

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

The regular meeting of the Geauga Park District Board was held March 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.

<b>Park District Employees</b>	<b>GUESTS</b>
John Oros, Executive Director	See EXHIBIT "A" attached
Sheryl Hatridge, Administrative Services Manager	
Matt McCue, Director of Planning & Operations	
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**

Mrs. Dottore made a motion to enter into executive session to discuss matters related to employee bargaining negotiations and pending court action. Mr. Lah 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 8:34 a.m. The Board came out of Executive Session at 9:25 a.m. No items were brought forward.

**ADOPTION OF THE MINUTES**

The Board was presented with minutes from the February 13, 2018 Regular Board meeting.

Mr. Bates asked to change the vote for the award of the aggregate stone on page 5 from abstain to he did not vote at all. Mrs. Dottore made a motion to approve the February 13, 2018 Board Meeting minutes with this change. 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

**PRESENTATION OF FINANCIAL STATEMENT**

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

*Geauga Park District*  
**FINANCIAL STATEMENT MONTH ENDED**  
**28-Feb-18**  
**GENERAL FUND**

<b>BEGINNING FUND BALANCE FEBRUARY 1, 2018</b>	<b>3,049,683.19</b>
<b>PERSONNEL EXPENDITURES</b>	
Salaries	\$229,442.45
Medicare	\$3,250.64
Hospitalization	\$60,441.61
OPERS January 2018	\$30,473.36
<b>VOUCHERS</b>	<b>\$323,608.06</b>
- Contract Services	\$64,494.72
- Supplies	\$24,013.64
- Materials	\$5,092.64
- Equipment	\$6,609.38
- Other	\$26,654.44
- Travel	\$1,565.22
- Advertising	\$2,791.70
<b>EXPENDITURES &amp; OTHER USES</b>	<b>\$454,829.80</b>
<b>REVENUES &amp; OTHER SOURCES</b>	
<i>Interest - February - 2018</i>	\$3,965.72
<u><i>General Tax Collections</i></u>	
- Local Government Funds	\$9,233.57
- 2018 Worker's Comp Premium Rebate - (2015 BWC Surplus distributed to Ohio employers)	\$6,871.57
<u><i>Gifts &amp; Donations</i></u>	\$4,646.50
- Michelle Brosius - \$25.00 Land Steward Donation	
- Kinetico - \$100.00 Caveman Crawl Sponsorship	
- Patterson Farms - \$1,000.00 Caveman Crawl Sponsor	
- Cleveland Fdn.- Mr. & Mrs. George B.P. Haskell fund - \$2,000.00 - Bessie Benner Donation	
- Elizabeth Siman - \$1,000.00 Claridon Woods Donation	
- Notre Dame Elementary School - \$470.00 unrestricted donation	
- TWW Nature Center Water feature - \$ 51.50	
<u><i>Fees</i></u>	
- Camping	\$1,960.00
- Shelters	\$1,280.00
- Utilities	\$7,610.00
- Programs / Workshops	\$924.00

Sales - TWW - \$1,217.33 \$1,217.33

Other Revenue Receipts

- Observatory House Rent - Sindelar \$300.00  
- Chickagami House Rent - Kolar \$400.00  
- Public Records request - \$1.00, Employee reimbursements for tax and meal - \$5.99 \$6.99  
- Centerra Co-op distribution of funds \$176.27, Geauga County Maple Syrup award \$15.00 \$191.27  
- J. Marsic - 2018 Observatory Agricultural Lease \$428.00  
- G. Soltis 2018 Agricultural Lease - \$1,455.00, R. Briggs 2018 Agricultural Lease \$657.00 \$2,112.00  
- Cobra Pipeline Annual Lease \$250.00  
- Proceeds from sale of surplus on Gov.Deals - benches- mat cutter - rug - bike \$105.00

**REVENUES & OTHER SOURCES \$41,501.95**

**ENDING FUND BALANCE AS OF FEBRUARY 28, 2018 2,636,355.34**

LAND IMPROVEMENT FUND

**BEGINNING FUND BALANCE FEBRUARY 1, 2018 2,569,536.85**

**EXPENDITURES & OTHER USES**

Vouchers  
- Contract Services \$82,612.96  
- Project Contracts \$6,187.30

**EXPENDITURES & OTHER USES \$88,800.26**

**REVENUES & OTHER SOURCES**

- Interest - February 2018 \$3,172.83  
- Other - Royalties/In-Lieu Fees  
- Swine Creek - Hart - \$26.65, Ford-Windsor - \$6.62 \$33.27  
- Void Check - Permit Fee \$200.00

**REVENUES & OTHER SOURCES \$3,406.10**

**ENDING FUND BALANCE AS OF FEBRUARY 28, 2018 2,484,142.69**

RETIREMENT RESERVE ACCOUNT

**BEGINNING FUND BALANCE FEBRUARY 1, 2018 58,461.04**

**REVENUES & OTHER SOURCES**

Interest - February 2018 \$71.95

**REVENUES & OTHER SOURCES 71.95**

**ENDING FUND BALANCE AS OF FEBRUARY 28, 2018 58,532.99**

**PARK CAPITAL RESERVE ACCOUNT**

<b>BEGINNING FUND BALANCE FEBRUARY 1, 2018</b>	<b>698,162.34</b>
<b>EXPENDITURES &amp; OTHER USES</b>	
Vouchers	
- Contract Services	\$125,253.61
<b>EXPENDITURES &amp; OTHER USES</b>	<b>\$125,253.61</b>
<b>REVENUES &amp; OTHER SOURCES</b>	
<u>Interest - February 2018</u>	\$885.46
<b>REVENUES &amp; OTHER SOURCES</b>	<b>885.46</b>
<b>ENDING FUND BALANCE AS OF FEBRUARY 28, 2018</b>	<b>573,794.19</b>

**K-9 FUND**

<b>BEGINNING FUND BALANCE FEBRUARY 1, 2018</b>	<b>2,044.59</b>
<b>REVENUES &amp; OTHER SOURCES</b>	
<u>Donations</u>	
<b>REVENUES &amp; OTHER SOURCES</b>	<b>-</b>
<b>EXPENDITURES &amp; OTHER USES</b>	
Vouchers	
- Other K-9 Expenses	
<b>EXPENDITURES &amp; OTHER USES</b>	<b>-</b>
<b>ENDING FUND BALANCE AS OF FEBRUARY 28, 2018</b>	<b>2,044.59</b>

**PRESENTATION OF VOUCHERS**

Mr. Lah asked what the park accepts credit cards for and was told for reservations, program fees, event items, and West Woods store items. He also inquired about who processes the credit cards and the current rate. The Finance Manager responded that Merchant Services processes the credit cards at a rate of 6% to 10% dependent on the volume. Mr. Lah asked if the park had looked at other available services. Gloria Freno said we will be moving to a point of sale service at a cost of approximately .03 per transaction. Mr. Lah asked if the fuel tanks are owned by the park. Mr. McCue responded the fuel tanks are owned by the Park District and the propane tanks for the shelters are owned by the propane company. Mr. Lah suggested considering having the company provide the tanks in the future. Mrs. Dottore requested the total cost for the website and if this was the last payment. Sandy Ward replied the total was \$39,300 and this was the last payment.

Mrs. Dottore made a motion to accept the February 2018 paid vouchers into the record as presented. Mr. Lah seconded the motion and after roll-call voice vote, the motion was approved 2- 1 abstained:

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

**OLD BUSINESS**

**BUDGET PROJECTIONS**

Mr. Oros provided the board with budget projections, potential cost containment measures and revenue generation measures, and a detailed line item budget. Mrs. Dottore asked if the budget line items are reflected in the budget projections. Mr. Oros said yes and explained the budget projections are reflective of a 1 mil levy renewal. Mrs. Dottore stated she would be interested in an option to combine the 2019 and 2021 levies or eliminate the 2021 levy so we can split or make it work so we are not going back to the voters every two years. Mrs. Dottore said she wants taxpayers to say wow they haven't asked for money in a while, and not tire the taxpayers out. She would like us to show we don't need the money as much, and we are doing our due diligence every single time. Mr. Oros replied we need to look at capital improvement projects also to help bring down the budget projections by looking at maintaining parks as opposed to growing parks. JD asked if the projection includes raises and items such as that. Mr. Oros responded they are included. Discussion followed regarding anticipated maintenance items in the future. Mr. Lah stated ultimately the goal is to show voters we are being very responsible with the resources we have been given.

**MOTION OF INTENT – NOVEMBER 2019 LEVY**

Mr. Oros read a memo requesting a motion to propose placing a levy on the November 5, 2019 ballot. Mrs. Dottore asked how binding the dates are for the timeline provided, and Mr. Oros replied it isn't really binding just the intent to go on the ballot using the proposed timeline. Legal Counsel David Ondrey asked if the timeline included getting the opinion from the auditor's office for how much money a certain millage will produce over a period of time and Mr. Oros responded it is included. Mr. Lah asked if we meet with the auditor this year and Mr. Oros said we do, but not for the levy, that will happen next year. Mr. Lah stated he would like to have continuing discussions on the efforts being made to control or address areas of spending so the public can see from our minutes and any other public documents that as we move forward with the intent to go to the voters in 2019 they will see the process. Mr. Oros replied the topic of budget projections will remain on the agenda for discussion going forward.

Mrs. Dottore made a motion for the intent to place a levy on the November 2019 ballot based on the memo and timeline provided by John Oros. 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

**NEW BUSINESS**

**PLANNING & OPERATIONS UPDATE**

Mr. McCue explained Planning & Operations are working on the design of the overlook at Orchard Hills Park, a design/build bid scheduled for Bessie Benner on March 19, 2018, and assisting with the Saps A Risin maple syrup gathering at Swine Creek. He also said interior tables and all furnishings are being finished up at Claridon Woodlands in anticipation of the April 2, 2018 opening.

**NEW WEBSITE**

Sandy Ward presented the new website design to the board that has been launched and is now live. She showed the board several of the most prominent features and functions, such as more graphics, bigger text and photos, and much easier to navigate. Mrs. Dottore stated she is in technology and two things she really enjoyed with the new site is the use of hyperlinks and tagging. She also liked the ability to connect. Mrs. Dottore mentioned focus groups with paid teenagers, middle age and older people to offer feedback and input can be helpful to keep improving and updating a website. Mr. Lah asked if there is any thought of developing an app. Sandy Ward responded it is a large expense and the website currently acts as an app. Mrs. Dottore offered a solution where instructions can be provided on how to

create a bookmark with its own tab. Mr. Oros said the new website allows for much more accessibility to everything to do with the parks. Mr. Lah said the new site is very user friendly and he would like to see promotion of various ways to connect and send questions and feedback to the park.

### **PURCHASING GUIDELINES**

John Oros provided a copy of the purchasing guidelines to the board. He explained they were last revised in March 2016 and the finance department is very thorough with all purchases. Mr. Oros said the different authorization level requirements are strictly adhered to. Mr. Lah asked if there have been any major corrections required in an audit and Gloria Freno responded there has not been any. Mr. Lah inquired about receipts and stated it is good to know the dollars being spent are being properly supervised and spent wisely leading up to a levy.

### **PERSONNEL POLICY CHANGES – SICK AND VACATION**

John Oros requested a motion to approve suggested changes to the vacation and sick policies. The new vacation policy would set a maximum 2 year carry over limit and any leave exceeding this amount would be lost. This would include a one-time payout in 2018 of vacation hours exceeding the two year limit. The new sick leave policy allows employees with 10 or more years of public service who are retiring to receive a one-time maximum cash payment of 25% of his/her accrued, unused sick leave up to a maximum of 240 hours or 30 days. This would apply to all current employees who have not reached the cap limit and all future employees. Mrs. Dottore stated she appreciated the updating of these policies. Mr. Lah asked that legal review the new language for these policy changes. He asked if the employment manual is reviewed annually or bi-annually, and recommended having an audit of the personnel policy. Mrs. Dottore asked if O.R.C. updates are received and applied. Mr. Lah asked about the MSDS status and how the employees access the information. He requested to see the current lists of certifications and training for the next meeting.

Mrs. Dottore made a motion to approve the vacation and sick policy updates. 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

### **RESOLUTION NO. 4-18 – APPROPRIATION TRANSFER**

John Oros requested a motion to approve an appropriation transfer of \$6,000.00 from contract services to equipment in the Ranger Department 2018 budget. Mr. Oros explained the transfer will fund a purchase of car counters to help track park attendance.

Mr. Bates made a motion to approve the appropriation 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

### **SURPLUS PROPERTY**

Mr. Oros presented a request to trade in multiple items and scrap one item. Mrs. Dottore asked about the process of determining when it is time to replace a vehicle and Mr. McCue responded each year Operations looks at a cost to operate on annual basis. They also look at depreciation values and major repairs. Mr. Lah asked several questions regarding use of the trucks and trading them in versus outright selling.

Mr. Lah made a motion to approve trading in and scrapping the defective items. 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

**COMMISSIONER’S TIME**

Howard Bates asked about how much youth group rentals generate in park revenue. Gloria Freno responded we are not currently able to track this. Mr. Bates mentioned possibly waiving fees for youth groups to hold their meetings at park facilities to encourage them to visit the parks. John Oros stated we could look at possibly accommodating this on a case by case basis. Mr. Ondrey mentioned we would need to be clear with guidelines for a policy for waivers.

**ANNOUNCEMENT OF NEXT BOARD MEETING**

Mr. Oros announced the next board meeting is scheduled for Tuesday, April 10, 2018 at 8:30am at the Meyer Center.

Mrs. Dottore made a motion to adjourn the meeting.

Mr. Lah 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 meeting was adjourned at 10:45 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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Andrej Lah, President