

**GEAUGA PARK DISTRICT BOARD  
OF PARK COMMISSIONERS  
BOARD MEETING MINUTES  
October 8, 2019**

The regular meeting of the Geauga Park District Board was held October 8, 2019 at Holbrook Hollows Lodge, Bainbridge Twp., OH. The meeting was called to order at 8:30 a.m. Commissioners Howard Bates and Jackie Dottore were present.

Mr. Bates 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 |
| Matt McCue, Director of Planning & Operations          |                          |
| Gloria Freno, Finance Manager                          |                          |
| Dennis Sloan, Lt. Ranger                               |                          |
| Mike Rose, Ranger                                      |                          |
| 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. Bates seconded the motion and after roll-call voice vote, the motion was approved 2-0.

|              |     |
|--------------|-----|
| Mr. Lah      | Yes |
| Mrs. Dottore | Yes |

**ADOPTION OF THE MINUTES**

The Board was presented with the minutes from the September 10, 2019 Regular Board meeting.

Mrs. Dottore made a motion to approve the September 10, 2019 Board Meeting minutes.

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

|              |     |
|--------------|-----|
| Mr. Bates    | Yes |
| Mrs. Dottore | Yes |

**PRESENTATION OF FINANCIAL STATEMENT**

The Board was provided the September 2019 Financial Statement.

*Geauga Park District*  
**FINANCIAL STATEMENT MONTH ENDED  
Sept 30 2019  
GENERAL FUND**

|   |                     |
|---|---------------------|
| <b>BEGINNING FUND BALANCE SEPTEMBER 1, 2019</b> | <b>3,042,206.02</b> |
| <b>PERSONNEL EXPENDITURES</b>                   |                     |
| Salaries  | \$205,965.77        |
| Medicare  | \$2,916.30          |
| Hospitalization September premiums              | \$57,052.50         |
| OPERS August 2019                               | \$31,838.61         |
| <b>VOUCHERS</b>                                 | <b>\$297,773.18</b> |
| - Contract Services                             | \$37,511.93         |
| - Supplies                                      | \$14,991.74         |

|  |             |                    |
|--|-------------|--------------------|
| - Materials  | \$9,830.84  |                    |
| - Equipment  | \$5,745.96  |                    |
| - Other  | \$3,616.47  |                    |
| - Travel   | \$69.60     |                    |
| - Advertising  | \$14,436.00 | <b>\$86,202.54</b> |
| <b>Auditor Fees</b>  |             |                    |
| - Auditor Fees - Real Estate Property Tax Auditor Fees                                 | \$43,965.64 |                    |
| - Auditor Fees - Real Estate Mfg. Homes Property Tax Auditor Fees                      | \$1,165.22  |                    |
| ** state auditor requires showing auditor fees received as revenue & expensed as a fee |             | <b>\$45,130.86</b> |

|                                      |  |                     |
|--------------------------------------|--|---------------------|
| <b>EXPENDITURES &amp; OTHER USES</b> |  | <b>\$429,106.58</b> |
|--------------------------------------|--|---------------------|

|                                     |  |
|-------------------------------------|--|
| <b>REVENUES &amp; OTHER SOURCES</b> |  |
|-------------------------------------|--|

|   |                |
|---|----------------|
| <i>Interest - September 2019</i>  | \$6,417.60     |
| <u>Cash Transfer In</u>   |                |
| -Retirement Reserve to General Fund for employee retirement                                       | \$28,000.00    |
| <u>General Tax Collections</u>  |                |
| - Local Government Funds  | \$8,684.40     |
| - Real Estate Mfg Homes Property Tax - 2nd Half Settlement (\$8,875.62 w/\$3,907.69 correction)   | \$3,802.71     |
| - Real Estate Mfg Homes Property Tax - (Expensed as Auditor Fees)                                 | \$1,165.22     |
| - Public Housing 2018 Distribution (\$1641.19 w/ \$63.00 correction )                             | \$1,578.19     |
| - Real Estate Property Tax - 2nd Half Settlement  | \$2,755,046.71 |
| - Real Estate Property Tax (Expensed as Auditor Fees)   | \$43,965.64    |
| <u>Gifts &amp; Donations</u>  |                |
| - Bird Box - \$1.00   | \$1.00         |
| - Cleveland Fdn. - Quarterly donation from Lewis & Ruth Affelder Fund - \$470.75                  | \$470.75       |
| - John & Meta Dennis Trust \$843.76 & \$5,558.97 unrestricted                                     | \$6,402.73     |
| - Iris & Peter Pistell - \$375.00 engraved paver at The West Woods                                | \$375.00       |
| - Margaret Allen - \$20.00 for Bridle Trail Fund, Vicki Mason - \$10.00 unrestricted              | \$30.00        |
| - Erma Chadwick - \$10.00 unrestricted  | \$10.00        |
| <u>Fees</u>   |                |
| - Camping   | \$1,380.00     |
| - Facilities  | \$3,085.00     |
| - Utilities   | \$420.00       |
| - Programs / Workshops  | \$355.00       |
| - Vendor Fees - Fall Days - \$40.00, NAF - \$100.00, Mistletoe Mkt - \$10.00, Farm Mkt. - \$40.00 | \$190.00       |
| - Kayaks - \$977.97, Ropes - \$933.30   | \$1,911.27     |
| Sales - TWW - \$908.33  | \$908.33       |
| <u>Other Revenue Receipts</u>   |                |
| - Observatory House Rent - Sindelar - \$300.00, Chickagami House Rent - Kolar - \$400.00          | \$700.00       |
| - Reimbursement from employee for tax charged on credit card - \$2.64                             | \$2.64         |

|  |                       |
|--|-----------------------|
| - R.Bruening \$75.00 Surplus property sale of two backpack blowers                         | \$75.00               |
| - Painesville Country Club - \$4,050.00 surplus property sale Kioti tractor                | \$4,050.00            |
| - M.McDonald - surplus property \$575.00-Jacobsen blower, \$2,100 - Cushman Turf Truckster | \$2,675.00            |
| <b>REVENUES &amp; OTHER SOURCES</b>  | <b>\$2,871,702.19</b> |

**ENDING FUND BALANCE AS OF SEPTEMBER 30, 2019** **5,484,801.63**

**LAND IMPROVEMENT FUND**

**BEGINNING FUND BALANCE SEPTEMBER 1, 2019** **1,588,724.86**

**EXPENDITURES & OTHER USES**

|                                      |                     |
|--------------------------------------|---------------------|
| Vouchers                             |                     |
| - Professional Services              | \$37,821.45         |
| - Contract Services                  | \$132,838.90        |
| <b>EXPENDITURES &amp; OTHER USES</b> | <b>\$170,660.35</b> |

**REVENUES & OTHER SOURCES**

|   |            |
|---|------------|
| - <u>Interest - September 2019</u>      | \$3,163.74 |
| - <u>Other - Royalties/In-Lieu Fees</u> |            |
| - Ford Windsor - \$37.83                | \$37.83    |

**REVENUES & OTHER SOURCES** **\$3,201.57**

**ENDING FUND BALANCE AS OF SEPTEMBER 30, 2019** **1,421,266.08**

**RETIREMENT RESERVE ACCOUNT**

**BEGINNING FUND BALANCE SEPTEMBER 1, 2019** **86,307.81**

**REVENUES & OTHER SOURCES**

|                                     |               |
|-------------------------------------|---------------|
| <u>Interest -September 2019</u>     | \$168.56      |
| <b>REVENUES &amp; OTHER SOURCES</b> | <b>168.56</b> |

**EXPENDITURES & OTHER USES**

|   |                  |
|---|------------------|
| <i>Cash Transfer Out</i>                                    |                  |
| -Retirement Reserve to General Fund for employee retirement | \$28,000.00      |
| <b>ENDING FUND BALANCE AS OF SEPTEMBER 30, 2019</b>         | <b>58,476.37</b> |

**PARK CAPITAL RESERVE ACCOUNT**

**BEGINNING FUND BALANCE SEPTEMBER 1, 2019** **475,970.42**

**EXPENDITURES & OTHER USES**

|                                      |               |
|--------------------------------------|---------------|
| Vouchers                             |               |
| <b>EXPENDITURES &amp; OTHER USES</b> | <b>\$0.00</b> |

**REVENUES & OTHER SOURCES**

|                                  |          |
|----------------------------------|----------|
| <u>Interest - September 2019</u> | \$929.47 |
|----------------------------------|----------|

**REVENUES & OTHER SOURCES** **\$929.47**

**ENDING FUND BALANCE AS OF SEPTEMBER 30, 2019** **476,899.89**

**K-9 FUND**

**BEGINNING FUND BALANCE SEPTEMBER 1, 2019** **1,582.87**

**REVENUES & OTHER SOURCES**

Donations

- Geauga County Fair K-9 Donation box \$83.00

**REVENUES & OTHER SOURCES** **\$83.00**

**EXPENDITURES & OTHER USES**

Vouchers \$0.00

**EXPENDITURES & OTHER USES** **\$0.00**

**ENDING FUND BALANCE AS OF SEPTEMBER 30, 2019** **1,665.87**

**PRESENTATION OF VOUCHERS**

Mrs. Dottore asked to discuss the invasive plant control project. Mr. Oros explained the area was sprayed in preparation for grant work to control an infestation of canary grass. Mr. McCue added the area was part of the restoration funding that was received. Mrs. Dottore asked about several promotional items and what they are used for. Mr. Oros explained these are the annual promotional items distributed at the large special events.

Mrs. Dottore made a motion to approve the September 2019 paid vouchers excluding vouchers for ARMS Trucking. Mr. Bates seconded the motion and after roll-call voice vote, the motion was approved 2-0:

|              |     |
|--------------|-----|
| Mrs. Dottore | Yes |
| Mr. Bates    | Yes |

**NEW BUSINESS**

**PLANNING & OPERATIONS UPDATE**

Mr. Oros presented current project updates. He said the Frohring Meadows improvements are complete including asphalt is complete, as well as Eldon Russell asphalt and Griswold Creek restoration. Mr. Oros said Big Creek is near completion and Mr. McCue added that Deep Woods lodge will be likely completed in early November, and the internal crew is working on projects in Big Creek until the snow comes.

**RESOLUTION NO. 19-19 – BUDGET AMENDMENTS #12 - #16**

Mr. Oros presented a request for budget amendments for revenue de-certification, de-appropriation, two appropriation transfers and a supplemental appropriation. Mrs. Dottore requested Mrs. Freno to explain what each transaction is for. She explained that the de-certification is to bring the K9 account to the correct amount, the appropriation transfer is for materials for a castle display for the Naturalists and the Administrative department for Training/Other due to unforeseen costs. Lastly, she replied the supplemental appropriation is for an upcoming retirement.

Mrs. Dottore made a motion to approve the budget amendments as presented, Mr. Bates seconded the motion and after roll-call voice vote, the motion was approved 2-0:

|              |     |
|--------------|-----|
| Mr. Bates    | Yes |
| Mrs. Dottore | Yes |

**SURPLUS PROPERTY**

Mr. Oros presented a request for surplus property for several vehicles that included for trade and auction, and miscellaneous items for auction. Mrs. Dottore asked if two of the four vehicles are being replaced. Mr. Oros answered that three are being disposed of and only one will be replaced. Mr. McCue stated one has a blown engine so instead of the incurring the expense of repairing, one new truck will be purchased.

Mrs. Dottore 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:

|              |     |
|--------------|-----|
| Mrs. Dottore | Yes |
| Mr. Bates    | Yes |

**COMMISSIONER’S TIME**

Mr. Oros shared fee reports comparing 2017, 2018 and 2019 YTD with the board that were requested at the previous meeting. Mr. Oros mentioned Fall Fest had record attendance on Saturday, October 5<sup>th</sup> with 800 people attending. All questions were answered satisfactorily.

Mrs. Dottore requested an update on reservations with Veterans Legacy Woods and a levy update. Mr. Oros responded that reservations continue to be taken month to month. He stated a vendor is interested in being an exclusive caterer for the facility at this time. Mr. Oros shared the park district is on the ballot November 5, 2019 with a renewal and decrease and plans to release a press release regarding how the rollback applies. He stated there will also be local newspaper advertising and social media. Mrs. Dottore requested the board see the press release before it is released.

The next board meeting will be November 12, 2019 at 8:30 am at the Meyer Center, at Big Creek Park.

Mr. Bates made a motion to adjourn the meeting. Mrs. Dottore seconded the motion and after roll-call voice vote, the motion was approved 2-0:

|              |     |
|--------------|-----|
| Mrs. Dottore | Yes |
| Mr. Bates    | Yes |

The meeting was adjourned at 8:52 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