

**GEAUGA PARK DISTRICT
BOARD OF PARK COMMISSIONERS
BOARD MEETING MINUTES
October 11, 2016**

The regular meeting of the Geauga Park District Board was held October 11, 2016 at The Meyer Center, Chardon Twp., Ohio. The meeting was called to order at 10:00 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	
Gloria Freno, Finance Manager	
Stephanie Zigman, Human Resources Manager	
Dennis Sloan, Lt. Ranger	

John Oros called roll.

APPROVAL OF THE AGENDA

Mr. Gertz made a motion to approve the agenda. Mr. Barker seconded the motion. After roll-call voice vote, the motion was approved 3-0.

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

ADOPTION OF THE MINUTES

The Board was presented with minutes from the September 20, 2016 Regular Board meeting.

Mrs. Dottore made a motion to approve the September 20, 2016 Board Meeting minutes. 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

VOLUNTEER AWARD

Mrs. Dottore introduced volunteer of the quarter Sonny Williams and thanked him for his assistance with the Caveman Crawl, Geauga County Fair and NatureScopes program. She presented him with a volunteer award certificate and maple syrup. John Oros also thanked Sonny for his volunteer work.

PRESENTATION OF FINANCIAL STATEMENT

The Board was provided with a copy of the September 2016 Financial Statement. There were no questions by the Board.

**Geauga Park District
FINANCIAL STATEMENT MONTH ENDED
30-Sep-16
GENERAL FUND**

BEGINNING FUND BALANCE SEPTEMBER 1, 2016

3,945,376.96

PERSONNEL EXPENDITURES

Salaries	\$314,696.95	
Medicare	\$4,532.86	
Dental /Hospitalization	\$52,601.58	
OPERS August 2016	\$31,841.90	
		403,673.29
VOUCHERS		
- Contract Services	\$25,912.04	
- Supplies	\$22,310.70	
- Materials	\$10,795.52	
- Equipment	\$34,876.22	
- Other	\$1,933.20	
- Travel	\$315.69	
- Advertising	\$5,255.64	
		101,399.01
EXPENDITURES & OTHER USES		
		505,072.30
REVENUES & OTHER SOURCES		
<i>Interest - September - 2016</i>	\$1,717.83	
<u><i>General Tax Collections</i></u>		
- Local Government Funds	\$8,298.10	
- Real Estate Tax (Public Housing Distribution)	\$1,544.69	
-State Reimbursement Rollback - Mfg. Homes	\$2,229.98	
-Homestead Reimbursement - Mfg. Homes	\$4,723.48	
-Homestead Reimbursement - (includes state fee deduction of \$2598.59)	\$391,584.68	
<u><i>Gifts & Donations</i></u>		
- Bird Box - \$5.00, Park Patron - \$50.00	\$610.50	
- Elizabeth & Holland Fitts - \$100.00 for Nature Scopes		
- Cleveland Foundation - Lewis & Ruth Affelder fund - \$455.50 quarterly donation		
<u><i>Fees</i></u>		
-Camping	\$735.00	
- Shelters	\$600.00	
- Utilities	\$1,530.00	
- Programs / Workshops	\$485.00	
- Out of County	\$110.00	
- NAF Table fees	\$50.00	
- Adventure Camp fees	\$180.00	
<u><i>Sales - TWW</i></u>	\$1,411.71	
<u><i>Other Revenue Receipts</i></u>		

- Observatory House Rent - Sindelar	\$300.00
- Swine Creek House Rent - Harry	\$400.00
- Chickagami House Rent - Kolar	\$400.00
<u>-Refund from Carter Lumber for material returned</u>	\$1,855.08
<u>- Public Records Request</u>	\$1.00
- B. Partington - \$1.00	
REVENUES & OTHER SOURCES	418,767.05
ENDING FUND BALANCE AS OF SEPTEMBER 30, 2016	3,859,071.71
<u>LAND IMPROVEMENT FUND</u>	
BEGINNING FUND BALANCE SEPTEMBER 1, 2016	4,821,131.33
EXPENDITURES & OTHER USES	
Vouchers	
- Contract Services	\$5,506.82
- Project Contracts	\$201,717.93
EXPENDITURES & OTHER USES	207,224.75
REVENUES & OTHER SOURCES	
<u>Interest - September 2016</u>	\$2,313.34
<u>Other - Royalties/In-Lieu Fees</u>	\$76.38
- Sunnybrook	
REVENUES & OTHER SOURCES	2,389.72
ENDING FUND BALANCE AS OF SEPTEMBER 30, 2016	4,616,296.30
<u>RETIREMENT RESERVE ACCOUNT</u>	
BEGINNING FUND BALANCE SEPTEMBER 1, 2016	57,677.18
REVENUES & OTHER SOURCES	
<u>Interest - September - 2016</u>	\$27.31
REVENUES & OTHER SOURCES	27.31
ENDING FUND BALANCE AS OF SEPTEMBER 30, 2016	57,704.49
<u>PARK CAPITAL RESERVE ACCOUNT</u>	
BEGINNING FUND BALANCE SEPTEMBER 1, 2016	2,854,500.48

REVENUES & OTHER SOURCES	
<i>Interest - September 2016</i>	\$1,351.71
REVENUES & OTHER SOURCES	1,351.71
ENDING FUND BALANCE AS OF SEPTEMBER 30, 2016	2,855,852.19

K-9 FUND

BEGINNING FUND BALANCE SEPTEMBER 1, 2016	485.00
REVENUES & OTHER SOURCES	
<i>Donations</i>	\$332.00
-M.York - \$50.00, J. Osinski - \$50.00, Fair Building - \$67.00	
-S. Woltman - \$100.00, Miscellaneous park patrons cash donation - \$65.00	
REVENUES & OTHER SOURCES	332.00
ENDING FUND BALANCE AS OF SEPTEMBER 30, 2016	817.00

PRESENTATION OF VOUCHERS

The Board was presented with vouchers paid during the month of September 2016. These vouchers represented the normal day-to-day operating expenses, approved budgeted expenses and payroll. Mr. Gertz asked why a Ford Interceptor was purchased instead of a Ford Explorer. Lt. Sloan explained there was a cost savings and less gas consumption.

Mrs. Dottore made a motion to accept the September 2016 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

OLD BUSINESS

AMENDMENT TO RESOLUTION No. 16-16 – Longo Purchase Agreement

Legal counsel Dale Markowitz explained that this amendment will address old oil & gas leases. This will extend the time to do a thorough search and the sellers will pay for the costs. Mr. Gertz asked if this will hold up the closing date and Mr. Markowitz said it is possible if any other leases are found. Mr. Markowitz brought copies of the amended agreement to be signed if the motion passed.

Mrs. Dottore made a motion to amend the purchase agreement for the Longo property 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

AMENDMENT TO RESOLUTION No. 19-16 – Maple Highlands Trail 50 Year Use

An amendment was made to the agreement between Geauga Park District and Village of Middlefield to section 1.1 redefining that snowmobiles or motorized mobility devices will not be allowed however, non-motorized mobility devices to accommodate those with disabilities will be allowed. John Oros said a notary page to enter into record with the county recorder would also be submitted. Mr. Gertz commented that he agreed wholeheartedly with the decision to amend this section.

Mrs. Dottore made a motion to approve an amendment to Resolution No. 19-16 as presented. 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

NEW BUSINESS

PLANNING AND OPERATIONS UPDATE

Matt McCue presented current project updates and explained the difference on the Nassau project related to the telescope, internal exhibit spaces and building construction.

Project Name <i>(Project Contractor)</i>	Original Construction Budget	Original Bid Award	Current Construction Cost	Original Construction Budget (-) Current Construction Cost	
				(\$ Difference)	(% Difference)
Nassau Station Observatory (Hummel Construction)	\$1,385,191.88	\$1,199,500.00	\$1,224,918.51	\$160,273.37	11.6%
Rookery - Asphalt Trails (Chagrin Valley Paving)	\$70,000.00	\$67,872.00	\$56,311.82	\$13,688.18	19.6%
Orchard Hills - Asphalt Trails (Ohio Paving)	\$15,000.00	\$14,298.54	\$14,298.54	\$701.46	4.7%
Ruth Kennan Asphalt Trail (Chagrin Valley Paving)	\$25,000.00	\$20,443.50	\$22,693.50	\$2,306.50	9.2%
Welton's Gorge Barn Demolition (Wood Stock)	\$14,740.00	\$14,740.00	\$14,740.00	\$0.00	0.0%
TOTAL	\$1,509,931.88	\$1,316,854.04	\$1,332,962.37	\$176,969.51	11.7%

CONTRACT FOR NASSAU – WARNER SWASEY TELESCOPE

Matt McCue shared a proposal that will bring the telescope up to operation for public events, and building space design concepts for Observatory Park. The proposal will update the safety, programs, software and technology. Four different firms were contacted, of which ACE, Astronomical Consultants & Equipment, Inc. quoted \$160,335.00. Mr. McCue provide a letter of recommendation from Dr. Charles Knox, Associate Astronomer from the Dept. of Astronomy at Case Western Reserve University to accept the proposal. Mr. Gertz made a motion to enter into a contract with ACE in the amount of \$160,335.00 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

2017 BOARD MEETING SCHEDULE

John Oros presented the 2017 Proposed Board Meeting Schedule which is typically held the 2nd Tuesday of the month at the Meyer Center.

2017 BUILDING CLOSURES

John Oros requested a board approved building closure day for staff on the day after Thanksgiving 2017. Mr. Gertz made a motion to approve a building closure day for the day after Thanksgiving 2017 for staff. 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

2017 UNIFORM ALLOWANCE – RESOLUTION NO. 20-16

John Oros requested uniform allowances structured for staff needs as follows:

- \$400 for full-time field employees
- \$1,000 for full-time Rangers, per FOP contract
- \$150 for part-time field employees
- \$275 for part-time field employees (if steel toed boots are required)

- \$100 for full and part-time office staff

Mrs. Dottore made a motion to approve 2017 uniform allowances 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

Mrs. Dottore asked what the total spent in 2016 was, Gloria Freno said she believed it was around \$18,000 but that she would provide the exact figure to Mrs. Dottore.

2017 VISION PLAN – RESOLUTION NO. 21-16

John Oros requested the 2017 vision plan reimbursement of \$200.00 for full-time employees and \$100.00 for part-time employees be approved by the board

Mrs. Dottore made a motion to approve the 2017 Vision Plan reimbursement as presented.

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

2017 HEALTH INSURANCE – RESOLUTION NO. 22-16

John Oros requested board approval to participate in the county health insurance plan which includes a 7% increase in premiums.

Mrs. Dottore made a motion to approve the 2017 Health Insurance rates and premiums 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

Mrs. Dottore pointed out that the employee and employer contributions have both increased.

2017 RENTAL HOUSE FEES

John Oros presented proposed rental house fees for 2017 with John Kolar at Chickagami Park for \$400.00/month and Nora Sindelar at Observatory Park for \$300/month.

Mr. Gertz made a motion to approve the 2017 rental house fees 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

BUDGET AMENDMENT #8, CASH TRANSFER – RESOLUTION NO. 23-16

A request for a resolution amending the 2016 Budget with a cash transfer to move \$50,000.00 from the General Fund to the Land Improvement Fund for the Nassau Restoration project.

Mrs. Dottore made a motion to approve Resolution No. 23-16 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

BUDGET AMENDMENT #9, SUPPLEMENTAL APPROPRIATION & CERTIFICATION – RESOLUTION NO. 24-16

A request for a resolution to approve Amendment #9 to the 2016 Budget resulting in a supplemental appropriation and a revenue certification of \$50,000.00 to the Land Improvement Fund for Nassau restoration.

Mrs. Dottore made a motion to approve Resolution No. 24-16 as presented.

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

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

SURPLUS PROPERTY

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

	Inventory No.	Description	Starting Bid
1	-	North Star Generator	\$500.00
2	3067 C	Commercial grade contractor truck cap	\$450.00
3	1123	Lawn Chief 22' push mower	\$10.00
4	2016 E	Epson Powerlite projector (item is defective)	Discard
5	1906 C	Caribou mount	Discard

Mrs. Dottore made a motion to approve the items declared surplus 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

COMMISSIONER'S TIME

- There were no items discussed

EXECUTIVE SESSION

John Oros requested a motion to move into executive session to discuss the purchase of property and a pending court action item.

Mr. Gertz made a motion to enter Executive Session to the purchase of property and a pending court action item.

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 made a motion to rescind the previous motion to move into executive session. 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

John Oros requested a motion to move into executive session to discuss the purchase of property and a pending or imminent court action item. Dale Markowitz recommended adding on the purchase of property, it is needed to go into Executive Session in order to avoid giving a competitive advantage to other potential purchasers or sellers.

Mrs. Dottore made a motion to enter Executive Session to discuss the purchase of property and a pending or imminent court action item.

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 Board entered Executive Session at 10:42 a.m.

The Board came out of Executive Session at 11:15 a.m.

No items were brought forward from Executive Session.

John Oros announced the next board meeting will be scheduled for Tuesday, November 15, 2016 at 10 a.m. at Big Creek Park.

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 11:16 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

