

**GEAUGA PARK DISTRICT
BOARD OF PARK COMMISSIONERS
BOARD MEETING MINUTES
April 10, 2017**

The regular meeting of the Geauga Park District Board was held April 10, 2017 at The Meyer Center, Chardon Twp., Ohio. The meeting was called to order at 9:01 a.m. Commissioners Len Barker and Andrej Lah 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
Anna Bratnick, Administrative Assistant	
Matt McCue, Director of Planning & Operations	
Mike Benesh, Ranger	
Gloria Freno, Finance Manager	
Stephanie Zigman, Human Resources Manager	
Brett Bellas, Grounds and Facilities Manager	

John Oros called roll.

APPROVAL OF THE AGENDA

John Oros requested a motion to approve the agenda.

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

Mr. Barker	Yes
Mr. Lah	Yes

ADOPTION OF THE MINUTES

The Board was presented with minutes from the March 14, 2017 Regular Board meeting.

Len Barker made a motion to approve the March 14, 2017 Board Meeting minutes.

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

Mr. Barker	Yes
Mr. Lah	Yes

PRESENTATION OF FINANCIAL STATEMENT

The Board was provided with a copy of the March 2017 Financial Statement. Commissioner Lah asked what the Geauga Park District pays in real estate taxes. Mr. Oros responded that the park pays for properties with CAUV values and agricultural leases. Gloria Freno answered that the Park District pays for rental properties, agricultural leases and anything GPD receives income on. Mr. Lah asked if the Park District was subject to special assessments, Gloria replied that the amount includes auditor's fees.

Geauga Park District
**FINANCIAL STATEMENT MONTH ENDED
MARCH 31 2017
GENERAL FUND**

BEGINNING FUND BALANCE MARCH 1, 2017

1,256,734.48

PERSONNEL EXPENDITURES

Salaries	317,364.07	
Medicare	4,547.90	
Dental /Hospitalization - April	59,310.88	
2017 Workers Compensation Premium	6,254.75	
OPERS February 2017	31,202.49	
VOUCHERS		\$418,680.09
<i>Auditor's Fees</i>		
- County Tax Expense - Real Estate Property	53,172.18	
- County Tax Expense - Real Estate Manufactured Homes	1,044.30	
<i>Vouchers</i>		
- Contract Services	43,789.45	
- Supplies	41,715.61	
- Materials	5,834.40	
- Equipment	17,801.07	
- Other	2,635.28	
- Travel	634.19	
- Advertising	6,524.10	\$173,150.58
EXPENDITURES & OTHER USES		\$591,830.67
REVENUES & OTHER SOURCES		
<i>Interest - March - 2017</i>	1,046.93	
<u><i>General Tax Collections</i></u>		
- Local Government Funds	6,391.75	
- Real Estate Property Tax - 1st Half Settlement	3,153,406.38	
- Real Estate Manufactured Homes - 1st Half Settlement	9,468.27	
<u><i>Gifts & Donations</i></u>	3,461.54	

- Bird Box - \$30.00, TWW Water Feature - \$30.24
- SAR Donations - \$733.30, Tree Tappers Ball Donations - \$206.00
- Cleveland Fdn - Quarterly donation from Lewis & Ruth Affelder Fund - \$462.00
- Cleveland Fdn - Mr. & Mrs. George B.P. Haskell Fund - Metzenbaum Park - \$2,000.00

Fees

- Camping	675.00
- Facility	400.00
- Utilities	2,010.00
- Programs - \$44.00 / Workshops - \$684.00 / Farmer's Market Vendor - \$120.00	848.00
- Caveman Crawl Registration - \$40.00	40.00

Sales - TWW - \$1,861.79, MC - \$19.00, - SAR - \$1,723.03 3,603.82

Other Revenue Receipts

- Observatory House Rent - Sindelar	300.00
- Chickagami House Rent - Kolar	400.00
- Public Records request - \$1.00, Refund from Mill Craft for returned goods \$66.95	67.95
- Auction proceeds -J.McElroy \$5.00 for print	5.00
- G.Soltis Agricultural Lease Observatory - \$1,375.00	1,375.00
- Recycling proceeds of scrap metal from Swine Creek Demo - \$423.95	423.95
- Payment received by employee for Jury Duty service - \$15.00	15.00

REVENUES & OTHER SOURCES	3,183,938.59
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ENDING FUND BALANCE AS OF MARCH 31, 2017	3,848,842.40
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LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE MARCH 1, 2017	2,942,788.70
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EXPENDITURES & OTHER USES

Vouchers

- Contract Services	5,385.26
- Project Contracts	89,872.70
EXPENDITURES & OTHER USES	95,257.96
REVENUES & OTHER SOURCES	
<u>- Interest - March 2017</u>	1,694.84
<u>- Other - Royalties/In-Lieu Fees</u>	
- Ford-Windsor - \$28.92, Farley-Abela - \$169.18, Hehmeyer Sunnbrook - \$119.26	317.36
- Void warrant \$387.25 -duplicate payment of permit fee for Nassau	387.25
REVENUES & OTHER SOURCES	2,399.45
ENDING FUND BALANCE AS OF MARCH 31, 2017	2,849,930.19
<u>RETIREMENT RESERVE ACCOUNT</u>	
BEGINNING FUND BALANCE MARCH 1, 2017	57,874.56
REVENUES & OTHER SOURCES	
<u>- Interest - March 2017</u>	35.09
REVENUES & OTHER SOURCES	35.09
ENDING FUND BALANCE AS OF MARCH 31, 2017	57,909.65
<u>PARK CAPITAL RESERVE ACCOUNT</u>	
BEGINNING FUND BALANCE MARCH 1, 2017	3,064,268.41
REVENUES & OTHER SOURCES	
<u>- Interest - March 2017</u>	1,788.81
REVENUES & OTHER SOURCES	1,788.81
ENDING FUND BALANCE AS OF MARCH 31, 2017	3,066,057.22

K-9 FUND

BEGINNING FUND BALANCE MARCH 1, 2017	3,512.45
REVENUES & OTHER SOURCES	-
<i>Donations</i>	
REVENUES & OTHER SOURCES	-
EXPENDITURES & OTHER USES	
Vouchers	
- Other K-9 Expenses	450.00
EXPENDITURES & OTHER USES	450.00
ENDING FUND BALANCE AS OF MARCH 31, 2017	3,062.45

PRESENTATION OF VOUCHERS

The Board was presented with vouchers paid during the month of March 2017. These vouchers represented the normal day-to-day operating expenses, approved budgeted expenses and payroll.

Mr. Barker made a motion to accept the March 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:

Mr. Barker	Yes
Mr. Lah	Yes

NEW BUSINESS

LIABILITY INSURANCE

John Oros presented the three insurance agencies that were evaluated for the 2017 liability insurance, the three firms being Travelers, Ohio Plan and Public Entities Pool of Ohio. Public Entities Pool of Ohio was chosen as the recommendation as it was a lower cost for similar coverage. John Oros explained that the insurance will be voted on by the park board at the next board meeting and that the current coverage with Love insurance will be extended until that time. Jim Zuccaro of Public Entities of Ohio was introduced and presented to the board some of the coverage and information on the agency. Mr. Lah asked whether the park district rangers are required to be trained in law enforcement and if the insurance requires them to be trained to that level. Mr. Oros answered that yes, all rangers go through OPOTA training and Mr. Zuccaro replied that they do need that training and are covered under the insurance. Mr. Lah asked whether Public Entities Pool (PEP) was a government agency and Mr. Zuccaro replied that they are not, they are formed under legislation 2744.08 Ohio Revised Code. Mr. Lah asked if there are any non-governmental agencies that are part of the pool, Mr. Zuccaro said they must be a political subdivision.

PLANNING AND OPERATIONS UPDATE

John Oros updated the Board regarding construction projects. Matt McCue added that awards for contracted projects are currently being finalized. Mr. Lah asked what determines whether a project is done internally or contracted out. Mr. McCue explained that it depends on the type of construction involved and the skill set of staff. Projects such as trail construction, small demolition projects and exhibit spaces are done in house whereas larger earth works and paving projects are contracted out. Mr. Oros added that

timeline and schedules as well as staff and equipment availability help determine this. Mr. Lah asked whether general contractors were normally used for these projects and if the park district ever thought of becoming a general contractor to handle projects internally rather than paying a percentage to the general contractor. Mr. McCue answered that we normally use general contractors because they are required to self-perform 51% of the contract. Barb Partington asked when the ropes course was approved for \$60,000 and if there was a design that went with it. Matt McCue explained that the \$60,000 was approved in the annual budget for 2017 and will still be approved by the board with all recommendations.

RESOLUTION NO. 6-17 - Claridon Woodlands Materials

The bid was held on Friday, April 7, 2017 for aggregate materials being used on trails at the Hyde-Kaplan property. Mr. McCue explained that the trails will be done in house but the materials, if potentially exceeding \$50,000 must be bid out. The board was presented with the award recommendation for Arms Trucking. Mr. Lah asked about the type of materials, and Mr. McCue replied with the specifications. Mr. Lah asked whether only getting one bid requires you to rebid, Mr. McCue replied that it was up to the board but we are comfortable with rewarding Arms Trucking. Mr. Barker asked if the park ever stockpiles the materials received. Mr. McCue replied that if there are materials left over it will get stockpiled but they normally try to use all materials received.

Mr. Barker made a motion to approve Resolution No. 6-17 as presented.

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

Mr. Barker	Yes
Mr. Lah	Yes

SURPLUS PROPERTY

John Oros presented to the Board a Dell Flat Panel Monitor and an Apple iPad as defective.

Mr. Barker made a motion to approve.

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

Mr. Barker	Yes
Mr. Lah	Yes

2019 LEVY

John Oros presented a memo regarding the 2019 levy. The board members are requested to go to the tax payers in November 2019 and were provided with a schedule.

BUILDING CLOSURE

Easter was approved as a building closure for 2017.

FOUNDATION FOR GEAUGA PARKS

Trevor Wilson from the Foundation for Geauga Parks was introduced and updated the board on current projects the foundation is supporting including the restoration of Nassau Station. Mr. Oros thanked Trevor and the foundation for their continued support and donations.

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 pending court action.

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

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

Mr. Lah	Yes
Mr. Barker	Yes

The Board entered Executive Session at 9:40 a.m.

The Board came out of Executive Session at 10:14 a.m.

Mr. Lah is concerned about a portion of The West Woods property being potentially dangerous as fallen debris dries out along Route 87. Mr. Oros suggested meeting at the property and taking a look at the area.

ANNOUNCEMENT OF NEXT BOARD MEETING

Mr. Oros announced the next board meeting will be scheduled for Tuesday, May 9, 2017 at 9:00 a.m., at the Meyer Center.

Mr. Barker made a motion to adjourn the meeting.

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

Mr. Barker Yes

Mr. Lah Yes

The meeting was adjourned at 10:16 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