

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

The regular meeting of the Geauga Park District Board was held November 13, 2018 at The Meyer Center, Chardon Twp., Ohio. The meeting was called to order at 8:30 a.m. Commissioners Andrej Lah, Jackie Dottore 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	
Dennis Sloan, Lt. Ranger	
Matt McCue, Director of Planning & Operations	
Gloria Freno, Finance Manager	
Dale Markowicz, Legal Counsel (Thrasher, Dinsmore & Dolan)	
Bridey Matheney, Legal Counsel (Thrasher, Dinsmore & Dolan)	

John Oros called the roll.

**APPROVAL OF THE AGENDA**

Mr. Oros requested a motion to approve the agenda.

Mr. Bates made a motion to approve the agenda. 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 purchase of property, compensation of a public employee, and discipline of a public employee.

Mrs. Dottore made a motion to enter into executive session to discuss purchase of property, compensation of a public employee, and discipline of a public employee. 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 8:31 a.m. The Board came out of Executive Session at 9:19 a.m.

Mr. Lah proposed a motion to execute a waiver of conflict with Thrasher, Dinsmore & Dolan with regard to the purchase of property. 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

Mr. Lah moved to open for discussion the purchase of property, Mr. Bates seconded the motion. Mr. Oros brought to the floor to discuss the possible purchase of property of 180 acres, currently the Wicked Woods Golf Course property in Burton and Newbury Townships. Mrs. Dottore asked questions about savings in regards to the maintenance facility and equipment. Mr. McCue responded that there would likely be savings in future construction and maintenance costs, and travel costs due to being more centrally located. Mr. Lah asked if any buildings would be demolished at the other locations. Mr. McCue stated the park would need to look at long term

planning needs. He said the equipment would be used for the maintenance of the property initially. Mr. Lah asked to see the number of hours used for the equipment list with Wicked Woods and how this purchase benefits the park district and overall mission from a biological standpoint. Mr. Pira shared that this purchase would benefit the water quality of the Cuyahoga River in this area along with anything that can be done to remove chemical use, such as for golf course maintenance, which impacts the water quality. He said there are cold water springs along with cold water habitat and forest habitat. Mr. Pira said restoration will be a long endeavor to restore to a natural area from a golf course. Mrs. Dottore asked Mr. Pira if we see any grant opportunities, and he responded yes, it is possible. Mr. Oros mentioned the park will most likely be accessible to the public within the next year with the accessible cart path for hiking. Mr. Lah asked about the banquet facilities and if there is a plan. Mr. Oros responded that he proposes developing a request for a proposal to lease to a restaurateur for a possible farm to table type of restaurant. Mrs. Dottore stated she loves this park, and she hopes it goes through. Mr. Oros informed the board the property was a high scoring park based on the Mr. Pira's biological survey.

Mr. Lah made a motion to proceed with the purchase of the property known as Wicked Woods along with the facilities, tangible personal property and associated permits and liquor licenses from West Claridon Wicked, LLC and Wicked Woods Banquet, LLC and Ohio from the West Claridon. Mr. Bates seconded the motion, after roll-call voice vote, the motion was approved 3-0.

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

All board members signed the purchase and sale agreement.

**ADOPTION OF THE MINUTES**

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

Mrs. Dottore made a motion to approve the October 9, 2018 Board Meeting minutes. Mr. Bates seconded the motion, after roll-call voice vote, the motion was approved 3-0.

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

**PRESENTATION OF FINANCIAL STATEMENT**

The Board was provided with the October 2018 Financial Statement.

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

<b>BEGINNING FUND BALANCE OCTOBER 1, 2018</b>	<b>5,137,419.89</b>
<b>PERSONNEL EXPENDITURES</b>	
Salaries	\$201,817.65
Medicare	\$2,850.48
Hospitalization premiums - September \$57,498.22 and October \$62,653.10	\$120,151.32
OPERS September 2018	\$30,647.30
<b>VOUCHERS</b>	<b>\$355,466.75</b>
- Contract Services	\$59,244.22
- Supplies	\$24,934.63
- Materials	\$21,582.86
- Equipment	\$19,334.08
- Other	\$6,145.92

- Travel	\$3,241.23	
- Advertising	\$12,838.13	<b>\$147,321.07</b>
<b>EXPENDITURES &amp; OTHER USES</b>		<b>\$502,787.82</b>
<b>REVENUES &amp; OTHER SOURCES</b>		
<i>Interest - October 2018</i>	\$9,426.43	
<u>General Tax Collections</u>		
- Local Government Funds	\$7,363.40	
- Manufactured Home Homestead Exemption 2nd Half 2018	\$4,315.19	
- Manufactured Home Rollback Distribution 2nd Half 2018	\$2,058.39	
<u>Gifts &amp; Donations</u>		
- Bird Box - \$10.00	\$10.00	
- Ruth Holm - \$100.00 in memory of Jean Strojjan, Joan Fath - \$25.00 unrestricted donation	\$125.00	
- Chardon Kiwanis Club - \$150.00 Nature Scopes donation	\$150.00	
<u>Fees</u>		
- Camping	\$740.00	
- Facilities	\$240.00	
- Utilities	\$2,470.00	
- Programs / Workshops	\$658.00	
- Vendor Fees - Fall Days - \$150.00, Holly Days - \$440.00, Mistletoe Mkt - \$20.00	\$610.00	
- Kayaks - \$242.03, Ropes - \$564.05	\$806.08	
Sales - TWW - \$811.61	\$811.61	
<u>Other Revenue Receipts</u>		
- Observatory House Rent - Sindelar - \$300.00, Chickagami House Rent - Kolar - \$400.00	\$700.00	
- Former Insurance carrier Love Insurance refund of Board Member Bond Coverage - \$470.00	\$470.00	
- Employee Jury Duty reimbursement check - \$54.00, Willoughby Iron recycling proceeds - \$68.21	\$122.21	
- Employee reimbursement for meal - \$7.55, Cobra pipeline annual lease payment - \$250.00	\$257.55	
- Surplus Sales - \$20.00 - couch , \$6,050.00 2011 Ford F150	\$6,070.00	
<b>REVENUES &amp; OTHER SOURCES</b>		<b>\$37,403.86</b>
<b>ENDING FUND BALANCE AS OF OCTOBER 31, 2018</b>		<b>4,672,035.93</b>
<b><u>LAND IMPROVEMENT FUND</u></b>		
<b>BEGINNING FUND BALANCE OCTOBER 1, 2018</b>		<b>2,396,236.74</b>
<b>EXPENDITURES &amp; OTHER USES</b>		
Vouchers		
- Professional Services	\$22,589.00	
- Contract Services	\$118,287.85	
<b>EXPENDITURES &amp; OTHER USES</b>		<b>\$140,876.85</b>

<b>REVENUES &amp; OTHER SOURCES</b>	
- <u>Interest - October 2018</u>	\$4,293.53
- <u>Other - Royalties/In-Lieu Fees</u>	
- Abela / Farley - \$142.58, Sunnybrook / Kapel - \$66.22	\$208.80
<b>REVENUES &amp; OTHER SOURCES</b>	<b>\$4,502.33</b>
<b>ENDING FUND BALANCE AS OF OCTOBER 31, 2018</b>	
	<b>2,259,862.22</b>
<b><u>RETIREMENT RESERVE ACCOUNT</u></b>	
<b>BEGINNING FUND BALANCE OCTOBER 1, 2018</b>	<b>84,393.21</b>
<b>REVENUES &amp; OTHER SOURCES</b>	
<u>Interest -October 2018</u>	\$149.74
<b>REVENUES &amp; OTHER SOURCES</b>	<b>149.74</b>
<b>ENDING FUND BALANCE AS OF OCTOBER 31, 2018</b>	
	<b>84,542.95</b>
<b><u>PARK CAPITAL RESERVE ACCOUNT</u></b>	
<b>BEGINNING FUND BALANCE OCTOBER 1, 2018</b>	<b>1,208,283.12</b>
<b>EXPENDITURES &amp; OTHER USES</b>	
Vouchers	\$177,635.44
<b>EXPENDITURES &amp; OTHER USES</b>	<b>\$177,635.44</b>
<b>REVENUES &amp; OTHER SOURCES</b>	
<u>Interest - October 2018</u>	\$2,364.26
<b>REVENUES &amp; OTHER SOURCES</b>	<b>\$2,364.26</b>
<b>ENDING FUND BALANCE AS OF OCTOBER 31, 2018</b>	
	<b>1,033,011.94</b>
<b><u>K-9 FUND</u></b>	
<b>BEGINNING FUND BALANCE OCTOBER 1, 2018</b>	<b>1,237.36</b>
<b>REVENUES &amp; OTHER SOURCES</b>	
<u>Donations</u>	
<b>REVENUES &amp; OTHER SOURCES</b>	<b>\$0.00</b>
<b>EXPENDITURES &amp; OTHER USES</b>	
Vouchers	\$430.75
<b>EXPENDITURES &amp; OTHER USES</b>	<b>\$430.75</b>
<b>ENDING FUND BALANCE AS OF OCTOBER 31, 2018</b>	
	<b>806.61</b>

#### **PRESENTATION OF VOUCHERS**

Mr. Oros presented the October 2018 vouchers to the board. Mrs. Dottore inquired about the length of training, Mr. Oros responded that several Operations employees attended supervisor's management school for 5 days. Mr.

Lah asked about the park's safety training program. Mr. Oros replied that the park utilizes accredited resources from Public Entities Risk Pool and the Public Entities Pool of Ohio to provide safety training. Mr. Lah stated that he would like to see the park pay for and get 10 hour or 30 hour certification training for 1 or 2 employees for OSHA training. He said he knows there are exemptions, but it makes sense to have some type of training. Mr. Oros responded that he would look into the equivalent training through PERP. Mrs. Dottore inquired about annual cyber security training, and Don Lombardy, IT Manager replied that they try to attend each year.

Mr. Bates made a motion to approve the vouchers for October 2018.

Mrs. Dottore 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

Mr. Lah made a motion to approve any ARMS Trucking invoices from September, which may not have been approved. Mrs. Dottore seconded the motion and after roll-call voice vote, the motion was approved 2-1 abstained:

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

## **OLD BUSINESS**

### **LEVY BUDGET PROJECTIONS**

Mr. Oros distributed updated levy projections to the board showing a .9 mil levy renewal with a reduction. Mrs. Dottore stated she sees reductions have been made, and that through 2025 the park would still be in the black. She asked where the largest reductions were made to make this work. Mr. Oros noted there is a rapid decrease through 2025. He said potential grant revenue was removed, some bigger capital improvement projects were removed, and the special events budgets were lowered by looking more closely at return on investment. Mr. Oros also added a reduction was realized this year on healthcare for the park district, along with savings through attrition, emphasis on seasonal employees and hiring entry level positions. Mrs. Dottore inquired about the capital project decrease of \$700,000, Mr. McCue said this was for the improvements for the West Woods project. Mrs. Dottore shared she is very pleased with the current projections and reducing substantially in several areas. Mr. Oros mentioned that staff is developing a case for support for the levy renewal.

Mrs. Dottore made a motion to approve entering into a .9 renewal reduction levy for 2019. 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

### **PROPOSED BUILDING CLOSURES**

Mrs. Dottore made a motion to approve proposed building closures. 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

## **2019 FINAL BUDGET**

Mr. Oros presented the final budget to the board. Mrs. Dottore inquired about personnel increases and contract services. Mr. Oros explained this is for seasonal staff, raises and wage adjustments. Gloria Freno, Finance Manager added that additional seasonal staff for the ropes course and kayaks are also included. Don Lombardy, IT Manager said there is a cost increase for services provided through the county that were not previously being charged. Mrs. Dottore requested specifics for the increase in contract services be emailed to her.

## **NEW BUSINESS**

**PLANNING & OPERATIONS UPDATE**

Mr. Oros presented current project updates to the board. He explained Cold Harbor is moving along on the construction of Holbrook Hollows and the Ellerin trails and boardwalks are being worked on internally. Mr. Oros said the Sunnybrook overlook project has been completed. Mrs. Dottore asked if there are still things to be done at Holbrook Hollows, and Mr. McCue replied there are internal items to be completed. Mr. Lah stated the shelter and overlook at Orchard Hills are nice, however he said the trails in the back leave a lot to be desired. He said other park trail systems are better and each of the trails should be given a reasonable amount of attention. He mentioned with adding Russell Park district properties and taking on Wicked Woods, it will be much more difficult to maintain all of these properties. Mr. Lah inquired about what the park will be doing on the Russell properties. Mr. McCue replied the properties were just visited, and the park district will go through and assess what may need done at each location.

**RESOLUTION NO. 13-18**

Mr. Oros requested an appropriation transfer to transfer funds for year-end payroll and changes to hospitalization coverage.

Mrs. Dottore made a motion to approve an appropriation transfer to transfer funds for year-end payroll and changes to hospitalization coverage.

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

**2019 FEES**

Mr. Oros presented updated fees with no proposed changes. Mr. Lah stated we should track the amount of time being spent on out of county programs to determine that the park district is being reimbursed for our time. Mrs. Dottore asked to see the comparison of park fees charged once again.

Mrs. Dottore made a motion to approve the 2019 fees.

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 laptop.

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

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

**COMMISSIONER'S TIME**

The next board meeting will be 12/11/18 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:

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

The meeting was adjourned at 10:17 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