

**GEAUGA PARK DISTRICT BOARD
OF PARK COMMISSIONERS
BOARD MEETING MINUTES
January 18, 2022**

The regular meeting of the Geauga Park District Board was held January 18, 2022 at the Meyer Center, Big Creek Park. The meeting was called to order at 8:30 a.m. Commissioners Howard Bates, Pat Preston, Mario Innocenzi, and Ray Guarino were present.

Mr. Bates called the meeting to order. The Pledge of Allegiance was recited.

Park District Employees	GUESTS
John Oros, Executive Director	
Sheryl Hatridge, Administrative Service Manager	
Jennifer Pae, Treasurer and Fiscal Officer	
Christine Ward, HR Manager	
Dennis Sloan, Lt. Ranger	
Matt McCue, Director of Planning and Operations	
Sandy Ward, Marketing Coordinator	

APPROVAL OF THE AGENDA

Mr. Bates made a motion to approve the agenda. Mr. Preston seconded the motion and after roll-call voice vote, the motion was approved.

Mr. Innocenzi	Yes
Mr. Bates	Yes
Mr. Preston	Yes
Mr. Guarino	Yes

ELECTION OF 2022 BOARD OF OFFICERS

Mr. Innocenzi nominated Mr. Bates for President. Mr. Preston seconded the nomination and after roll-call voice vote, the motion was approved.

Mr. Guarino	Yes
Mr. Innocenzi	Yes
Mr. Bates	Yes
Mr. Preston	Yes

Mr. Bates nominated Mr. Innocenzi for Vice President. Mr. Preston seconded the nomination and after roll-call voice vote, the motion was approved.

Mr. Guarino	Yes
Mr. Bates	Yes
Mr. Preston	Yes
Mr. Innocenzi	Yes

ADOPTION OF THE MINUTES

Mr. Oros requested a motion to approve the December 17, 2021, regular board meeting minutes.

Mr. Bates made a motion to approve the amended minutes, Mr. Preston seconded the motion and after roll-call voice vote, the motion was approved.

Mr. Bates	Yes
Mr. Preston	Yes
Mr. Guarino	Yes
Mr. Innocenzi	Yes

PRESENTATION OF FINANCIAL STATEMENT

Ms. Pae presented the December month end financials. She explained she is using the new financial reporting format introduced in November. She would like feedback from the board if there were items they would like to see. Mr. Preston asked if every month the board will see Ms. Pae explained they will see revenue, expenditures, actual 2019 and 2020 for a 2 year look back, then the budgeted amount with

YTD expenditures, then the budget vs. actual. Lastly, she said the monthly total is shown, in the prior reports only what happened in that month was shown. Mr. Preston stated the actual up to date expenditures were not shown in the prior format. Ms. Pae stated this would give a 'full year picture' of the budget.

Geauga Park District
FINANCIAL STATEMENT MONTH ENDED 31-Dec-21

	Actual 2019 (Unaudited)	Actual 2020 (Unaudited)	Adopted Budget 2021	Year-to-Date Actual as of December 31, 2021 (Unaudited)	December 31, 2021 % Budget Used Benchmark = 100%	Monthly Total Actual as of December 31, 2021 (Unaudited)
GENERAL FUND						
Balance - January 1st	\$ 3,934,366	\$ 4,721,369	\$ 5,439,364	\$ 5,439,364		\$ 5,850,556
REVENUES & OTHER SOURCES						
Interest	\$ 91,683	\$ 43,233	\$ 50,000	\$ 5,365	11%	\$ 316
General Tax Collections						
- Local Government Funds	\$ 95,908	\$ 92,161	\$ 88,720	\$ 118,005	133%	\$ 10,046
- Real Estate Taxes	\$ 6,794,395	\$ 6,902,466	\$ 6,329,487	\$ 6,684,378	106%	\$ -
Gifts & Donations (See list for current month detail at the end of the report)	\$ 338,879	\$ 69,219	\$ 50,000	\$ 135,829	272%	\$ 1,439
Fees	\$ 134,345	\$ 90,983	\$ 140,000	\$ 214,123	153%	\$ 6,364
- Camping						
- Facilities						
- Utilities						
- Programs & Workshops						
- Vendor Fees						
Sales	\$ 22,507	\$ 46,236	\$ 15,000	\$ 33,409	223%	\$ 4,569
Other Revenue Receipts						
- Grants	\$ 1,079	\$ 764	\$ 700	\$ -	0%	
- Other	\$ 103,917	\$ 66,685	\$ 22,500	\$ 26,894	120%	\$ 4,354
General Fund Revenues Total	\$ 7,582,713	\$ 7,311,747	\$ 6,696,407	\$ 7,218,003	108%	\$ 27,088
PERSONNEL EXPENDITURES						
Salaries	\$ 2,777,361	\$ 2,832,295	\$ 2,981,882	\$ 2,878,603	97%	\$ 336,801
Medicare			\$ 44,007	\$ 40,407	92%	\$ 26,720
Hospitalization	\$ 694,859	\$ 633,537	\$ 713,454	\$ 628,210	88%	\$ 44,763
OPERS	\$ 405,624	\$ 383,303	\$ 440,035	\$ 410,628	93%	\$ 45,916
Workers Compensation			\$ 16,000	\$ 13,520	85%	\$ -
Personnel Expenditures Total	\$ 3,877,845	\$ 3,849,136	\$ 4,195,378	\$ 3,971,369	95%	\$ 454,200
OPERATING EXPENDITURES						
- Contract Services	\$ 757,932	\$ 718,194	\$ 1,122,518	\$ 967,878	86%	\$ 85,204
- Supplies	\$ 295,709	\$ 240,862	\$ 303,565	\$ 277,658	91%	\$ 23,316
- Materials	\$ 140,010	\$ 123,052	\$ 288,739	\$ 242,508	84%	\$ 44,194
- Equipment	\$ 249,277	\$ 387,069	\$ 318,534	\$ 282,252	89%	\$ 7,830
- Other	\$ 188,675	\$ 199,249	\$ 122,417	\$ 65,740	54%	\$ 11,525
- Travel	\$ 6,560	\$ 4,818	\$ 14,320	\$ 2,517	18%	\$ -
- Advertising	\$ 107,704	\$ 56,373	\$ 85,912	\$ 83,135	97%	\$ 12,520
Operating Expenditures Total	\$ 1,745,866	\$ 1,729,615	\$ 2,256,005	\$ 1,921,688	85%	\$ 184,589
General Fund Expenditures Total	\$ 5,623,710	\$ 5,578,751	\$ 6,451,383	\$ 5,893,057	91%	\$ 638,789
- Transfers (out)/in	\$ (1,172,000)	\$ (1,015,000)	\$ (1,525,456)	\$ (1,525,456)		
Ending Balance	\$ 4,721,369	\$ 5,439,364	\$ 4,158,933	\$ 5,238,855	126%	\$ 5,238,855
LAND IMPROVEMENT FUND						

Beginning Balance	\$ 654,412	\$ 834,503	\$ 1,996,353	\$ 1,996,353		\$ 2,370,126
REVENUES & OTHER SOURCES						
- Interest	\$ 35,434	\$ 14,012	\$ 15,000	\$ 1,988	13%	
- Grants	\$ 2,000	\$ 149,000	\$ 1,313,813	\$ 1,029,197	78%	
- Other	\$ 331,922	\$ 1,572,942	\$ 35,000	\$ 670,752	1916%	\$ 112
Land Improvement Revenues Total	\$ 369,356	\$ 1,735,955	\$ 1,363,813	\$ 1,701,937	125%	\$ 112
EXPENDITURES & OTHER USES						
- Professional Services	\$ 88,780	\$ 305,508	\$ 471,015	\$ 268,919	57%	\$ 28,550
- Land		\$ 739,301				
- Capital Outlay	\$ 1,300,485	\$ 529,296	\$ 3,528,985	\$ 3,153,736	89%	\$ 466,052
Land Improvement Expenditures Total	\$ 1,389,265	\$ 1,574,105	\$ 4,000,000	\$ 3,422,655	86%	\$ 494,603
- Transfers (out)/in	\$ 1,200,000	\$ 1,000,000	\$ 1,600,000	\$ 1,600,000		
Ending Balance	\$834,503	\$1,996,353	\$960,166	\$1,875,635	195%	\$1,875,635
RETIREMENT RESERVE FUND						
Beginning Balance	\$ 84,871	\$ 58,807	\$ 74,492	\$ 74,492		\$ 74,544
REVENUES & OTHER SOURCES						
- Interest	\$ 1,936	\$ 685	\$ 500	\$ 52	10%	\$ -
Retirement Reserve Revenues Total	\$ 1,936	\$ 685	\$ 500	\$ 52	10%	\$ -
EXPENDITURES & OTHER USES						
- Other			\$ -			
Retirement Reserve Expenditures Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
- Transfers (out)/in	\$ (28,000)	\$ 15,000	\$ (74,544)	\$ (74,544)		\$ (74,544)
Ending Balance	\$58,807	\$74,492	\$448	\$0		\$0
2016 CAPITAL RESERVE ACCOUNT						
Beginning Balance	\$ 693,773	\$ 479,386	\$ 483,886	\$ 483,886		\$ 484,223
REVENUES & OTHER SOURCES						
- Interest	\$ 13,877	\$ 4,499	\$ 6,500	\$ 338		\$ -
2016 Capital Revenues Total	\$ 13,877	\$ 4,499	\$ 6,500	\$ 338		\$ -
EXPENDITURES & OTHER USES						
- Other	\$ 228,264			\$ -		\$ -
2016 Capital Expenditures Total	\$ 228,264	\$ -	\$ -	\$ -		\$ -
- Transfers (out)/in						
Ending Balance	\$479,386	\$483,886	\$490,386	\$484,223		\$484,223
K-9 FUND						
Beginning Balance	\$ 479	\$ 1,535	\$ 193	\$ 193		\$ 678
REVENUES & OTHER SOURCES						
- Donations	\$ 2,534	\$ 400	\$ 1,500	\$ 845	56%	\$ 360
K9 Fund Revenues Total	\$ 2,534	\$ 400	\$ 1,500	\$ 845	56%	\$ 360
EXPENDITURES & OTHER USES						
- Other	\$ 1,478	\$ 1,742	\$ 1,500	\$ 360	24%	\$ 360
K9 Fund Expenditures Total	\$ 1,478	\$ 1,742	\$ 1,500	\$ 360	24%	\$ 360
- Transfers (out)/in						
Ending Balance	\$ 1,535	\$ 193	\$ 193	\$ 678		\$ 678
ALL FUNDS						
Beginning Balance	\$ 5,367,901	\$ 6,095,600	\$ 7,994,288	\$ 7,994,288		\$ 8,780,127
REVENUES & OTHER SOURCES TOTAL						
	\$ 7,970,417	\$ 9,053,286	\$ 8,068,720	\$ 8,921,175		\$ 27,560

EXPENDITURES & OTHER USES TOTAL	\$ 7,242,717	\$ 7,154,598	\$ 10,452,883	\$ 9,316,072	\$ 1,133,752
- Transfers (out)/in	\$ -	\$ -	\$ 0	\$ 0	\$ 74,544
Ending Balance	\$ 6,095,600	\$ 7,994,288	\$ 5,610,125	\$ 7,599,391	\$ 7,599,391

PRESENTATION OF VOUCHERS

Mr. Preston made a motion to approve December vouchers except ARMS Trucking. Mr. Innocenzi seconded the motion and after roll-call voice vote, the motion was approved.

Mr. Preston Yes
 Mr. Guarino Yes
 Mr. Innocenzi Yes
 Mr. Bates Yes

Mr. Preston made a motion to approve December vouchers for ARMS Trucking, Mr. Innocenzi seconded the motion and after roll-call voice vote, the motion was approved.

Mr. Innocenzi Yes
 Mr. Guarino Yes
 Mr. Preston Yes
 Mr. Bates Abstained

OLD BUSINESS

RESOLUTION 30-21

Mr. Oros explained the 2022 Proposed Compensation Ranges were being presented to the board for their consideration. He introduced Christine Ward to present the proposed compensation ranges. Ms. Ward explained the current pay structure has not been reviewed since 2015, and she used the following sources for salary research and information: OPRA, National Recreation and Parks Association, Bureau of Labor Statistics, Salary.com and Indeed local job postings such as Lake Metroparks, Cleveland Metroparks and Summit Metroparks, Geauga County landscaping companies and local retail stores. She presented current pay ranges with quartiles based on years of experience vs. proposed. Ms. Ward presented two proposed pay scales below midpoint (where market typically pays) and at midpoint. Mr. Preston commented that the lower end needs to have competitive wages to retain entry level workers. Ms. Ward clarified that these proposed pay structures allow the district to be competitive within the market. Mr. Oros explained that entry level workers would start at \$17 at midpoint and \$15 below midpoint. Mr. Bates asked if these wage increases applied to only new hires or all staff; Mr. Oros responded for all staff. Ms. Ward noted that the bottom two pay grades are most affected by the proposed compensation ranges. Mr. Preston complimented Ms. Ward on her presentation. Mr. Oros took time to introduced several staff to new commissioner, Mr. Guarino.

Mr. Preston made a motion to approve the 2022 Proposed Compensation Range at midpoint, Mr. Bates seconded the motion and after roll-call voice vote, the motion was approved.

Mr. Preston Yes
 Mr. Innocenzi Yes
 Mr. Bates Yes
 Mr. Guarino Yes

NEW BUSINESS

HUNTING RULES AND REGULATIONS

Mr. Oros explained that Geauga Park District allows controlled hunting through archery and firearms for White-Tail deer management. Mr. Preston asked for an outline of the hunting rules and regulations to be on the front page of the website during the 2022-2023 hunting season. Mr. Preston added that the rules and regulations should not be buried within the website or hard to find. Mr. Sloan explained that controlled hunting in the district happens multiple times a year for a few days and is restricted to designated areas that are closed to the public for that time. Mr. Sloan also mentioned that Geauga Park District’s hunting rules and regulations align with the rules set forth by the Ohio Department of Natural Resources (ODNR). Sandy Ward agreed that the hunting rules and regulations should be on the website’s front page during hunting seasons and will work on doing that in the future.

ADJOURNMENT

Mr. Bates made a motion to adjourn the meeting, Mr. Preston seconded the motion and after roll-call voice vote, the motion was approved:

Mr. Guarino	Yes
Mr. Innocenzi	Yes
Mr. Bates	Yes
Mr. Preston	Yes

The meeting was adjourned at 9:30 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

Howard Bates, President