

**GEAUGA PARK DISTRICT
MINUTES OF THE BOARD MEETING
APRIL 9, 2002**

The regular meeting of the Geauga Park District Board was held on April 9, 2002, at the Park District office, Chardon, Ohio. The meeting was called to order at 3:30 p.m. President Robert McCullough was in the chair. Board members Betty Cope and Mark Rzeszotarski were present. Employees present were Tom Curtin, Keith McClintock, Jay Abercrombie, Sherry Bosworth, Shawn Harry, Jerry Holzheimer, Paige Hosier and Eileen Smith. Guests present were James Adams, Edna Davis and Tracy Jemison.

ADOPTION OF THE AGENDA

Mr. McCullough moved to accept the agenda as amended for the meeting. Miss Cope seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

ADOPTION OF THE MINUTES

Dr. Rzeszotarski moved to accept the minutes of March 12, 2002, as presented. Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

**FINANCIAL STATEMENT
FOR THE MONTH ENDED MARCH 31, 2002**

GENERAL FUND

BALANCE MARCH 1, 2002	707,193.16
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EXPENDITURES	246,405.50
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Personnel	128,016.65
Medicare	1,545.13
Dental /Hospitalization- March	19,950.22
PBX	185.06
PERS- 4th Quarter 2001	52,351.88
Unemployment Transfers	82.20
Vouchers	44,274.36

RECEIPTS	2,923,319.73
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Fees:	
Rookery Heat fees	100.00
Out of County Program Fees	205.00
Camping	20.00
Trout Carving Workshop	285.00
Copies made - outside source	47.50
Rental Properties	
- McKinnon- Swine Creek house-February	350.00

- Scott - Krehlik House - February	350.00	
- Kolar - Burton Wetlands House February	350.00	
- McClintock - Hyde House -February	350.00	
Sales: Gift Cart	2,511.54	
Donation: Memory of Don Meyer- Nancy Meyer	100.00	
Donation: John Dennis Memorial- M. Burzanko	20.00	
Donation: memory of Alan Prescott - C. Paradis	100.00	
Tax Distributions	2,912,311.69	
Local Government Funds	4,449.86	
Interest earned	1,769.14	
BALANCE MARCH 31, 2002		3,384,107.39

CONSTRUCTION FUND

BALANCE MARCH 1, 2002 **4,410,736.69**

EXPENDITURES **292,491.05**

Vouchers 292,491.05

RECEIPTS **10,852.02**

Interest Earned 8,204.45

Interest Earned -Transfer from Park Debt Fund 1,852.79

Donation: Cleve Fnd- Affelder Fund 415.25

Royalties: Cedar Valley - Hehmeyer well 228.11

Royalties: Oxford Oil Co 151.42

BALANCE MARCH 31, 2002 **4,129,097.66**

VOUCHER RESOLUTION NO. 07-02

Miss Cope moved the adoption of the voucher resolution, a copy of which is on file in the Park District office, so marked Resolution No. 07-02.

Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

COMMUNICATIONS TO THE BOARD

None to report.

OPEN TO THE PUBLIC

Economic State of Geauga County

Tracy A. Jemison, Geauga County Auditor, presented to the Board and staff a PowerPoint presentation regarding the "Economic State of Geauga County". This informative presentation gave an overview of the history of the general fund revenues, comparison of the 2001/2002 key revenues, and other key economic indicators.

Geauga County Board of Mental Health, Alcohol and Drug Addiction

Jim Adams, Executive Director of the Geauga County Board of Mental Health, Alcohol and Drug Addiction addressed the Board and staff concerning their upcoming levy, which is on the ballot May 7, 2002.

THE WEST WOODS

Campaign Update

Tom Curtin brought up for discussion a memorandum he and Betty Cope sent to the Board members concerning donor recognition and different levels of sponsorship for The West Woods. Jim Ziemnik, Landscape Architect, put together a rendering of the donor recognition plaques. Shawn Harry presented to the Board samples of display shelves and plaques. Dr. Rzeszotarski questioned whether these plaques would be arranged alphabetically. Paige Hosier, Marketing Manager, responded they could be arranged either alphabetically or visually pleasing. Miss Cope offered her assistance in determining the best layout. Paige Hosier questioned what if a donation came in September. After discussion, it was decided that June 15th would be the deadline for donations. This would allow enough time for the engraver to receive the necessary information to complete the plaques. There was also discussion as to the lettering on the plaques. Tom Curtin asked the Board if we would like to use the current choice of bronze lettering. The Board felt comfortable with the bronze lettering. Paige Hosier questioned whether we would like the dollar ranges listed. A suggestion was made to list the dollar amounts on a separate plaque.

Construction Update

The Director updated the Board on the construction of The West Woods Nature Center. Mr. Curtin reported that the building is 53% complete after Pay Request No. 9. The roof shingling is at approximately 95%; plumbing is at 55%, HVAC is at 65%, electrical (rough-in) is at 25% and interior geothermal piping is at 75%. Tom Curtin further reported that the exterior stone veneer is at 20%, interior partitions and framing is at 25%. The windows are at 99%. Dr. Rzeszotarski questioned how high from the floor are the windows. Mr. Curtin responded that the windows would be 21 inches from the floor. Mr. Curtin updated the Board on the plans and specifications for the sanitary system. These plans and specifications are 90% complete. The installation of the green roof is scheduled for April 22-24, 2002. Mr. Curtin shared with the Board construction pictures.

SECURITY AND FIRE PROTECTION SYSTEM

Tom Curtin informed the Board that it was estimated that the security and fire protection system would cost Ten Thousand Two Hundred Dollars (\$10,200.00). We sent out bids to Mid-Com Securities, London Road Electric, Security Services, American Security Alarms, and ADS Securities. Only three of these companies submitted a bid. Mr. Curtin would like approval to accept the bid of the company that meets our criteria as long as it does not exceed the Ten Thousand Two Hundred Dollars (\$10,200.00).

Mr. McCullough moved to approve the bid of the security company that meets our criteria not to exceed Ten Thousand Two Hundred Dollars (\$10,200.00).

Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

PHONE/DATA WIRING

The Director informed the Board that six bids were sent out regarding phone/data wiring for The West Woods Nature Center. Bids were sent to ANS Communications, London Road Electric, Tech-on-Call, Security Services, American Security Alarms and ADS Securities. Mr. Curtin reported that two bids were received: Tech-on-Call at \$7,995.00 and ANS Communications at \$5,235.00. Mr. Curtin recommended

accepting the bid of ANS Communications for Five Thousand Two Hundred Thirty-Five Dollars (\$5,235.00).

Dr. Rzeszotarski moved to approve the bid of ANS Communication for Five Thousand Two Hundred Thirty-Five Dollars (\$5,235.00) for the phone/data wiring of The West Woods Nature Center.

Miss Cope seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

J. G. JOHNSON CONSTRUCTION COMPANY – CHANGE ORDER NO. 7

At the March Board meeting, the Board approved J. G. Johnson Construction Company's Change Order No. 7 in an amount not to exceed Eleven Thousand Dollars (\$11,000.00). Mr. Curtin updated the Board that the actual amount of this Change Order was Ten Thousand Two Hundred Sixty-One Dollars (\$10,261.00).

J. G. JOHNSON CONSTRUCTION COMPANY – CHANGE ORDER NO. 8

Mr. Curtin presented to the Board Change Order No. 8 from J. G. Johnson Construction Company. This Change Order represents an increase to the contract in the amount of Eleven Thousand Sixteen Dollars (\$11,016.00), due to a change in the code compliance for the heat pump isolation room from elevator equipment, plumbing revisions for Kinetico (reverse osmosis lines) and for Stovicek (interior water feature lines); relocation of the plumbing drain, switches, door bell, deletion of four down lights; electrical lines for hand dryers; relocation for HVAC; ridge vents for the roof and installation of a soffit for the HVAC ductwork.

Mr. McCullough moved to approve J. G. Johnson Construction Company's Change Order No. 8 in the amount of Eleven Thousand Sixteen Dollars (\$11,016.00) representing an increase to the contract due to the above-referenced changes in the contract.

Miss Cope seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

EXTERIOR STAIN

Mr. Curtin asked the Board for approval to darken up the stain on the exterior walls of the Nature Center. Jerry Holzheimer, Project Manager, shared with the Board samples of suggested stains. Dr. Rzeszotarski questioned whether there would be a cost difference with changing the stain. Mr. Holzheimer replied that there would be no cost difference. Dr. Rzeszotarski further questioned whether this stain, when it weathered, would turn gray. Mr. Holzheimer replied only a little. The Board was comfortable with darkening the stain on the exterior walls of the Nature Center.

INTERIOR LOBBY LIGHTS

Tom Curtin showed the Board samples of interior lights for the lobby area. Mr. Curtin shared with the Board a picture of the preferred lobby lights, which would be a four-light chandelier with gold/white iridescent glass in antique brass finish. Mr. Curtin further stated that this style is the same style as what is currently installed outside the door of the new addition of the Meyer Center. This preferred chandelier would exceed the lighting allowance by Sixteen Hundred Dollars (\$1,600.00).

Mr. McCullough moved to approve the preferred four-light chandelier, the cost of which would exceed the lighting allowance by Sixteen Hundred Dollars (\$1,600.00). Miss Cope seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

BID APPROVAL FOR THE SANITARY SYSTEM

The Director asked the Board for approval to go out for bid for the sanitary system at The West Woods. The anticipated cost for this sanitary system is One Hundred Thirty-Nine Thousand Dollars (\$139,000.00).

Mr. McCullough moved to approve the Director to go out for bid for the sanitary system at The West Woods.

Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

SIGN MAKING/ENGRAVING MACHINE

Mr. Curtin asked the Board for approval to go out for bid for the sign making/engraving machine. The anticipated cost for this machine is Twenty Thousand Dollars (\$20,000.00). Mr. Curtin informed the Board that this machine has been budgeted for and we will be approaching at least three vendors.

Miss Cope moved to approve to go out for bid for the sign making/engraving machine.

Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

ACCOUNTING SOFTWARE

Sherry Bosworth, Purchasing/Fiscal Officer, presented to the Board information regarding the accounting software. Mrs. Bosworth indicated that she did research to find software that would serve the Park's needs. After checking with several companies, Sanderson CMI, Willett & Associates, American FundWare, Donald Frey & Co., Mrs. Bosworth shared with the Board that the software could be purchased from American FundWare, along with two license fees for Ten Thousand Seven Hundred Twenty-Five Dollars (\$10,725.00). Mrs. Bosworth further informed the Board that Willett & Associates would provide the implementation and training services. The implementation service would cost between Four Thousand Seven Hundred Dollars and Five Thousand Dollars (\$4,700.00-\$5,000.00) and the on-site training cost would be between Three Thousand Two Hundred Dollars and Four Thousand Dollars (\$3,200.00-\$4,000.00).

Miss Cope moved to approve the accounting software system and training as presented above.

Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
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Miss Cope	Yes
Mr. McCullough	Yes

SILVER CREEK RESTORATION CONSULTANTS

Jay Abercrombie, Biologist, presented to the Board information concerning the RFPs (Request for Proposal) that he sent out regarding the Silver Creek Restoration. Dr. Abercrombie indicated that he had sent out 28 RFPs. Eight proposals came back. Dr. Abercrombie further informed the Board that a committee was formed to review the proposals. Four firms were invited to the Park for interviews:

Biohabitats 15 West Aylesbury Road Timonium, Maryland 21093	Civil & Environmental Consultants, Inc. 333 Baldwin Road Pittsburgh, Pennsylvania 15205
J. F. New & Associates 708 Roosevelt Road Walkerton, Indiana 46574	Oxbow River & Stream Restoration, Inc. 2905 Klondike Road Delaware, Ohio 43015

Civil & Environmental Consultants and J. F. New & Associates presented cost estimates for the design phase of the ecological restoration project. Their costs (not including monitoring) are:

Civil & Environmental Consultants	\$117,500.00
J. F. New & Associates	\$85,665.00

Biohabitats and Oxbow River & Stream Restoration presented cost estimates for the design and build phases of the ecological restoration project. The costs (not including monitoring) are:

Biohabitats	\$405,129.00
Oxbow River & Stream Restoration	\$245,530.00

Dr. Abercrombie shared with the Board that a review committee had been established to review the RFPs. The committee established a scoring system. Based on the criteria that was established for the review, the committee unanimously scored Biohabitats as the top-ranked design/build firm. There were many considerations that went into this selection, including experience (14 years of stream restoration experience with over 600 completed stream restoration projects); knowledge and experience with local regulatory agencies; their planting plan philosophy matched that of Geauga Park District and they provide a 85% warranty on plant materials; proven record of successful stream restoration projects in Northeast Ohio; excellent references; employment of a fluvial geomorphologist; and excellent communication skills.

Dr. Abercrombie recommended the proposal of Biohabitats in the amount of Four Hundred Five Thousand, One Hundred Twenty-Nine Dollars (\$405,129.00) as the design/build consultant for the Silver Creek restoration project.

Mr. McCullough moved to approve the proposal of Biohabitats in the amount of Four Hundred Five Thousand, One Hundred Twenty-Nine Dollars (\$405,129.00) as the design/build consultant for the Silver Creek restoration project.

Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes

Mr. McCullough Yes

TELECOMMUNICATIONS

Amy Chapman provided the Board in their packet a breakdown of the T1 line charges through Alltel. Mr. Curtin added that Alltel is the only provider of point-to-point T1 lines in Chardon and Russell Townships. There would be a small savings to the Park on the installation fee and monthly rate if we signed a 60-month contract.

Miss Cope moved to enter into a 60-month contract with Alltel for the T1 line charges, with the installation fee of Two Hundred Eighty Dollars (\$280.00) and the monthly rate of Five Hundred and Seventy-Two Dollars and Sixty Cents (\$572.60).

Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

PARK UPDATES

Meyer Center -- Tom Curtin updated the Board on the Stowe arbitration proceedings. Final briefs have been filed.

Big Creek Maintenance Facility Addition -- Contracts have been signed for the design and engineering. Mr. Curtin plans to meet with the firm next Thursday, April 18, 2002, for a pre-design meeting.

Maple Highlands Trail – North – Final plans are due to ODOT on April 10, 2002. Mr. Curtin informed the Board that Tim Kallay, Planning and Contracting Administrator, and a representative of the engineering firm will be attending a mandatory workshop on April 24, 2002 for self-administrating projects.

Maple Highlands Trail – South – The Director informed the Board that the Park is moving ahead on the reversionary parcel surveys.

Springbrook – Mr. Curtin reported that there is no status change. Articles of Dedication are scheduled to be complete by June.

Beavercreek Preserve – Mr. Curtin reported that the management plan has commenced.

Bass Lake – Mr. McCullough asked about Bass Lake. Mr. Curtin responded that there are no new developments since informing the Board that New Philadelphia is on board.

INSURANCE RENEWAL

Mr. Curtin indicated that there was a slight difference in the cost this year due to insurance costs related to the country's 9/11/01 crises. The Park had a price guarantee for casualty coverage up to \$2,000,000 for three years. We are currently in the second year. This year's cost is Fifty-Three Thousand Fifty Dollars (\$53,050.00).

Mr. McCullough moved to approve the insurance renewal contract with the Public Entities Pool of Ohio commencing April 25, 2002, through April 25, 2003, in the amount of Fifty-Three Thousand Fifty Dollars (\$53,050.00).

Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

RESEARCH GRANT PROPOSAL

Jay Abercrombie informed the Board that 52 research grant proposals, along with guidelines, were sent out to professional individuals, colleges and high schools. Four proposals were received as a result of this announcement. These four proposals were forwarded to the Board members prior to the meeting. Dr. Rzeszotarski added that he was pleased with the proposals that were received. The proposals were as follows:

<u>The Common Macrofungi of Geauga County, Ohio</u> Britt A. Bunyard, Ursuline College	\$2,000.00
<u>Influence of Land Use on Stream Health in Northeast Ohio Using Invertebrates as Bioindicators</u> Leigh Hutchison and Raymond S. Matlack College of Wooster	\$ 900.00
<u>Algal Flora of Big Creek Park</u> Jeff Johansen and Kristin S. Yanko John Carroll University	\$1,953.00
<u>An Analysis of the Macroinvertebrate Fauna of Spring Brook</u> Paul J. Pira	\$2,000.00

Dr. Abercrombie explained to the Board that a committee was formed to review these proposals. Dr. Abercrombie indicated that the total money amount of these proposals was \$6,853.00. This project was budgeted at \$6,000.00. The committee determined that although more proposals on a greater scope of projects would be good, the four proposals could benefit the Park with useful biological information and environmental education opportunities. The committee decided to contact both Hutchison/Matlack and Johansen/Yanko and inquire whether they would be willing to shift the focus of their investigations to Spring Brook and other creeks in the Bass Lake watershed. This would also complement the Pira study. Jay Abercrombie also indicated that he would be discussing their funding, asking for adjustments to accommodate the budget for this project.

EXECUTIVE SESSION

Mr. McCullough moved to go into Executive Session at 5:46 p.m. for the purpose of discussing personnel and land acquisition.

Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

The Board returned from Executive Session at 7:10 p.m.

BIKE TRAIL

Dr. Rzeszotarski moved to authorize the Director to proceed with the purchase of the railroad right-of-way properties from James and Joanna Arp, for .25 acres of land for Five Thousand Dollars (\$5,000.00); Robert and Nancy J. Hans for .257 acres of land for Five Thousand Dollars (\$5,000.00); Donald J. and Cheryl A. Zielinski, for .22 acres of land for Five Thousand Dollars (\$5,000.00) and acreage and dollar amount to be determined after an appraisal and survey have been completed from Robert P. and Melissa Kraus.

Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

DEPARTMENTAL REPORTS

Departmental reports from the Supervisors were submitted for the month of March to the Director and a summary sheet was forwarded to the Board in their mailing packets prior to the Board meeting.

The meeting adjourned at 7:12 p.m.

Respectfully submitted,

Thomas G. Curtin, Director

Robert McCullough, President