

**GEAUGA PARK DISTRICT  
BOARD MEETING MINUTES  
December 14, 2010**

The regular meeting of the Geauga Park District Board was held on December 14, 2010 at the Donald W. Meyer Center, Chardon, Ohio. The meeting was called to order at 3:30 p.m. President Robert McCullough was in the Chair. Board members Mark Rzeszotarski and John Leech were present.

**Employees Present:**

Thomas Curtin, Executive Director  
Keith McClintock, Deputy Director  
Kathy Hanes, Executive Secretary  
Sherry Bosworth, Business Affairs Director  
Gloria Freno, Accountant  
Paige Hosier, Marketing & Admin. Services Dir.  
Sandy Klepach, Communications Specialist  
Michele Pennell, Chief Financial Officer  
Robin Pilarczyk, Human Resources Manager  
Eileen Smith, Administrative Services Coordinator  
Robert Urban, Chief Ranger  
Diane Valen, Naturalist Services Director  
Aaron Young, Planning Director

**Visitors Present:**

Jeff Frischkorn, *The News Herald*  
Tess Lannon  
Tim Lannon  
Glen Miller, *The Maple Leaf*  
Jim Patterson

**ADOPTION OF THE AGENDA**

Mr. Leech moved to adopt the agenda for the meeting.

Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Leech	Yes
Dr. Rzeszotarski	Yes
Mr. McCullough	Yes

**ADOPTION OF THE MINUTES**

Mr. Leech moved to adopt the minutes of November 9, 2010 as amended.

Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Leech	Yes
Dr. Rzeszotarski	Yes
Mr. McCullough	Yes

## **INTRODUCTION OF GUESTS**

Mr. Curtin welcomed Jim Patterson, Jeff Frischkorn, and Tim and Tess Lannon.

## **PRESENTATION OF THE FINANCIAL STATEMENT**

**Geauga Park District  
FINANCIAL STATEMENT MONTH ENDED  
NOVEMBER 30, 2010**

### **GENERAL FUND**

#### **BEGINNING FUND BALANCE NOVEMBER 1, 2010**

**3,574,231.09**

#### **EXPENDITURES & OTHER USES**

**449,932.40**

Personnel	226,219.96
Medicare	3,156.51
Dental /Hospitalization	41,237.69
PERS	32,760.38
Vouchers	146,557.86

#### **REVENUES & OTHER SOURCES**

**281,384.35**

##### **General Tax Collections**

- Personal Property Tax	15,258.27
- State Reimbursed Personal Property Tax	251,245.61

##### **Investment Income**

512.51

##### **Gifts & Donations**

1,153.04

- General donations - Patrons (\$10.04)
- Bird feeder donations - Patrons (\$19)
- Exhibit donations - Patrons (\$60)
- Paver/bench donation transfer - GPDF (\$764)
- Nature Scope program donation transfer - GPDF (\$300)

##### **Fees**

- Programs - Schools - Out-of-county	109.00
- Camping	40.00
- Lodge heat fee	650.00
- Workshops - General - Public program	500.00

##### **Sales**

- Tapper's Treasures - MC	355.40
- Tree Tops - TWW	850.38
- Credit Card - All facilities	706.06

##### **Other Receipts**

- Swine Creek house - Harry	400.00
- Burton Wetlands house- Kolar	400.00
- Hyde house - McKinnon	400.00
- Chickagami house - Mast	400.00
- Citation Disbursement	45.00

- Recycling Proceeds - Steel/Aluminum	88.40	
- Refunds- Other - GFOA training refund	26.10	
- Local Government Funds	7,881.31	
- Miscellaneous Receipts	363.27	
- Public records requests (\$9.96)		
- Restroom vending (\$7.75)		
- Postage reimbursement (\$300.56)		
- Cleve Metroparks RPC Training (\$45.00)		
<b>ENDING FUND BALANCE OF AS NOVEMBER 30, 2010</b>		<b>\$ 3,405,683.04</b>

**LAND IMPROVEMENT FUND**

<b>BEGINNING FUND BALANCE NOVEMBER 1, 2010</b>		<b>3,239,090.74</b>
<b>EXPENDITURES &amp; OTHER USES</b>		<b>1,462,666.01</b>
Vouchers	1,291,313.96	
Vouchers - Grant Tracking (OH 319 Grant)	171,352.05	
<b>REVENUES &amp; OTHER SOURCES</b>		<b>12,259.49</b>
<i>Investment Income</i>	422.89	
<i>Gifts &amp; Donations</i>	9,361.08	
- Observatory transfer donations - GPD Foundation		
<i>Royalties</i>	2,475.52	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek, Stinchcomb		
<b>ENDING FUND BALANCE AS OF NOVEMBER 30, 2010</b>		<b>1,788,684.22</b>

**RETIREMENT RESERVE ACCOUNT**

<b>BEGINNING FUND BALANCE NOVEMBER 1, 2010</b>		<b>82,241.62</b>
<b>EXPENDITURES &amp; OTHER USES</b>		<b>0.00</b>
Vouchers	0.00	
<b>REVENUES &amp; OTHER SOURCES</b>		<b>10.62</b>
<i>Investment Income</i>	10.62	
<b>ENDING FUND BALANCE AS OF NOVEMBER 30, 2010</b>		<b>\$ 82,252.24</b>

**VOUCHER RESOLUTION NO. 62-10**

The Board asked for clarification on a few of the voucher expenditures. All questions were answered satisfactorily.

Dr. Rzeszotarski moved to adopt Voucher Resolution No. 62-10, a copy of which is on file in the Park District office.

Mr. Leech seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Leech	Yes
Dr. Rzeszotarski	Yes
Mr. McCullough	Yes

## **COMMUNICATIONS TO THE BOARD**

Mr. Curtin read a letter from Lisa Starr, second grade teacher from Burton Elementary, who thanked John Kolar for the wonderful job he did on a presentation to her class.

## **OPEN TO THE PUBLIC**

The scheduled presentation by Clay Lawrence, Chester Township Trustee, was postponed until the January meeting.

Michele Pennell introduced Gloria Freno, the new accountant for the Park District.

## **UNFINISHED BUSINESS**

### **PARK UPDATES**

#### **Hunting Notification**

Hunting notification postcards were mailed to neighbors of The Rookery.

#### **Bass Lake Preserve**

Mr. Curtin reported that Bass Lake Lodge is complete except for some minor seeding and landscaping which will be done in the spring.

#### **Bridge Inspections**

Mr. Curtin reported that the bridge inspection report was received and all bridges passed inspection. Requests for Proposals (RFPs) are being prepared for the 2011-12 bridge inspections.

#### **Chickagami Park**

All work at Chickagami Park is complete. Chris Lynn, Park Planner, is preparing drawings for the perimeter trail (Phase III).

#### **Observatory Park**

A meeting is scheduled with the contractor to identify which items still need to be completed. Renderings for the planetary trail are in progress, as well as review of the proposed plans for renovations to the Nassau Observing Station.

#### **Orchard Hills Park**

The project at Orchard Hills Park is substantially complete.

#### **2011 Project Bid Schedule**

Mr. Curtin reported that the Planning Department will present bid specifications at the January 2011 meeting and that bids will be advertised in February and awarded in March.

### Ohio Parks and Recreation Association (OPRA)

OPRA is undertaking a grassroots campaign to maintain the level of local government funding. They are working with various organizations to raise the \$60,000 needed to finance the campaign. The association is requesting financial assistance in the amount of \$10,000 from park districts.

Dr. Rzeszotarski asked if the group was a Political Action Committee (PAC) and if the Park District can legally provide funds to the group. Mr. Curtin indicated that he will find out and provide additional information to the Board at the January meeting.

(Glen Miller arrived at 3:46 p.m.)

### Deer Management Update

Mr. Curtin provided the Commissioners with an update on the Park District's deer management program. To date, a total of 24 deer have been culled.

### Fireplace Screen for The West Woods Nature Center

A hand-forged fireplace screen donated by Ken Roby has been installed at The West Woods Nature Center. The screen is beautifully made and looks wonderful. A plaque expressing appreciation to Mr. Roby will be installed by the screen.

### Excessive Cleaning Fee

The Board was asked to consider implementing an excessive cleaning fee of \$50.00 for shelters and lodges that require more than the "standard" one hour cleaning following an event. After some discussion, the Board agreed to table the issue until the January meeting.

### **GEAUGA PARK DISTRICT FOUNDATION REPORT**

Mr. Curtin reported that a donation of \$22,800 was received from T. and Barbara Parkinson for the Observatory Park Capital Campaign. In addition, donations for the bridle trail stewardship fund have been received and are being matched by an anonymous donor.

Richard Frenchie was elected President of the Foundation at their recent meeting on November 18, 2010.

### **CONTRACT REVIEW**

Pursuant to Article XI of the Geauga Park District By-laws, the Planning Department provided the Board with the construction costs for current park projects. Mr. Curtin reviewed the report with the Board.

### **RECORD RETENTION PROCEDURE**

Eileen Smith, Administrative Services Coordinator, presented the proposed record retention procedures to the Board. Because the Park District can no longer store records at the County Archives Department, the Park District must develop their own procedures for records

retention. A retention schedule will be developed and presented to the Board at the January meeting.

**DISASTER RECOVERY PLAN, RESOLUTION NO. 57-10**

The Board reviewed the revisions to the Disaster Recovery Plan. Dr. Rzeszotarski had some minor revisions to the plan. The Board agreed to adopt the plan contingent upon incorporating the requested changes in the plan.

Dr. Rzeszotarski made a motion to approve revisions to the Disaster Recovery Plan, contingent upon incorporating the requested changes in the plan.

Mr. Leech seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Leech	Yes
Dr. Rzeszotarski	Yes
Mr. McCullough	Yes

**NEW BUSINESS**

**APPOINTMENT OF NEW BOARD MEMBER**

Mr. Curtin presented the journal entry from Judge Henry appointing James Patterson to a three-year term on the Board of Commissioners commencing January 1, 2011. The Commissioners members expressed their appreciation to Mr. Patterson for his willingness to serve on the Board.

**IN THE MATTER OF:**

	)	JUDGE CHARLES HENRY
<b>THE APPOINTMENT OF A</b>	)	
<b>PARK BOARD MEMBER TO THE</b>	)	
<b>GEAUGA PARK DISTRICT</b>	)	JOURNAL ENTRY

On this 23<sup>rd</sup> day of November, 2010, the Court appoints James Patterson, 8765 Mulberry Road, Chesterland, Ohio 44026 to a three year term on the Geauga County Park District commencing January 1, 2011 and ending on December 31, 2013.

Before entering upon the performance of his duties, said Commissioner shall take an oath to faithfully perform his duties of office and shall post bond for the faithful performance of the duties of office in a sum of Five Thousand Dollars (\$5,000.00). Such bond shall be approved and filed with the auditor of Geauga County.

The Commissioner herein appointed shall serve without commission, but shall be allowed actual and necessary expenses incurred in the performance of duties. This appointment is made in accordance with Ohio Revised Code Section 1545.05.

IT IS SO ORDERED.

CHARLES E. HENRY, PROBATE JUDGE

**SOCIAL NETWORKING POLICY**

Robin Pilarczyk, Human Resources Manager, presented a draft of the Social Networking Policy to the Board for their review. She explained that the policy was created after receiving input from other agencies who have established policies.

The Board had a number of questions and, after some discussion, decided that issue be tabled until the January meeting.

**PETTY CASH FUND, RESOLUTION NO. 63-10**

On March 6, 1991, the Board authorized establishment of a petty cash fund (Resolution No. 7-91) with a starting balance of \$100 (to cover expenses that are one-time payments, such as reimbursements to employees) or for purchases that cannot be made with a credit card. On January 9, 2001, the Board approved raising the starting balance to \$500.

The fund is replenished on an as-needed basis by issuing a voucher to the designated employee that maintains the fund. The current language in Resolution No. 7-91 reads as follows: "...replenish on a monthly basis by issuing a voucher to Geauga Park District/Bonnie Pirnat."

Mr. Curtin asked the Board to consider amending the current language to read: "...replenish on an *as-needed* basis by issuing a voucher to the *designated employee* that maintains the Petty Cash Fund." After some discussion, the board agreed to the changes in the language.

Dr. Rzeszotarski moved to amend Resolution No. 7-91, Petty Cash Fund.

Mr. Leech seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Leech	Yes
Dr. Rzeszotarski	Yes
Mr. McCullough	Yes

**2011 NEWSLETTER CONTRACTS, RESOLUTION NO. 64-10**

The Board was presented with the 2011 newsletter bids for printing and mailing services.

Base bids for printing services were received from the following companies: Premier Printing Corporation in the amount of \$27,196.00 and Oliver Printing Company in the amount of \$37,032.00. The Board discussed the proposals and agreed to enter into a contract with Premier Printing Corporation, as their bid was the lowest and best and because of the good working relationship the Park District has with them. The contract includes an additional cost of \$3,000 in contingencies, bringing the total cost of the contract to \$30,196.00.

Base bids for mailing services were received from the following companies: Premier Printing Corporation for \$2,380.00; Oliver Printing Company for \$4,732.00; Weekley’s Mailing Service in the amount of \$2,971.60; DMS Direct Marketing Solutions in the amount of \$2,062.00 and Midwest Direct in the amount of \$3,996.00. The Board discussed the proposals and agreed to

enter into a contract with DMS Direct Marketing Solutions, as their bid was the lowest and best. The total contract amount is \$33,062.00 which includes the base bid for mailing preparation in the amount of \$2,062.00 plus \$28,000 in postage and \$3,000 in contingencies.

The costs of the contracts from Premier Printing and DMS Direct Marketing amount to a combined savings of \$5,843.00 over last year's printing and mailing expenses.

Mr. Leech moved to enter into a one-year contract with Premier Printing Corporation in the amount of \$30,196.00 and a one-year contract with Direct Marketing Solutions in the amount of \$33,062.00 for newsletter print and mail services.

Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Leech	Yes
Dr. Rzeszotarski	Yes
Mr. McCullough	Yes

**REVENUE CERTIFICATION CHANGES**

Mr. Curtin presented the Board with information regarding revenue certification changes. The Park District submits annual revenue certification requests to the Budget Commission members who review and approve the requests based on projected revenue. The certifications are adjusted as needed throughout the year and again at year-end to more closely match the actual revenues received during the fiscal year.

In 2010, Geauga Park District, received a slightly larger amount than initially projected in the General Fund (\$7,565.68) and a slightly lower amount in the Land Improvement Fund (\$18,492.72) as indicated below:

<u>General Fund</u>	<u>Initial</u>	<u>Y/E Certification Total</u>	<u>Change</u>
Investment Income	10,000.00	3,225.00	(6,775.00)
Sales	30,000.00	21,100.00	(8,900.00)
Refunds	0.00	275.10	275.10
State Reimbursed P/P Tax	\$859,171.00	\$882,136.58	<u>\$22,965.58</u>
Total General Fund Changes			\$7,565.68

<u>Land Improvement Fund</u>	<u>Initial</u>	<u>Y/E Certification Total</u>	<u>Change</u>
Investment Income	15,000.00	3,500.00	(11,500.00)
Donations	639,785.00	240,000.00	399,785.00
Other Receipts	8,760.00	40,000.00	48,760.00
Matching Funds/Grants *	\$2,330,868.00	\$352,792.28	<u>\$2,683,660.28</u>
Total Land Improvement Fund Changes			(\$18,492.72)

\*Includes \$1,200,000.00 certification for money directly deposited to Lawyer's Title on Geauga Park District's behalf from WRRSP for Orchard Hills land acquisition.



The changes were presented to the Board for informational purposes only; therefore, no action was taken by the Board.

**2011 IRS MILEAGE REIMBURSEMENT RATE**

Mr. Curtin informed the Board that beginning on January 1, 2011 the standard business IRS mileage reimbursement rate is 51 cents per mile.

No action was taken by the Board, as the Park District adheres to the guidelines established by the Internal Revenue Service.

**DECLARATION OF SURPLUS PROPERTY**

The Board was asked to declare the following items as surplus property:

Description	Starting Bid
Utility truck cap for 8' bed	300.00
Wood logs (more than Park can use for their purposes)	100.00
2000 Ford Cargo Van for parts (not operational)	500.00

Dr. Rzeszotarski made a motion to declare the utility truck cap, wood logs, and 2000 Ford Cargo Van as surplus property.

Mr. Leech seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Leech	Yes
Dr. Rzeszotarski	Yes
Mr. McCullough	Yes

**COMMISSIONERS' TIME**

Mr. McCullough inquired about the status of an incident in which a property owner cut down five trees at Swine Creek Reservation. Chief Bob Urban explained that the gentleman, who cut down the trees in error, was apologetic and will be reimbursing the Park District fair market value for the trees.

Mr. Leech and Dr. Rzeszotarski expressed their appreciation to Mr. McCullough for his years of service to the Board and the many positive changes made under his leadership.

**QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

**EXECUTIVE SESSION – ROLL CALL**

Mr. Leech moved to go into Executive Session at 4:30 p.m. for the purpose of discussing land acquisition, discipline of a public employee and employee compensation.

Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Leech	Yes
Dr. Rzeszotarski	Yes
Mr. McCullough	Yes

The Board returned from Executive Session at 5:25 p.m. The following item was brought forward for resolution:

**Executive Director’s Employment Contract**

The Board discussed proposed changes to the Executive Director’s employment contract. The Board agreed to maintain Mr. Curtin’s salary (\$97,911.84) at its current level for the 2011 contract period. The Board also recommended increasing tuition support to \$5,700.00 for 2011.

Dr. Rzeszotarski made a motion to renew the Executive Director’s contract for a one-year period at a salary of \$97,911.84 and increase tuition support to \$5,700.00.

Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. Leech	Yes
Dr. Rzeszotarski	Yes
Mr. McCullough	Yes

Mr. McCullough signed the contract on behalf of the Board.

**REPORTS FROM COMMITTEES OF THE BOARD**

There were no reports from Committees of the Board.

**REPORTS FROM OFFICERS AND EMPLOYEES OF THE BOARD**

Departmental reports for the month of November were submitted to the Executive Director and a summary sheet was forwarded to the Board prior to the Board meeting.

**ADJOURNMENT**

The meeting was adjourned at 5:31 p.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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Thomas G. Curtin, Executive Director

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Robert McCullough, President