

**GEAUGA PARK DISTRICT  
BOARD OF PARK COMMISSIONERS  
BOARD MEETING MINUTES  
June 13, 2017**

The regular meeting of the Geauga Park District Board was held June 13, 2017 at The Meyer Center, Chardon Twp., Ohio. The meeting was called to order at 9:11 a.m. Commissioners Jackie Dottore and Andrej Lah were present.

Mrs. Dottore 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
Sheryl Hatridge, Administrative Services Manager	
Dennis Sloan, Lt. Ranger	
Gloria Freno, Finance Manager	
Tommy Yokum, Park Planner	
Sandy Ward, Communications Specialist	
Don Lombardy, IT Manager	
David Ondrey, Legal Counsel (Thrasher, Dinsmore & Dolan)	

John Oros called roll.

**APPROVAL OF THE AGENDA**

John Oros requested a motion to approve the agenda.

Mrs. Dottore made a motion to approve the agenda. Mr. Lah seconded the motion and after roll-call voice vote, the motion was approved 2-0.

Mrs. Dottore	Yes
Mr. Lah	Yes

**ADOPTION OF THE MINUTES**

The Board was presented with minutes from the May 9, 2017 Regular Board meeting.

Mr. Lah made a motion to approve the May 9, 2017 Board Meeting minutes.

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

Mrs. Dottore	Yes
Mr. Lah	Yes

**PRESENTATION OF FINANCIAL STATEMENT**

The Board was provided with a copy of the April 2017 Financial Statement. There were no questions by the Board.

*Geauga Park District*  
**FINANCIAL STATEMENT MONTH ENDED**  
**31-May-17**  
**GENERAL FUND**

<b>BEGINNING FUND BALANCE MAY 1, 2017</b>	<b>3,942,762.75</b>
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**PERSONNEL EXPENDITURES**

Salaries	228,540.59
Medicare	3,263.18
Dental /Hospitalization - May (includes waiver for B.Bellas)	60,006.94

Dental /Hospitalization - June	59,310.94	
OPERS March 2017	31,215.79	
OPERS April 2017	31,549.59	
		<b>413,887.03</b>
<b>VOUCHERS</b>		
- Contract Services	113,808.14	
- Supplies	24,461.31	
- Materials	36,129.12	
- Equipment	69,968.82	
- Other	3,734.48	
- Travel	145.62	
- Advertising	2,113.02	
		<b>250,360.51</b>
<b>EXPENDITURES &amp; OTHER USES</b>		
		<b>664,247.54</b>
<b>REVENUES &amp; OTHER SOURCES</b>		
<i>Interest May 2017</i>	3,119.22	
<u>General Tax Collections</u>		
- Local Government Funds	7,473.43	
<u>Gifts &amp; Donations</u>	1,287.95	
- Bird Box - \$7.95, Judge & Michele Schroeder - \$150.00 for Chip Henry Institute		
- John & Geraldine Peck - \$30.00 for Adventure Camp		
- Fairmount Santrol - \$1,000.00 for Caveman Sponsorship		
- Blackbrook Audubon Society - \$100.00 for Nature Scopes		
<u>Fees</u>		
-Camping	770.00	
- Shelters	200.00	
- Utilities	795.00	
- Workshops	330.00	
- Programs	180.00	
- Out of County	136.00	
- Caveman Crawl Race registrations	360.00	

- NAF Table fees	455.00	
- Farmers Market Vendor fees	120.00	
- X-Treme Days Camp fees	270.00	
- Adventure Camp fees	2,850.00	
<u>Sales - TWW - \$1,019.92</u>	1,019.92	
<u>Other Revenue Receipts</u>		
<u>- Observatory House Rent - Sindelar</u>	300.00	
<u>- Chickagami House Rent - Kolar</u>	400.00	
<u>- Public Records request</u>	1.00	
<u>- Proceeds for scrap metal recycled - North Ops</u>	206.79	
<u>- E. Petersen agricultural lease - Hyde Kaplan</u>	500.00	
<b>REVENUES &amp; OTHER SOURCES</b>		<b>20,774.31</b>
<b>ENDING FUND BALANCE AS OF MAY 31, 2017</b>		<b>3,299,289.52</b>
<b><u>LAND IMPROVEMENT FUND</u></b>		
<b>BEGINNING FUND BALANCE MAY 1, 2017</b>		<b>2,783,578.41</b>
<b>EXPENDITURES &amp; OTHER USES</b>		
Vouchers		
- Contract Services	8,501.32	
- Project Contracts	69,934.12	
<b>EXPENDITURES &amp; OTHER USES</b>		<b>78,435.44</b>
<b>REVENUES &amp; OTHER SOURCES</b>		
<u>Interest - May 2017</u>	2,329.34	
<u>Other - Royalties/In-Lieu Fees</u>		
<u>- Sunnybrook royalty</u>	33.48	
<u>- Pinebrook Mitigation credits sales</u>	156,800.00	
<b>REVENUES &amp; OTHER SOURCES</b>		<b>159,162.82</b>
<b>ENDING FUND BALANCE AS OF MAY 31, 2017</b>		<b>2,864,305.79</b>

**RETIREMENT RESERVE ACCOUNT**

<b>BEGINNING FUND BALANCE MAY 1, 2017</b>	<b>57,953.03</b>
<b>REVENUES &amp; OTHER SOURCES</b>	
<i>Interest May 2017</i>	47.80
<b>REVENUES &amp; OTHER SOURCES</b>	
<b>ENDING FUND BALANCE AS OF MAY 31, 2017</b>	<b>58,000.83</b>

**PARK CAPITAL RESERVE ACCOUNT**

<b>BEGINNING FUND BALANCE MAY 1, 2017</b>	<b>3,068,354.21</b>
<b>REVENUES &amp; OTHER SOURCES</b>	
<i>Interest May 2017</i>	2,530.82
<b>REVENUES &amp; OTHER SOURCES</b>	<b>2,530.82</b>
<b>ENDING FUND BALANCE AS OF MAY 31, 2017</b>	<b>3,070,885.03</b>

**K-9 FUND**

<b>BEGINNING FUND BALANCE MAY 1, 2017</b>	<b>2,846.45</b>
<b>REVENUES &amp; OTHER SOURCES</b>	
<i>Donations</i>	
- NEO V-Twin Cruisers - \$1,400.00	1,400.00
<b>REVENUES &amp; OTHER SOURCES</b>	<b>1,400.00</b>
<b>EXPENDITURES &amp; OTHER USES</b>	
Vouchers	
- Other K-9 Expenses	206.17
<b>EXPENDITURES &amp; OTHER USES</b>	<b>206.17</b>
<b>ENDING FUND BALANCE AS OF MAY 31, 2017</b>	<b>4,040.28</b>

**PRESENTATION OF VOUCHERS**

The Board was presented with vouchers paid during the month of May 2017. These vouchers represented the normal day-to-day operating expenses, approved budgeted expenses and payroll. All questions by the Board were satisfactorily answered.

Mrs. Dottore made a motion to accept the May 2017 paid vouchers into the record as presented.

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

Mrs. Dottore	Yes
Mr. Lah	Yes

**NEW BUSINESS**

**PLANNING AND OPERATIONS UPDATE**

John Oros updated the Board on the Planning department construction projects. He explained change orders for topsoil at Claridon Woodlands and an additional 1 inch overlay for MHT South. Mr. Lah asked about park’s change order process. Park Planner, Tommy Yokum explained the change order and change directive process.

**CLARIDON WOODLANDS ROPES COURSE**

John Oros presented a request to begin the process of negotiating a design-build agreement with Aerial Designs not to exceed the approved \$60,000.00 for the ropes course 2017 budget. He shared qualification rankings for two companies. Mr. Lah asked if Planning was surprised to only receive two quotes, Tommy Yokum responded he was not, and it is difficult to find a specialized expert locally for some projects. Mrs. Dottore expressed concern regarding Tree Dimensional being a young company founded in 2014. Mr. Lah inquired about staff training to prevent injuries and maintenance. Tommy Yokum said Aerial is certified and will train and administer a standard test to employees, along with a manual for maintenance. Mr. Oros informed the Board the Park’s insurance company was consulted and confirmed they will cover the ropes course. Mrs. Dottore requested that if negotiations are not successful with Aerial Designs that the Board be consulted before moving ahead with negotiating with another vendor. Presented to the Board with JD’s request.

Mrs. Dottore made a motion to approve negotiations with Aerial Designs, however if they are not successful, the Board will be consulted before moving ahead with negotiating with another vendor.

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

Mrs. Dottore    Yes  
Mr. Lah            Yes

**WEBSITE REDESIGN – BID AWARD RECOMMENDATION**

John Oros shared a memo from marketing recommending to award the contract for web redesign to Company 119. The memo presented 3 proposals, and Company 119 was the lowest bid and recommended. Mrs. Dottore requested to be included in meetings, and asked about support and training. Mr. Lah asked about what was being done, and Sandy Ward explained the project. He commented he liked that a local company was being used and asked to know about upcoming meetings as well. Mrs. Dottore asked about training to use the new site, and requested to sit in on the meetings if possible. She requested a copy of the website statistics from marketing.

Mr. Lah made a motion to approve awarding the website redesign project to Company 119.

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

Mrs. Dottore    Yes  
Mr. Lah            Yes

**RESOLUTION No. 8-17 – BUDGET AMENDMENT #2**

John Oros requested an appropriation transfer of \$25,000.00 from Advertising to Contract Services and a revenue certification for sales of Pinebrook Mitigation credits of \$156,800 to the Land Improvement fund.

Mrs. Dottore made a motion to approve the transfer of \$25,000.00 from Advertising to Contract Services and a revenue certification for sales of Pinebrook Mitigation credits of \$156,800 to the Land Improvement fund.

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

Mrs. Dottore    Yes  
Mr. Lah            Yes

**2015–16 STATE AUDIT**

John Oros presented a letter regarding the 2015-16 State Audit. Mr. Lah asked what the comment was in regards to, Gloria Freno explained it was related to software the county Auditor uses that affects all entities working with the Auditor. Mr. Lah commended Ms. Freno and her department for the clean opinion and for doing a magnificent job. Mrs. Dottore also thanked Ms. Freno.

**SURPLUS PROPERTY**

John Oros presented a request to scrap a defective item.

Mrs. Dottore made a motion to approve.

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

Mrs. Dottore	Yes
Mr. Lah	Yes

**2018 APPROPRIATIONS BUDGET**

John Oros presented the proposed 2018 Appropriations Budget for Board consideration. He explained he will ask for a vote in July and the budget will go to the County Budget Commission in August for approval. Mrs. Dottore asked what the park is doing proactively to reduce, and Mr. Oros responded managers have been stricter with their budgets and has reduced middle management positions. Mrs. Dottore commented that she appreciates eliminating unnecessary staff and only hiring when necessary. Mr. Lah shared he is surprised that the all of the costs are as low as they are, and feels the numbers fit the size of the operation.

**COMMISSIONER’S TIME**

Mr. Oros asked the board if they would approve reciprocating with the County Commissioner’s and other county offices for closing on Monday, July 3, 2017. Mrs. Dottore stated she could not support this request. Mr. Lah agreed with her. John Oros recognized Shawn Harry, Maintenance Foreman and Sign Tech from North Operations, for his creativity and artistic ability with the new park entrance sign at Big Creek Park and virtually every sign in the Park District. Mr. Oros presented a New Day Cleveland video filmed recently at Headwater’s Park to the board.

**EXECUTIVE SESSION**

John Oros requested a motion to move into executive session to discuss personnel, namely to consider the investigation, charges or complaints against park district employees, and pending or imminent court action. No action to be taken afterwards that could be foreseen.

Mrs. Dottore made a motion to enter Executive Session to discuss personnel to consider the compensation of a public employee, and to consider the investigation of charges or complaints against Park District public officials and employees, pending or imminent court action, and the purchase of property.

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

Mrs. Dottore	Yes
Mr. Lah	Yes

The Board entered Executive Session at 10:08 a.m.

The Board came out of Executive Session at 10:45 a.m.

**ANNOUNCEMENT OF NEXT BOARD MEETING**

Mr. Oros announced the next board meeting will be determined.

Mrs. Dottore made a motion to adjourn the meeting.

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

Mrs. Dottore	Yes
Mr. Lah	Yes

The meeting was adjourned at 10:46 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,

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John Oros, Executive Director

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Jackie Dottore, President