

**GEAUGA PARK DISTRICT
BOARD OF PARK COMMISSIONERS
BOARD MEETING MINUTES
January 12, 2016**

The regular meeting of the Geauga Park District Board was held January 15, 2016 at The Meyer Center, Chardon Twp., Ohio. The meeting was called to order at 10:02 a.m. Commissioners Bill Gertz, Jackie Dottore and Len Barker were present.

John Oros called the meeting to order. The Pledge of Allegiance was recited.

Park District Employees	GUESTS
John Oros, Executive Director	See EXHIBIT "A" attached
Sheryl Hatridge, Executive Administrative Assistant	
Matt McCue, Director of Planning & Operations	
Stephanie Zigman, Human Resources Manager	
Michele Pennell, Director of Business & Visitor Services	
Brett Bellas, Grounds & Facilities Manager	
Dennis Sloan, Lt. Ranger	
Denise Weisbarth, Ranger	
David Ondrey, Legal Counsel (Thrasher Dinsmore & Dolan)	

APPOINTMENT OF PARK BOARD COMMISSIONERS:

John Oros introduced two newly appointed board members Jackie Dottore and Len Barker. He reviewed the criteria for public input at Board Meetings.

ELECTION OF OFFICERS – OFFICE OF PRESIDENT

Mr. Oros called for nominations for the election of Officers.

Mr. Barker made a motion to nominate Jackie Dottore for the Office of President, Bill Gertz for the Office of Vice President and Sheryl Hatridge to be recognized as secretary of the Park Board.

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

Mr. Gertz	Yes
Mrs. Dottore	Yes
Mr. Barker	Yes

John Oros reviewed the term lengths for each board member as follows:

Jackie Dottore, three year term

Mr. Barker, two year term

Mr. Gertz, one year term.

ADOPTION OF THE MINUTES

The Board was presented with minutes from the December 8, 2015 Regular Board meeting. John Oros stated a change was requested at the top of page 3 to the comments made by Ms. Chernin.

Original: Shelly Chernin, Russell Twp., made comments about proposed bylaw changes, proposed park uses, and advised Protect Geauga Parks has contacted the Geauga Prosecutor's Office to look into a violation of park rules and regulations during Liberty Camp.

Revised: 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.

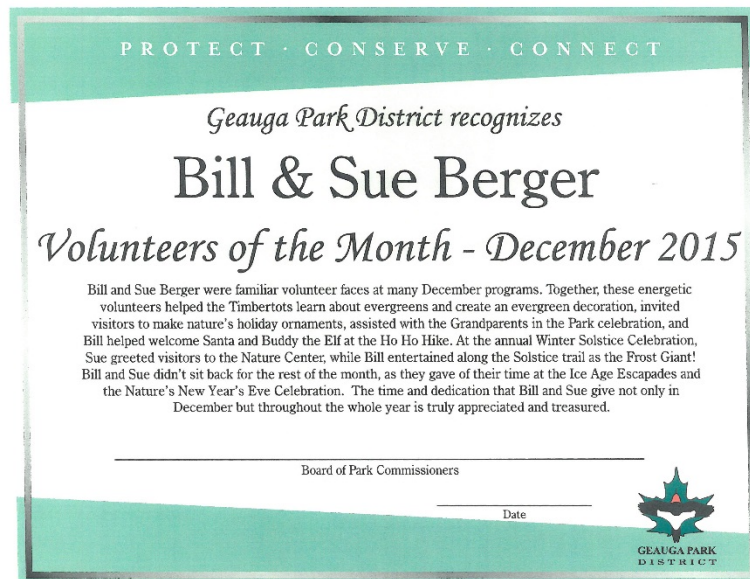
Mrs. Dottore made a motion to discuss and approve the December 8, 2015 regular Board Meeting minutes, with the requested revision.

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

Mr. Gertz	Yes
Mrs. Dottore	Yes
Mr. Barker	Yes

VOLUNTEER OF THE MONTH

Bill and Sue Berger were honored as Volunteer of the Month for December 2015 for their volunteer efforts at many Park District programs in December including Timbertots, making holiday ornaments, Grandparents in the Park, the Ho Ho Hike, the Winter Solstice Celebration, the Ice Age Escapades and Nature's New Year's Eve Celebration. Sue Berger was present to accept the award from Commissioner Gertz, who read and presented Ms. Berger with the following Certificate of Appreciation with thanks from the Board of Commissioners and employees of the Geauga Park District.



OPEN TO THE PUBLIC – below are comment summaries:

- Kathryn Hanratty, Chardon Twp., President of Protect Geauga Parks welcomed the new Park Board Commissioners and commented she hopes to enjoy a long and good working relationship with them.
- Ed Buckles, Troy Twp., also welcomed the new Board members, and suggested they look over the bylaws being discussed for revision.
- John Augustine, Parkman Twp., congratulated and welcomed the new Board Commissioners. He commented on Park Commissioner's background and experience, spending of Park District funds, and adequate protection of the NASA telescope during construction.

PRESENTATION OF FINANCIAL STATEMENT

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

Geauga Park District
FINANCIAL STATEMENT MONTH ENDED
 December 31, 2015

GENERAL FUND

BEGINNING FUND BALANCE DECEMBER 1, 2015	6,602,243.96
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EXPENDITURES & OTHER USES	
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Personnel		233,270.27
Medicare		3,509.40
Dental /Hospitalization (Includes 2015 Hospitalization waivers \$3,966.00)		50,550.02
OPERS November		31,295.37
Vouchers		76,828.29

EXPENDITURES & OTHER USES	395,453.35
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REVENUES & OTHER SOURCES	
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<u>Investment Income</u>		1,796.70
- November - \$810.68, December - \$986.02		

<u>Gifts & Donations</u>		51,076.85
- Fairmount Santrol Foundation - \$500.00 for Nature Scopes		
- JM Pavlow Trust - \$50,000.00 for Sunnybrook		
- Unrestricted - \$75.00 -Geauga Walkers, \$50.00 in honor of C. Tuttle		
- Affelder quarterly donation - \$430.62 , Bird Box - \$21.23		

<u>Fees</u>		
- Camping		140.00
- Shelters - (cancellation)		(100.00)
- Utility fees		780.00
- Workshops - General - Public program		342.00
- Programs - Out-of-county		12.00
- Programs		220.00

<u>Sales</u>		
- Tree Tops - TWW		3,237.20

<u>Other Receipts</u>		
- Agricultural Lease - G. Soltis - Observatory Park		575.00
- GPD Foundation rental space/equipment		216.43
- Observatory house - Sindelar		300.00
- Swine Creek house - Harry		400.00
- Chickagami house - Kolar		400.00

<u>Other</u>		
- Public Records requests - \$1.00, Juvenile Court restitution - \$75.00		956.00
CPT training subsidy for Rangers - \$880.00		

- Recycling proceeds 39.78

Refunds

- Mapledale - refund of duplicate payment 332.50
 - Local Government Funds 8,063.54

REVENUES & OTHER SOURCES 68,788.00

ENDING FUND BALANCE AS OF DECEMBER 31, 2015 6,275,578.61

LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE DECEMBER 1, 2015 2,945,665.09

EXPENDITURES & OTHER USES

Vouchers 62,952.42

EXPENDITURES & OTHER USES 62,952.42

REVENUES & OTHER SOURCES

Investment Income 791.57

- November - \$325.06, December - \$466.51

Royalties/In-Lieu Fees 241.59

- Hehmeyer - \$31.26, Sunnybrook - \$10.70, Ford Windsor - \$42.35
 - Abela-Farley - \$157.28

REVENUES & OTHER SOURCES 1,033.16

ENDING FUND BALANCE AS OF DECEMBER 31, 2015 \$ 2,883,745.83

RETIREMENT RESERVE ACCOUNT

BEGINNING FUND BALANCE DECEMBER 1, 2015 \$ 57,489.25

REVENUES & OTHER SOURCES 20.26

Investment Income 20.26

- November - \$11.35, December - \$8.91

ENDING FUND BALANCE AS OF DECEMBER 31, 2015 \$ 57,509.51

Mr. Gertz made a motion to accept the December 2015 financial statement into the record as presented.

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

Mr. Gertz	Yes
Mrs. Dottore	Yes
Mr. Barker	Yes

PRESENTATION OF VOUCHERS

The Board was presented with vouchers paid during the month of December 2015. These vouchers represented the normal day-to-day operating expenses, approved budgeted expenses and payroll. Mrs. Dottore commented that the records were very detailed.

Mrs. Dottore made a motion to accept the December 2015 paid vouchers into the record as presented.

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

Mr. Gertz	Yes
Mrs. Dottore	Yes
Mr. Barker	Yes

BYLAW AMENDMENTS

The Board reviewed and discussed proposed changes to the Bylaws. 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.

Mrs. Dottore made a motion to enter the proposed changes into the record for vote and adoption at the February Board meeting.

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

Mr. Gertz	Yes
Mrs. Dottore	Yes
Mr. Barker	Yes

UNIFORM POLICY REVISION, RESOLUTION NO. 1-16

Stephanie Zigman presented a proposal to revise the uniform policy for approval from the current to the proposed as follows:

Current:

Geauga Park District Personnel Policy and Procedure Manual

605.1

UNIFORMS

Geauga Park District may provide uniforms or a uniform allowance for the appropriate representation of the District. Uniforms, other than those worn by Law Enforcement personnel, are a taxable fringe benefit.(IRS CODE 162, Pub. 17) Steel toed boots and waders are considered safety equipment and are not a taxable fringe benefit. Employees must follow Geauga Park District uniform purchasing guidelines and procedures.

Employees shall maintain and wear their uniforms for Park District duties, in accordance with the policy of their department.

Uniforms and other Park apparel bearing the Geauga Park District Staff logo shall be worn at work only and are not to be worn as personal clothing.

Upon termination of an employee, all logo wear uniforms will be returned to Geauga Park District HR Office.

If an employee terminates employment with Geauga Park District within 90 days of the allowance being issued, the amount of the allowance will be deducted from their final paycheck.

Revised: Board of Park Commissioners 10/8/2008; 4/8/2014

Proposed:

Gauga Park District Personnel Policy and Procedure Manual

605.1

UNIFORMS

Geauga Park District may provide uniforms or a uniform allowance for the appropriate representation of the District. Uniforms, other than those worn by Law Enforcement personnel, are a taxable fringe benefit (IRS CODE 162, Pub. 17). **Intermittent (I) employees will receive uniforms and equipment deemed necessary, which will be paid by the park district.** Steel toed boots and waders are considered safety equipment and are not a taxable fringe benefit. **All other uniform items deemed necessary for job duties, are subject to supervisor's approval before provided by the park district.** Employees must follow Geauga Park District uniform purchasing guidelines and procedures.

Employees shall maintain and wear their uniforms for Park District duties, in accordance with the policy of their department.

Uniforms and other Park apparel bearing the Geauga Park District Staff logo shall be worn at work only and are not to be worn as personal clothing.

Upon termination of an employee, all logo wear uniforms will be returned to Geauga Park District HR Office.

If an employee terminates employment with Geauga Park District within 90 days of the allowance being issued, the amount of the allowance will be deducted from their final paycheck.

Revised: Board of Park Commissioners 1/12/16

Mrs. Dottore made a motion to approve the proposal, Resolution No. 1-16, as presented.

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

Mr. Gertz	Yes
Mrs. Dottore	Yes
Mr. Barker	Yes

2016 AMENDED BUDGET, RESOLUTION NO. 2-16

Fund 6017 - General Fund additional appropriations of \$582,950.80 for a total revised budget of \$ 10,417,005.80

Mrs. Dottore stated for the record that she spent time with Michele Pennell ahead of time reviewing the budget and asking many questions.

Mrs. Dottore made a motion to approve Resolution No. 2-16 to amend Fund 6017 appropriations as presented.

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

Mr. Gertz	Yes
Mrs. Dottore	Yes

Mr. Barker Yes

Fund 6017 - General Fund decertification of \$27,620.00 for a total revised budget of \$6,686,375.00

Mrs. Dottore made a motion to approve Resolution No. 2-16 to amend Fund 6017 decertification as presented.

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

Mr. Gertz Yes
Mrs. Dottore Yes
Mr. Barker Yes

Fund 6015 – Land Improvement Fund increase appropriation of \$1,050,000.00 for a total revised budget of \$3,496,500.00

Mr. Gertz made a motion to approve Resolution No. 2-16 to amend Fund 6015 appropriations as presented.

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

Mr. Gertz Yes
Mrs. Dottore Yes
Mr. Barker Yes

Fund 6015 – Land Improvement Fund decertification of \$2,290,000.00 for a total revised budget of \$1,079,000.00

Mrs. Dottore made a motion to approve Resolution No. 2-16 to amend Fund 6015 decertification as presented.

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

Mr. Gertz Yes
Mrs. Dottore Yes
Mr. Barker Yes:

Capital Project Fund – increase of certifications of \$2,850,000.00 for a total revised budget of \$2,850,000.00.

Mrs. Dottore made a motion to approve Resolution No. 2-16 to amend the Capital Project Fund certification as presented.

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

Mr. Gertz Yes
Mrs. Dottore Yes
Mr. Barker Yes:

THE WALL THAT HEALS

John Oros shared that the Wall That Heals, a half-scale replica of the Vietnam Wall Memorial in Washington D.C. that travels, will be coming to Geauga Park District in Geauga County, the only site in Ohio this year. He stated there will be compliance areas that will require approval from the board for a set time period, in which existing rules and regulations will not apply. Mrs. Dottore suggested that the date range for the approval be changed from September 8 – 11th, 2016 to September 6 – 12th, 2016 in the event set up or take down should take longer.

Mr. Gertz made a motion to approve items as presented that are not currently in compliance with the existing Geauga Park District rules and regulations for the time period September 6, 2016 to September 12, 2016 to host The Wall That Heals Memorial.

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

Mr. Gertz	Yes
Mrs. Dottore	Yes
Mr. Barker	Yes:

COMMISSIONER’S TIME

The following items were discussed during Commissioners’ time:

- John Oros requested that the board approve the 2016 IRS mileage reimbursement rate. He advised that the Park District reciprocates with the IRS for personal mileage reimbursement, and that the 2016 rate is \$.54 per mile. Discussion followed.

Mr. Gertz made a motion to approve personal mileage reimbursement for 2016 at \$.54 per mile.

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

Mr. Gertz	Yes
Mrs. Dottore	Yes
Mr. Barker	Yes

- Bill Gertz stated he is very pleased with the new board members and he believes they will serve the Park District well.
- John Oros discussed allowing snowmobiles in the Geauga Park District. He proposed a first year trial program at Observatory Park, on Saturday and Sunday only, from 12 p.m. to 5 p.m. by permit only. He stated he would meet with the Montville Highlanders and said that they are willing to assist with trail maintenance. Mr. Oros pointed out that while snowmobiles and ATV’s are prohibited in the rules and regulations, the Executive Director may issue Special Permits for this program, similar to the hunting program. Questions were asked by the Park Board regarding significant evaluations at the end of the trial period, operator age limit and certification, feedback from other parks, park signage, and number of permits. Mr. Gertz stated he wanted the record to show he is in direct opposition to this. Discussion followed. Mrs. Dottore stated for the record she is for a trial basis only. Mr. Barker stated he is for a trial evaluation to see how things work out.
- John Oros discussed the time for the next board meeting on February 9, 2016 with the board members. He proposed Tuesday, February 9, 2016 at 10 a.m. which was agreed upon by the Board.

EXECUTIVE SESSION

Mr. Gertz made a motion to enter Executive Session to discuss land acquisition considerations and personnel matters regarding new hires and promotions.

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

Mr. Gertz	Yes
Mrs. Dottore	Yes
Mr. Barker	Yes

The Board entered Executive Session at 11:10 a.m.

The Board came out of Executive Session at 11:55 a.m. The following items were brought forward:

PERSONNEL PROMOTIONS and NEW HIRE REVERSAL

Mr. Gertz made a motion to accept the following:

- Promote one full-time operations employee to a Construction Technician
- Promote one part-time operations employee to a full-time Maintenance Technician
- Promote another part-time operations employee to a full-time Maintenance Technician to replace a retiree
- Reversal of a motion by the Board of Commissioners from July 2015 to hire one full-time Naturalist on or about January 1, 2016

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

Mr. Gertz	Yes
Mrs. Dottore	Yes
Mr. Barker	Yes

Mrs. Dottore confirmed that the positions being promoted would not be filled. John Oros confirmed they would not.

Mrs. Dottore made a motion to adjourn the meeting.

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

Mr. Gertz	Yes
Mrs. Dottore	Yes
Mr. Barker	Yes

The meeting was adjourned at 11:58 a.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

Jackie Dottore, President

Exhibit A

GEAUGA PARK DISTRICT
Board of Park Commissioners
January 12, 2015 – Regular
The Meyer Center

Name	Organization/Company
Kathryn Henratty	P&P / Chairman TWP
Susanne Berger	Times
Joe Kozol	Times
Tony + Dawn Jones	A Wind in the Woods
John Hayslett	Parkman ^{Township} Reg
Gayle Wickham	Burton
J. A. Phillips	Burton
Shelby Ogden	Russell
Mandy & Eric Buckle	Troy
Jo Lebr	Russell
Stan Rieker	Newburg