

**GEAUGA PARK DISTRICT  
BOARD OF PARK COMMISSIONERS  
BOARD MEETING MINUTES  
June 14, 2016**

The regular meeting of the Geauga Park District Board was held June 14, 2016 at The Meyer Center, Chardon Twp., Ohio. The meeting was called to order at 10:02 a.m. Commissioners Bill Gertz, Jackie Dottore and Len Barker were present.

John Oros called the meeting to order. The Pledge of Allegiance was recited.

<b>Park District Employees</b>	<b>GUESTS</b>	
John Oros, Executive Director	See EXHIBIT "A" attached	
Sheryl Hatridge, Executive Administrative Assistant		
Matt McCue, Director of Planning & Operations		
Stephanie Zigman, Human Resources Manager		
Dennis Sloan, Lt. Ranger		

John Oros called roll.

**APPROVAL OF THE AGENDA**

John Oros made a recommendation on behalf of staff and Board to remove Agenda item 7 Open to the Public, and stated this would be discussed later under Bylaw Revisions.

Mr. Gertz made a motion to approve the agenda with the proposed change, Mrs. Dottore seconded the motion. After roll-call voice vote, the motion was approved 3-0.

Mr. Gertz	Yes
Mrs. Dottore	Yes
Mr. Barker	Yes

**ADOPTION OF THE MINUTES**

The Board was presented with minutes from the May 10, 2016 Regular Board meeting.

Mrs. Dottore made a motion to approve the May 10, 2016 Board Meeting minutes.

Mr. Barker seconded the motion and after roll-call voice vote, the motion was approved 3-0.

Mr. Gertz	Yes
Mrs. Dottore	Yes
Mr. Barker	Yes

**VOLUNTEER AWARD**

Carol Owens was honored with the 3<sup>rd</sup> quarter Volunteer Award for giving of her time and talents in many areas. She was thanked for her work at the Front Desk of The West Woods Nature Center, assisting with the Nature Scopes binocular program and for helping with the Nature Arts Festival. Commissioner Gertz read and presented Ms. Owens with the following Certificate of Appreciation with thanks from the Board of Commissioners and employees of the Geauga Park District.



**PRESENTATION OF FINANCIAL STATEMENT**

The Board was provided with a copy of the May 2016 Financial Statement. There were no questions by the Board.

*Geauga Park District*  
**FINANCIAL STATEMENT MONTH ENDED**  
**31-May-16**  
**GENERAL FUND**

<b>BEGINNING FUND BALANCE MAY 1, 2016</b>	<b>3,085,241.26</b>
<b>PERSONNEL EXPENDITURES</b>	
Salaries	
Medicare	
Dental /Hospitalization	
OPERS May 2016	
Workers Compensation 2015 Chargeback Premium (Claim Years 2010-2013)	
	<b>308,985.33</b>
<b>VOUCHERS</b>	
- Contract Services	
- Supplies	
- Materials	
- Equipment	
- Other	213.23
- Travel	145.20
- Advertising	
	<b>270,865.12</b>
<b>EXPENDITURES &amp; OTHER USES</b>	
	<b>579,850.45</b>
<b>REVENUES &amp; OTHER SOURCES</b>	
<i>Interest May 2016</i>	
<u><i>General Tax Collections</i></u>	
- State Rollback Reimbursement 2016	
-Federal DOJ Vest Grant	

- Local Government Funds

Gifts & Donations 339.25

- Bird Box - \$8.00, Judge & Michele Schroeder - \$150.00 for Chip Henry
- R. Braun - \$100.00 & East Shore Unitarian Church - 81.25 - Unrestricted

Fees

- Camping 750.00
- Shelters 800.00
- Utilities 200.00
- Workshops 360.00
- Programs 495.00
- Out of County 196.00
- Caveman Crawl Race registrations 200.00
- NAF Table fees 690.00
- X-Treme Days Camp fees
- Adventure Camp fees

Sales - TWW - \$2,704.42, MC - \$47.25

Other Revenue Receipts

- GPD Foundation rental space / equipment 216.43
- Observatory House Rent - Sindelar 300.00
- Swine Creek House Rent - Harry 400.00
- Chickagami House Rent - Kolar 400.00
- Juvenile Court Restitution 107.75
- Public Records Request 2.40

**REVENUES & OTHER SOURCES 23,878.07**

**ENDING FUND BALANCE AS OF MAY 31, 2016 2,529,268.88**

**LAND IMPROVEMENT FUND**

**BEGINNING FUND BALANCE MAY 1, 2016 5,223,862.34**

**EXPENDITURES & OTHER USES**

- Vouchers
- Contract Services
- Project Contracts

**EXPENDITURES & OTHER USES 41,497.94**

**REVENUES & OTHER SOURCES**

Interest - May 2016

Other - Royalties/In-Lieu Fees

- Helmeyer - \$36.91, Sunnybrook - \$33.02 69.93

**REVENUES & OTHER SOURCES 1,776.58**

**ENDING FUND BALANCE AS OF MAY 31, 2016** **5,184,140.98**

**RETIREMENT RESERVE ACCOUNT**

**BEGINNING FUND BALANCE MAY 1, 2016** **57,578.57**

**REVENUES & OTHER SOURCES**

*Interest May 2016*

**REVENUES & OTHER SOURCES** **23.03**

**ENDING FUND BALANCE AS OF MAY 31, 2016** **57,601.60**

**PARK CAPITAL RESERVE ACCOUNT**

**BEGINNING FUND BALANCE MAY 1, 2016** **2,850,000.00**

**REVENUES & OTHER SOURCES**

*Interest May 2016*

760.00

- Cash Transfer from General Fund

**REVENUES & OTHER SOURCES** **760.00**

**ENDING FUND BALANCE AS OF MAY 31, 2016** **2,850,760.00**

**PRESENTATION OF VOUCHERS**

The Board was presented with vouchers paid during the month of May 2016. These vouchers represented the normal day-to-day operating expenses, approved budgeted expenses and payroll. Mr. Gertz commended Brett Bellas for the purchase price of 2 pickup trucks.

Mrs. Dottore made a motion to accept the May 2016 paid vouchers into the record as presented. Mr. Gertz seconded the motion and after roll-call voice vote, the motion was approved 3-0:

Mr. Gertz	Yes
Mrs. Dottore	Yes
Mr. Barker	Yes

**SURPLUS PROPERTY**

The Board was asked to approve the following as Surplus Property. There were no questions by the Board.

	Inventory No.	Description	Starting Bid
1	1805 E	DELL E172FP Flat panel monitor (item is defective)	Scrap

Mrs. Dottore made a motion to approve the item declared surplus as presented.

Mr. Barker seconded the motion and after roll-call voice vote, the motion was approved 3 – 0:

Mr. Gertz	Yes
Mrs. Dottore	Yes
Mr. Barker	Yes

**BUDGET AMENDMENT #5, RESOLUTION NO. 12-16**

A request for a resolution to approve an amendment to the 2016 budget resulting in a supplemental appropriation to increase the 2016 General Fund for the amount of \$12,000.00 for County Tax Expenses of

\$10,000 and Other State Tax Expenses of \$2,000. Mrs. Dottore made a motion to approve Resolution No. 12-16, as presented.

Mr. Gertz seconded the motion and after roll-call voice vote, the motion was approved 3-0:

Mr. Gertz	Yes
Mrs. Dottore	Yes
Mr. Barker	Yes

**BUDGET AMENDMENT #6, RESOLUTION NO. 13-16**

A request for a resolution to approve an amendment to the 2016 Budget for an additional \$389,760.00, received from wetland mitigation, in revenue certifications to the Land Improvement Fund.

Mrs. Dottore made a motion to approve Resolution No. 13-16, as presented.

Mr. Barker seconded the motion and after roll-call voice vote, the motion was approved 3-0:

Mr. Gertz	Yes
Mrs. Dottore	Yes
Mr. Barker	Yes

**PROPOSED BYLAW CHANGES**

The Board was presented with proposed amendments to the Board of Park Commissioners Bylaws for review. The Board was asked to enter the proposed changes into the record for adoption at the July Board meeting.

Mrs. Dottore made a motion to put the adoption of proposed changes to Bylaw Article XVI to the Meeting Agenda of the Park Board on the agenda for the July 5, 2016 Board meeting, as follows:

ARTICLE XVI MEETING AGENDA

The meeting Agenda of the Park Board shall be prepared, following a discussion prior to the regular meetings, between the ranking official of the Geauga Park District staff and the President of the Board. Adjustments to the published agenda are allowed at the discretion of the President of the Board or a majority of the Commissioners of the Board present. ~~The following topics will typically be included on the agenda of all regular Board Meetings in the following order, subject to such modification as the President may determine as set forth herein. Comments from the public to the Board are requested to be limited to three minutes or less, unless permitted by the President.~~

- ~~1. Roll Call~~
- ~~2. Pledge of Allegiance~~
- ~~3. Approval or amendment of minutes of the previous meeting~~
- ~~4. Open to the Public~~
- ~~5. Presentation of Financial Statement~~
- ~~6. Presentation of Vouchers~~
- ~~7. Unfinished Business~~
- ~~8. New Business~~
- ~~9. Adjournment~~

Mr. Barker seconded the motion and after roll-call voice vote, the motion was approved 2-0:

Mr. Gertz	Abstained
Mrs. Dottore	Yes
Mr. Barker	Yes

**PLANNING AND OPERATIONS UPDATE**

Matt McCue presented current construction updates for the Nassau Station project, Orchard Hills Park asphalt trail completion, and stated that the trails at The Rookery and Big Creek Park would be completed later in the summer. Matt informed the Board the Ruth Affelder house renovations are completed, and the Affelder Falls trail will also be finished soon. He also mentioned a meadow/wetland projects at Observatory Park is coming soon, NRM held a Bio Blitz at the Rookery on June 4<sup>th</sup> with about 20-25 biologists from all over, and Grounds and Facilities participated in a joint project with the Burton Rotary to install a new fishing pier at Walter C. Best Park.

### **2017 PROJECT PRESENTATIONS**

Matt McCue, Director of Planning & Operations presented and discussed three of the larger projects the Planning Department will be moving forward with in 2017 and involving outside consultants. They are as follows:

1. Maple Highlands South – The 5.6 mile long south section of Maple Highlands Trail runs from Headwaters, through the Village of Middlefield to Swine Creek, and is currently a 12 foot wide aggregate trail. He said they are looking at installing a 10 foot wide asphalt surface for a multi-purpose biking trail along with nodes where there would be a trail head near Headwaters Park, and a small area to pull off at Tare Creek. Matt explained they are at the point where they will work with engineers to see what is needed for storm water management and construction details. Mr. McCue said the preliminary cost of this project would be approximately \$1.3 million dollars.
2. Swine Creek – This is an area that is often utilized for picnics. Planning will be looking at improvements to the existing playground by evaluating the older equipment, and adding some newer equipment to this area. Mr. McCue said the preliminary cost of this project would be approximately \$50,000 dollars.
3. Hyde/Kaplan Property – This Park is located in Claridon Township and bordered by Maple Highlands Trail with a 5.5 acre pond, wetlands, meadow and some forest areas with many opportunities to connect to other parks. The Hyde/Kaplan property has 127 acres located in the Cuyahoga River watershed, and Matt said they will be looking at this site for access to the lake, fishing piers, trails for hiking, observation decks for wildlife viewing, and shelters. He also explained they will be looking at nature based play such as climbing logs, ropes, and rocks. Mr. McCue said the preliminary cost of this project would be approximately \$1.4 million dollars.

### **2017 PRELIMINARY BUDGET**

John Oros stated the 2017 Preliminary Budget will be voted on by the Board at the July budget meeting and then will be presented to the Budget Commission in August for approval.

### **COMMISSIONER'S TIME**

The following items were discussed during Commissioners' time:

- John Oros said the Caveman Crawl was a great event with 346 registered for the event, and 8 sponsors donating a total of \$8200.00 to go towards the action adventure camps. He said it was great to see all the staff and volunteers working together.
- John Oros informed the board of the youth fishing contest has begun, and said the ponds at Big Creek Park and Swine Creek Park were stocked with 50 large-mouth bass. Youth participants can catch a tagged fish and win a prize of either a \$10 gift card or a grand prize of a \$50 gift card.
- John Oros stated that the summer poster contest is also running, where you can take a picture with the park poster for a prize.
- John Oros reminded the board Park Appreciation day will be September 17, 2016 where Board Commissioner's and park staff can get out into the parks from 10-2pm and participate in park activities and interact with park patrons.

### **EXECUTIVE SESSION**

John Oros made a motion to move into executive session to discuss the purchase of property and to update on a personnel status and issue.

Mrs. Dottore made a motion to enter Executive Session to discuss the purchase of property and to update on a personnel status and issue.

Mr. Barker seconded the motion and after roll-call voice vote, the motion was approved 3 – 0:

Mr. Gertz	Yes
Mrs. Dottore	Yes
Mr. Barker	Yes

The Board entered Executive Session at 10:52 a.m.

The Board came out of Executive Session at 11:30 a.m. The following item was brought forward.

Mrs. Dottore made a motion to enter into negotiations for a piece of property in Hambden Township. Mr. Barker seconded the motion and after roll-call voice vote, the motion was approved 3 – 0:

Mr. Gertz	Yes
Mrs. Dottore	Yes
Mr. Barker	Yes

John Oros announced the next board meeting will be scheduled for July 5, 2016 at 10 a.m. at Big Creek Park due to scheduling conflicts.

Mrs. Dottore made a motion to adjourn the meeting.

Mr. Barker seconded the motion and after roll-call voice vote, the motion was approved 3 – 0:

Mr. Gertz	Yes
Mrs. Dottore	Yes
Mr. Barker	Yes

The meeting was adjourned at 11:31 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,

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John Oros, Executive Director

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Jackie Dottore, President

