

**GEAUGA PARK DISTRICT BOARD
OF PARK COMMISSIONERS
BOARD MEETING MINUTES
December 11, 2018**

The regular meeting of the Geauga Park District Board was held December 11, 2018 at The Meyer Center, Chardon Twp., Ohio. The meeting was called to order at 8:31 a.m. Commissioners Andrej Lah, Jackie Dottore and Howard Bates were present.

Mr. 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, Human Resources Assistant	
Dennis Sloan, Lt. Ranger	
Matt McCue, Director of Planning & Operations	
Gloria Freno, Finance Manager	
Todd Hicks, Legal Counsel (Thrasher, Dinsmore & Dolan)	

Judge Grendell swore Jackie Dottore in as Geauga Park District park board commissioner.

John Oros called the roll.

APPROVAL OF THE AGENDA

Mr. Oros requested a motion to approve the agenda with the addition of the 1st amendment to the purchase of Wicked Woods.

Mrs. Dottore made a motion to approve the agenda with the addition and asked that Park Planning be presented before the final budget discussion. 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

EXECUTIVE SESSION

Mr. Oros requested a motion to enter into executive session to discuss compensation of public employees.

Mrs. Dottore made a motion to enter into executive session to discuss compensation of public employees. 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 8:35 a.m. The Board came out of Executive Session at 9:29 a.m.

Mr. Lah proposed a motion to accept 2019 wage adjustments for all employees excluding the Executive Director subject to the adjustments made during Executive Session. Mr. Bates seconded the motion and after roll-call voice vote, the motion was approved 3 – 0:

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

Mr. Bates moved to consider the employment contract between the park board and executive director, subject to a final evaluation, Mrs. Dottore seconded the motion and after roll-call voice vote, the motion was approved 3 – 0:

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

ADOPTION OF THE MINUTES

The Board was presented with minutes from the November 13, 2018 Regular Board meeting. Mr. Lah made a motion to approve the November 13, 2018 Board Meeting minutes. Mr. Bates seconded the motion, 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 November 2018 Financial Statement.

Geauga Park District
FINANCIAL STATEMENT MONTH ENDED
30-Nov-18
GENERAL FUND

BEGINNING FUND BALANCE NOVEMBER 1, 2018		4,672,035.93
PERSONNEL EXPENDITURES		
Salaries	\$200,352.60	
Medicare	\$2,822.94	
Hospitalization premiums - November 2018	\$62,055.82	
OPERS October 2018	\$29,667.88	
VOUCHERS		\$294,899.24
- Contract Services	\$63,137.63	
- Supplies	\$40,699.64	
- Materials	\$25,873.62	
- Equipment	\$12,917.37	
- Other	\$5,069.42	
- Travel	\$1,731.96	
- Advertising	\$13,973.23	\$163,402.87
EXPENDITURES & OTHER USES		\$458,302.11
REVENUES & OTHER SOURCES		
<i>Interest - November 2018 - will post in December</i>	\$0.00	
<u><i>General Tax Collections</i></u>		
- Local Government Funds	\$7,892.89	
<u><i>Gifts & Donations</i></u>		
- Bird Box - \$15.70, P. Passalacqua - \$20.00 un-restricted	\$35.70	
<u><i>Fees</i></u>		
- Camping	\$425.00	
- Facilities	\$110.00	
- Utilities	\$2,405.00	
- Programs - \$812.00, Workshops - \$730.00	\$1,542.00	

- Vendor Fees - Frozen Fest - \$50.00, Holly Days - \$875.00, Mistletoe Mkt - \$50.00	\$975.00
- Adventure Camp - \$300.00	\$300.00
Sales - TWW - \$1,503.25, MC- \$31.00	\$1,534.25
<u>Other Revenue Receipts</u>	
- Observatory House Rent - Sindelar - \$300.00, Chickagami House Rent - Kolar - \$400.00	\$700.00
- P.E.P.Insurer reimbursement of stolen goods - \$1,321.07	\$1,321.07
- Muni Court Citation - \$45.00, Willoughby Iron recycling proceeds - \$206.80	\$251.80
- Employees reimbursement for meals and supplies - \$17.90	\$17.90
- Surplus Sales - \$401.00 canoe, Distribution of Funds from Centerra co-op \$379.94	\$780.94

REVENUES & OTHER SOURCES **\$18,291.55**

ENDING FUND BALANCE AS OF NOVEMBER 30, 2018 **4,232,025.37**

LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE NOVEMBER 1, 2018 **2,259,862.22**

EXPENDITURES & OTHER USES

Vouchers	
- Professional Services	\$11,053.02
- Contract Services	\$83,127.97

EXPENDITURES & OTHER USES **\$94,180.99**

REVENUES & OTHER SOURCES

- <u>Interest - November 2018- will post in December</u>	\$0.00
- <u>Other - Royalties/In-Lieu Fees</u>	
- Ford Windsor - \$66.70	\$66.70
- EPA - Griswold Creek Restoration FFY-17	\$20,088.45

REVENUES & OTHER SOURCES **\$20,155.15**

ENDING FUND BALANCE AS OF NOVEMBER 30, 2018 **2,185,836.38**

RETIREMENT RESERVE ACCOUNT

BEGINNING FUND BALANCE NOVEMBER 1, 2018 **84,542.95**

REVENUES & OTHER SOURCES

<u>Interest -November 2018- will post in December</u>	\$0.00
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REVENUES & OTHER SOURCES **-**

ENDING FUND BALANCE AS OF NOVEMBER 30, 2018 **84,542.95**

PARK CAPITAL RESERVE ACCOUNT

BEGINNING FUND BALANCE NOVEMBER 1, 2018 **1,033,011.94**

EXPENDITURES & OTHER USES		
Vouchers	\$343,241.98	
EXPENDITURES & OTHER USES		\$343,241.98
REVENUES & OTHER SOURCES		
<i>Interest - November 2018 - will post in December</i>	\$0.00	
REVENUES & OTHER SOURCES		\$0.00
ENDING FUND BALANCE AS OF NOVEMBER 30, 2018		689,769.96
<u>K-9 FUND</u>		
BEGINNING FUND BALANCE NOVEMBER 1, 2018		806.61
REVENUES & OTHER SOURCES		
<i>Donations</i>		
- Interstate Towing - \$400.00	\$400.00	
REVENUES & OTHER SOURCES		\$400.00
EXPENDITURES & OTHER USES		
Vouchers	\$728.00	
EXPENDITURES & OTHER USES		\$728.00
ENDING FUND BALANCE AS OF NOVEMBER 30, 2018		478.61

PRESENTATION OF VOUCHERS

Mrs. Dottore inquired about the fees for a tent jack and how many canoes were purchased. John Kolar replied the jack assists with taking down the large event tents and 2 canoes were purchased. Mr. Lah requested an analysis on what heavy equipment the park rents versus purchased. Mrs. Dottore requested data on advertising and asked if we are getting value for our spending. Mrs. Dottore suggested contacting schools, senior groups for event performers that may be for free for events instead of paying for performers. Mr. Lah asked about vehicle tires. Lt. Sloan explained park ranger requirements. Mr. Lah suggested daily vehicle checks for tire tread, and vehicle maintenance. Mr. McCue informed the board regarding Operations daily safety checks.

Mr. Dottore made a motion to approve the vouchers for November. Mr. Bates 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

PLANNING & OPERATIONS UPDATE

Mr. McCue presented 2019 park projects including Big Creek Park camping structures, Big Creek Park Deep Woods Shelter, and Frohring Meadows Park enhancements. Mrs. Dottore asked how the improvements at Big Creek Park were determined as the biggest need. Mr. McCue explained the population density, the trail system located at this park, and the fact that Claridon Woodlands shelter has been heavily reserved. Mrs. Dottore requested a visual map of year round shelters showing their reservation usage. Mr. McCue stated the projects would go out to bid in early 2019 after the 2019 Final Budget is approved. Mr. Lah asked whether Wicked Woods would be maintained this year. Mr. McCue explained NRM will go in and submit a management plan and then planning would provide an overall master plan. Mr. Lah stated he would like to see the park open to the public as soon as we have acquired it.

OLD BUSINESS

2019 FINAL BUDGET

Mrs. Dottore stated her concerns about the levy and what is being reduced and cut. She stated there is only \$100,000 cut from the budget between 2018 and 2019. Mrs. Dottore pointed out that Planning & Operations continues to increase. Mrs. Dottore stated that in four years the reserve may be gone, but then what will be cut to operate within the budget. Mr. McCue responded that in four years, most of the costs will be maintenance on existing infrastructure and smaller scale projects. There was discussion about the budget commission and deficit spending. Mrs. Dottore expressed concern about where the park will be in terms of a reserve account in 4 years if the park is spending that budget down every year and the reserve runs out. Mr. McCue stated maintaining the quality of the existing parks in four years will be the priority. Mr. Oros stated he presented a balanced budget through 2025 if we ask for a .9 mil levy. Mr. Lah stated that the park district also needs to grow the top line. Mr. Oros stated staff training opportunities will be lowered, and personnel will not be growing. Mr. Lah stated to retain employees, they will need training, safety and good equipment. Mr. Lah wondered what will happen if the .9 levy isn't voted in since there is no guarantee. Mrs. Dottore suggested growing in grant writing to find other sources of income.

Mr. Dottore made a motion to approve the 2019 final budget. 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

FIRST AMENDMENT TO THE PURCHASE AND SALE AGREEMENT OF WICKED WOODS

Mr. Oros explained the closing date changed from December 31, 2018 to December 28, 2018 and he also explained the decision not to acquire the liquor license permit. Board suggested working towards a safekeeping agreement with the owners. The board members signed the agreement after striking sections 1, 2, 5 & 9 regarding the liquor license.

Mr. Oros requested a motion to sign the first amendment to the Wicked Woods purchase and sale agreement to authorize the Executive Director to determine if the contingencies should be waived in order to close on December 28, 2018 instead of December 31, 2018. The motion was amended to reflect that the liquor license will be included as part of the sale whether ownership or safekeeping, and authorizing legal counsel to make any necessary changes to the first amendment to ensure safe keeping or ownership of liquor license.

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

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

NEW BUSINESS

AUTOMATIC DATA PROCESSING – BOARD AGREEMENT

Mr. Oros presented an agreement to for the county to provide services from the county for data processing services for IP phone systems, security software, staff and public WIFI access and includes a fee structure for these services.

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

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

CUYAHOGA RIVER WATER TRAIL MEMORANDUM OF UNDERSTANDING

Mr. Oros read a memo to the board regarding an agreement for partnership to provide requested approval

Mrs. Dottore made a motion to approve the Cuyahoga River Water Trail Memorandum of Understanding. 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

CREDIT CARD USE POLICY

Mr. Oros presented a request to revise the credit card policy so that an employee would need to submit a purchase requisition for approval prior to making a purchase. Mrs. Dottore asked if personal credit cards are allowed for reimbursement. Mrs. Dottore stated this could lead to personal benefits of using personal credit cards. Mrs. Freno stated this occurs only for vision costs.

Mrs. Dottore made a motion to approve the change to the credit card policy.
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

RESOLUTION #14-18 – BUDGET AMENDMENT #10

Mr. Oros presented a request to amend the budget for the K-9 fund to decertify \$4,245.80 for an amended amount of \$2,579.04.

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

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

SURPLUS PROPERTY

Mr. Oros presented a request to scrap a projector and a monitor.
Mrs. Dottore made a motion to approve, and Mr. Bates seconded the motion. After roll-call voice vote, the motion was approved 3-0:

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

COMMISSIONER’S TIME

Mr. Oros followed up with updates regarding the park’s Safety program. He said 3 employees have 10 hour OSHA/PERP accreditation. He said HR will hold quarterly meetings with Operations staff to discuss safety items. Mr. Oros recapped park fees and comparisons to other parks in northeast Ohio. Mr. Oros shared a letter from Judge Grendell recognizing Robert McCullough’s service to the park and requesting the park district name a park or wetland preserve after him. Mrs. Dottore asked that the park report back to the board on what the park decides to do.

The next board meeting will be 1/15/19 at 8:30am at the Meyer Center.

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

The meeting was adjourned at 10:53 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