

**GEAUGA PARK DISTRICT BOARD
OF PARK COMMISSIONERS
BOARD MEETING MINUTES
May 16, 2022**

The regular meeting of the Geauga Park District Board was held May 16, 2022 at the Meyer Center, Big Creek Park. The meeting was called to order at 8:32 a.m. Commissioners Howard Bates, Pat Preston, Ray Guarino, and Mario Innocenzi 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	
Matthew McCue, Deputy Director	

APPROVAL OF THE AGENDA

Mr. Bates made a motion to approve the agenda. Mr. Innocenzi 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

APPROVAL OF THE MINUTES

Mr. Preston requested a motion to approve the April 18th, 2022, regular board meeting minutes. Mr. Innocenzi 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

PRESENTATION OF FINANCIAL STATEMENT

Ms. Jennifer Pae explained the summary and donation summary were missing and she would provide these items after the meeting.

PRESENTATION OF VOUCHERS

Mr. Oros presented vouchers from April. Mr. Preston made a motion to approve all vouchers except Preston and ARMS. Mr. Guarino 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

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

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

Mr. Preston made a motion to approve 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

FINANCE WORK SESSION

Ms. Pae discussed the matter of purchasing, processes, and procedures with focus on what it takes to purchase items for the district. When the Board of Commissioners approves the Appropriation Resolution, otherwise noted as the annual budget, it sets limitations to park district expenditures within various funds departmentally and by personnel along with all other costs as set forth by the Ohio Revised Code 5705.38C. Ms. Pae presented Exhibit 1, a more detailed account than that of UAN of internal expenditures, broken down by fund, program, object, and cost center that is shared with employees monthly so that they are aware of departmental budgets and availability of funds. Ms. Pae discussed another financial control within the park district is that employees may not make any purchases without a specific purchase order or blanket purchase order in place, which is an amount that cannot exceed amounts set forth by the board.

Ms. Pae discussed park policies in regard to purchasing and stated that employees are encouraged to shop for best price. Any amount between \$1,000.00 and \$5,000.00 requires three verbal quotes while any purchases above \$5,000.00 but below \$50,000.00 requires three written quotes, and anything over \$50,000.00 requires board approval unless part of a state contract or competitive purchasing in which case a formal bid process is not required. Invoices must be signed off by appropriate department head with purchase order number. Mr. Preston stated that this structure is better moving forward rather than moving on vouchers where money is already spent. Ms. Pae elaborated that the term voucher references an intent to purchase prior to making it, which means the board is approving purchases already made and paid. Ms. Pae stated that there will be a change in bylaws to reflect this during the next meeting. Ms. Pae stated it is up to the board how financial reporting occurs both in terms of what and when and level of detail which will be further discussed next month. Mr. Oros agreed with the monthly statements and believes they are a great tool for a board that meets monthly with audits every two years. In the next fiscal year with the level of detail, there will be a greater level of expenditure tracking available in comparison with other fiscal years.

NEW BUSINESS

PLANNING & OPERATIONS UPDATE

Mr. Matthew McCue presented the information regarding capital improvement projects including original budgets, award prices and current costs. The West Woods agreement has been executed with finalization of schedule in progress. Frohring Meadows Pollinator Garden was awarded and executed with construction to begin in June of this year. Beaver Creek restoration is a carryover from last year utilizing left over funds for wetland pools and plantings that will take place later this month. Veterans Legacy Woods Phase one is to be wrapped up in the next week and the lodge is out to bid by May 30th. The West Woods and Bessie Benner amounts will increase in the report each month as the project is being worked on in both locations. Mr. Preston asked what the asphalt improvements at Best are, and Mr. McCue explained the asphalt improvements on the parking lot off of 44 for Walter C. Best has had crack sealing done in the past, and the park is looking to mill or overlay the parking lot which is slated to go out to bid soon. Loecy Dam of which the park district is an 18% owner of 5 different owners and improvements are being made on the recommendation of ODNR. Mr. Oros said he is working on the project with the other owners along with a third-party engineer.

PROJECTED CAPITAL IMPROVEMENTS

Mr. Oros presented a memo from Mr. McCue that deals with acquisition of park properties, habitat restoration and improvement projects to connect and enhance the park for the next seven years with priorities being identified by the master planning department and natural resource management department, as well as grounds and facilities departments. Mr. McCue considers the projects beyond the year 2023 to be in the early planning

stages with estimates of probable cost to be used for budgeting purposes solely and architectural/engineering permits and professional service contracts will be for the purpose of capital improvements. In addition, they are also looking for opportunities throughout the county to connect and enhance the existing park properties that require further planning as well as updating the pavement management plans for all entry drive parking areas at Maple Highlands Trail and looking at existing facilities which could lead to additional improvements and infrastructure upgrades which may add to future projects. Mr. Oros wanted the board to have the opportunity to discuss these projects prior to going to the Budget Commissions Meeting in August. Mr. Preston confirmed that there is no connection between Burton and Middlefield on the Maple Highlands Trail and asked for clarification on the Union Chapel. Mr. Oros responded that the park district is the owner of the land, and a memorandum of understanding exists with the chapel trustees. Mr. Preston asked about the trail in Bainbridge and Mr. McCue responded that they have had meetings with Aurora and Solon discussing the matter of a trail connection through Bainbridge township. Mr. Oros mentioned the planning department has been successful in the past with the implementation of the master plan strategy and process and seeing it through to fruition. Mr. McCue added that upcoming projects for 2023 will be brought before the board in coming months.

RESOLUTION NO. 2-22 LAND ACQUISITION FUND

Mr. Oros presented a resolution to establish a dedicated land acquisition statement and designate a Land Acquisition Fund per Ohio Revised Code 5705.13C which provides that a taxing authority may create by resolution a capital project fund to accumulate resources for acquisition with a minimum of 1 million dollars through one-time revenues which the park district intends to spend within ten years of acquisition to further enhance current park holdings, improvement of water quality and watershed resources and protection of our most prominent natural areas thereby enhancing the rural character of Geauga county. Mr. Guarino asked if a catastrophe should occur could the funds be transferred, and Ms. Pae responded that a transfer resolution would be used to do so. Mr. Oros stated that during his time as executive director the park district has been fortunate to purchase both Staples Meadows and Veterans Legacy Woods as identified by the Natural Resource Management team and the Planning department.

Mr. Bates made a motion to approve the establishment of a dedicated land acquisition fund, Mr. Guarino 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

RESOLUTION NO. 3-22 2022 REVISED BUDGET RESOLUTION

Mr. Oros presented a request to revise the appropriations to recognize the land acquisition fund.

Mr. Bates made a motion to approve the revision to the appropriations of the budget, Mr. Preston 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

SURPLUS PROPERTY

Mr. Oros presented items to be declared surplus property. Mr. Bates made a motion to approve the surplus property, 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

COMMISSIONERS TIME

Mr. Oros shared that on April 22nd a group of residents showed up at Beartown Lake Reservation with fishing poles, children and cameras for a special birthday fish stocking with thanks to Ohio Department of Natural Resources Division of Wildlife whom provided 601 rainbow trout to stock Lower Bear Lake. He said the park district was grateful to be joined by Scott Hale from the Ohio Division of Natural Resources in an effort to get more families outdoors as well as to local media for coverage of the event.

Mr. Oros shared thanks to the organizations Donate a Tree to the World, Geauga Rotary, Best Sand, and the public for the successful Earth Day event. He mentioned more than 100 5-6ft tall native trees were planted that will provide a great ecological jumpstart to the Veterans Legacy Woods Park. Furthermore, on the same day the park district also distributed 600 native wildflowers and trees grown at the Kent State University's Geauga campus greenhouse to more than 200 cars during the Earth Day Drive Thru event. He thanked volunteers and the Natural Resource Management department for their hard work and planning.

Mr. Oros informed the board that Naturalists held 111 programs and served 2,358 patrons in the month of April. He also welcomed Andy Avram, the new Naturalist Volunteer Coordinator coming to the park district from Lake Metroparks.

Mr. Oros shared that on April 15th the Ranger Department rolled out the car counters across our most visited parks and within two weeks they counted 33,435 cars throughout our busiest parks. Frohring Meadows had 5,567 cars, Beartown Lake Reservation had 2,715 cars, The West Woods had 2,691 cars t, Big Creek Park had 2,651 cars, and Orchard Hills had 2,024 cars visit.

Mr. Oros shared that to date there are 1,400 facility reservations and 397 camping reservations, generating revenues of \$76,417.50 from facility reservations and \$14,207 from camping reservations.

EXECUTIVE SESSION:

Mr. Oros requested a motion to go into executive session for matters related to the compensation of a public employee, and the purchase of property. Mr. Bates made a motion to go into executive session, Mr. Preston 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

Mr. Bates made a motion to adjust the salary of Jennifer pay to \$122,000 annually, Mr. Innocenzi seconded the motion. After roll-call vote, all approved.

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

The Board entered Executive Session at 9:13 a.m. The Board came out of Executive Session at 9:38 a.m. The next board meeting will be June 20, 2022 at 8:30 a.m.

ADJOURNMENT

Mr. Preston made a motion to adjourn the meeting, Mr. Guarino 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

The meeting was adjourned at 9:39a.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