

GEAUGA PARK DISTRICT  
MINUTES  
AUGUST 19, 2003

The regular meeting of the Geauga Park District Board was held on August 19, 2003, 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, Paige Hosier, Sylvia Neptune, and Eileen Smith.

Guests present were: Mark Meister, David Kessler, and David Kessler, Jr.

**ADOPTION OF THE AGENDA**

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

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

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**ADOPTION OF THE MINUTES OF JULY 8, 2003**

Dr. Rzeszotarski moved that the minutes of July 8, 2003, be approved as presented.

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

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

FINANCIAL STATEMENT  
FOR THE MONTH ENDING  
JULY 31, 2003

**GENERAL FUND**

<b>BALANCE JULY 1, 2003</b>	<b>1,183,488.20</b>
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<b>EXPENDITURES</b>	<b>346,111.96</b>
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Personnel	155,421.91	
PBX- June	185.06	
Medicare	1,721.69	
Dental /Hospitalization July & August	51,867.43	
Ohio PERS	21,568.05	
Vouchers	115,347.82	

<b>RECEIPTS</b>	<b>12,470.54</b>
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Fees:		
Camping	10.00	
Shelters	80.00	
Canoe/Kayak Programs	186.00	
Out of County Program Fees	57.00	
WCNAF - Table Fees	225.00	
Rental Properties-July		
- McKinnon- Swine Creek house	350.00	

- Scott - Krehlik House	350.00	
- Kolar - Burton Wetlands House	350.00	
- McClintock - Hyde House	350.00	
Leases:		
- Hi tech extrusions 1 yr.	1,920.00	
- Farmore Farms 1 yr.	1,500.00	
Sales: Nature Stores	2,174.18	
Donations:	120.00	
Louis Novak	50.00	
Geiger Family - Memory of J. Welch	10.00	
Bob Holzheimer	10.00	
Choice Child Care Inc	50.00	
Insurance Refund- Vehicle Deductible from 2002	250.00	
Sale of bulk syrup- Richards Maple Products	59.30	
Citation Disbursement- Chardon Muni Court	125.00	
Local Government Funds	3,140.16	
Interest earned- June	1,223.90	
<b>BALANCE JULY 31, 2003</b>		<b>849,846.78</b>

**CONSTRUCTION FUND  
BALANCE JULY 1, 2003**

**3,007,537.42**

**EXPENDITURES**

**183,458.99**

Vouchers 183,458.99

**RECEIPTS**

**4,412.14**

Interest Earned-June 2,944.02

Donations 973.00

Mary Perkins- TWWNC 500.00

Affelder Trust- Cleveland Fnd 423.00

Barbara Strauss 50.00

Royalties: Oxford Oil - Ford Well 276.87

Royalties: Cedar Valley Energy-Hehmeyer 182.88

Royalties: Power Gas -Farley Property 35.37

**BALANCE JULY 31, 2003**

**2,828,490.57**

**VOUCHER RESOLUTION NO. 27-03**

Dr. Rzeszotarski moved the adoption of the voucher resolution, a copy of which is on file in the Park District office, so marked Resolution No. 27-03.

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

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**COMMUNICATIONS TO THE BOARD**

Tom Curtin read excerpts of a letter, which was forwarded to the Executive Director by Bill Ginn, from Senator George V. Voinovich. Senator Voinovich recently visited The West Woods. He was most impressed with the park and it's facilities.

Mr. Curtin has been in contact with the PBS staff that used Big Creek Park in the spring to film part of a documentary on the re-enactment of the settlement of Marietta. The Executive Director shared with the Board that this documentary would air on Thursday, October 16, 2003, on Channel WVIZ from 8:00 p.m. to 10:00 p.m.

Mr. McCullough shared complimentary comments from Peg Heck, Clerk of Russell Township, concerning The West Woods Nature Center. Ms. Heck was delighted with the park and its facilities. She indicated that The West Woods is a beautiful park that Geauga Park District can be proud of for years to come.

**EXECUTIVE SESSION**

Mr. McCullough moved to go into Executive Session at 3:40 p.m. for the purpose of discussing personnel disciplinary matters.

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

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

The Board returned from Executive Session at 4:45 p.m.

**RESOLUTION NO. 28-03**

**BUDGET**

Mr. McCullough moved the adoption of the following Resolution:

WHEREAS, this Board of Park Commissioners in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2004; and

WHEREAS, the Budget Commission of Geauga County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore be it

RESOLVED, by the Board of Park Commissioners of Geauga County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, that there be and is hereby levied on the tax duplicate of said County the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

Amount to be derived from levies outside 10 M limitation:		
General Fund		\$6,706,800.00
	Maximum Rate Authorized <u>To Be Levied</u>	County Auditor's Estimate of <u>Yield of Levy</u>
Current expense levy authorized by voters on May 6, 1986	.70	\$873,100.00
Current expense levy authorized by voters on November 3, 1992	1.00	\$1,614,900.00
Current expense levy authorized by voters on November 7, 1995	1.00	\$1,876,300.00

Current expense levy authorized by voters on November 7, 2000	1.00	\$2,342,500.00
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and be it further

RESOLVED, that the Executive Director of this Board be and he is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

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

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**DUBLIN MANAGEMENT GROUP**

Because of continuing Ranger union negotiations and other personnel issues, Tom Curtin asked the Board to increase Dublin Management Group's contract by Five Thousand Dollars (\$5,000.00).

Dr. Rzeszotarski moved to increase Dublin Management Group's contract by Five Thousand Dollars (\$5,000.00) for the reasons stated above.

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

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**BLAUGRUND, HERBERT & MARTIN**

Due to impending personnel matters, Mr. Curtin asked the Board to open a contract with the law firm of Blaugrund, Herbert & Martin in the amount of Ten Thousand Dollars (\$10,000.00).

Dr. Rzeszotarski moved to open a contract with the law firm of Blaugrund, Herbert & Martin in the amount of Ten Thousand Dollars (\$10,000.00) for the reasons stated above.

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

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**MODERALLI EXCAVATING – CHANGE ORDER NO. 1  
BEST PRESERVE DAM RESTORATION**

Mr. Curtin presented to the Board Change Order No. 1 of Moderalli Excavating in the amount of Two Thousand Six Hundred Thirty Dollars (\$2,630.00). Moderalli Excavating will place #304 crushed gravel on the dam surface to create a path from the spillway bridge to the pedestrian bridge and to replace trail surface for the area where asphalt was removed.

Dr. Rzeszotarski moved to approve Moderalli Excavating's Change Order No. 1 in the amount of Two Thousand Six Hundred Thirty Dollars (\$2,630.00) for the reasons stated above.

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

Miss Cope	Yes
Mr. McCullough	Yes

**STATE AUDIT**

Mr. Curtin shared with the Board a letter the Park District received from Mark Carnabuci, Senior Audit Manager for the State of Ohio. Mr. Carnabuci's letter stated, "there were no items to bring to the audit committee, management and the Board's attention." Mr. Curtin indicated that the Park District had a clean audit. Dr. Rzeszotarski reported that the audit committee would be meeting on September 24, 2003, at 3:30 p.m. at the Meyer Center in the Cherry Room.

**PARK UPDATES**

**Covered Bridge** – Mr. Curtin informed the Board that Park Operations is in the process of getting prices for the wood. We are looking at a total cost of approximately \$30,000.00 - \$40,000.00, which is a conservative estimate. Once Tom Sterlekar, Park Technician, has all the pricing information, he will make a recommendation. We may be using several companies. Mr. Curtin shared with the Board that Park Operations decided the best way to bring materials in would be to enter at the north end. Some earthwork needs to be done at the north end. Middlefield Village will be sharing the cost. Nothing has been started to date. It is anticipated that construction of the covered bridge will occur next spring and summer. This would give Park Operations the winter to work on the woodworking.

**Affelder Cottage Improvements** -- Tom Curtin updated the Board on the improvements needed for the Affelder Cottage. The Contract and Planning Department has assessed those needs and will be recommending an architectural firm to design the improvements.

**Bass Lake** – Mr. Curtin informed the Board that the background information has been forwarded to the County Engineer's office regarding the roof and the repair of the truss to determine what the roof load of the building is. Once the loading is determined, we will proceed with the upgrades to the building to make it usable to facilitate Park programming and events.

**Big Creek Addition and Ranger Garage** – The Executive Director reported that the project is coming along. Substantial completion was August 1, 2003, with a final completion date of August 29, 2003.

**The Maple Highlands Trail – Central** – The Executive Director reported that we have run into additional work for wetland delineation. We are in the process of conducting a more in-depth environmental study. Jay Abercrombie, Biologist, is working with the Ohio Department of Transportation (ODOT). We will need to conduct a Level One Ecological survey, which needs to be completed and submitted by October 1, 2003. We will be bidding out for a consultant to work with us to meet this deadline.

**The Maple Highlands Trail – Chardon Connector** – Foresight Engineering will be going in to lay out the trail regarding an easement along the CEI corridor. This should be completed quickly. The Executive Director has a meeting scheduled tomorrow morning regarding the possible acquisition of a parcel of land.

**The Maple Highlands Trail – North Section** – The contractor has completed the asphalt repair south of Colburn Road. It is anticipated that this section of the trail will be open by Labor Day.

**Best Preserve Dam Restoration** – This project is 95% complete.

**The West Woods Nature Center** – The intercom system in the Nature Center has been installed. The Executive Director reported that, to date, we have not received any warranty confirmation with reference to the HVAC system. We are also working on the resolution of the roof leak. We have been monitoring the water temperatures of the geothermal well field to help determine if the glycol will be necessary. We have forwarded the data information on to the

architect and engineer for their input. Miss Cope questioned the timetable as to when the resolution of the above matter will be done. The Executive Director will follow up.

Geauga Park District has now received approved replacements for the floor electrical receptacles. The approved replacements were selected to meet ADA and fire rating requirements.

**COUNTY AUCTION**

Usually the County auction is held after the August Board meeting. This year, due to the change in the date of our regular August meeting, the approval of items was not given to the Board prior to the auction being held. The auction was conducted on August 16, 2003. Mr. Curtin shared with the Board the following items that were taken to the County auction, being of no further use to Geauga Park District:

- 1998 Ford – Crown Vic
- 1994 Ford – Crown Vic
- 1994 Ford – F150 Truck
- 1999 blower – Stihl
- 1972 incubator (Millipore)
- 1995 playground set – animals no springs
- 1982 sandblaster
- 1998 salt spreader
- 1973 16mm projector
- 1974 sterilizer
- 1999 push mower
- 1996 push mower

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

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

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

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**THE MAPLE HIGHLANDS TRAIL**

**Bike Trail Name**

Paige Hosier, Marketing Director, approached the Board as to the difficulties she was having with the formal name of “The Maple Highlands Trail” in writing articles and promotions for the bike trail. After discussion, the Board granted the Marketing Department a literary license to amend the name of the bike trail by removing “the” when appropriate. The formal name of the bike trail will remain “The Maple Highlands Trail.”

**Environmental Consultant**

ODOT is requesting a far more extensive Environmental Site Assessment from the Park District for The Maple Highlands Trail than what was originally required. The deadline for this assessment is October 1, 2003. In order to meet this deadline, we sent out Requests for Proposals (RPF) to consulting firms. We received the following four responses to our RFP:

<u>Name of Company</u>	<u>Survey Cost</u>	<u>Permitting</u>	<u>Total</u>
ASC Group, Inc.	\$18,998.00	\$9,592.00	\$28,590.00
EnviroScience, Inc.	\$11,201.00	unknown	
TranSystems Corporation	\$25,902.00	\$7,178.00	\$33,080.00

URS	\$31,144.00	\$28,496.00	\$59,640.00
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Mr. Curtin recommended to the Board ASC Group, Inc. They have worked with ODOT in the past on performing Level I Ecological Surveys and have indicated that they would not have a problem meeting the October 1, 2003, deadline.

Dr. Rzeszotarski made a motion to approve ASC Group, Inc. to conduct a Level I Ecological Survey in the amount of Twenty-Eight Thousand Five Hundred Ninety Dollars (\$28,590.00) as referenced above.

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

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**OPRA FALL SECTION MEETING**

The Executive Director asked the Board for approval to attend the Fall Section Meeting of the Ohio Parks and Recreation Association (OPRA), which will be held from September 21, 2003, to September 23, 2003, hosted by Cleveland Metroparks in Cleveland, Ohio. Mr. Curtin reported that the cost of the seminar would be \$130.00 for registration, plus meals and lodging if applicable.

Mr. McCullough moved to approve the Executive Director's request to attend the OPRA Fall Section Meeting on September 20-23, 2003, hosted by Cleveland Metroparks in Cleveland, Ohio, and to pay all expenses incurred therein.

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

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

Mr. Curtin shared with the Board that because this conference will be held in Cleveland, many staff members would be attending either part of or all of the conference, which will cost the Park approximately Two Thousand Dollars (\$2,000.00).

**AFFELDER COTTAGE**

Mr. Curtin informed the Board that Requests for Qualifications and Proposals to upgrade the Affelder Cottage were sent out to six consulting firms. Geauga Park District received four responses:

<u>Firm</u>	<u>Fee</u>
Doty & Miller Architects	7.5% of construction cost plus reimbursables and construction administration fee of 27% of total fee for basic services
Meyers Associates Architects	8% of construction cost and additional fees for restroom ADA compliance and additional fees if air conditioning required and reimbursables
Michael A. Bonner Architects, Inc.	10% of construction cost and reimbursables and 2% construction administration
Demitruk Architects	16% of construction cost and construction administration fee of 15% of total fee for basic services and reimbursables

Mr. Curtin recommended to the Board the firm of Doty & Miller Architects pending a thorough reference verification.

Miss Cope moved to approve the firm of Doty & Miller pending a thorough reference verification based on the information presented above.

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

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

### **BYLAWS**

When the State Auditors were at the Park District this past summer, they indicated that our ByLaws need to be updated. With the Governor signing a bill on June 26, 2003, effective September 26, 2003, allowing governmental entities purchasing power up to Twenty-Five Thousand Dollars (\$25,000.00) (previously the amount was \$15,000.00) for one vendor before they are required to go out to bid and with the title changes of the Director to Executive Director and the added authority of the Deputy Director, Tom Curtin recommended to the Board to amend our ByLaws. Pursuant to our current ByLaws, the Board was supplied with a copy of the amended ByLaws for their review, to be approved at the September Board meeting.

### **BINOCULAR PROGRAM**

Mr. Curtin gave the Board an update on the binocular program. Nate Eppink, Marketing Assistant, and Rod Sharpnack, Park Operations Supervisor, met with The Cleveland Foundation last week to seek their support. The Cleveland Foundation seemed excited about the program. The Park District asked for support from The Cleveland Foundation in the amount of Fifteen Thousand Dollars (\$15,000.00). This figure was based on projected enrollment figures. Mr. Curtin informed the Board that these enrollment figures have increased. The project is now estimated at Sixteen Thousand Four Hundred Dollars (\$16,400.00). Dr. Rzeszotarski inquired if we were seeking discounts from the binocular companies we approached. Mr. Curtin replied that we had. Miss Cope questioned how would we continue to support this program. Mr. Curtin responded that we would like to gradually add the public schools, private schools, home schoolers, and the Amish schools to the program. Mr. Curtin further indicated that we have the funding to get the program started this year at West Geauga School District and can modify the program, if necessary. Mr. McCullough questioned what kind of books we would be providing to accompany this program. Mr. Curtin replied that we have ordered Peterson First Guide: "*Birds*" and Peterson First Guide: "*Insects*."

### **CHERRY ROOM ACOUSTICS**

The Executive Director showed the Board samples of the fiberboard and acoustical material to be used in the Cherry Room. Mr. Curtin recommended to the Board using the lighter colored fabric over the wallboard. Mr. Curtin showed the Board how we could attach artwork and signage to the fiberboard and acoustical material. The Board was pleased with the materials, but requested that we receive information from an acoustical engineer as to its effectiveness. Mr. Curtin indicated to the Board that these materials would come to approximately Twelve Hundred Dollars (\$1,200.00) over what we budgeted. The board approved the overage.

### **EXECUTIVE SESSION**

Dr. Rzeszotarski moved to go into Executive Session at 6:10 p.m. for the purpose of discussing land acquisitions.

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

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

The Board returned from Executive Session at 6:50 p.m.

**LAND ACQUISITIONS**

**BOY SCOUTS OF AMERICA: WESTERN RESERVE COUNCIL (CAMP CHICKAGAMI)**

Mr. McCullough moved to authorize the Executive Director to proceed with the purchase of approximately 140.62 acres located in Parkman Township for the price of Five Hundred Ninety Thousand Dollars (\$590,000.00).

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

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**KATHRYN A. HENK**

Mr. McCullough moved to authorize the Executive Director to proceed with the purchase of approximately 22 acres of land in Hambden Township for Six Thousand Dollars (\$6,000.00) an acre, with the final price to be determined by a survey.

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

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**THOMAS E. HENK**

Mr. McCullough moved to authorize the Executive Director to proceed with the purchase of approximately 8 acres of land in Hambden Township for Six Thousand Dollars (\$6,000.00) an acre, with the final price to be determined by a survey.

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

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**GENT MACHINE CO.**

Mr. McCullough moved to authorize the Executive Director to proceed with the purchase of approximately 23.5 acres of land in Hambden Township for Seven Thousand Dollars (\$7,000.00) an acre, with the final price to be determined by a survey.

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

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**GEORGE AND MARIANNE BREDE**

Mr. McCullough moved to authorize the Executive Director to proceed with the purchase of approximately 60.2 acres of land in Troy Township for Two Hundred Forty Thousand Eight Hundred Dollars (\$240,800.00).

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

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**RICHARD G. HAUETER**

Miss Cope moved to authorize the Executive Director to proceed with the purchase of approximately 15 acres of land in Claridon Township for Five Thousand Three Hundred Dollars (\$5,300.00) an acre, with the final price to be determined by a survey.

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

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**L.B. LIMITED**

Dr. Rzeszotarski moved to authorize the Executive Director to proceed with the purchase of approximately 533 acres of land in Montville Township for One Million Three Hundred Forty Thousand Dollars (\$1,340,000.00) contingent upon receiving a mutually agreed to Purchase and Sale Agreement which has been signed by the landowner and has been approved by Geauga Park District’s legal counsel.

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

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**Paul Kiebler, III**

At the July 8, 2003, Board meeting, the Board made a motion that the Deputy Director proceed with the purchase of property owned by Paul Kiebler, III in Chardon Township for the purchase price of Ten Thousand Dollars (\$10,000.00) per acre, with the final price to be determined by a future survey. Mr. McClintock updated the Board that the survey for this property has been received determining the acreage for this property being 3.3762 acres for a total purchase price of Thirty-Three Thousand Seven Hundred Sixty-Two Dollars (\$33,762.00).

**Hambden Township**

Mr. McCullough moved to authorize the Executive Director to proceed with land acquisition negotiations in Hambden Township.

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

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**REPORTS OF OFFICERS AND EMPLOYEES OF THE BOARD**

**Amicus Brief**

Mr. Curtin updated the Board on the Five Rivers Metroparks' Amicus Brief. The court has decided in favor of Five Rivers Metroparks. Sovereign immunity was upheld.

Mr. Curtin also updated the Board about the lawsuit regarding the park system in Clark County. This lawsuit is proceeding in a manner favorable to the park system.

**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 mailing packets prior to the Board meeting.

The meeting adjourned at 7:05 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,

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Thomas G. Curtin, Executive Director

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Robert McCullough, President