

**GEAUGA PARK DISTRICT
BOARD OF PARK COMMISSIONERS
BOARD MEETING MINUTES
June 10, 2014**

The regular meeting of the Geauga Park District Board was held on June 10, 2014 at Donald W. Meyer Center, Chardon, Ohio. The meeting was called to order at 5:13 p.m. President Mary Ruth Shumway was in the Chair. Commissioner Louis Mucci was present.

President Mary Ruth Shumway called the meeting to order. The Pledge of Allegiance was recited.

GPD Employees

John Oros, Interim Deputy Director
Anna McDonald, Executive Secretary
Michele Pennell, CFO
Paige Orvis, Marketing & Administrative Services Director
Aaron Young, Planning Director
Matt McCue, Strategic Planning Director
Robin Pilarczyk, Human Resources Director
Brett Bellas, Maintenance Supervisor
Emilie Gottsegen, Development Director
Larry McKinnon, Sgt. Ranger
Wesley Krigbaum, GPD Operations Department
Alan Frantz, Sgt. Ranger
Sandy Ward, Communications Specialist
Paul Pira, Director of Natural Resource Management
John Kolar, Chief Naturalist
Don Lombardy, IT Manager
Dennis Sloan, Ranger
Denise Weisbarth, Ranger

Guests

Richard Frenchie, Geauga Park District Foundation
Josh Echt, Geauga Maple Leaf
John Augustine, Parkman Twp. Resident
John A. Ralph, Probate Court Liaison
Don Crites, Fairmount Minerals
John and Pat Leech, Newbury Residents
Michael Brown, Chardon Twp. Resident
Larry Veasey, Parkman Twp. Resident

ADOPTION OF THE MINUTES

The Board was presented with minutes from the May 13, 2014 Regular Board meeting.

Mr. Mucci requested that the type of training completed be specified under the EMPLOYEE TRAINING section. He confirmed with Ms. Pilarczyk that the trainings covered were Human Resources and Civil Discourse.

Mrs. Shumway made a motion to approve the May 13, 2014 Board meeting minutes subject to the revisions.

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

Mr. Mucci	Yes
Mrs. Shumway	Yes

INTRODUCTION OF GUESTS/QUESTIONS FROM GUESTS

Mrs. Shumway requested that all guests introduce themselves, and pose any questions they may have for the Board.

The following guests introduced themselves: Larry Veasey-Parkman resident, John Augustine-Parkman resident, Don Crites-Fairmount Minerals, Michael Brown-Chardon Twp. resident, John Leech-Newbury resident, and Pat Leech-Newbury resident. There were no questions to the Board.

Mrs. Shumway presented a Certificate of Appreciation to Fairmount Minerals. Don Crites of Fairmount Minerals accepted the Certificate on its behalf.

*Geauga Park District recognizes
FAIRMOUNT MINERALS
as a Partner in Preservation for*

the generous donation of 5,000 shrubs and a team of more than 25 employees who volunteered 160 hours to further the ongoing reforestation and restoration of Orchard Hills Park.

*Mary Ruth Shumway
Board of Park Commissioners, President*

*Louis Mucci
Board of Park Commissioners, Vice President*

Dated: June 10th, 2014

Mr. Mucci made a motion to enter the Certificate of Appreciation into the Board minutes.

Mrs. Shumway seconded the motion and after voice vote, the motion was approved 2-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes

Mr. Mucci asked that Paul Pira, Natural Resource Management Director, elaborate on the significance of this donation.

Mr. Pira stated that partnerships with Fairmount Minerals, and other organizations in the area, are instrumental to the Park District in helping jumpstart programs, such as the Orchard Hills restoration. Mr. Pira added that the Natural Resource Management Department and Fairmount Minerals have been planning this project for 6-8 months. The area of the Park where the shrubs are located will look very different in a few years, benefitting visitors to the Park and providing wildlife habitat and food for birds. The Natural Resource Management Department, and Park District, is very appreciative to Fairmount Minerals for their time and donation.

Mr. Mucci thanked Fairmount for their donation and support not only to the Park District but to the other organizations and agencies of Geauga County they support as well. Mr. Crites thanked the Park District, Paul Pira and the Natural Resource Management Department for the opportunity to support their efforts.

PRESENTATION OF FINANCIAL STATEMENTS

The Board was provided with a copy of the May 2014 Financial Statement. Ms. Pennell presented an overview, with no questions by the Board.

**Geauga Park District
FINANCIAL STATEMENT MONTH ENDED
MAY 31, 2014**

GENERAL FUND

BEGINNING FUND BALANCE MAY 1, 2014	6,230,092.51
---	---------------------

EXPENDITURES & OTHER USES

Personnel	325,942.05
Medicare	4,693.81
Dental /Hospitalization	47,695.12
PERS (April payment)	31,022.14
Unemployment Transfers	1,448.00
Vouchers	85,595.60

EXPENDITURES & OTHER USES**496,396.72****REVENUES & OTHER SOURCES**General Tax Collections

- State Reimburse Tax (10% rollback)	396,221.46
--------------------------------------	------------

Investment Income

109.84

Gifts & Donations

9,072.63

- Cave Man Crawl Sponsorships -\$1,100.00 , Bird Seed Tww - \$16.18
- Chip Henry Institute - \$1,410.00, Naturescopes- \$3,130.00
- Memorial bench- 290.00, Cleveland Fdn.-Bessie Benner Annual-\$3,000.00
- Unsolicited - \$15.00, Nassau - \$111.45

Fees

- Camping	300.00
- Shelters	440.00
- Utility fees	300.00
- Adventure Camp registration fees	3,300.00
- Space Camp registration fees	30.00
- Cave Man Crawl Race registrations	520.00
- Programs - OP Planetarium programs	532.00

Sales

- Tapper's Treasures - MC	195.31
- Tree Tops - TWW	1,302.41

Other Receipts

- Observatory house - Sindelar	300.00
- Foundation rental space/equipment - GPD Foundation	501.84
- Swine Creek house - Harry	400.00
- Burton Wetlands house- Kolar	400.00
- Hyde house - Krigbaum	400.00
- Chickagami house - Maksim	400.00
- Citation Disbursement	70.00
- Parking Ticket Collections	10.00
- Recycling proceeds - Scrap metal- South Ops	129.20
- Scrap logs removal fee - Nassau	72.00
- Local Government Funds	8,304.91

REVENUES & OTHER SOURCES	423,311.60
-------------------------------------	-------------------

ENDING FUND BALANCE AS OF MAY 31, 2014	6,157,007.39
---	---------------------

LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE MAY 1, 2014	3,790,103.71
---	---------------------

EXPENDITURES & OTHER USES		
Vouchers	46,905.07	
EXPENDITURES & OTHER USES		46,905.07

REVENUES & OTHER SOURCES		
<i>Investment Income</i>	60.90	
<i>Gifts & Donations</i>	100.00	
- J.Mandel- Frohring Observation Deck		
<i>Royalties/In-Lieu Fees</i>	373.12	
- Sunnybrook - \$108.62, Ford-Windsor - \$178.06 , Swine Creek - \$86.44		
<i>Other Revenue</i>	0.00	
REVENUES & OTHER SOURCES		534.02
ENDING FUND BALANCE AS OF MAY 31, 2014		\$3,743,732.66

RETIREMENT RESERVE ACCOUNT

BEGINNING FUND BALANCE MAY 1, 2014		\$82,418.11
EXPENDITURES & OTHER USES		0.00
Vouchers	-	
REVENUES & OTHER SOURCES		1.38
<i>Investment Income</i>	1.38	
ENDING FUND BALANCE AS OF MAY 31, 2014		\$82,419.49

PRESENTATION OF VOUCHERS

The Board was presented with the vouchers paid during the month of April, 2014 in the amount of \$543,301.79. These vouchers represent the normal day-to-day operational expenses, approved budgeted expenses and payroll.

Mr. Mucci made a request that the pre-paid Vouchers be categorized by type (i.e. utilities, telecommunications, operations) instead of alphabetically. He added that the categorization could begin with broad categories and be further refined going forward.

PURCHASE REQUISITION PRE-APPROVALS

The Board was presented with a list of outstanding Purchase Requisitions for pre-approval in the amount of \$85,565.00. Mrs. Shumway requested that going forward a running total be provided on the amount paid to Sunbelt Rentals for the roller needs by the Operations Department, to determine if it might be more fiscally responsible to purchase a roller rather than to continue renting one. Mr. Mucci requested and received an explanation on the Winters Leasing requisition.

Mrs. Shumway made a motion to pre-approve the June 2014 purchase requisitions.

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

Mr. Mucci	Yes
Mrs. Shumway	Yes

Mr. Mucci accepted the May 2014 previously paid vouchers into the record.

Mr. Shumway seconded the acceptance and after voice vote, the acceptance was approved 2-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes

OPEN TO THE PUBLIC

Mr. Leech of Newbury stated that he understood that the Board was involved with the selection of a third commissioner, and requested an update on when a third commissioner would be appointed.

Mrs. Shumway stated that her scheduled meetings with prospective commissioner candidates were rescheduled due to Judge Grendell’s heavy workload. Mr. Mucci stated that he has met with one potential candidate but he does not expect an appointment for the next couple of months. Judge Grendell is giving the appointment much consideration and hopes the appointee will not only fill the remainder of the open term, but possibly continue to serve after that and, as the business of the Park District is continuing and progressing well, there is no sense of urgency. Mr. Leech stated he can appreciate taking time to make a decision, but expressed his displeasure that there has been no action on the appointment for six months as it is a one year term and there are only six months left.

Mr. Augustine of Parkman commented regarding the Pinebrook mitigation credits. He understands that the Pinebrook wetlands are protected from being destroyed, but the Park District is paid for the mitigation credits allowing wetlands to be destroyed somewhere else. Mr. Augustine suggested that the funds received by the Park District from the mitigation credits be used to protect other wetlands in Geauga County. Mr. Mucci inquired if it is possible to shift the monies received towards protection of other wetlands, or if we were limited by the terms of the Agreement. Mr. Oros will review the Agreement. Mrs. Shumway invited Mr. Augustine to visit Frohring Meadows to see what the Natural Resource Management Department has accomplished to create wetlands, adding that it is a significant bird migration area in NE Ohio.

GEAUGA PARK DISTRICT FOUNDATION REPORT

Mr. Frenchie reported that the Geauga Park District Foundation:

- Recently transferred \$162,520 to the Geauga Park District bringing the year-to-date transfers to \$525,000; and
- The Foundation has raised approximately \$600,000 towards the renovation of the Nassau Station and is actively working to raise the balance they have committed to.

Mr. Frenchie further advised that the Foundation is embarking on its annual campaign and planning for their signature fundraising event – Twilight Soiree – scheduled for August 9th. This event will feature 14 individually hosted/sponsored events, with a goal of raising \$25,000, and will culminate at The West Woods for desert and

entertainment. Hosting/sponsorship opportunities remain and are being coordinated through The Foundation office by contacting Cindi Boehnlein or Bill Frantz. The Foundation hopes to involve several hundred people.

2015 TEMPORARY BUDGET

A summary of the 2015 Temporary Budget was provided to the Board. There were no changes requested by the Board. Ms Pennell advised that the Board will be requested to approve the Temporary Budget at the July Board meeting, and that it will be available for review by the public at the Meyer Center for the two weeks prior to the July Board Meeting. Ms. Pennell requested the Board contact her if they had any questions.

PURCHASING GUIDELINES

The Board reviewed the definition of ‘normal daily operations’ that was incorporated into the Purchasing Guidelines manual, at the request of the Board at the May Board Meeting.

Mrs. Shumway made a motion to approve Resolution number 13-14, to adopt the Purchasing Guidelines manual as Park District policy.

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

Mr. Mucci	Yes
Mrs. Shumway	Yes

PARK DEVELOPMENT PROJECTS UPDATE

Aaron Young reported that the playground at Orchard Hills Park is installed and in use; contractors have remobilized for the Maple Highlands Trail-Chardon project; Maple Highlands Trail-South is scheduled to remobilize in July; and proposals for design services for Frohring Meadows and Headwaters Park have been sent out. Both Mrs. Shumway and Mr. Mucci have seen the playground and are impressed with the activities provided and the way it fits into the theme of the Park. Mr. Mucci shared Judge Grendell’s idea of having a Park-sponsored event inviting the public to experience the new playground with their children and enjoy a picnic.

FLEET ASSESSMENT- PLANNING

Matt McCue provided the Board with recommendations for an “ideal fleet”. The memo included an implementation plan, i.e. identification of: pool vehicles, individually assigned vehicles, vehicles to dispose of, vehicles to acquire and current vehicles that should be transferred to other departments for better utilization. There were no changes to the current vehicle uses/needs by the Ranger Department as they were requested to submit their fleet assessment directly to the Board. The Board asked and received satisfactory answers to numerous questions.

The Board stated they would like the Park District to move forward with the presented recommendations. The vehicles ear-marked for disposal/auction in 2014 will be included in the July 2014 Surplus property report. Mr. Mucci stated that this proposal will save the Park District money over the long term, and provide effective use of its vehicles.

PARK UPDATES

Recreational Additions/Improvements: Mr. Oros stated that the public is starting to enjoy the horseshoe pits, bocce ball courts, soccer goals and tether balls installed in various parks by our operations and construction crews. Brett Bellas advised that volleyball courts are being started this week followed by the installation of backstops. The fishing pier approved for Bass Lake was delivered damaged, and pending receipt of the replacement part, will be installed next week with completion of all projects ending with the installation of the fishing pier at Beartown.

COMMENT FROM THE PUBLIC

Larry Veasey of Parkman Township inquired as to when the Maple Highlands Trail South project would start back up, why the new section could not be paved and what the additional \$69,000 cost (posted on GPD website) was for. Mr. Young advised the project will reconvene in July and that the additional monies were from the project contingency portion of the budget and were needed due to the fact that the project carried over to year-two. Mr. Veasey asked if there was a possibility of the Park District working with the Village of Middlefield to re-configure the trail to include a paved section and section for buggies so that the trail could be better utilized to include rollerblading, bike coasting and accommodate those in wheelchairs. Mr. Young advised that the original plans for the trail were for a paved section and a stone section, and that the project is being implemented based on what was approved by prior Park Administration - a 12 foot wide aggregate trail. The Board stated that it will take the suggestion under consideration and that it has received communication from the Village of Middlefield and is open to talking to with them.

PARK UPDATES

Parking Access – Hunting Program: Mr. Oros distributed information to the Board providing them with a cost estimate of \$600 for material (culvert pipe and stone), per Park Property, which would provide public parking for 3 hunters per property. Mrs. Shumway inquired as to how the Park District determined which properties were most suited for additional hunting. Mr. Pira explained that larger parcels provide more hunting opportunities for the public, allowing two week or month-long hunting slots. There were discussions on the timeline for hunter applications, qualifying, and length of permit. The Board requested a comprehensive plan be prepared and submitted to the Board for review to include prioritization of the top three Parks that will best serve the most hunters, help control the deer density and a determination if the project can be completed in-house or if outside contractor help will be required. Upon review by the Board and recommendation by Mr. Oros, the projects can go forward.

Observatory Park Trails and Permits: Mr. Oros advised that the Observatory Trail project permits from the Army Corp. of Engineers have been delayed due to the U.S. Fish and Wildlife Service becoming involved regarding the removal of additional trees which they feel may affect nesting of the endangered Indiana Bats. Mr. Pira advised that a bat survey is scheduled for June 12th and 13th, and based on a positive outcome, the permits could be issued the week of June 16th. The Board suggested that assistance from State of Ohio Congressmen and Senators be pursued should additional permitting delays arise from the outcome of the bat survey. Mr. Pira will provide an update on permitting after the surveys are conducted.

Mrs. Shumway inquired how the delay in permitting affects the completion of the trails. Mr. McCue advised that if the permits are issued next week the contractor should still be able to complete the connector trail by mid-October.

FLEET ASSESSMENT – RANGERS

The Board was provided with a fleet assessment and recommendation from the Ranger Department. Mrs. Shumway inquired if daily scheduling of Park patrols took into consideration distance from a Ranger's home to the closest park. Ranger Sloan, project manager for the fleet assessment, stated that Rangers are not scheduled to start patrols in a specific park; they start their day in areas/parks that they are aware of needing patrol and proceed to other areas as needed. Mr. Mucci requested explanation on why the studies cited were for large urban centers rather than rural parks and if they had any studies for rural areas. Ranger Sloan stated that these studies were used for comparison because the GPD Ranger department is multi-jurisdictional and can service not only the Parks, but can support other law enforcement agencies throughout all of Geauga County (405 square miles), making the area of patrol/jurisdiction larger than just Park District property. The studies were also used because of the efficient way vehicles were utilized, resulting in cost savings, via a take-home vehicle program. Mrs. Shumway inquired as to the average number of hours Rangers spent in cars

versus walking Parks. Ranger Sloan stated that Rangers try to patrol by foot as much as possible, but stay relatively close to their vehicle in case of emergency calls. Sgt. Frantz confirmed that all Rangers are encouraged to get out of their cars and interact with the public.

CAVEMAN CRAWL

John Oros provided an update advising there were 417 registered runners and 600 plus visitors to The West Woods Nature Center. It was a successful event.

SUPERVISOR'S REPORT

Mr. Mucci stated that the information provided in the Naturalist Department report was phenomenal informing that 3,440 people attended programs in the Month of May, with one taking place almost every day of the month. He wanted to recognize the hard work of the Naturalist Department and feels that the acceptance and participation of these programs by the public is one of the things that makes this park district special. Mr. Mucci encouraged the Development Department to share the preliminary Nassau Interpretive Plan and information on the success of the other programs with the Foundation to utilize when fundraising. He further stated that promotion of the positive information on park attendance and programming may help stop some of the negative chatter that the Park District is floundering and suggested that donor cultivation be integrated with Naturalist programs. Ms. Gottsegen agreed that getting people to the programs makes a big difference, and they do so as much as possible.

Mr. Mucci asked what PFS stood for in Finance's report, with Ms. Pennell advising it stands for Performance Feedback Summary, the Park District's name for employee evaluations.

Mr. Mucci asked Mr. Lombardy, IT Manager, how the strategic review of the Park District's IT infrastructure is progressing. Mr. Lombardy stated that he has made contact with Windstream, and is waiting for a report from them on whether sufficient bandwidth is available, and if so the associated cost to make the Park District its own hub.

Mrs. Shumway made note that she is thrilled to hear that the Park District is hosting a camp day specifically for CASA kids and asked Ms. Gottsegen to elaborate. Ms. Gottsegen stated that a grant was received from the Friends of Casa, and that the plan is to be good stewards of the grant by using it to benefit CASA kids and that work is being done towards finding effective ways to reach this population. Ms. Orvis confirmed the CASA camp day is scheduled and that the Park District is working with Ms. Christine Folz of CASA to bring it all together. Results of the CASA camp day will be reported back to Friends of CASA.

SUPPLEMENTAL APPROPRIATIONS-BUDGET AMENDMENT #5 – RESOLUTION No. 12-14

The Board was requested to approve Resolution No. 12-14, Supplemental Appropriations Budget Amendment No. 5 to the 2014 Budget, to add additional appropriations into the General Fund and Land Improvement Fund in the amounts of \$62,350.00 and \$75,000 respectively, to include:

General Fund

\$25,000.00 - Contracts - Projects Account (6017-057-00-601)

- To replace appropriations used to open contracts for Reminger Co LPA and Buckingham Doolittle & Burroughs in the amount of \$10,000 each for specialized legal services.
- To replace \$5,000 in appropriations used to approve a purchase requisition for Shale Construction Services for grinding of trails at Orchard Hills.

\$37,350.00 - Equipment Account (6017-057-00-801)

- To replace \$35,000 in appropriations used to open contract for Junction Auto to purchase a 2014 Dodge truck for the Natural Resource Management department and to replace \$2,350 in appropriations used to approve a purchase requisition for Sunbelt Rental for a track hoe rental to be used during the excavation of Orchard Hills trails.

Total budget appropriations (including carryover encumbrance appropriations) for the General fund after these additions will be changed to \$6,160,973.59 for the 2014 Fiscal year.

Land Improvement Fund

\$75,000.00 - Contracts - Projects Account (6015-057-00-601)

- Add additional appropriations for the design services necessary to move forward with the 2015 projects planned at Headwaters and Frohring Meadows.

Total budget appropriations (including carryover encumbrance appropriations) for the Land Improvement fund after these additions will be changed to \$1,194,930.22 for the 2014 Fiscal year.

Mrs. Shumway made a motion to approve Resolution No. 12-14, to add additional appropriations into the General Fund and Land Improvement Fund in the amounts of \$63,350.00 and \$75,000.00, respectively.

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

Mr. Mucci	Yes
Mrs. Shumway	Yes

SURPLUS PROPERTY

The Board was asked to approve the following as Surplus Property:

	Inventory No.	Description	Starting Bid
1	1913 V	2005 Ford Explorer-GV 5945	\$2,500.00
2	-	Sharp AR-M237 copier (item defective)	\$50.00

Mrs. Shumway made a motion to approve the items declared surplus as presented.

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

Mr. Mucci	Yes
Mrs. Shumway	Yes

QUESTIONS FROM THE PUBLIC

Mrs. Shumway asked if there were any questions from the public that have not been addressed. There were no questions from the public.

COMMISSIONERS TIME

Mr. Mucci stated that the Bylaws require any changes to the Bylaws be submitted in writing during the meeting prior to the meeting in which they will be voted on. Mr. Mucci advised that the Board has made several revisions to the Bylaws and reviewed some of the changes:

Article I – Statement of Purpose

- Will keep “conserve, preserve and protect the natural features of Geauga County”
- “To provide outdoor recreational experiences to our residents of every age, every ability, and at all times of the year” will be added. Mr. Mucci added that he wanted to highlight this phrase and call out Aaron Young, who brought the phrase up and kept it in focus during a work session. He and Mrs. Shumway feel that putting this phrase in our Statement of Purpose portion of our Bylaws captures where the Board wants to be, as there are taxpayers of every age and every ability who want to use our Park at all times of the year.
- “Portions of the Park areas may be physically developed for recreational use as needed to meet the recreational needs of Geauga County residents and portions may be preserved in their natural state for future generations” will be added and provides a balance.

Mr. Mucci further stated the rest of the changes more clearly define that the Executive Director is accountable to the Board, and the Board is not accountable to the Executive Director. Mr. Mucci advised that he had final drafts and marked up copies available for review. Mrs. Shumway added that a lot of the changes are requiring Board approval on items, such as the change that has been implemented requiring Board approval on vouchers prior to spending money rather than the Board acknowledging that the money was spent. She added that the other change to Article I was amending the Park District Mission, which was changed by a past Board, back to the original mission.

Pursuant to Article XX of the Board of Park Commissioners Bylaws, Mr. Mucci put forth a proposal for consideration to amend the following Articles of the Bylaws as outlined below:

ARTICLE I STATEMENT OF PURPOSE

The Geauga County Park District (Gaugua Park District) was established in accordance with Section 1545 of the Ohio Revised Code. Geauga Park District was created to conserve, **preserve and protect** the natural resources of the State, including forests, fields, streams, lakes and wetlands, and the plants and animals which live in these habitats. The Mission of the Geauga Park District is to preserve, conserve, and protect the natural features of Geauga County and to provide outdoor recreational experiences to our residents ~~visitors that exceed their expectations~~ **of every age, every ability and at all times of the year**. ~~A small percentage of some of the park~~ **Portions of the Park** areas may be physically developed for recreational use **as needed to meet the recreational needs of Geauga County residents and portions may be preserved in their natural state for future generations**. ~~and when this is not in conflict with the objectives of protection and conservation. The development of visitor facilities shall not conflict with the primary objectives of preservation, conservation, and protection.~~

ARTICLE II OFFICERS

The officers of this board shall consist of a President and Vice President, who shall be elected by the Park Board annually at the first meeting in January, each to serve until his or her successor is elected.

The Park Board shall appoint the Executive Director, the Deputy Director, if any, ~~and~~ legal counsel, ~~and the~~ ~~The Executive Director shall serve as~~ Secretary to the Park Board.

ARTICLE III

DUTIES OF OFFICERS

The President shall preside at all meetings of the Park Board and, with the consent of the Park Board, shall appoint all committees of the Park Board. In the absence or disability of the President, the Vice President shall serve in the place of the President.

The Executive Director shall be the Chief Executive Officer of the Geauga Park District. In the absence or disability of the Executive Director, the Deputy Director shall serve in the place of the Executive Director. In the absence of both the Executive Director and the Deputy Director the park board will appoint a temporary replacement for the Executive Director.

The ~~Executive Director, serving as~~ Secretary to the Park Board, shall make an accurate and permanent record of the proceedings of the Park Board and affix his or her signature thereto after the proceedings have been approved by the Board. The Executive Director, his/her designee, or the Deputy Director shall designate all vouchers that are **submitted to the Park Board for approved approval before** for payment, shall designate all checks to be signed or stamped payable to Geauga Park District, shall deposit to the credit of Geauga Park District all monies received, shall sign all legal documents for and on behalf of the Board, and shall be the proper person to certify any action of the Park Board.

ARTICLE IV

REGULAR SESSIONS

The regular sessions of the Park Board shall be held once a month on a regular day and at a regular time, unless otherwise ordered by the Park Board. When said regular session day falls upon a legal holiday, the regular session shall be rescheduled by the Park Board. The day and time of regular sessions shall be determined by action of the Park Board.

ARTICLE V

SPECIAL SESSIONS

Special Sessions of the Park Board shall be held upon call of the President. The Executive Director may request a special session of the Park Board **upon approval by the President**. A quorum of Board members must be present to conduct a special session and to conduct any business. Notices of special sessions shall be given by telephone to, mailed to or personally served on, each Board member at least forty-eight hours before the time of such session. If any member of the Park Board is out of the County, or otherwise unreachable, for a period of at least forty-eight hours before such special session, failure of such member to receive notice of a special session shall not invalidate such session or any of its proceedings.

ARTICLE VI

EMERGENCY SESSIONS

Emergency sessions of the Park Board may be held upon call of the President ~~or Executive Director~~, or upon request to the Executive Director by two members of the Park Board. Notices of emergency sessions shall be given by telephone or personally served on each member at least one hour before the time of such session.

ARTICLE VII

EXECUTIVE SESSIONS

The Park Board may hold an executive session only after a majority of the Board determines, by a roll call vote, to hold such a session and only during a regular, special or emergency meeting and only for the purposes as set out in the Ohio Revised Code Section 121.22.

ARTICLE VIII

QUORUM

A majority of serving Park Board members shall constitute a quorum of the Park Board for any session. Action of the Board may be by motion or resolution. The affirmative votes of a majority of members shall be necessary to adopt any motion or resolution. All votes shall be taken by call of the roll and answered by yes or no or abstain. Votes to abstain shall not be counted. Roll shall be called in descending order of the respective members' terms.

ARTICLE IX

PUBLIC MEETINGS

The Park Board shall perform its business, including the adoption of resolutions and motions, at public meetings held and conducted in accordance with applicable provisions of the Ohio Revised Code and these Bylaws. The current edition of Roberts Rules of Parliamentary Procedure shall govern the proceedings of the Park Board when not expressly covered or provided for herein.

ARTICLE X

PUBLIC RECORDS

An accurate and permanent record of the proceedings and minutes of all sessions, regular or special, shall be kept and entered in a book to be known as the Journal of Proceedings and the records of each session in the Journal of Proceedings shall be and constitute the only evidence of the acts of the Park Board at such sessions when signed at the end of the record of such session by the presiding officer and Executive Director. The Executive Director shall be the official custodian of all records of the Park Board.

ARTICLE XI

PAYMENT OF BILLS AND OBLIGATIONS

All vouchers in payment of bills shall be certified by the Executive Director, Deputy Director, or the Executive Directors' designee. Expenditure Vouchers and Payroll Vouchers shall be approved and certified to the Geauga County Auditor by the Executive Director, Deputy Director, or the Executive Directors' designee, and shall ***be approved prior to payment by the Park Board. The Park Board, may, at its discretion, designate a threshold level upon which approval may be granted by the Executive Director or Deputy Director. This discretion may also be given for purposes of payment amounts over the threshold level that are determined by the Executive Director to constitute an emergency or urgent need that, if delayed, could cause substantial harm to the current operations of the Park District. All approvals of emergency or urgent payments shall only be made after discussions with the President and shall be presented for discussion at the next public meeting of the Park Board.*** ~~at the next regular session be entered into a resolution ratifying payment of bills.~~ The list of vouchers may be included in the Journal of Proceedings by reference.

The payment of bills shall not include any voucher which has not been first approved by the designated employees of the Park Board as to the quantity, quality, price, and the legality of the claim. The resolution acknowledging payment shall indicate, the payee, in general the material or services furnished and the amount to be paid.

ARTICLE XII

CONTRACTUAL RELATIONSHIP, BOARD APPROVAL

No contract, agreement, deed, option or other document or action creating any right or obligation, contractual relationship from, in or to the Park Board shall be executed, given, transferred, assigned, delivered, accepted or received on behalf of the Board except with the approval or authorization of the Park Board. ~~unless same has been approved in the annual appropriations, and/or unless it is not covered by the competitive bidding requirements of ORC 307.86. The Executive Director, his/her designee, or the Deputy Director have authority to execute change orders on existing goods or services of approved annual appropriations and other contracts~~

~~not covered by the requirements of ORC 307.86 to the extent they do not exceed the approved budgeted amount.~~

ARTICLE XIII CONTRACTING SPECIAL SERVICES

In hiring or contracting for professional, technical, consulting, or other special services, the Park Board ~~may~~, after considering the competence, ability, and availability of any person, firm, or corporation, ~~and~~ **with or without** the recommendation of the Executive Director, **may** approve the hiring of any such person, firm, or corporation and authorize a contract therewith. Such contract may be in the form of a proposal submitted to the ~~Executive Director~~ **Park Board** by such person, firm, or corporation.

ARTICLE XIV EXECUTIVE DIRECTOR, AUTHORITY TO PURCHASE

~~The Executive Director is authorized to purchase equipment, supplies, or services without prior approval of the Park Board if the cost of the items of equipment, supplies or services, alone or combined for a single common project, does not exceed the annual appropriations, and/or is less than the amount required for competitive bidding under ORC 307.86. The Executive Director shall report such expenditures to the Park Board at the next meeting.~~

ARTICLE XV REMOVAL OF RECORDS

No paper or document belonging to the permanent files of the Park Board shall be taken from the park office ~~except by the Executive Director or Deputy Director~~, without the written ~~request~~ **approval** of a majority of the members of the Park Board, or upon legal process.

ARTICLE XVI COMMUNICATIONS PRESENTED TO THE PARK BOARD

All petitions, applications, and communications intended for the consideration of the Park Board, other than those presented or requested by members of the Board, must be in writing and ~~shall not be considered or acted upon by the Park Board unless placed in the hands of the Executive Director at least two hours before the session of the Board meeting~~ **and presented to the President of the Board**. The Park Board may grant exceptions to such requirements on a case by case basis.

ARTICLE XVII SESSION 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. The meeting agenda should provide for ample time for public input into the business of the Park Board consistent with the timely and efficient consummation of official Park Board business. 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 should be considered for inclusion onto the agenda:

1. Roll Call
2. Pledge of Allegiance
3. Adoption of Agenda
4. Approval or amendment of minutes of the previous meeting
5. Introduction of Guests
6. Presentation of Financial Statement
7. Presentation of Vouchers
8. Communications to the Park Board

- 9. Open to the Public
- 10. Unfinished Business
- 11. New Business

ARTICLE ~~XVIII~~ XVII STAFFING AND COMPENSATION SCHEDULE

The Executive Director shall be responsible for all hiring, promotions, demotions, or terminations and shall establish the rate of pay for any individual employee who is hired, promoted, or demoted according to park district compensation schedules or other established policy. The Board will be ~~involved~~ **responsible for with the** hiring/interview process for the positions of Deputy Director and Director. Any adjustments to compensation for employees must be first approved by the Board.

The establishment of a new position, or restructuring affecting managerial or supervisory employees, shall first be approved by the Board prior to implementation by the Executive Director. The Board retains the right to review and approve any terminations or demotions determined by the Executive Director.

ARTICLE ~~XIX~~ XVIII COMMITTEES

The Board may create committees. Appointment to committees shall be by an affirmative vote of a majority of the Board.

ARTICLE ~~XX~~ XIX AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular meeting of the Board by an affirmative vote of a majority of the Board, provided that the amendment has been submitted in writing for consideration at the previous regular meeting.

ARTICLE ~~XXI~~ XX CONFLICT OF INTEREST

All members of the Board of Park Commissioners (“Commissioners”) shall endeavor to conduct themselves in Geauga Park District matters according to the highest ethical standards and shall strive to avoid even the slightest appearance of impropriety. In that regard, Commissioners shall not – either directly or indirectly— derive a personal profit or advantage from their positions as Commissioners, in that the prime obligation of a Commissioner is to the Geauga Park District and not to himself or herself. No contract or business relationship shall be entered into between the Geauga Park District and a Commissioner or any entity in which that Commissioner or his or her family have significant interest, unless the material facts of the relationship and transaction are disclosed or are made known to the Board and a majority of the disinterested commissioners specifically authorize the contract or business relationship. Commissioners shall generally abstain from discussing at a meeting, or voting upon, any matter in which they, their immediate family members or any entity in which they have significant interest, have a personal financial interest in that outcome. No Commissioner shall solicit personal favors or exert—direct or implied— influence on any Geauga Park District employee in order to gain business or personal favors for himself. If a Commissioner believes that he or she may have a conflict of interest in some other way, that Commissioner must disclose such to the Board. Every Commissioner shall strive to put the interests of the Geauga Park District above any personal considerations to benefit himself, herself, family, or others.

ARTICLE XXI ACTIVITIES

Subject to limitations and revisions by the Park Board, persons may partake of any activity within the Park which is expressly allowed by the Park District in its Constitution and Bylaws and/or Rules and Regulations.

Recreational activities may be permitted at present or in the future by the Board in designated areas and subject to any restrictions and limitations imposed by the Board for use as further defined within.

Recreational activities include but are not limited to:

Aerobics

All Terrain Vehicle Permits (Regulated ATV's, Dirt Bikes, UTV's)

Animal Propagation

Archery Range

Backpacking

Basketball

Baseball

Bicycling

Bird Watching

Boating

Bocce Ball Courts

Camping

Canoeing

Community Gardening

Construction (Carpentry, Earthwork, Excavating, Electrical, Masonry, Plumbing)

Cross-Country Skiing

Farming

Field Hockey

Fishing (Pond and Stream)

Fish Stocking

Firearms Range

Firewood Operations

Football

Forestry Practices (Timber Stand Improvement, Logging)

Frisbee

Frisbee Golf

Gas and Oil Drilling

Geocaching

Golfing

Excavation & Earthwork

Herbicide Applications

Hiking

Invasive Specie Control (Plant and Animal)

Hockey

Horseback Riding

Horseshoes

Hunting

Ice Fishing

Ice Skating

Kayaking

Lacrosse

Maple Sugaring Operations

Metal Detecting

Mountain Biking

Naturalist Programs

Nuisance Wildlife Trapping

Outdoor Cooking and Grilling
Photography
Picnicking
Plant Propagation
Playgrounds
Pond Exploration
Prescribed Fire (Controlled Burns)
Rock Climbing
Rollerblading
Ropes Course (High Ropes, Low Ropes, Zip Line)
Rugby
Running
Sandboxes
Shelter Reservations (Birthdays, Weddings, Family Reunions, Special Occasions)
Sight-Seeing
Skateboarding
Skate Parks
Sledding
Snowmobiling
Soccer
Softball
Special Events (Camps, Scouting Events)
Splash Parks
Sporting Clays
Stargazing
Stream Exploration
Swimming Pools
Tether Ball
Tennis Courts
Trapping
Trap Shooting
Triathalons
Veterans' Activities
Volleyball
Walking, Dog Walking, Walking an Accessible Trail with a Stroller or Wheelchair
Wildlife Watching
Yoga

Mr. Leech of Newbury inquired if the revised Bylaws are posted on the website for public review. Sandy Ward of Marketing will post the revised Bylaws on the Park District Website. Mrs. Shumway asked if the recreational additions to the Parks had been posted yet, with Ms. Ward advised they had not, but confirmed that they will be posted to website, along with revised Bylaws on Wednesday morning.

Mr. Mucci asked if there were any additional questions from the public before the Board entered Executive Session. The Board does not expect to take any action when they return from Executive Session. There were no questions from the Public.

EXECUTIVE SESSION

Mr. Mucci made a motion to go into Executive Session to discuss potential property purchases and personnel issues.

Mrs. Shumway seconded the motion and after voice vote, the motion was approved 2-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes

The Board entered Executive Session at 6:51 p.m.

Mr. Mucci made a motion to come out of Executive Session.

Mrs. Shumway seconded the motion and after voice vote, the motion was approved 2-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes

The Board came out of Executive Session at 7:40 p.m. The following item was brought forward.

Mr. Mucci stated he misspoke prior to Executive Session wherein he advised that no items would be brought forward. During discussions in Executive Session it was decided that it would be beneficial to formalize the command chain between the Board and legal counsel it has retained.

Mr. Mucci made a motion to appoint himself as the point person for communications between the Board and the law firms of Buckingham, Doolittle & Burroughs and Reminger Attorneys.

Mrs. Shumway seconded the motion and after voice vote, the motion was approved 2-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes

Mr. Mucci made a motion to adjourn the meeting.

Mrs. Shumway seconded the motion and after voice vote, the motion was approved 2-0:

Mr. Mucci	Yes
Mrs. Shumway	Yes

The meeting was adjourned at 7:42 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, Interim Director

Mary Ruth Shumway, President