

**GEAUGA PARK DISTRICT BOARD
OF PARK COMMISSIONERS
BOARD MEETING MINUTES
July 10, 2019**

The rescheduled regular meeting of the Geauga Park District Board was held July 10, 2019 at the Meyer Center at Big Creek Park, Chardon, OH. The meeting was called to order at 2:59 p.m. Commissioners Andrej Lah and Howard Bates were present.

Mr. Lah called the meeting to order. The Pledge of Allegiance was recited.

| Park District Employees | GUESTS |
|--|--------------------------|
| John Oros, Executive Director | See EXHIBIT "A" attached |
| Matt McCue, Director of Planning & Operations | |
| Paul Pira, Park Biologist | |
| John Kolar, Chief Naturalist | |
| Dennis Sloan, Lt. Ranger | |
| Gloria Sweeney, Finance Manager | |
| Don Lombardy, IT Manager | |
| Sheryl Hatridge, Administrative Services Manager | |
| Todd Hicks, Legal Counsel (Thrasher, Dinsmore & Dolan) | |

John Oros called the roll. Mr. Oros explained the reason for rescheduling the board meeting was to meet the required deadline for the auditor's office to submit the approved temporary appropriations by July 15, 2019.

APPROVAL OF THE AGENDA

Mr. Bates made a motion to approve the agenda. Mr. Lah seconded the motion and after roll-call voice vote, the motion was approved 2-0.

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| Mr. Lah | Yes |
| Mr. Bates | Yes |

ADOPTION OF THE MINUTES

The Board was presented with the corrected minutes from the May 14, 2019 Regular Board meeting. All questions were answered satisfactorily.

Mr. Bates made a motion to approve the corrected May 14, 2019 Board Meeting minutes. Mr. Lah seconded the motion and after roll-call voice vote, the motion was approved 2-0.

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| Mr. Bates | Yes |
| Mr. Lah | Yes |

The Board was presented with the minutes from the June 11, 2019 Regular Board meeting.

Mr. Bates made a motion to approve the June 11, 2019 Board Meeting minutes. Mr. Lah seconded the motion and after roll-call voice vote, the motion was approved 2-0.

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| Mr. Lah | Yes |
| Mr. Bates | Yes |

PRESENTATION OF FINANCIAL STATEMENT

The Board was provided with the June 2019 Financial Statement.

Geauga Park District
FINANCIAL STATEMENT MONTH ENDED
30-Jun-19
GENERAL FUND

BEGINNING FUND BALANCE JUNE 1, 2019**\$4,103,486.21****PERSONNEL EXPENDITURES**

| | |
|-------------------------------|--------------|
| Salaries | \$227,139.40 |
| Medicare | \$3,220.02 |
| Hospitalization July premiums | \$54,305.56 |
| OPERS May 2019 | \$29,612.86 |

VOUCHERS**\$314,277.84**

| | |
|---------------------|-------------|
| - Contract Services | \$56,425.36 |
| - Supplies | \$21,351.81 |
| - Materials | \$10,830.40 |
| - Equipment | \$8,641.15 |
| - Other | \$6,221.00 |
| - Travel | \$1,114.11 |
| - Advertising | \$7,380.49 |

\$111,964.32**EXPENDITURES & OTHER USES****\$426,242.16****REVENUES & OTHER SOURCES***Interest - June 2019* \$9,200.99General Tax Collections

- Local Government Funds \$8,672.14

Gifts & Donations

| | |
|---|----------|
| - Bird Box unrestricted - \$3.00 | \$3.00 |
| - Georgie & Wilbert Steigerwald - \$70.00 honor of Iola & Al Skinner - for Naturalist Dept. | \$70.00 |
| - Georgie & Wilbert Steigerwald - \$90.00 honor of Iola Skinner 90th B'day - for Naturalist Dept. | \$90.00 |
| - Cleveland Fdn. - Quarterly donation from Lewis & Ruth Affelder Fund - \$470.75 | \$470.75 |
| - Larry Ayer - \$500.00 for park bench in memory of Kelly Ayer | \$500.00 |

Fees

| | |
|---|------------|
| - Camping | \$1,650.00 |
| - Facilities | \$5,100.00 |
| - Utilities | \$170.00 |
| - Programs / Workshops, Out of County - \$65.00 | \$65.00 |
| - Vendor Fees - NAF - \$1,340.00, Farmer's Mkt - \$180.00 | \$1,520.00 |
| - Adventure Camp registration - \$7,125.00, Jr. Naturalist Camp registration - \$1,075.00 | \$8,200.00 |
| - X-Treme Camp registration - \$85.00 | \$85.00 |
| - Caveman Crawl registration - \$5415.00 | \$5,415.00 |
| - Ropes - \$232.50 | \$232.50 |
| Sales - TWW - \$946.29 | \$946.29 |

Other Revenue Receipts

| | |
|--|----------|
| - Observatory House Rent - Sindelar - \$300.00, Chickagami House Rent - Kolar - \$400.00 | \$700.00 |
|--|----------|

| | | |
|--|--------------|-----------------------|
| REVENUES & OTHER SOURCES | | \$43,090.67 |
| ENDING FUND BALANCE AS OF JUNE 30, 2019 | | \$3,720,334.72 |
| <u>LAND IMPROVEMENT FUND</u> | | |
| BEGINNING FUND BALANCE JUNE 1, 2019 | | \$1,968,741.25 |
| EXPENDITURES & OTHER USES | | |
| Vouchers | | |
| - Contract Services | \$375.00 | |
| - Project Contracts | \$243,149.72 | |
| EXPENDITURES & OTHER USES | | \$243,524.72 |
| REVENUES & OTHER SOURCES | | |
| <i>Interest - June 2019</i> | \$4,252.35 | |
| <i>- Other - Royalties/In-Lieu Fees</i> | | |
| <i>- Abela & Farley - \$120.18, Ford & Windsor - \$53.55</i> | \$173.73 | |
| REVENUES & OTHER SOURCES | | \$4,426.08 |
| ENDING FUND BALANCE AS OF JUNE 30, 2019 | | \$1,729,642.61 |
| <u>RETIREMENT RESERVE ACCOUNT</u> | | |
| BEGINNING FUND BALANCE JUNE 1, 2019 | | \$85,765.82 |
| REVENUES & OTHER SOURCES | | |
| <i>Interest - June 2019</i> | \$185.20 | |
| REVENUES & OTHER SOURCES | | \$185.20 |
| ENDING FUND BALANCE AS OF JUNE 30, 2019 | | \$85,951.02 |
| <u>PARK CAPITAL RESERVE ACCOUNT</u> | | |
| BEGINNING FUND BALANCE JUNE 1, 2019 | | \$621,334.09 |
| EXPENDITURES & OTHER USES | | |
| Vouchers | | |
| EXPENDITURES & OTHER USES | | |
| REVENUES & OTHER SOURCES | | |
| <i>Interest - June 2019</i> | \$1,341.66 | |
| REVENUES & OTHER SOURCES | | \$1,341.66 |
| ENDING FUND BALANCE AS OF JUNE 30, 2019 | | \$622,675.75 |

K-9 FUND

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|--|-------------------|
| BEGINNING FUND BALANCE JUNE 1, 2019 | \$1,648.00 |
| REVENUES & OTHER SOURCES | - |
| EXPENDITURES & OTHER USES | - |
| ENDING FUND BALANCE AS OF JUNE 30, 2019 | \$1,648.00 |

PRESENTATION OF VOUCHERS

Mr. Bates asked about the ropes course inspection charge for \$8400.00. Mr. Kolar responded that the charge for training 6 staff, along with the annual inspection for safety of the zip line, which is inspected and changed every year. Mr. Bates asked who does the inspection, and Mr. Kolar replied it is done by the company that installed the ropes course. Mr. Kolar stated that after a certain number of course hours and classes an employee will be able to provide the training in-house to cut this expense considerably. Mr. Lah inquired about credit card fees and who the processing company is. Mrs. Freno replied that Merchant Services is the provider, and we also use Square. However, for the website we Merchant Services is used for reservations.

Mr. Bates made a motion to accept the June 2019 paid vouchers with the exception of ARMS Trucking Co. into the record as presented. Mr. Lah seconded the motion and after roll-call voice vote, the motion was approved 2-0:

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| Mr. Lah | Yes |
| Mr. Bates | Yes |

OLD BUSINESS

VETERAN’S LEGACY WOODS BANQUET FACILITY

Mr. Oros provided an update to the commissioner’s and said he completed a contract to send to legal to look over. He also gave a status update on the deck at Veteran’s Legacy Woods, which is that the deck does need completely replaced and is not structurally safe. He explained that the master plan process beginning in 2020 will address this.

Mr. Lah questioned how thorough the inspection of the building was before we purchased the property. He mentioned the property was clearly the most important aspect of the purchase. Mr. McCue responded that multiple visits were made, however this deck was built with thinner decking more suitable for a porch. He stated we can’t control the number of people that may utilize the deck, however he believes due diligence should be done to determine how the building will function, or if it will be used as a park facility before replacing the deck. Mr. Oros added that due diligence will come when a design engineering firm takes a look at current code and determines whether the building is up to code. Mr. Oros explained he will reach out to the preferred food service management company and begin contract negotiations. As far as fee structure, the contract asks the food service manager to cover all utilities and the park should be reimbursed \$150 for in-county reservations, and \$500 for out of county reservations. Mr. Lah suggested the park take a look at it and see if there is anything we can do with the building rather quickly.

RESOLUTION NO. 14-19

Mr. Bates confirmed supplies and materials are higher due to more being done in house. Mr. McCue said we’ve added almost 16,000 square feet of facilities in past 4 years along with opening 5 new parks with 3 in the past year. He pointed out that when you look at a 25% increase in actual parks and almost 14% increase in square footage being maintained, a 1% or so increase in supplies is overall maintaining a flat cost. Mr. Lah asked how much Russell Parks added in costs, and Mr. McCue stated that maybe an hour to 1 ½ hours is spent per week maintaining Russell Uplands Preserve. Mr. Oros pointed out the

budget has remained fairly flat year to year, and the General Fund shows a year to year average increase of 2% for the past 10 years despite the park district growing quite a bit.

Mr. Bates made a motion to approve the resolution for the 2020 temporary budget appropriations, Mr. Lah seconded the motion and after roll-call voice vote, the motion was approved 2-0:

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| Mr. Bates | Yes |
| Mr. Lah | Yes |

PLANNING & OPERATIONS UPDATE

Mr. Oros presented the updates for current projects. He said Frohring Meadows is under construction and moving along, and construction of the lodge at Big Creek Park has begun. Mr. McCue said Eldon Russell Park and Griswold Creek are complete and Frohring Meadows asphalt resurfacing will be done later in the summer, timed to coincide with asphalt for the new area. Mr. Oros informed the board that the park has agreed to move the shelters apart in discussions with Bainbridge. Mr. Lah stated it is always better to sit down and solve problems. Mr. Oros said they met with Ms. Sass-Benza and spoke with Mr. Markley regarding the situation.

CONTRACT AWARD FOR PROFESSIONAL SERVICES

Mr. Oros presented the recommendation to accept the proposal for design and engineering services from The Mannik & Smith Group for \$58,384.00 for the Welton’s Gorge improvement project.

Mr. Bates made a motion to approve the recommendation to accept the proposal from Mannik & Smith for \$58,384.00 for Welton’s Gorge improvements, Mr. Lah seconded the motion and after roll-call voice vote, the motion was approved 2-0:

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| Mr. Lah | Yes |
| Mr. Bates | Yes |

RIPARIAN REFORESTATION AT ORCHARD HILLS

Mr. Oros presented a request to approve and accept the bid from Davey Resource group for \$72,000 for Orchard Hills Park Mr. Lah asked what trees will be planted, and Mr. Pira responded red oak, hickory, maybe some sugar maples, and shrubs around the riparian zones. He also explained they will be smaller trees and this will be discussed further with Davey.

Mr. Lah discussed asphalt pathways at Orchard Hills and Veteran’s Legacy Woods. Mr. McCue explained that typically accessible trails are closer to facilities, so to keep all asphalt trails at Veteran’s Legacy Woods would drive costs up. Mr. Lah explained that to serve those whom may need a more stable walking path, he strongly suggests we consider a few parks where anyone and everyone has access so that were thinking of everyone in the community and this park allows everyone access. Mr. Kolar mentioned the terrain at Veteran’s Legacy Park is very, very hilly so it may be difficult for some to navigate. Mr. McCue added there is a grade limit for a 5% slope, and certain circumstances allow a little more. He said this would be the time to discuss future plans for the park. Mr. Bates stated there is much of the park that is not accessible due to the steep grading. Mr. McCue stated we will need to look at ADA standards, and Mr. Lah stated he is curious if it applies to the park and he would like to take a look at this as we move forward. Mr. Oros stated there are no plans at this time to remove any asphalt at Veteran’s Legacy Woods.

RESOLUTION NO. 15-19

Mr. Oros presented a resolution for the board of elections to transfer \$11,600.00 within the personnel accounts of the General Fund to cover the costs of changing an employee from part-time to full-time status.

Mr. Bates made a motion to approve the resolution to transfer the funds, Mr. Lah seconded the motion and after roll-call voice vote, the motion was approved 2-0:

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| Mr. Bates | Yes |
| Mr. Lah | Yes |

SURPLUS PROPERTY

Mr. Oros presented a request to declare surplus property for defective items.

Mr. Lah made a motion to approve the items as surplus property, Mr. Bates seconded the motion and after roll-call voice vote, the motion was approved 2-0:

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| Mr. Bates | Yes |
| Mr. Lah | Yes |

COMMISSIONER’S TIME

Mrs. Hatridge requested to reschedule the annual record retention meeting to 8/13/19 at 8:15am at Beartown Lakes prior to the regular board meeting.

The next board meeting will be August 13, 2019 at 8:30 am at Beartown Lakes.

Mr. Bates made a motion to adjourn the meeting.

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

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| Mr. Lah | Yes |
| Mr. Bates | Yes |

The meeting was adjourned at 3:45 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,

John Oros, Executive Director

Andrej Lah, President