

**GEAUGA PARK DISTRICT BOARD
OF PARK COMMISSIONERS
BOARD MEETING MINUTES
May 14, 2019**

The rescheduled regular meeting of the Geauga Park District Board was held May 14, 2019 at The West Woods Nature Center, Novelty, OH. The meeting was called to order at 8:28 a.m. Commissioners Andrej Lah, Jackie Dottore 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	
Dan McConnaughy, Park Planner	
John Kolar, Chief Naturalist	
Dennis Sloan, Lt. Ranger	
Dawn Sweeney, Finance Assistant	
Christine Ward, HR Coordinator	
Don Lombardy, IT Manager	
Sheryl Hatridge, Administrative Services Manager	
Todd Hicks, Legal Counsel (Thrasher, Dinsmore & Dolan)	

John Oros called the roll.

APPROVAL OF THE AGENDA

Mrs. Dottore made a motion to approve the agenda. Mr. Lah seconded the motion and after roll-call voice vote, the motion was approved 3-0.

Mr. Lah	Yes
Mrs. Dottore	Yes
Mr. Bates	Yes

EXECUTIVE SESSION

Mr. Oros requested a motion to enter into executive session to discuss the appointment and/or employment of public employees. Mrs. Dottore made a motion to enter into executive session to discuss to discuss the appointment and/or employment of public employees. Mr. Lah seconded the motion and after roll-call voice vote, the motion was approved 3 – 0:

Mrs. Dottore	Yes
Mr. Bates	Yes
Mr. Lah	Yes

The board entered Executive Session at 8:29 a.m. The Board came out of Executive Session at 9:11 a.m. Mr. Lah brought forward a motion to add one full-time administrative staff member for administrative purposes. Mr. Bates seconded the motion and after roll-call voice vote, the motion was approved 2 – 1:

Mrs. Dottore	No
Mr. Bates	Yes
Mr. Lah	Yes

ADOPTION OF THE MINUTES

The Board was presented with minutes from the April 16, 2019 Regular Board meeting. All questions were answered satisfactorily.

Mr. Lah made a motion to approve the April 16, 2019 Board Meeting minutes.

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

Mr. Bates	Yes
Mr. Lah	Yes
Mrs. Dottore	Yes

PRESENTATION OF FINANCIAL STATEMENT

The Board was provided with the April 2019 Financial Statement. Mrs. Dottore asked if it was necessary to read through the financial statement at each meeting. Mr. Lah asked if there are mitigation credits left and where mitigation credits were sold. Mr. Oros responded that this information would be provided.

Geauga Park District

FINANCIAL STATEMENT MONTH ENDED

30-Apr-19

GENERAL FUND

BEGINNING FUND BALANCE APRIL 1, 2019		1,409,950.17
PERSONNEL EXPENDITURES		
Salaries	\$197,180.95	
Medicare	\$2,786.36	
Hospitalization May premiums	\$59,008.06	
OPERS March 2019	\$28,933.59	
VOUCHERS		\$287,908.96
- Contract Services	\$48,460.59	
- Supplies	\$21,909.77	
- Materials	\$6,882.25	
- Equipment	\$24,998.72	
- Other	\$3,350.50	
- Travel	\$8.25	
- Advertising	\$2,830.42	\$108,440.50
Auditor Fees		
- Auditor Fees - Real Estate Property Tax Auditor Fees	\$51,067.13	
- Auditor Fees - Real Estate Mfg Homes Property Tax Auditor Fees	\$930.22	\$51,997.35
EXPENDITURES & OTHER USES		\$448,346.81
REVENUES & OTHER SOURCES		
- Interest - April - 2019	\$3,682.74	
<u>General Tax Collections</u>		
- Local Government Funds	\$5,857.83	
- Real Estate Property Tax Distribution - 1st Half 2018 Settlement	\$3,131,348.44	
- Real Estate Manufactured Homes Distribution - 1st Half 2018 Settlement	\$7,727.04	
- Auditor Fees - Real Estate Property Tax (Deducted as Auditor Fees)	\$51,067.13	
- Auditor Fees - Real Estate Mfg. Homes Property Tax (Deducted as Auditor Fees)	\$930.22	\$51,997.35
<u>Gifts & Donations</u>		
- Helen Wagner - \$250.00 for engraved paver at Observatory Park	\$250.00	
- Marc Kolanz - \$500.00 for bench plaque in memory of Ed & Elsie Kolanz	\$500.00	
- Melissa Kolesar - \$500.00 for bench plaque in memory of Pegi Brown	\$500.00	

- Renewal by Anderson - \$1,500.00 for Nature Arts Festival sponsorship	\$1,500.00
- Bird Box unrestricted - \$3.00	\$3.00
- John & Geraldine Peck - \$35.00 Donation for Adventure Camp program	\$35.00

Fees

- Camping	\$975.00
- Shelters	\$1,265.00
- Utilities	\$2,840.00
- Programs / Workshops - \$435.00, Out of County fees - \$112.00	\$547.00
- Vendor Fees - Farmer's Mkt - \$45.00	\$45.00
- Adventure Camp registrations - \$3,725.00, X-Treme Camp registration - \$65.00	\$3,790.00
- Jr. Naturalist Camp registration - \$475.00, Cave Man Crawl registration - \$60.00	\$535.00
- Sales - TWW - \$3,514.48, MC - \$45.60	\$3,560.08

Other Revenue Receipts

- Observatory House Rent - Sindelar	\$300.00
- Chickagami House Rent - Kolar	\$400.00
- 1st Place Award for Maple Syrup - \$50.00, Public Records request - \$1.00	\$51.00
- D.Hofstetter Jr - \$1,870.00 Agricultural Lease Observatory Park & Claridon Woodlands	\$1,870.00
- Spectrum - \$49.50 Refund for return of equipment from Veterans Legacy Woods	\$49.50
- Geauga County Auditor - \$1,062.48 refund of property tax parcel 18-705200	\$1,062.48

REVENUES & OTHER SOURCES **\$3,220,691.46**

ENDING FUND BALANCE AS OF APRIL 30, 2019 **4,182,294.82**

LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE APRIL 1, 2019 **1,889,094.34**

EXPENDITURES & OTHER USES

Vouchers

- Contract Services	\$2,906.59
- Project Contracts	\$5,089.48

EXPENDITURES & OTHER USES **\$7,996.07**

REVENUES & OTHER SOURCES

<u>- Interest - April 2019</u>	\$4,113.97
<u>- Other - Royalties/In-Lieu Fees</u>	
- Abela & Farley - \$184.36, Ford-Windsor - \$69.07, Sunnybrook - \$87.20	\$340.63
- Stream & Wetlands Foundation - \$81,760.00 mitigation credits for Pinebrook	\$81,760.00

REVENUES & OTHER SOURCES **\$86,214.60**

ENDING FUND BALANCE AS OF APRIL 30, 2019 **1,967,312.87**

RETIREMENT RESERVE ACCOUNT

BEGINNING FUND BALANCE APRIL 1, 2019 **85,396.59**

REVENUES & OTHER SOURCES

<i>Interest - April 2019</i>	\$187.48	
REVENUES & OTHER SOURCES		187.48
ENDING FUND BALANCE AS OF APRIL 30, 2019		
		85,584.07
<u>PARK CAPITAL RESERVE ACCOUNT</u>		
BEGINNING FUND BALANCE APRIL 1, 2019		
		618,659.21
EXPENDITURES & OTHER USES		
Vouchers		
- Contract Services		
EXPENDITURES & OTHER USES		\$0.00
REVENUES & OTHER SOURCES		
<i>Interest - April 2019</i>	\$1,358.21	
REVENUES & OTHER SOURCES		1,358.21
ENDING FUND BALANCE AS OF APRIL 30, 2019		
		620,017.42
<u>K-9 FUND</u>		
BEGINNING FUND BALANCE APRIL 1, 2019		
		1,788.61
REVENUES & OTHER SOURCES		
<i>Donations</i>		
- K-9 Calendar donations		
	\$30.00	
REVENUES & OTHER SOURCES		\$30.00
EXPENDITURES & OTHER USES		
Vouchers		
- Other K-9 Expenses		
	\$195.61	
EXPENDITURES & OTHER USES		195.61
ENDING FUND BALANCE AS OF APRIL 30, 2019		
		1,623.00

PRESENTATION OF VOUCHERS

Mr. Lah asked if the park applies herbicides and pesticides themselves. Mr. McCue responded that Mr. Pira and Mr. Firem are both licensed and the park also uses some contractor based work as well. Mr. Bates inquired about the Toro mower, Mr. McCue replied this 60” was purchased for the West operations zone.

Mrs. Dottore made a motion to accept the April 2019 paid vouchers into the record as presented. Mr. Lah seconded the motion and after roll-call voice vote, the motion was approved 3-0:

Mr. Lah	Yes
Mrs. Dottore	Yes
Mr. Bates	Yes

OLD BUSINESS

VETERAN’S LEGACY WOODS BANQUET FACILITY

Mr. Oros updated the board regarding the requests for statements of qualifications. He said he received 4 submissions from the following; Heidi Mason, current dining room manager for Sand Ridge Golf Club, Kristen Augusta, catering coordinator for Piccolo Italian Restaurant, Ryan Baker, COO for Normandy Foods, and Michael & Donna Lee Jacobs, owners of Helene's Cuisine. Mr. Oros stated he believes there is definitely some there to work with if the board decides to go in that direction. He said one is only interested in catering, and that Helene's Cuisine is the frontrunner in his mind. Mr. Oros stated now is the time to discuss any other options for the banquet facility, such as Veteran's Service Commission using the facility, or allowing reservation holders to bring their own caterer through a special use permit. He said the options for the building should be discussed prior to him entering into contract negotiations with a food service provider. Mr. Lah asked why Mr. Oros felt they submitted the best qualifications, and Mr. Oros responded because they submitted the most menu options, had the longest career experience, most options for varying price points and specifically addressed a possible breakfast option. Mr. Oros stated he would send the RFQ's to the board to look over. Mr. Oros asked how we move forward with Veteran's Services in conjunction with a food service provider. Mr. Lah asked if office space would be provided, and he pointed out it would be very difficult with the current space in the building. Mr. Oros explained they will need private offices. Mr. Lah suggested they may be better served closer to the other county services buildings. Mrs. Dottore stated looking logistically at the building, it does not seem to work out but we could offer free meeting space to Veteran's Services. However, she agreed we can't start building walls to accommodate offices. Mr. Lah said it will take away the ability to use the facility to the fullest to the benefit of the entire community. He asked about the golf cart building, and Mr. Oros and Mr. McCue stated that building is not fit for public occupancy and has black mold. Mr. Lah said he doesn't see renting any of the existing facility for office space at this time. Mr. Oros asked the board for their preference as to allowing reservations to choose their own caterer or using one caterer. He responded that he will proceed with contract negotiations for a food service vendor. Mr. Lah asked about the status of the liquor permit, and Mr. Oros replied that the food service license is required prior to receiving the liquor license. Discussion followed regarding costs for renting the facility for a food service provider. Mr. Oros mentioned keeping the flat fee reasonable to cover utilities and costs the first year, and Mr. Lah suggested possibly moving to a percentage after the first year.

RESOLUTION NO. 11-19

Mr. Oros presented the board with a resolution to certify to the Geauga Park District the total tax valuation of Geauga Park District and the dollar amount of revenue that would be generated by a specific number of mills from the county auditor.

Mrs. Dottore made a motion to approve the resolution to request levy certification from the county auditor, Mr. Lah seconded the motion and after roll-call voice vote, the motion was approved 3-0:

Mrs. Dottore	Yes
Mr. Bates	Yes
Mr. Lah	Yes

PLANNING & OPERATIONS UPDATE

Mr. McCue presented planning and operations updates. He said Frohring Meadows improvements just started this week, and Griswold Creek project is finishing up. Mr. McCue stated the resurfacing was just completed at Eldon Russell, and they are getting ready to start on the Big Creek improvements. Park Planner Dan McConnaughy presented a2020 capital improvement plan for Welton's Gorge located in Burton Township at Hale Rd. and Burton Windsor Rd. He stated this is close to the Maple Highlands Trail and there is a good opportunity to connect to it. Mr. McConnaughy also explained there is a conservation easement for much of the nearly 87 acre site, but 2.7 acres are developable for an aggregate parking lot, an open pavilion shelter, and trails can be installed as long as they are also aggregate. Currently there is not public access other than for Naturalist led hikes. He said the cliff community which includes the gorge, although a small portion of the site, is the most interesting

feature, and there is also a tributary that leads to the Cuyahoga River. Mr. McConnaughy said there will also be 250 feet of linear boardwalk, along with storm water management. Mr. McCue explained the plan is to allow people to view the gorge, not necessarily climb down into it, and Mr. Kolar stated it is very slippery and is a rugged experience, best to be experienced with a naturalist led hike for safety reasons. Mrs. Dottore asked if a group could call and request a hike to see the gorge and Mr. Oros mentioned that the special use permit process would be used for requests outside of scheduled programs. Mr. McConnaughy explained that there will be two observation decks that will allow a view from above, the side and through it. Mr. McCue shared that grant funding has been applied for both the West Woods and Sunnybrook projects. He said about \$200,000.00 for Sunnybrook, and \$325,600 for the West Woods and will find out more in late summer. Mr. Pira presented two potential grant projects at the West Woods and Sunnybrook Preserve. He met with the Ohio EPA at Sunnybrook for a stream restoration project and said Sunnybrook has had some problems with a dam that blew out so there is rubble and debris in the stream. He said this project would remove the dam material, restore the stability of the stream, restore some wetland, and remove some invasive plants. Mr. Pira informed the board the project for the West Woods would be funded by a grant from NIFWIF (National Fish & Wildlife Association) and the park district should know by August if they receive grant funds. He said debris and rubble would be removed to open the rest of the stream for Brook Trout, and also another stream project introducing some habitat and restocking with brook trout. Mr. Lah reiterated the importance of opening up the properties to public access and said since public money was used for these properties, they should have access to these properties.

Mrs. Dottore made a motion to proceed with executing a design engineering firm contract, Mr. Bates seconded the motion and after roll-call voice vote, the motion was approved 3-0:

Mr. Bates	Yes
Mr. Lah	Yes
Mrs. Dottore	Yes

RESOLUTION NO. 12-19

Mr. Oros presented the board with a request for a revenue certification of \$81,760 for Pine Brook mitigation credits and a supplemental appropriation for \$52,630 for Big Creek Park improvements.

Mrs. Dottore made a motion to approve a revenue certification of \$81,760 for Pine Brook mitigation credits and a supplemental appropriation for \$52,630 for Big Creek Park improvements, Mr. Lah seconded the motion and after roll-call voice vote, the motion was approved 3-0:

Mr. Lah	Yes
Mrs. Dottore	Yes
Mr. Bates	Yes

PROPOSED 2019 BOARD MEETING SCHEDULE

Mr. Oros introduced a proposed board meeting schedule for the remainder of 2019 at various locations within the park district as requested by the board. He stated the next meeting will be at Russell Uplands Park. Mrs. Dottore requested that the July 9, 2019 board meeting be moved and the board agreed to July 16, 2019 at Holbrook Hollows.

SURPLUS PROPERTY

Mr. Oros presented a request to declare surplus property and donate a display to the Geauga County Historical Society.

Mrs. Dottore made a motion to approve the item as surplus property, Mr. Lah seconded the motion and after roll-call voice vote, the motion was approved 3-0:

Mr. Bates	Yes
Mr. Lah	Yes
Mrs. Dottore	Yes

COMMISSIONER’S TIME

Mr. Oros read a letter to the board complimenting Holbrook Hollows Park, the trails, and the beauty of the park.

The next board meeting will be June 11, 2019 at 8:30 am at Russell Uplands Preserve.

Mr. Lah made a motion to adjourn the meeting.

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

Mr. Lah	Yes
Mrs. Dottore	Yes
Mr. Bates	Yes

The meeting was adjourned at 10:31 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,

John Oros, Executive Director

Andrej Lah, President