

**GEAUGA PARK DISTRICT  
BOARD MEETING MINUTES  
September 13, 2011**

The regular meeting of the Geauga Park District Board was held on September 13, 2011 at the Donald W. Meyer Center, Chardon, Ohio. The meeting was called to order at 3:30 p.m. Dr. Mark Rzeszotarski was in the Chair. Board members John Leech and James Patterson were present.

**Employees Present:**

Thomas Curtin, Executive Director  
Keith McClintock, Deputy Director  
Kathy Hanes, Executive Secretary  
Gloria Freno, Accountant  
Paige Hosier, Marketing & Administrative Services Director  
Michele Pennell, Chief Financial Officer  
Robin Pilarczyk, Human Resources Manager  
Eileen Smith, Administrative Services Coordinator  
Sandy Ward, Communications Specialist

**Guests:**

Blake Andres  
Nora Stanton

**ADOPTION OF THE AGENDA**

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

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

|                  |     |
|------------------|-----|
| Mr. Patterson    | Yes |
| Mr. Leech        | Yes |
| Dr. Rzeszotarski | Yes |

**ADOPTION OF THE MINUTES**

Mr. Leech moved to adopt the minutes of August 9, 2011 as amended.

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

|                  |     |
|------------------|-----|
| Mr. Patterson    | Yes |
| Mr. Leech        | Yes |
| Dr. Rzeszotarski | Yes |

**INTRODUCTION OF GUESTS**

Mr. Curtin welcomed Nora Stanton of the Ohio Horseman's Council and Blake Andres.

**PRESENTATION OF THE FINANCIAL STATEMENT**

**Geauga Park District  
FINANCIAL STATEMENT MONTH ENDED  
AUGUST 31, 2011**

**GENERAL FUND**

**BEGINNING FUND BALANCE AUGUST 1, 2011** **3,160,804.89**

**EXPENDITURES & OTHER USES** **910,524.10**

|                                   |            |
|-----------------------------------|------------|
| Personnel                         | 220,867.55 |
| Medicare                          | 3,184.93   |
| Dental /Hospitalization           | 40,824.48  |
| PERS                              | 31,148.18  |
| Transfer to Land Improvement Fund | 500,000.00 |
| Vouchers                          | 114,498.96 |

**REVENUES & OTHER SOURCES** **2,816,096.14**

General Tax Collections

- Real Estate Tax 2,812,769.24

Investment Income 58.73

Gifts & Donations -9,911.20\*

- Patrons - Program donations (\$65.82) - See Q41 page 2

- Reinberger Foundation - Observatory donation moved to Q41 (\$-10,000) - See page 2

Fees

- Camping 200.00

- Shelters 195.00

- Lodge heat fee 25.00

- Workshops - General - Public program 282.00

- Programs - General - Public Program 188.00

Sales

- Tapper's Treasures - MC 521.02

- Tree Tops - TWW 819.59

- Credit Card - All facilities 448.85

Other Receipts

- Lease agreement - Hi-Tech Extrusions 1,000.00

- Swine Creek house - Harry 400.00

- Burton Wetlands house- Kolar 400.00

- Hyde house - McKinnon 400.00

- Chickagami house - Mast 400.00

- Citation Disbursement 25.00

- Recycling Proceeds - Steel/Aluminum - Brede Prop 2,219.12

- Local Government Funds 5,576.35

- Miscellaneous Receipts 79.44

- Foundation Postage reimb (\$79.44)

**ENDING FUND BALANCE AUGUST 31, 2011** **\$ 5,006,376.93**

\*Adjustment to move donations for Reinberger Foundation to Q41 fund during August

**LAND IMPROVEMENT FUND**

|  |            |                        |
|--|------------|------------------------|
| <b>BEGINNING FUND BALANCE AUGUST 1, 2011</b>   |            | <b>1,445,442.49</b>    |
| <b>EXPENDITURES &amp; OTHER USES</b>   |            | <b>243,326.16</b>      |
| Vouchers   | 243,326.16 |                        |
| <b>REVENUES &amp; OTHER SOURCES</b>  |            | <b>513,040.70</b>      |
| <i>Investment Income</i>   | 27.02      |                        |
| <i>Gifts &amp; Donations</i>   | 12,550.00* |                        |
| - Patrons - Observatory Park (\$12,550)  |            |                        |
| <i>Transfer from General Fund</i>  | 500,000.00 |                        |
| <i>Royalties/In-Lieu Fees</i>  | 463.68     |                        |
| - Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek, Stinchcomb |            |                        |
| <b>ENDING FUND BALANCE AUGUST 31, 2011</b>   |            | <b>\$ 1,715,157.03</b> |

\*Adjustment to move donations for Reinberger Foundation to Q41 fund during August

**RETIREMENT RESERVE ACCOUNT**

|  |      |                     |
|--|------|---------------------|
| <b>BEGINNING FUND BALANCE AUGUST 1, 2011</b> |      | <b>82,305.60</b>    |
| <b>REVENUES &amp; OTHER SOURCES</b>          |      | <b>1.42</b>         |
| <i>Investment Income</i>                     | 1.42 |                     |
| <b>ENDING FUND BALANCE AUGUST 31, 2011</b>   |      | <b>\$ 82,307.02</b> |

**VOUCHER RESOLUTION NO. 37-11**

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

Mr. Leech moved to adopt Voucher Resolution No. 37-11, a copy of which is on file in the Park District office.

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

|                  |     |
|------------------|-----|
| Mr. Patterson    | Yes |
| Mr. Leech        | Yes |
| Dr. Rzeszotarski | Yes |

**COMMUNICATIONS TO THE BOARD**

Mr. Curtin had no communications to share with the board.

Dr. Rzeszotarski mentioned that he received numerous positive comments on the success of the Observatory Park dedication and the Chester Community Picnic held at Orchard Hills Park.

## **OPEN TO THE PUBLIC**

### Certificate of Appreciation

The Board recognized the Greener Fields 4-H Club for their assistance in controlling invasive species at Frohring Meadows.

## **UNFINISHED BUSINESS**

### **PARK UPDATES**

#### The Maple Highlands Trail Extension

Mr. Curtin informed the Board that legal documents have been supplied to Pentair Corporation for an easement agreement to extend the northern section of The Maple Highlands Trail to 5<sup>th</sup> Avenue in Chardon.

#### Observatory Park, Phase III

Progress is being made on the planetary path and the first “henge” stone has been constructed.

#### Orchard Hills Park, Phase II

Asphalt remediation work is scheduled for the first week of October.

#### Copier Proposal

The Board was presented with a copier proposal from Blue Technologies which would replace the copiers at the Meyer Center and The West Woods. The Board agreed to enter into a five-year lease with Blue Technologies for \$1,131/month, at a cost savings of \$174.00/per month over the current lease agreement.

#### Meyer Center Roof

The Meyer Center roofing project has reached substantial completion.

#### Observatory Park Site Feature Photographs

Mr. Leech suggested that each donor be given an 8 x 10 photograph of the site feature which he/she sponsored.

#### Geauga Park District Audit

The audit is complete and the Auditor indicated that there “were no items to be brought to the Board’s and/or management’s attention and no management letter.” The Board thanked the Finance Department for their good work.

#### Department of Agriculture Program

The Department of Agriculture Program at The Rookery resulted in the removal of 88 raccoons.

#### Ranger Manual – Draft

The Board had some minor corrections to the draft sections of the Ranger Manual.

### Donald Meyer Center Entrance Sign

Because the Meyer Center is no longer serving as a "Nature Center," the Board was asked to consider changing the name on the entrance sign. The new sign would read: Donald Meyer Center, Administrative Center, Visitor Center (open May through October). The Board agreed by unanimous consent.

### Stone for Buggy Trail

The Village of Middlefield has completed laying the stone on the buggy/bike trail section which runs from Burton Road Station to Tare Creek Parkway. The Park District agreed to assume half the cost of the gravel in the amount of \$3,582.

### Damage to Bridge at Sunnybrook Preserve

The Park District is assessing the damage caused to the bridge at Sunnybrook Preserve by the recent storm. The abutment was undercut and tipped, resulting in temporary closure of trails at the park.

### **GEAUGA PARK DISTRICT FOUNDATION**

Mr. Curtin reported on the following:

- The Development Office has submitted grant requests to various foundations for the Observatory Park capital campaign.
- The financial goal for the *Snowbelted* Exhibit exceeded its goal.
- The IRS status change for the Geauga Park District Foundation (GPDF) is in progress.
- RFPs for liability and banking services for the GPDF have been sent out.

### **CONTRACT REVIEW**

Contract review documents were provided to the Board prior to the meeting. All projects are progressing well.

### **2012 TAX BUDGET, RESOLUTION NO. 38-11**

Mr. Patterson moved the adoption of the 2012 Tax Budget, Resolution No. 38-11:

*WHEREAS, This Board of Park Commissioners, in accordance with the provisions of law, has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2012; and*

*WHEREAS, The Budget Commission of Geauga County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within the ten mill tax limitation; therefore be it,*

*RESOLVED, By the Board of Park Commissioners of Geauga County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further,*

*RESOLVED, That there be and is hereby levied on the tax duplicate of said County the rate of each tax necessary to be levied within and without the ten mill limitation as follows:*

Amount to be derived from levies outside 10 mill limitation: \$7,002.066.00

| <b>GENERAL FUND</b>  | <i>Maximum Rate<br/>Authorized To Be Levied</i> | <i>County Auditor's Estimate of<br/>Yield of Levy</i> |
|--|---|---|
| <i>Current expense levy authorized by voters on November 8, 2005</i> | <i>.70</i>                                      | <i>\$876,918.00</i>                                   |
| <i>Current expense levy authorized by voters on November 3, 1992</i> | <i>1.00</i>                                     | <i>\$1,668,520.00</i>                                 |
| <i>Current expense levy authorized by voters on November 7, 1995</i> | <i>1.00</i>                                     | <i>\$1,964,461.00</i>                                 |
| <i>Current expense levy authorized by voters on November 7, 2000</i> | <i>1.00</i>                                     | <i>\$2,492,167.00</i>                                 |
| <b>Total levies outside 10 mill limitation</b>                       | <b>3.70</b>                                     | <b>\$7,002,066.00</b>                                 |

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

|                  |     |
|------------------|-----|
| Mr. Patterson    | Yes |
| Mr. Leech        | Yes |
| Dr. Rzeszotarski | Yes |

#### **NEW BUSINESS**

##### **2012 FACILITY, PROGRAM AND CAMPING FEE SCHEDULE, RESOLUTION NO. 39-11**

Based on public use of the park facilities and the heat fees charged to patrons from October 15 through April 1 for both in-county and out-of-county reservations, it was determined that an increase in utility fees was necessary. The Board was asked to approve an increase in the per session heat fee from \$25.00 to \$30.00 for 2012.

It was determined that no changes were needed to the program, camping and ranger fees schedule.

Mr. Leech made a motion to adopt the following facility, program, camping and ranger fee schedule for 2012:

| <u>OUT-OF-COUNTY SHELTER FEES</u> |    |                        |
|-----------------------------------|----|------------------------|
| Camping                           | -- | \$20.00 per site visit |
| Picnic Shelter                    | -- | \$60.00                |
| Lodge Building                    | -- | \$100.00 per session   |
| Oak & Cherry Rooms                | -- | \$100.00               |

HEAT FEE

Heat/utility fee                      --              \$30.00 per session

*Mandatory heat fee from October 15<sup>th</sup> through April 1<sup>st</sup>  
(applies to in county and out-of-county reservations)*

OUT-OF-COUNTY OUTDOOR PROGRAMS

- \$2.00 per person with a minimum fee of \$25.00 per school/group for Signs of the Season Walks and other programs.
- \$3.00 per person with a minimum fee of \$25.00 per school/group for Natural Communities, Geology, and Wetlands. These programs are more intensive and longer in duration.

OUT-OF-COUNTY INDOOR PROGRAMS

- \$100.00 for speaker programs for passive (seated) audiences.

RANGER DEPARTMENT FEES

|                          |    |         |
|--------------------------|----|---------|
| Parking Fine             | -- | \$10.00 |
| Handicapped Parking Fine | -- | \$25.00 |

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

|                  |     |
|------------------|-----|
| Mr. Patterson    | Yes |
| Mr. Leech        | Yes |
| Dr. Rzeszotarski | Yes |

**ENGINEERING SERVICES FOR COVERED BRIDGE ON MAPLE HIGHLANDS TRAIL, SOUTH**

Requests for proposals for engineering services were sent out to three companies. Only Smolen Engineering of Jefferson, Ohio, submitted a proposal. The amount of the proposal was \$30,500.

The Board discussed if it would be more cost effective to build a standard bridge with an option of adding a covered structure at a future date. The Board requested that Smolen Engineering provide estimated costs for a standard bridge vs. a covered bridge.

**ELEVATOR MAINTENANCE CONTRACT**

Mr. Curtin recommended to the Board that the Park District enter into a contract with Edmonds Elevator Company for elevator maintenance at The West Woods and the Meyer Center. The current contract with Kone Elevator expires this year.

Proposals were received from Edmonds Elevator Company (\$310.00 per month) and ThyssenKrupp Elevator (\$380.00 per month). A quote from Ross Elevator (\$296.00 per quarter) did not meet the State of Ohio, Department of Commerce, requirement for monthly maintenance and corresponding documentation for inspection criteria.

The Board agreed to enter into a three-year contract with Edmonds Elevator beginning January 2012, at a rate of \$310.00 per month (a savings of approximately \$553.00 per month).

**2012 PARK PROJECTS**

Mr. Curtin updated the Board on potential projects for 2012:

- A RFP for design services for The Maple Highlands Trail, North and South will go out this fall.
- A northern loop trail (approximately 2 miles) has been proposed for Observatory Park at an estimated in-house cost of \$90,000.
- The estimated construction for The Maple Highlands Trail, North (1.35 miles) is \$725,000 and for The Maple Highlands Trail, South (4.3 miles) is \$2.75 million.
- Development of the Ellerin property with park amenities would cost an estimated \$682,000.
- Development of the Kaplan property with parking (for The Maple Highlands Trail) and a trail system is estimated at \$634,000.
- Improvements to the Nassau Observing Station will cost around \$800,000 with the potential of funding through private donations. This includes restrooms, new entrance drive, parking, and restoration of the telescope.

Mr. Curtin noted that the 2012 temporary budget includes \$600,000 for projects in 2012. The Board stressed the importance of being fiscally responsible and discussed ways in which to prioritize the projects.

**DECLARATION OF SURPLUS PROPERTY**

The Board was asked to declare a 2006 Ford F250 pickup truck, a palm pilot, and a phone system as surplus property.

Dr. Rzeszotarski made a motion to declare a 2006 Ford F250 pickup truck, a palm pilot, and a phone system as surplus property.

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

|                  |     |
|------------------|-----|
| Mr. Patterson    | Yes |
| Mr. Leech        | Yes |
| Dr. Rzeszotarski | Yes |

**COMMISSIONERS' TIME**

- Dr. Rzeszotarski inquired if the Park District will be offering flu shots to staff again this year. Mr. Curtin replied that they will be available in the next few weeks.
- Dr. Rzeszotarski noted that Senator Grendell has been appointed as the new Geauga County Probate Judge.
- Mr. Patterson mentioned that (based on his calculations) Geauga Park District provides a great benefit to the tax payers of Geauga County through land preservation.
- Mr. Leech asked about the usage of the dog area at Frohring Meadows. Mr. Curtin stated that he will have the staff compile usage reports.



**QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

**EXECUTIVE SESSION – ROLL CALL**

Mr. Leech moved to go into Executive Session at 5:20 p.m. for the purpose of discussing the possible hiring of an employee and compensation of park employees.

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

|                  |     |
|------------------|-----|
| Mr. Patterson    | Yes |
| Mr. Leech        | Yes |
| Dr. Rzeszotarski | Yes |

The Board returned from Executive Session at 5:44 p.m. There were no items brought forward for resolution.

**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 August were submitted to the Executive Director and a summary sheet was forwarded to the Board prior to the meeting.

**ADJOURNMENT**

The meeting was adjourned at 5:54 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,

\_\_\_\_\_  
Thomas G. Curtin, Executive Director

\_\_\_\_\_  
Dr. Mark Rzeszotarski, President