

**GEAUGA PARK DISTRICT  
BOARD OF PARK COMMISSIONERS  
BOARD MEETING MINUTES  
September 10, 2013**

The regular meeting of the Geauga Park District Board was held on September 10, 2013 at the Donald W. Meyer Center, Chardon, Ohio. The meeting was called to order at 3:30 p.m. President James Patterson was in the Chair. Commissioners Michael Petruziello and Nicholas Fischbach were present.

President James Patterson called the meeting to order. The Pledge of Allegiance was recited.

**Employees Present:**

Tom Curtin, Executive Director  
Anna McDonald, Executive Secretary  
Paige Orvis, Mktg. & Administrative Services Director  
Scott Wilson, Chief Ranger  
Robin Pilarczyk, Human Resources Director  
Aaron Young, Planning Director  
Emilie Gottsegen, Development Director  
Paul Pira, Natural Resource Management Director  
Don Lombardy, Information Technology Manager  
Matt McCue, Strategic Planning Director  
Dan Best, Senior Naturalist  
Gloria Freno, Accountant  
Eileen Smith, Administrative Services Coordinator  
Dawn Sweeney, Administrative Assistant

**Guests:**

Bob and Esther Laczko, Geauga County Residents  
John Ralph, Judge Grendell's Office  
Dave Ondrey, Thrasher Dinsmore & Dolan  
John Augustine, Geauga County Resident  
Michael Brown, Geauga County Resident  
Rodger Pelagalli, Attorney at Law  
Joe Koziol, Geauga Times Courier  
Josh Echt, Geauga Maple Leaf

**ADOPTION OF THE AGENDA**

Mr. Patterson requested a motion to revise the order of the Agenda, having the Board enter Executive Session upon the arrival of David Ondrey, Geauga Park District Legal Counsel, to discuss potential litigation.

Mr. Fischbach moved to go into Executive Session upon arrival of David Ondrey.

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Yes

The Board entered Executive Session at 3:33 p.m.

Mr. Patterson requested a motion to come out of Executive Session.

Mr. Petruziello moved to come out of Executive Session

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Yes

The Board came out of Executive Session at 4:42 p.m. The following item was brought forward:

Mr. Patterson informed that the Board received the report on the Felkin estate. The Board discussed with both the attorney who looked into the investigation and David Ondrey, Geauga Park District's legal counsel. As a result of the report the Board is prepared to pass a motion to authorize David Ondrey, as legal counsel for the Park District, to take the necessary actions and file the proper documentation with the Probate Court to insure that the ownership of the real and personal property, all inclusive of the Felkin's gift, is legally under the Geauga Park District. In addition, the Board is requesting that Mr. Curtin conduct an environmental assessment on this particular property to determine if any remediation needs to be done and specifically to include the well that still exists on the property. Mr. Patterson requested a motion to approve these actions.

Mr. Fischbach moved to approve the above-outlined actions.

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Yes

Mr. Patterson stated that the report is not public at this time under attorney-client privileges and that the three Board members have agreed that inquiries and questions concerning this legal action should be referred to David Ondrey for any comment.

#### **ADOPTION OF THE MINUTES**

The Board was presented with minutes from the August 5<sup>th</sup> Special Meeting, August 13<sup>th</sup> Regular Meeting and August 22<sup>nd</sup> Special Board Meetings.

Mr. Petruziello requested an amendment to page three (3) of the August 22<sup>nd</sup> Special Board Meeting to reflect his comment under the Bylaws section recommending that the Ohio Revised Code be used as a reference for the Bylaws so that there are no conflict of interests for Board Members.

Mr. Petruziello moved to approve the August 5<sup>th</sup> and August 13<sup>th</sup> Minutes as presented and the August 22<sup>nd</sup> minutes, as amended.

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Yes

#### **INTRODUCTION OF GUESTS**

All guests attending the Board meeting introduced themselves. Mr. Patterson noted that this weekend is Judge Grendell's Family Fishing Expo and that Swine Creek is being stocked with fish for the event. John Ralph of Judge Grendell's Court provided additional information on the fishing event.

#### **PRESENTATION OF FINANCIAL STATEMENT**

The Board was provided a copy of the August 2013 Financial Statement. There were no questions by the Board.

**Geauga Park District**  
**FINANCIAL STATEMENT MONTH ENDED**  
AUGUST 31, 2013

**GENERAL FUND**

<b>BEGINNING FUND BALANCE AUGUST 1, 2013</b>	<b>4,935,158.75</b>
<b>EXPENDITURES &amp; OTHER USES</b>	
Personnel	273,330.11
Medicare	3,408.74
Dental /Hospitalization	44,964.28
PERS (July payment)	64,600.04
Vouchers	130,379.38
<b>EXPENDITURES &amp; OTHER USES</b>	<b>450,682.55</b>
<b>REVENUES &amp; OTHER SOURCES</b>	
<i><u>General Tax Collections</u></i>	
- Real Estate Tax (2nd Half - General Real Estate Collection)	2,886,435.21
<i><u>Grants</u></i>	
<i><u>Investment Income</u></i>	
	134.22
<i><u>Gifts &amp; Donations</u></i>	
	355.31
- 8/10 Amphitheater Program "Pop Tarts" - \$ 42.00	
- 8/24 Amphitheater Program "The Terriers" - \$34.00	
- General Public Unsolicited Donations - TWWNC - \$ 26.06	
- Ranger Evidence Locker - \$ 3.25	
- Annual Cobra Pipeline Donating - \$250.00	
<i><u>Fees</u></i>	
- Camping	220.00
- Shelters	220.00
- NAF Table Fees	220.00
- Utility fees	340.00
- Adventure Camp registration fees	1,275.00
- Space Camp registration fees	675.00
- Workshops - General - Public program	198.00
- Programs - General - Public Program	50.00
<i><u>Sales</u></i>	
- Tapper's Treasures - MC	101.60
- Tree Tops - TWW	4,542.04
<i><u>Other Receipts</u></i>	
- Observatory house - Farrar	300.00

- Foundation rental space/equipment - GPD Foundation	501.84
- Swine Creek house - Harry	400.00
- Burton Wetlands house- Kolar	400.00
- Hyde house - Rose	400.00
- Chickagami house - Maksim	400.00
- Recycling proceeds - Steel from Observatory Park Shelter Project	651.65
- Refund - Castrol - Park Vehicle Oil Change Rebate	5.00
- Local Government Funds	6,585.67

<b>REVENUES &amp; OTHER SOURCES</b>	<b>2,904,410.54</b>
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<b>ENDING FUND BALANCE AS OF AUGUST 31, 2013</b>	<b>7,388,886.74</b>
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**LAND IMPROVEMENT FUND**

<b>BEGINNING FUND BALANCE AUGUST 1, 2013</b>	<b>2,321,420.16</b>
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<b>EXPENDITURES &amp; OTHER USES</b>	
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Vouchers	167,828.81
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<b>EXPENDITURES &amp; OTHER USES</b>	<b>167,828.81</b>
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<b>REVENUES &amp; OTHER SOURCES</b>	
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<i>Investment Income</i>	60.15
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<i>Royalties/In-Lieu Fees</i>	603.54
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- Sunnybrook - \$55.58, Ford-Windsor - \$77.32, Farley - \$470.64

<b>REVENUES &amp; OTHER SOURCES</b>	<b>663.69</b>
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<b>ENDING FUND BALANCE AS OF AUGUST 31, 2013</b>	<b>\$ 2,154,255.04</b>
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**RETIREMENT RESERVE ACCOUNT**

<b>BEGINNING FUND BALANCE AUGUST 1, 2013</b>	<b>\$ 82,404.88</b>
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<b>REVENUES &amp; OTHER SOURCES</b>	<b>2.13</b>
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<i>Investment Income</i>	2.13
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<b>ENDING FUND BALANCE AS OF AUGUST 31, 2013</b>	<b>\$ 82,407.01</b>
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**VOUCHER RESOLUTION NO. 27-13**

The Board was provided with a copy of August 2013 vouchers. All questions by the Board were answered satisfactorily.

Mr. Petruziello moved to adopt Voucher Resolution No. 27-13, a copy of which is on file in the Park District office.

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Yes

### **COMMUNICATIONS TO THE BOARD**

There were no communications to the Board.

### **OPEN TO THE PUBLIC**

There were no comments from the Public.

### **UNFINISHED BUSINESS**

#### Park Updates:

**Foundation Report:** Emilie Gottsegen, Development Director, reported that the Foundation held its first annual *Twilight Soiree* fundraising event. There were a total of 190 people in attendance and \$24,995 in gifts to date. The Nassau Campaign has raised \$655,695 (56% of needed funds). Recent gifts include \$100,000 from the Lake-Geauga Fund of the Cleveland Foundation, \$100,000 from the Cleveland Foundation, \$50,000 from Parker-Hannifin and \$20,000 from the Pignolet Family. The Foundation hopes to reach its 2013 Annual Campaign goal of \$150,000 by year end.

**Mast Well:** GPD Legal Counsel was informed that there were two proposed drilling units off the Mast well - a 159 acre drilling unit and a 197 acre drilling unit. Based on Legal Counsel's research, only the 197 acre drilling unit is filed with ODNR. Mr. Curtin will be meeting with legal counsel to discuss options on how to proceed.

**Hunting Program:** The lottery drawing for archery is complete and qualifications will take place on September 19<sup>th</sup> and 21<sup>st</sup>. The lottery drawing for shotgun and muzzleloaders is October 1<sup>st</sup>, and October 31<sup>st</sup> for the youth hunt. Qualifications for all gun hunting will take place on November 9<sup>th</sup>. There were a total of 550 hunting applications submitted. Numbers from the 2012-13 hunting season will be provided to the Board for comparison purposes.

Chief Scott Wilson addressed the Board regarding questions raised at the last Board Meeting concerning safety issues related to the use of the Chickagami Park Shooting Range for Ranger qualification purposes. Upon becoming Chief Ranger for the Park District he inspected this range to insure it met all the requirements necessary for Ranger qualification. Chief Wilson advised there are no safety issues with the Range, it meets all the needs for qualifying Rangers, and the Park District will continue to use it for Ranger qualification.

**Village of Middlefield:** Mr. Curtin contacted the Middlefield Village Administrator regarding a Village-owned section of the railroad right-of-way along the new portion of the bike trail. This section needs grading, surface compaction and ditch work for positive drainage flow. The contractor performing the work on the bike trail can complete these items for a cost of \$9,400. The Village of Middlefield has agreed to pay for half of this cost. We are recommending the Board approve an increase to the contract for the Maple Highland Trail-South contract in an amount of \$9,400.00 to complete the improvements to this section of the railroad right-of way. The improvements will be completed via a change order to the contract and the Park District will issue an invoice to the Village of Middlefield for their half of the project.

Mr. Fischbach moved to approve an increase in the amount of \$9,400.00 to the Maple Highland Trail – South project contract for improvements to the portion of railroad right-of-way owned by the Village of Middlefield

from Burton Windsor Road to Tare Creek Parkway with one-half the cost of these improvements being invoiced to the Village of Middlefield.

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Yes

#### Contract Review

All questions regarding current projects were satisfactorily answered

#### **NEW BUSINESS**

##### 2014 Fee Schedule

The Board was provided with the proposed Geauga Park District 2014 Fee Schedule for review, which recommended no increase in fees for 2014 but included the addition of a rental fee for the McCullough Science Center at Observatory Park.

Mr. Petruziello moved to approve the 2014 Fee Schedule as presented.

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Yes

##### **TRANSFER OF FUNDS, RESOLUTION NO. 25-13**

The Board was asked to approve the transfer of \$750,000 from the General Fund (6017) to the Land Improvement Fund (6015). This amount represents the remaining one-half of the total amount to be transferred to the Land Improvement Fund during 2013. These are budgeted funds which will be used for current and future projects to be expensed from the Land Improvement Fund.

Mr. Petruziello moved to approve the Transfer of Funds, Resolution No. 25-13.

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Yes

##### **2014 TAX BUDGET, RESOLUTION NO. 26-13**

As part of the budget process, the Board is required to adopt a resolution certifying the tax levy millage and planned income for the following year. The Board was presented with the 2014 tax budget for their approval.

Mr. Fischbach moved to approve the 2014 Tax Budget, Resolution 26-13:

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, 2014; 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:

GENERAL FUND		\$6,291,260.00
Maximum Rate Authorized To Be Levied		County Auditor's Estimate of Yield of Levy
Current expense levy authorized by voters on November 8, 2005	.70	\$869,126.00
Current expense levy authorized by voters on November 6, 2012	1.00	\$2,929,178.00
Current expense levy authorized by voters on November 7, 2000	1.00	\$2,492,956.00
<b>Total levies outside 10 mill limitation</b>	<b>2.70</b>	<b>\$6,291,260.00</b>

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Yes

Health Insurance Policy 303.1 – Resolution No. 28-13

Life Insurance Policy 302.1 – Resolution No. 29-13

The Board was provided with revisions to the Geauga Park District Health Insurance Policy 303.1 and Life Insurance Policy 302.1, changing the waiting period for insurance benefits for new full-time hires and transfers occurring after September 1, 2013 from 90 days to 60 days. These changes are necessary to be in compliance with the Affordable Care Act and the County of Geauga's Benefits policies.

Mr. Fischbach moved to approve Resolutions No. 28-13 and 29-13 changing the waiting period for health insurance and life insurance benefits for new full-time hires and transfers occurring after September 1, 2013 from 90 days to 60 days.

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Yes

Floating Holiday Policy – Resolution No. 30-13

The Board was presented with a recommendation to discontinue the Floating Holiday program due to underutilization and labor intensive tracking.

Mr. Petruziello moved to approve Resolution No. 30-13, discontinuing the Floating Holiday program.

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Yes

Building Closure Policy – Resolution No. 31-13

The Board was provided with a recommendation to revise the Building Closure Policy with the addition of the following highlighted language:

*Full time employees **scheduled to work on a Board approved building closure day** will have the day off with pay.*

Mr. Fischbach requested this agenda item be tabled to a future Board meeting pending further discussion.

Ranger Department Expenses

The Board was provided detailed information on Ranger Department un-budgeted expenses in the amount of \$17,957.17 due to the addition of personnel and 24 hour Ranger coverage.

Mr. Fischbach moved to approve the additional expenditures of \$17,957.17 for the Ranger Department.

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Yes

Surplus Property

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

**Items to be declared surplus**

	Inventory No.	Description	Starting Bid
1	1828 E	DELL Flat panel computer monitor (item defective)	scrap

Mr. Petruziello moved to approve the above outlined property as surplus.

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Yes

**COMMISSIONERS' TIME**

There were no items brought forward for discussion.

**QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

**EXECUTIVE SESSION – ROLL CALL**

Mr. Petruziello moved to go into Executive Session at 5:18 p.m. for the purpose of discussing land acquisition.

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Yes



The Board returned from Executive Session at 6:26 p.m. There were no items brought forward.

Mr. Patterson requested a motion to approve payment of an invoice from Rodger Pelagalli for legal services.

Mr. Fischbach moved to approve payment of the invoice from Rodger Pelagalli.

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

Mr. Fischbach	Yes
Mr. Petruziello	Yes
Mr. Patterson	Yes

#### **REPORTS FROM COMMITTEES OF THE BOARD**

There were no reports from Committees of the Board.

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

#### **ADJOURNMENT**

The meeting was adjourned at 6:28 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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James F. Patterson, President