

**GEAUGA PARK DISTRICT BOARD
OF PARK COMMISSIONERS
BOARD MEETING MINUTES
February 13, 2018**

The regular meeting of the Geauga Park District Board was held February 13, 2018 at The Meyer Center, Chardon Twp., Ohio. The meeting was called to order at 8:30a.m. Commissioners Jackie Dottore, Andrej Lah and Howard Bates were present.

Mr. Lah 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, Administrative Services Manager	
Dennis Sloan, Lt. Ranger	
Gloria Freno, Finance Manager	
David Ondrey, Legal Counsel (Thrasher, Dinsmore & Dolan)	

John Oros called the roll.

APPROVAL OF THE AGENDA

Mr. Lah made a motion to approve the agenda. Mrs. Dottore seconded the motion and after roll-call voice vote, the motion was approved 3-0.

Mrs. Dottore	Yes
Mr. Bates	Yes
Mr. Lah	Yes

EXECUTIVE SESSION

Mr. Lah made a motion to enter into executive session to discuss compensation of public employees, matters related to employee bargaining negotiations and pending court action. Mrs. Dottore seconded the motion and after roll-call voice vote, the motion was approved 3 – 0:

Mr. Bates	Yes
Mr. Lah	Yes
Mrs. Dottore	Yes

The board entered Executive Session at 8:31 a.m. The Board came out of Executive Session at 9:52 a.m. The following item was brought forward.

Mr. Lah made a motion to increase the compensation of the Executive Director 2%.

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

Mr. Bates	Yes
Mrs. Dottore	Yes
Mr. Lah	Yes

ADOPTION OF THE MINUTES

The Board was presented with minutes from the January 9, 2018 Regular Board meeting.

Mrs. Dottore asked that Board President be corrected to Andrej Lah. Mrs. Dottore made a motion to approve the January 9, 2018 Board Meeting minutes.

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

Mr. Lah	Yes
Mrs. Dottore	Yes
Mr. Bates	Abstained

PRESENTATION OF FINANCIAL STATEMENT

The Board was provided with the January 2018 Financial Statement. All questions from the board were answered satisfactorily.

Geauga Park District
FINANCIAL STATEMENT MONTH ENDED
31-Jan-18
GENERAL FUND

BEGINNING FUND BALANCE JANUARY 1, 2018	3,428,433.72
PERSONNEL EXPENDITURES	
Salaries	\$204,989.07
Medicare	\$2,896.02
Hospitalization	\$61,052.27
OPERS December 2017	\$45,477.58
VOUCHERS	\$314,414.94
- Contract Services	\$50,647.13
- Supplies	\$15,607.95
- Materials	\$3,813.53
- Equipment	\$1,623.97
- Other	\$10,161.75
- Travel	\$3,412.01
- Advertising	\$6,498.05
EXPENDITURES & OTHER USES	\$406,179.33
REVENUES & OTHER SOURCES	
<i>Interest - January - 2018</i>	\$3,691.72
<u><i>General Tax Collections</i></u>	
- Local Government Funds	\$7,399.67
<u><i>Gifts & Donations</i></u>	\$4,812.00
- Betsy & Gary Bryant - \$280.00 for Nature Scopes program	
- Richard Carll - \$100.00 for The West Woods	
- Marlene Napolo - \$50.00 - memory of Suzanne Suing	
- Donations in Memory of Helen Humpal - \$280.00	
- Donations in Memory of Carl White - \$75.00, Bird Box Donations - \$27.00	
- Susan Burzanko - \$500.00 Bench Plaque in memory of Ruth Lewis	
- Larry Stanich - \$500.00 Bench Plaque in memory of Jane Stanich	
- Junction Auto - \$500.00 for Caveman Crawl Race sponsorship	
- UH Geauga - \$1,000.00 donation for Chip Henry Institute	
- William Johnson Hyde - \$1,000.00 donation for Claridon Woodlands	
- J.W. Rosenthal Capital Management - \$500.00 - donation for Chip Henry Institute	

Fees

- Camping	\$335.00
- Shelters	\$100.00
- Utilities	\$7,600.00
- Programs / Workshops	\$289.00
- Vendor Fee - Frozen Fest	\$50.00

Sales - TWW - \$1,792.41 \$1,792.41

Other Revenue Receipts

- Observatory House Rent - Sindelar	\$300.00
- Chickagami House Rent - Kolar	\$400.00
- Rest Room personal needs - \$2.00, Public Records request - \$1.00	\$3.00
- James Soltis - 2018 Farley Agricultural Lease	\$656.00

REVENUES & OTHER SOURCES \$27,428.80

ENDING FUND BALANCE AS OF JANUARY 31, 2018 3,049,683.19

LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE JANUARY 1, 2018 2,592,218.85

EXPENDITURES & OTHER USES

Vouchers

- Contract Services	\$25,226.83
- Project Contracts	\$297.11

EXPENDITURES & OTHER USES 25,523.94

REVENUES & OTHER SOURCES

<u>- Interest - January 2018</u>	\$2,744.17
<u>- Other - Royalties/In-Lieu Fees</u>	
<u>- Sunnybrook - Kapel - \$89.01, Ford-Windsor - \$8.76</u>	\$97.77

REVENUES & OTHER SOURCES \$2,841.94

ENDING FUND BALANCE AS OF JANUARY 31, 2018 2,569,536.85

RETIREMENT RESERVE ACCOUNT

BEGINNING FUND BALANCE JANUARY 1, 2018 58,394.73

REVENUES & OTHER SOURCES

Interest - January 2018 \$66.31

REVENUES & OTHER SOURCES 66.31

ENDING FUND BALANCE AS OF JANUARY 31, 2018 58,461.04

PARK CAPITAL RESERVE ACCOUNT

BEGINNING FUND BALANCE JANUARY 1, 2018	792,185.47
EXPENDITURES & OTHER USES	
Vouchers	
- Contract Services	\$95,261.08
EXPENDITURES & OTHER USES	\$95,261.08
REVENUES & OTHER SOURCES	
<i>Interest - January 2018</i>	\$1,237.95
REVENUES & OTHER SOURCES	1,237.95
ENDING FUND BALANCE AS OF JANUARY 31, 2018	698,162.34

K-9 FUND

BEGINNING FUND BALANCE JANUARY 1, 2018	2,024.84
REVENUES & OTHER SOURCES	
<i>Donations</i>	\$94.00
- TWWNC K-9 Box - \$94.00	
REVENUES & OTHER SOURCES	94.00
EXPENDITURES & OTHER USES	
Vouchers	
- Other K-9 Expenses	\$74.25
EXPENDITURES & OTHER USES	74.25
ENDING FUND BALANCE AS OF JANUARY 31, 2018	2,044.59

PRESENTATION OF VOUCHERS

Mr. Lah asked about the ranger vehicle and Lt. Sloan explained it broke down. Mrs. Dottore asked about office supplies and suggested looking into Amazon Prime to be sure we are looking for the lowest prices. She also mentioned lodging and meals located in two different locations in the vouchers. Mr. Lah asked to look into purchasing guidelines to be shared at the next board meeting and Mr. Oros stated they will be provided.

Mr. Lah made a motion to accept the January 2018 paid vouchers into the record as presented. Mrs. Dottore seconded the motion and after roll-call voice vote, the motion was approved 3-0:

Mrs. Dottore	Yes
Mr. Bates	Abstained
Mr. Lah	Yes

NEW BUSINESS

PLANNING & OPERATIONS UPDATE

AGGREGATE STONE – MOTION TO AWARD

Mr. Bates announced that as owner of ARMS Trucking he would not participate in the discussion or vote. Mr. Oros presented the board the results of the public bids to approve awarding the contract. Mrs. Dottore asked if we have used ARMS before and have been happy with work. Mr. Lah asked if the park complied fully with statutory bidding requirements, and Mr. Oros responded that we did. Mrs. Dottore confirmed both companies will be used according to the recommendation.

Mr. Lah made a motion to award the contract to provide and deliver aggregate stone, Mrs. Dottore seconded the motion and after roll-call voice vote, the motion was approved 2-1:

Mr. Bates	Did not participate
Mr. Lah	Yes
Mrs. Dottore	Yes

SANITARY SEWER EASEMENT – CITY OF CHARDON

Mr. Oros requested a motion to approve a permanent sewer easement crossing Maple Highlands Trail south. He said it will have minimal impact, and our legal counsel and the Planning department have reviewed the plans. Mrs. Dottore asked about repairs, and Mr. Lah said that would be the city's responsibility. Mr. Lah explained this is a courtesy request for public use and Mr. Oros mentioned it is only about 100 feet.

Mr. Lah made a motion to bring the sewer easement to the floor for approval, Mrs. Dottore seconded the motion and after roll-call voice vote, the motion was approved 3-0:

Mr. Lah	Yes
Mrs. Dottore	Yes
Mr. Bates	Yes

RESOLUTION NO. 3-18 – CASH TRANSFER

Mr. Oros requested a motion to approve a cash transfer of \$1,000,000.00 out of the General Fund, to transfer \$975,000.00 into the Capital Reserve Fund and \$25,000.00 into the Retirement Reserve Fund. Mr. Lah asked how the retirement reserve fund works. Gloria Freno explained this account holds funds for payouts for retirements, or for payouts for anyone leaving such as unused sick time or earned vacation. Mr. Oros said he will provide the policies for sick and vacation to the board in the next board packet.

Mrs. Dottore made a motion to approve the cash transfer, Mr. Lah seconded the motion and after roll-call voice vote, the motion was approved 3-0:

Mrs. Dottore	Yes
Mr. Bates	Yes
Mr. Lah	Yes

MOTION OF INTENT

Mr. Oros introduced documents regarding the November 2019 levy.

Mrs. Dottore made a motion to table until next month, Mr. Bates seconded the motion and after roll-call voice vote, the motion was approved 3-0:

Mr. Bates	Yes
Mr. Lah	Yes
Mrs. Dottore	Yes

SURPLUS PROPERTY

Mr. Oros presented a request to scrap multiple items, as well as to send some items to auction. Mrs. Dottore asked why the park is getting rid of soccer goals. Mr. Oros responded they have had nets cut out of them.

Mrs. Dottore made a motion to approve scrapping the defective items and sending the others to auction. Mr. Lah seconded the motion and after roll-call voice vote, the motion was approved 3 – 0:

Mr Lah	Yes
Mrs. Dottore	Yes
Mr. Bates	Yes

COMMISSIONER’S TIME

Mr. Oros read a memo to the Commissioners regarding receiving questions in writing from the public to address at future board meetings. Discussion occurred. Mr. Oros shared an email from Barb Partington regarding snowmobile tracks on the Planetary Trail and not on the assigned trails at Observatory Park She asked how the park will monitor the snowmobilers to keep them in permitted areas. Mr. Oros responded the Rangers will be directed to Observatory Park to ensure the snowmobilers have maps and permits to be there. Mr. Lah asked about signage and mentioned it is important and helpful to have signs with park information. Mrs. Dottore agrees with taking and responding to questions, and wants to know if we will take both questions and comments. She asked about the process of picking and choosing which questions and comments, and the length of time dedicated for this. Mr. Bates said prior to board meeting the public can request to be put on agenda and limit the number of people and time spent on these items. Mr. Lah said he would like to see everyone be respectful of each other, maybe questions come in and put on agenda and assign a number to randomly choose. Mrs. Dottore asked about limiting questions/comments pertaining to items to be discussed at the current meeting before meeting is conducted. Mr. Lah would like to be aware of concerns and complaints as well as complimentary feedback. Further discussion occurred regarding fairness, time limits, and deadlines for submissions. Mr. Oros explained we try to respond to emailed questions, concerns and comments from patrons as quickly as possible. Mr. Lah mentioned we would try to take 2 or 3 requests and impose a time limit. Mrs. Dottore requested a proposed process be emailed to the Commissioners before releasing to the public.

Mr. Oros shared that Geauga Park District staff won a first place award for the capital improvement project at Nassau Astronomical Station at OPRA, the Ohio Parks and Recreation Association, awards banquet.

PLANNING & OPERATIONS UPDATE

Park Biologist Paul Pira presented information to the board regarding the small research grant program. Mr. Pira explained the program began in 1994 and is intended to promote scientific work that helps support the mission of Geauga Park District. Mr. Pira stated Natural Resource Management staff and others develop a suggestion list of priorities in the park, then send out proposals based on these, and finally have a committee that votes on the returned grant proposals to be awarded. He said the benefits to the park district is high quality data, specimens that can be preserved forever at local museums, and the ability to offer outdoor learning to the public in the parks.

ANNOUNCEMENT OF NEXT BOARD MEETING

Mr. Oros announced the next board meeting is scheduled for Tuesday, March 13, 2018 at 8:30 a.m. at the Meyer Center. Mr. Lah requested Executive Session at the beginning of the meeting.

Mr. Bates 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. Lah	Yes
Mr. Bates	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,

John Oros, Executive Director

Andrej Lah, President