBER 1, 2015</b>	<b>3,034,145.53</b>
--	---------------------

<b>EXPENDITURES &amp; OTHER USES</b>	109,468.72
--------------------------------------	------------

Vouchers

<b>EXPENDITURES &amp; OTHER USES</b>	<b>109,468.72</b>
--------------------------------------	-------------------

<b>REVENUES &amp; OTHER SOURCES</b>	
-------------------------------------	--

<u>Investment Income</u>	0.00
--------------------------	------

<u>Gifts &amp; Donations</u>	10,212.70
------------------------------	-----------

- GPD FDN- Observatory Park	
-----------------------------	--

<u>Royalties/In-Lieu Fees</u>	493.58
-------------------------------	--------

- Hart - \$34.22 , Sunnybrook - \$ 113.85	
---	--

<u>Other -</u>	10,282.00
----------------	-----------

- Lawyers Title reimbursement for Mcadam King lot split	
---	--

<b>REVENUES &amp; OTHER SOURCES</b>	<b>20,988.28</b>
-------------------------------------	------------------

<b>ENDING FUND BALANCE AS OF NOVEMBER 30, 2015</b>	<b>\$ 2,945,665.09</b>
--	------------------------

**RETIREMENT RESERVE ACCOUNT**

<b>BEGINNING FUND BALANCE NOVEMBER 1, 2015</b>	<b>\$ 57,489.25</b>
--	---------------------

<b>EXPENDITURES &amp; OTHER USES</b>	
--------------------------------------	--

<u>Transfer-Out to General Fund</u>	
-------------------------------------	--

<b>REVENUES &amp; OTHER SOURCES</b>	
-------------------------------------	--

<u>Investment Income</u>	
--------------------------	--

<b>ENDING FUND BALANCE AS OF NOVEMBER 30, 2015</b>	<b>\$ 57,489.25</b>
--	---------------------

**PRESENTATION OF VOUCHERS**

The Board was presented with vouchers paid during the month of October 2015. These vouchers represented the normal day-to-day operating expenses, approved budgeted expenses and payroll.

Mr. Gertz made a motion to accept the October 2015 paid vouchers into the record as presented.

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

Mr. Gertz                      Yes  
Mrs. Shumway                Yes

The Board was presented with vouchers paid during the month of November 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. Gertz made a motion to accept the November 2015 paid vouchers into the record as presented.

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

Mr. Gertz                      Yes  
Mrs. Shumway                Yes

**PARK DEVELOPMENT PROJECT UPDATES**

John Oros announced all projects are complete.

**CERTIFICATION ADJUSTMENTS**

The Board was presented with Resolution No. 43-15, to approve and certify to amend the following:

**Fund 6017 - General Fund certifications – to have a total revised budget of \$ 6,059,344.08**

**Fund 6015 – Land Improvement Fund certifications to have a total revised budget of \$526,612.70**

**Fund 6033 – Retirement Reserve Fund certifications to have a total revised budget of \$55.00**

Mrs. Shumway made a motion to approve Resolution No. 43-15 to amend Fund 6017, Fund 6015 and Fund 6033, as presented.

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

Mr. Gertz                      Yes  
Mrs. Shumway                Yes

**APPROPRIATION ADJUSTMENTS**

The Board was presented with Resolution No. 44-15, to make appropriation changes to amend the following:

**Fund 6017 - General Fund appropriations –reduce appropriations by \$90,498.00**

**Fund 6015 – Land Improvement Fund appropriations – reduce appropriations by \$1,099,600.00**

Mrs. Shumway made a motion to approve Resolution No. 44-15 to make appropriation changes to Fund 6017 and Fund 6015, as presented.

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

Mr. Gertz                      Yes  
Mrs. Shumway                Yes

**SURPLUS PROPERTY**

The Board was asked to approve the following as Surplus Property. There were no questions by the Board.

	Inventory No.	Description	Starting Bid
1	2156 E	HP Storage Works Ultrium 460 backup tape drive (item is defective)	Scrap
1	2208 E	HP Workstation (item is defective)	Scrap

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

Mr. Gertz seconded the motion and after roll-call voice vote, the motion was approved 2 – 0:

Mr. Gertz	Yes
Mrs. Shumway	Yes

**BYLAW AMENDMENTS**

The Board reviewed and discussed proposed changes to the Bylaws. Discussion and questions regarding Article XI were addressed. The proposed changes follow.

**ARTICLE XI PAYMENT OF BILLS AND OBLIGATIONS**

All vouchers in payment of bills shall be certified by the Executive Director, Deputy Director, or the Executive Directors’ designee. Expenditure Vouchers and Payroll Vouchers shall be approved and certified to the Geauga County Auditor by the Executive Director, Deputy Director, or the Executive Directors’ designee, and shall be ratified ~~be approved prior to payment~~ by the Park Board. ~~The Park Board, may, at its discretion, designate a threshold level upon which approval vouchers may be granted by the Executive Director or Deputy Director. This discretion may also be given for purposes of payment amounts over the threshold level that are determined by the Executive Director to constitute an emergency or urgent need that, if delayed, could cause substantial harm to the current operations of the Park District. All approvals of emergency or urgent payments shall only be made after discussions with the President and shall be presented for discussion at the next public meeting of the Park Board. The list of vouchers may be included in the Journal of Proceedings by reference.~~

**ARTICLE XII CONTRACTUAL RELATIONSHIP, BOARD APPROVAL**

No contract, agreement, deed, option or other document or action creating any right or obligation, contractual relationship from, in or to the Park Board shall be executed, given, transferred, assigned, delivered, accepted or received on behalf of the Park Board except with the approval or authorization of the Park Board, ~~unless same has been approved in the annual appropriations, and/or unless it is not covered by the competitive bidding requirements of ORC 307.86~~ The Executive Director, Deputy Director, or the Executive Directors’ designee have authority to execute change orders on existing goods or services of approved annual appropriations and other contracts not covered by the requirement of ORC 307.86 to the extent they do not exceed the budgeted amount approved by the Park Board.

The Board made a motion to enter Article XI Payment of Bills and Obligations and Article XII Contractual Relationships and Board Approval of the Bylaws into the record. Legal counsel David Ondrey stated the changes need to be read publicly. No vote was made.

**APPOINTMENT OF LEGAL COUNSEL RESOLUTION NO. 45-15**

As required by the Ohio State Auditor, legal counsel must be appointed each year. Request for Proposals were sent to four (4) law firms to provide general legal services to the Geauga Park District during 2016. The services requested included public sector law, land acquisition, human resources (including

bargaining), risk management and special litigation. The firms were chosen based on their area of specialty.

<b>LAW FIRM</b>	<b>PROPOSAL</b>
Ulmer & Berne, Cleveland, OH	No proposal submitted
Peterson & Ibold, Chardon, OH	No proposal submitted
Thrasher, Dinsmore & Dolan, Chardon, OH	Proposal submitted
Reminger, Attorney at Law, Cleveland, OH	Proposal submitted

After reviewing the proposals, based upon a good working relationship and prior experience with the Park District, John Oros recommended that GPD retain Thrasher, Dinsmore & Dolan as legal counsel in 2016. Discussion ensued.

Mr. Gertz made a motion to retain David Ondrey of Thrasher, Dinsmore & Dolan in Chardon, Ohio for 2016 legal counsel.

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

Mrs. Shumway	Yes
Mr. Gertz	Yes

### **COMMISSIONER’S TIME**

The following items were discussed during Commissioners’ time:

- John Oros presented a survey from the Ohio Parks and Recreation Association of 11/3/15 election results showing more than 85% of Parks & Recreation levies succeeded on the November ballot and more than 70% of new or replacement levies were successful, and more than 90% of renewal levies passed. John Oros praised staff for several November events including Holly Days, Nature Scopes, and Greens for Giving.
- Bill Gertz shared that he enjoyed Ranger Weisbarth’s report on the volunteer bike patrol. He stated it was a well-received program. Mr. Gertz commented on Judge Grendell’s summary of meetings with residents of Geauga County.

Mary Ruth Shumway clarified that hunting in the Geauga Park District is specifically for wildlife management. She commented on the summary from Judge Grendell’s meetings with Geauga County residents. Mrs. Shumway advised that the Park District is exploring additional educational opportunities in partnership with Geauga County Schools. She said the January newsletter will highlight positive accomplishments in the Park District.

The Board was asked to approve a Building Closure day for Christmas Eve. Mr. Gertz and Mrs. Shumway both approved a Building Closure day on Christmas Eve.

### **EXECUTIVE SESSION**

Mr. Gertz made a motion to enter Executive Session to discuss compensation and land acquisition.

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

Mr. Gertz	Yes
Mrs. Shumway	Yes

The Board entered Executive Session at 4:00 p.m.

The Board came out of Executive Session at 4:48 p.m. The following items were brought forward:



**EMPLOYMENT CONTRACT**

A motion was made by Mrs. Shumway to authorize Mary Ruth Shumway to execute an employment contract between the Board and John Oros as Executive Director.

Mr. Gertz seconded the motion and after roll-call voice vote, the motion was approved 2 – 0:

Mr. Gertz	Yes
Mrs. Shumway	Yes

**EMPLOYMENT COMPENSATION**

Mr. Gertz made a motion to approve the recommendations for compensation adjustments for 2016 as presented by the Executive Director and Human Resources Manager.

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

Mr. Gertz	Yes
Mrs. Shumway	Yes

Mrs. Shumway made a motion to adjourn the meeting.

Mr. Gertz seconded the motion and after roll-call voice vote, the motion was approved 2 – 0:

Mr. Gertz	Yes
Mrs. Shumway	Yes

The meeting was adjourned at 4:50 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

**Exhibit A**

**GAUGA PARK DISTRICT**  
 Board of Park Commissioners  
 December 8, 2015 - Regular  
 The Meyer Center

Name	Organization/Company
WILL FRASER	
SALLY LYLE	
SKIP LYLE	
Brian Gidley	OSSA
Chip Hofstetter	Montville Highlanders
Paul Carpenter	Ashtabula Metroparks
BARB'S DAVE PARTINGTON	MILSON
FRAN CRANE	(CITIZEN)
Brand Woodruff	Chester
Shelley Charnin	Russell
Joe Koziol	Times
Jan Epling	AECOM
Cheryl Lynn	AECOM
Gin Wickham	Burlington
Hayla Wohlman	"
Joni McCallan	"raveling
Dan Palk	Clinton
Kathy Hammarby	CITIZENSHIP TRIP
Jane Fatch	"
Catherine & Elliot Whitely	Hudson Falls
Sharmyn Clark	Russell
Kim Laurie	Probate Court