

GEAUGA PARK DISTRICT
MINUTES
AUGUST 10, 2004

The regular meeting of the Geauga Park District Board was held on August 10, 2004, 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 member Betty Cope was present. Employees present were: Tom Curtin, Keith McClintock, Leslie Bednar, Sherry Bosworth, Nate Eppink, Paige Hosier, Sally Lehmann, Michele Pennell, and Eileen Smith. Geauga Park District Foundation representative was Keith Tompkins.

ADOPTION OF THE AGENDA

Miss Cope moved to accept the agenda as amended for the meeting.

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

Mr. McCullough	Yes
Dr. Rzeszotarski	Absent
Miss Cope	Yes

ADOPTION OF THE MINUTES OF JULY 13, 2004

Miss Cope moved that the minutes of July 13, 2004, be approved as presented.

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

Mr. McCullough	Yes
Dr. Rzeszotarski	Absent
Miss Cope	Yes

**GEAUGA PARK DISTRICT
FINANCIAL STATEMENT MONTH ENDED
JULY 31, 2004**

GENERAL FUND		
BALANCE JULY 1, 2004		750,037.50
EXPENDITURES		403,106.54
Personnel	168,365.88	
Medicare	2,015.03	
Dental /Hospitalization	26,860.64	
PERS	23,286.40	
Unemployment Transfers	1,746.00	
Vouchers	180,832.59	
RECEIPTS		32,489.39
General:		
State Reimburse Tax	850.27	
Fees:		
- Camping	10.00	
- Shelters	120.00	
- Canoe and Kayak	12.00	

- WCNAF Table Fees	575.00	
- Facility Utilities	40.00	
- Rookery Heat	20.00	
- Workshops - General	24.00	
- Programs - General	75.00	
Rental Properties		
- Harry- Swine Creek house	350.00	
- Kolar - Burton Wetlands House	350.00	
- McKinnon - Hyde House	350.00	
Sales:		
Sales: Gift Cart - Meyer Center	444.06	
Sales: Tree Tops	1,205.24	
Sales - Credit Cards	450.00	
Other:		
Citation Disbursement	573.00	
Donations:	16,705.79	
- Elsen, Bob - General Donations (\$10)		
- GPD - Alex Bevan Concert Donations (\$45.79)		
- Kiwanis Club - Chardon - Binocular Donation (\$250)		
- Westwood PTO - Binocular Donation (\$1,000)		
- GPD Foundation - Transfer Collected Binocular Funds (\$400)		
- Cleveland Foundation - Ice Age Donation (\$15,000)		
Local Government Funds	6,306.03	
Interest earned	905.66	
Insurance Reimbursement	2,484.94	
Other Miscellaneous – Volunteer payment for supplies	88.40	
BALANCE AS OF JULY 31, 2004		379,420.35
CONSTRUCTION FUND		
BALANCE JULY 1, 2004		1,702,985.58
EXPENDITURES		742,165.04
Vouchers	742,165.04	
RECEIPTS		2,416.11
Interest Earned	1,792.09	
Royalties: Cedar Valley Energy	562.23	
Royalties - Farley	61.79	
BALANCE AS OF JULY 31, 2004		963,236.65

Dr. Rzeszotarski arrived at 3:40 p.m.

VOUCHER RESOLUTION NO. 19-04

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. 19-04.

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

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

COMMUNICATIONS TO THE BOARD

Tom Curtin shared the following communications:

Sharon Schnall sent an e-mail commending the thoughtful actions of Seasonal Naturalist, Linda Gilbert, and South Operations Supervisor, Rod Sharpnack.

Lois MacDonald sent a letter thanking the Park District for allowing their flower show to be held at The West Woods Nature Center.

Jeff Silverstein, Youth Services Coordinator, Geauga Youth LEAD Program, sent a note thanking the Park District for allowing them to use The West Woods Nature Center's Oak Room.

Sandie Moster, a *Trailgater* at The West Woods, was using Pioneer Bridle Trail. She sent an e-mail stating how pleased she was with the work that had been done by Park Operations and how nice the stone looked.

Mr. McCullough, Board President, remarked how great the Wildlife Nature Carving Art Festival was on August 7-8, 2004. Miss Cope, Board Vice President, inquired as to how well the artists did. Mr. Curtin responded that it depended on the artist. Overall, the artists seemed pleased. Mr. Curtin added that the attendance was down approximately 200 people from last year.

COVERED BRIDGE UPDATE

Mr. McCullough stated that he had been on site for the covered bridge viewing the progress the staff has made. Mr. McCullough indicated that the project was progressing nicely. Tom Curtin added that staff was working four days a week, 10-hour shifts.

GEAUGA MECHANICAL (TAYLOR WELL PROPERTIES)

Mr. Curtin stated that two firms responded to the Request for Proposal for the design and engineering services for the Geauga Mechanical Area Site Development project.

E. G. & G.'s proposal was \$7,900.00 below the estimated projected cost. URS submitted a fee proposal that was 2.9 times more for the same scope of services. URS's proposal fee did not fall within the Park District's budget and we would not be able to negotiate it down within the budget.

Mr. Curtin recommended accepting the proposal submitted by E. G. & G. Mr. Curtin indicated that prior work experience with this firm was satisfactory, with a minimum of change orders. Dr. Rzeszotarski inquired as to how much we budgeted for this project. Mr. Curtin responded that we budgeted \$40,000.00.

Dr. Rzeszotarski moved to approve E. G. & G. as the design firm for the development plan for Geauga Mechanical in the amount of Thirty-Two Thousand One Hundred Dollars (\$32,100.00). Miss Cope seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

SILVER CREEK PHASE II

Keith McClintock reported that he had received a new engineering package from Biohabitats, Inc. showing both the prior package versus the new package. This package depicts a lower amount

of excavation required. Therefore, the cost should go down. Mr. McClintock added that by the end of next week, we should be able to determine how much this package would cost. Dr. Rzeszotarski inquired about using the mitigation money. Mr. McClintock added that the mitigation money would go towards Phase II of this project. Dr. Rzeszotarski further inquired as to when we would be starting Phase II. Mr. McClintock responded that the project will start this fall.

PERSONNEL VIDEO

Paige Hosier, Marketing Director, presented the personnel video which was prepared this year. Mr. McCullough remarked that the video was well done. Miss Cope inquired as to where we would use the video. Ms. Hosier responded that Robin Pilarczyk, Human Resource Manager, has new staff view the video, as well as having the video running at job fairs.

ARMS TRUCKING – CHANGE ORDER NO. 1

Mr. Curtin presented Arms Trucking’s Change Order No. 1, which would increase their contract by Fifteen Thousand Eight Hundred Twenty-Four Dollars and Thirty-Nine Cents (\$15,824.39). This additional expense would allow Park Operations to complete the gravel work at Big Creek Park and on Pioneer Bridle Trail at The West Woods.

Mr. McCullough moved to approve Arms Trucking’s Change Order No. 1 in the amount of Fifteen Thousand Eight Hundred Twenty-Four Dollars and Thirty-Nine Cents (\$15,824.39) as stated above.

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

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

PARK UPDATES

Mr. Curtin updated the Board on the following:

Outdoor Exhibitry -- The sound system is in place at Sunset Overlook Pond. The panels at Sunset Overlook Pond should be in place by the end of the week. Shawn Harry, Sign Tech, is working on the text of the osprey display and the text for the various items observed in a peat bog. For the Burton Wetlands exhibit, a sound box should be installed within the next two weeks.

Wildlife Carving Nature Art Festival – The total attendance for the festival was 2,377. This was a little below last year. However, the show was great.

The West Woods Nature Center – Roof Problems – We finally received a plan from the company that produces the heat tapes. We are looking for an updated plan from Anthony Paskevich & Associates on creating new vents.

Affelder Cottage Improvements – CEI is processing the request to run the subsurface utility lines into the cottage. They have given us a new price for running the electrical wires. The pricing is lower that what we anticipated.

Big Creek/Walter C. Best Preserve Trail Paving – The trail paving was completed at the end of July. The trails turned out nice. Ronyak Brothers did a good job.

Hyde – We are still waiting to fix the impoundments and spillway. We have requested additional information on a cost to restore the site with two separate impoundments in lieu of the suggested single impoundment. We have ordered a boundary survey for the house and three acres. This survey will enable us to file for tax exemption.

The Maple Highlands Trail – Central – We are working with Richland Engineering to include the design changes.

The Maple Highlands Trail – Chardon Connector – We will be presenting a purchase agreement for signature.

The Maple Highlands Trail – North – Repairs have begun on the slopes.

The Maple Highlands Trail – Parking Lot (West of Tupelo Pond) – Paving the parking lot should commence within the next week or so. They are behind a couple of days due to the weather.

Survey Work – We have received completed surveys for Moon, Richmond, Baker, and Boatwright right-of-way properties.

TREELINE TELEGRAPH – COST COMPARISON ESTIMATES ON MAILING OPTIONS

Paige Hosier, Marketing Director, presented a cost comparison on mailing options for the *Treeline Telegraph*. Ms. Hosier recommended sending the newsletter all-county every issue in an effort to reach a broader Geauga County audience on a consistent basis. Because the all-county mailing is more costly, Ms. Hosier presented an option for printing and mailing the newsletter quarterly. Other options presented were to continue sending the newsletter bulk mail through the U. S. Postal Service or to consider sending the newsletter as an insert with The News Herald.

Miss Cope stated the quarterly distribution of the newsletter may be more efficient. Miss Cope did express a concern about the newsletter inserted in the newspaper. Mr. McCullough added that an insert in the newspaper would not serve the Amish community. Dr. Rzeszotarski stated that he agrees with the concern of inserting the newsletter in the newspaper. If you receive a publication separately, you may pay more attention to it.

Dr. Rzeszotarski questioned Ms. Hosier regarding the budget for the newsletters. Ms. Hosier responded that currently the newsletter is budgeted bimonthly all county. Ms. Hosier stated that she would be going out to bid. Dr. Rzeszotarski suggested that she obtain quotes for quarterly and bimonthly printing and mailing of the newsletter.

SURPLUS LIST FOR COUNTY AUCTION

Mr. Curtin stated that in preparing for the County auction which will be held some time this fall, below is a list of inventory items to be taken to the auction:

<u>Item</u>	<u>Quantity</u>
Compac hard drives with keyboards	13
Compac monitors	10
1996 Ford F-160 wheel drive pick-up truck	1
Older hay wagon	1
Miscellaneous box of outdated Ranger Department equipment	1
Prisoner cages for Crown Victoria vehicles	2
Partial prisoner cage with opening for K-9 unit	1

Mr. Curtin asked the Board to declare the above inventory surplus property.

Dr. Rzeszotarski moved to declare the above inventory surplus property to be auctioned off at the County auction and the proceeds to be put back into the General Fund.

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

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

RESOLUTION NO. 20-04
TRANSFER OF FUNDS

Mr. Curtin asked the Board to approve the transferring of One Million Five Hundred Fifty Thousand Dollars (\$1,550,000.00) from SO5 to Q41 for construction projects and land acquisition.

Mr. McCullough moved the adoption of Resolution No. 20-04 as stated above.

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

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

EXECUTIVE SESSION

Mr. McCullough moved to go into Executive Session at 4:30 p.m. for the purpose of discussing land acquisitions and personnel matters.

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

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

The Board took a break from 4:35 p.m. resuming at 4:45 p.m.

The Board returned from Executive Session at 6:15 p.m. The following was discussed for resolution.

OHIO PARKS AND RECREATION ASSOCIATIONS (OPRA) CONFERENCE

Mr. Curtin asked for approval to attend the Fall Section Meeting of the Ohio Parks and Recreation Association (OPRA), which will be held from September 26th through September 28th in Xenia, Ohio. Mr. Curtin reported that the cost of the seminar would be \$130.00 for registration and \$89.00 a night for hotel accommodations. Mr. Curtin would be staying two nights.

Dr. Rzeszotarski moved to approve the Director attending the OPRA fall conference as stated above and to pay all expenses incurred therein.

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

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

LAND ACQUISITIONS

RAILROAD RIGHT-OF-WAY
PRYATELY

Dr. Rzeszotarski moved to authorize the Director to enter into an agreement with John and Nancy Pryately, for real property located in the City of Chardon, containing approximately 0.573 acres of land, known as Permanent Parcel Number 10-165279, for the purchase price of Five Thousand Seven Hundred Thirty Dollars (\$5,730.00).

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

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

PARKMAN TOWNSHIP

Mr. McCullough moved to authorize the Director to enter into negotiations for real property located in Parkman Township.

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

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

GEAUGA PARK DISTRICT FOUNDATION

List of Potential Trustees

Keith Tompkins presented two lists of names to be added to the pre-approved list of potential Foundation trustees. If the Board pre-approves these lists, Mr. Tompkins would take them and discuss these individuals among their committee. These individuals would also be required to fill out a questionnaire and have either a phone or in-person interview. Their names would then be presented to the Foundation in October for approval. Once approved, a final list would be presented to the Geauga Park District Board of Commissioners. Mr. Tompkins expressed that it would be helpful if any Board member knew anything specific about the individuals on the lists to share that information with the Foundation. Miss Cope questioned the criteria of the individuals on the lists. Mr. Curtin responded that they would have to either live, work, or own land in Geauga County. Dr. Rzeszotarski recommended that the Foundation proceed with their above-stated process of identifying potential trustees with due diligence and submit a list of individuals to the Geauga Park District Board for appointments effective January 1st.

Proposal for Reorganizing and Refocusing of Foundation Membership Guidelines

Les Bednar, Weekend Secretary, presented a proposal recommending changes to the guidelines for the Geauga Park District Foundation membership. The suggested changes in the guidelines were made after researching and reviewing the guidelines used by similar organizations and exploring current trends in fundraising. Mrs. Bednar focused on developing more effective memberships by building relationships and offering appropriate benefits. The Board was pleased with the concepts contained in the proposal. Mr. Curtin added that these proposed procedures would be shared with the Foundation Trustees no later than their October Board meeting.

OPRA – INCREASING THE SIZE OF THE PARK BOARD

Mr. Curtin indicated that the Park District would be responding to a survey from OPRA about House Bill No. 367 regarding increasing the size of park boards. Mr. Curtin has queried other park directors on this topic. The response was that the current structure has worked well and that park boards have been comprised of community-minded individuals. There was discussion as to Mr. Curtin's response to the survey. Miss Cope and Dr. Rzeszotarski indicated that they were not opposed to the size of the Board increasing to five. Miss Cope suggested polling other park commissioners. Mr. Curtin added that the deadline on legislation is this fall.

ENDOWMENT FUND

Keith McClintock presented a draft of Bylaws and Instrument of Conveyance in preparation for the establishment of an endowment fund for the Board's review and comment. Mr. McClintock stated that this is something we are going to work on together to help us achieve the goal of stewardship. Dr. Rzeszotarski questioned where we go from here. Tom Curtin responded that

these drafts would be shared with the Executive Board of the Foundation. Mr. McClintock will forward these documents to the Executive Board of the Geauga Park District Foundation for their review and comment.

WILDLIFE MANAGEMENT

John Oros, Natural Resource Manager, provided in the Board's packet "A Proposal for Managing Wildlife Populations on Geauga Park District Lands." The Board suggested further discussion on this proposal at the September Board meeting with Mr. Oros in attendance.

DEPARTMENTAL REPORTS

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

The meeting adjourned at 7:15 p.m.

SUNSHINE LAW COMPLIANCE

The rules of the Park Board were complied with by sending notice pursuant to the rules adopted by the Board.

Respectfully submitted,

Thomas G. Curtin, Executive Director

Robert McCullough, President