

GEAUGA PARK DISTRICT
BOARD MEETING
DECEMBER 11, 2001

The regular meeting of the Geauga Park District Board was held on December 11, 2001, at the Park District office, Chardon, Ohio. The meeting was called to order at 3:34 p.m. President Robert McCullough was in the chair. Board members present were Betty Cope and Mark Rzeszotarski. Employees present were Tom Curtin, Keith McClintock, Jay Abercrombie, Shawn Harry, Paige Hosier and Eileen Smith. Guests present were Edna Davis, Darlene Kostelec, Peter Kostelec and Maurine Orndorff.

ADOPTION OF THE AGENDA

Mr. McCullough 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:

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

APPROVAL OF THE MINUTES

Dr. Rzeszotarski moved that the minutes of November 13, 2001, be approved as amended. 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

Dr. Rzeszotarski moved that the minutes of November 20, 2001, be approved as amended. 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

**FINANCIAL STATEMENT
FOR THE MONTH ENDED NOVEMBER 30, 2001**

GENERAL FUND

BALANCE NOVEMBER 1, 2001		1,194,203.36
EXPENDITURES		321,257.74
Personnel	186,765.91	
Medicare	2,235.43	
Hospitalization/Dental –October	16,663.85	
PERS - 3rd quarter	62,033.44	
Vouchers - November/December	53,559.11	
RECEIPTS		359,114.70
Fees:		
Rookery Heat fees	200.00	
Camping	10.00	
Meyer Center Room Reservation	50.00	
Out of County Programs	40.00	

Greens Workshop	748.00	
Holly Days Happenings Table Fees	70.00	
Rental Properties		
- McKinnon- Swine Creek house-Nov.	350.00	
- Scott - Krehlik House - Nov.	350.00	
- Kolar - Burton Wetlands House Nov.	350.00	
- McClintock - Hyde House Nov.	350.00	
Sales: Gift Cart	574.38	
Citation Disbursement	10.00	
Refund from Insurance, Radio and vehicle	1,553.10	
Refund - return merchandise H & H Hardware	2.68	
Donation: Memory of Jack Hosier- Marcs	250.00	
Donation: Memory of Jack Hosier- R.Sharp	50.00	
Donation: Memory of Jack Hosier- P. Cooney	10.00	
Donation: Memory of Jack Hosier- R. Steensen	300.00	
Donation: Memory of Jack Hosier- G. Ramstrom	25.00	
Donation: Memory of Jack Hosier- Vertics	500.00	
Donation: Memory of Jack Hosier- Caito Foods Serv	500.00	
Donation: Memory of Alice Ferris - Post Family	25.00	
Local Government Funds	6,185.22	
10% Rollback property tax disbursement	341,101.10	
Forfeited land sale tax disbursement	205.61	
Interest earned	5,304.61	
BALANCE NOVEMBER 30, 2001		1,232,060.32
CONSTRUCTION FUND		
BALANCE NOVEMBER 1, 2001		5,227,937.16
EXPENDITURES		190,635.62
Vouchers -November/December	190,635.62	
RECEIPTS		38,203.34
Interest Earned	16,117.85	
Donations:		
TWWNC -Lubrizol Fnd	5,000.00	
TWWNC-Bill and Carol Prior	5,000.00	
TWWNC-Kinetico	10,000.00	
Bessie Benner Metzenbaum Foundation	2,000.00	
Royalties: Oxford Oil Co	85.49	
BALANCE NOVEMBER 30, 2001		5,075,504.88
PARK DEBT FUND		
BALANCE NOVEMBER 1, 2001		685,744.82
EXPENDITURES		0.00
RECEIPTS		1,987.98
Interest Earned	1,987.98	
BALANCE NOVEMBER 30, 2001		687,732.80

VOUCHER RESOLUTION NO. 23-01

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. 23-01.

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

COMMUNICATIONS TO THE BOARD

Miss Cope informed the Board that she had a discussion with Timy Sullivan, Executive Director of the Geauga Humane Society regarding celebrating another aspect of the Humane Society’s grand opening of The West Woods with a dog walk. Tom Curtin shared with the Board that “mutt struts” are held at Penitentiary Glen (Lake Metroparks). It was discussed that better locations for a “dog walk” would be at the Geauga County Fairgrounds or the polo fields.

OPEN TO THE PUBLIC

The Director introduced to the Board a new staff member, Jay Abercrombie. Mr. Abercrombie is Geauga Park District’s field biologist. The Board welcomed Jay Abercrombie.

THE WEST WOODS

Campaign Updates

Paige Hosier updated the Board on the current total of pledges and donations in the amount of \$698,646.88. Ms. Hosier informed the Board that 109 pavers have been sold. Currently, there is a promotion in the newspapers for the purchase of pavers. Paige Hosier reported that we are getting a good response to the promotion.

Exhibit Concepts Change Order

The Director presented to the Board a Change Order in the amount of Two Hundred Fifty Thousand Dollars (\$250,000.00) from Exhibit Concepts. This Change Order represents an increase to the contract due to the change in the scope of the contract because of design changes. The total contract amount would then be Six Hundred Thousand Dollars (\$600,000.00).

Miss Cope moved to approve the Change Order from Exhibit Concepts increasing the contract amount by Two Hundred Fifty Thousand Dollars (\$250,000.00) due to a change in the scope of the contract because of design changes.

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

Construction Update

Tom Curtin reported that The West Woods Nature Center is at 30% completion. He showed the Board pictures of the exterior wall going up at The West Woods Nature Center. The backfill operations have resumed using engineered fill to lower the lateral pressure on the masonry walls. Masons are back on the job now. The HVAC contract is working out a solution with the engineers to run ductwork through the bar joists in the lower level. Plumbing is 16% complete, HVAC is 10% complete, and electrical is 4% complete. All 30 geothermal wells have been drilled and are approximately 300 feet deep. Fabrication of the copper roof vents has commenced. Windows for the project have been delivered and will be stored in the support building.

Pre-Grand Opening

The Director reported that the scheduled completion date of The West Woods Nature Center is October 2002. Mr. Curtin inquired if the building is finished before the completion date do we allow the building to be open to the public. Dr. Rzeszotarski replied that the staff would need a window of time to set up the educational programs as well as time to situate them before the building was open to the public. After discussion, the Board replied to Mr. Curtin that no public groups should be allowed in The West Woods Nature Center until the grand opening.

Mr. Curtin updated the Board of a recent meeting he had with Paige Hosier, Sylvia Neptune, Isabelle Boland, Linda Henry, Gerry Hornack and Robin Pilarczyk regarding the type of committees that need to be formed for the grand opening ceremonies, the auction, and entertainment. Mr. Curtin stated that the subcommittee for the auction would be meeting in January.

Dr. Rzeszotarski questioned Mr. Curtin regarding the type of entertainment that was being planned for the grand opening of The West Woods Nature Center. Mr. Curtin replied the committee is in the planning stage. Dr. Rzeszotarski suggested a classical quartet and shared historical information concerning the naming of Music Street after a group of fiddlers who performed on that road.

GRANT REPORTS

Keith McClintock forwarded to the Board in their Board packet copies of the grant reports on garlic mustard and fungal diversity. Mr. McClintock asked the Board if they had any questions concerning either of these grants. The Board was impressed with the findings in the fungal diversity grant.

Mr. McClintock informed the Board that the guidelines for the grants have been turned over to Jay Abercrombie, Phil Gingrich and John Oros. Notification would go out at the end of January, with a March deadline.

RESOLUTION NO. 24-01

ADDENDUM TO RESOLUTION NO. 22-01

At the November Board meeting, the Board approved the transfer of funds from the General Fund to the Park Debt Fund equal to the difference between our account balance and what it would take to pay off the Park debt, not to exceed Eighteen Thousand Dollars (\$18,000.00). Because of the decrease in anticipated interest in the Park Debt Fund, Mr. Curtin asked the Board to approve an addendum to Resolution No. 22-01 in the amount of \$183.12, which would allow Geauga Park District to pay off their debt.

Mr. McCullough moved to approve an addendum to Resolution No. 22-01 increasing the amount of funds transferred from the General Fund to the Park Debt Fund by \$183.12.

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

Mr. Curtin shared with the Board that we would be receiving a letter from the County Auditor's office commending us for paying off our Park debt.

AUDIT COMMITTEE

Dr. Rzeszotarski commented that the first meeting of the Audit Committee was held last week. This committee plans to meet before and after the State audit.

SIGNAGE – FRONT ENTRANCE

Tom Curtin stated that we should begin discussing signage in Geauga Park District, focusing on the entrance signs. Shawn Harry, Sign Technician, brought samples of signage for the Board to review. Mr. Harry made sign samples from a product he received from Sign-Arts Products, Corp. The product was a urethane board that would not rot. This product carries a five-year warranty and is non-toxic and fire safe. Miss Cope questioned the longevity and the ease of working with the “wood foam.” Mr. Harry responded that this product weathers well and reduces his time producing signs. Mr. Curtin asked the Board if they were comfortable with the layout of the signs. The Board would like standard guidelines for signage.

NRAC UPDATE

Keith McClintock gave the Board an update on the Natural Resource Assistance Council (NRAC) for the Clean Ohio Fund. Mr. McClintock reported that there would be two funding cycles for 2002 – April 30th and September 30th. The funds that would be available amount to \$1.8 million. Keith McClintock reported that he has been invited to a subcommittee meeting to discuss the proposed scoring and ranking system.

LEGAL COUNSEL – REQUEST FOR PROPOSAL (RFPs)

Mr. Curtin reported to the Board that in October he sent out letters to 13 law firms requesting proposals for legal counsel. Mr. Curtin addressed in his letter the needs of Geauga Park District and asked interested law firms to submit a proposal that would provide a list of their services, specific areas of expertise, references, and hourly rate. Mr. Curtin reported that he received proposals from Benesch, Friedlander, Coplan & Aronoff; Dinn, Hockman, Potter & Levy; Thompson Hine; and Thrasher, Dinsmore and Dolan. Mr. Curtin stated that the hourly rates were comparable and that the law firms were all similar in the law they practice. Mr. Curtin stated that he did not feel it was necessary to change counsel at this time.

PARK UPDATES

Meyer Center – Sixty percent of the landscaping at the Meyer Center has been planted. The balance will be planted in the spring.

Big Creek Maintenance Facility Addition – Request for proposal (RFP) has been developed and is in the process of being reviewed in-house. The proposal should go out by the end of the week.

ODOT 2000 – 2001 – All material has been received for the ODOT Biennium allocation.

Maple Highlands Trail – North – ODOT contacted Geauga Park District to verify that we own the railroad right-of-way free and clear. Columbus will be receiving an update on this project.

Maple Highlands Trail – South – The surveyors who received a request for proposal (RFPs) to do surveying work on the south end have been contacted. They are still interested in submitting proposals.

Spring Brook Management Plan – The management plan is still under review.

Bass Lake Management Plan – The Board received a draft of the proposed management plan for their review and comment.

FARMLAND PRESERVATION

Maurine Orndorff, Geauga County Farmland Preservation Coordinator, introduced herself to the Board, sharing with them that this new position was funded by a grant from the Cleveland Foundation, matched by the Geauga County Commissioners for a period of two years. Ms. Orndorff informed the Board that the guidelines for the Farmland Preservation component of the Clean Ohio are not complete. She explained to the Commissioners the ranking system and the funding cycle.

VOLUNTEER ADVISORY COUNCIL

Tom Curtin asked the Board to consider the appointment of Roy Podojil to a three-year term as the volunteer representative trustee to the Geauga Park Foundation Board to take effect on January 1, 2002, through December 31, 2004. Mr. Podojil was nominated by the Volunteer Auxiliary Committee and voted to represent the volunteers.

Mr. McCullough moved to approve the appointment of Roy Podojil to a three-year term as the volunteer representative trustee to the Geauga Park District Board. 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

CONTRACTS FOR 2002

The Director presented to the Board for approval the 2002 contracts. Mr. Curtin asked the Board to note an increase in the previously approved contract for POV Communications, Inc. in the amount of \$700.00. This increase is due to an extra charge allowance.

Mr. McCullough moved to approve the following contract for 2002:

VENDOR	PURPOSE	AMOUNT
Alltel	Local Telephone Service	\$4,000.00
BP Oil Company	Gasoline, Diesel Fuel	22,900.00
Chardon Postmaster	Bulk Mailing	15,000.00
Imperial Heating	HVAC Service – MC	1,200.00
POV Communications	Newsletter Printing-Revised	11,403.00
The Illuminating Co.	Electric Service	45,000.00
Thrasher, Dinsmore & Dolan	Legal Services	24,000.00
Verizon Wireless	Cell Phone	4,800.00
Western Reserve Farm Co-op	Heating Oil	4,000.00

Miss Cope seconded the motion and the roll being 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 4:50 p.m. for the purpose of discussing land acquisitions and personnel.

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

LAND ACQUISITION

Kostelec Property

Dr. Rzeszotarski made a motion for the Director to proceed with the purchase of real property owned by Peter and Darlene A. Kostelec, located in Claridon Township, known as Permanent

Parcel No. 12-037400, for the amount of Twenty-Seven Thousand Dollars (\$27,000.00), plus closing costs.

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

Dr. Rzeszotarski made a motion for the Deputy Director to enter into negotiations for property located in Parkman Township.

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

PERSONNEL

Pay Increases

Mr. McCullough moved to grant a five percent (5%) increase to all non-bargaining employees. Tim Kallay was granted a six percent (6%) and Keith McClintock a ten percent (10%) increase. This increase excludes the Director. This increase will be effective December 23, 2001, to be paid out the first pay of the year 2002.

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

Matrix Pay Scale

Dr. Rzeszotarski moved to approve the Matrix pay scale, which will be effective with the raises in 2003.

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

Healthcare Costs

Geauga Park District piggybacks with the County Commissioners for Healthcare coverage. The Commissioners sought proposals.

Dr. Rzeszotarski moved to approve the healthcare plans identified below for 2002.

HEALTH CARE COSTS EFFECTIVE JANUARY 1, 2002

	<u>QualChoice Plan (Traditional)</u>	
	<u>SINGLE</u>	<u>FAMILY</u>
Medical	\$176.86	\$436.82
Prescription	48.79	120.48
QC Vision	2.53	5.76
Delta Dental	<u>21.54</u>	<u>57.67</u>
Total	\$249.72	\$620.73

QualChoice Plan (HMO)

	<u>SINGLE</u>	<u>FAMILY</u>
Medical	\$154.37	\$381.27
Prescription	48.66	120.18
QC Vision	2.53	5.76
Delta Dental	<u>21.54</u>	<u>57.67</u>
Total	\$227.10	\$564.88

The cost of this coverage reflects a 10% increase from last year.

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 25-01
INSURANCE WAIVER ADJUSTMENT

Dr. Rzeszotarski moved to amend the Employee Handbook, Section B-3 A. adjusting the insurance waiver rate, matching the Geauga County Board of Commissioners, as follows effective January 1, 2002:

	<u>Single</u>	<u>Family</u>
Waiving full coverage	\$681 per year	\$1,650 per year
Waiving Med & RX Coverage only	\$600 per year	\$1,500 per year

Section B-3 A. shall read as follows:

B-3. INSURANCE WAIVER OPTION

- A. The Board of Park Commissioners has established a policy authorizing a cash payment to any eligible employee in lieu of providing health insurance. This policy is based on Section 305.171(G) of the ORC authorizing such a payment.

At the time of annual open enrollment, all employees eligible for health insurance may elect a cash payment in lieu of accepting the health insurance benefit. As Section 305.171(G) of the ORC mandates that a cash payment made to an employee shall not exceed twenty-five (25) percent of the cost of premiums or payments that otherwise would be paid by the Park District for the employee under the group plan. The Board of Park Commissioners set \$1,650 as the maximum cash payment for family coverage and \$681 as the maximum cash payment for single coverage.

To be eligible for the waiver option, an employee must sign a waiver of insurance and indicate that they, their spouse and eligible dependents, have health insurance coverage. The employee must exercise the health insurance waiver option for the coming year during open enrollment. Any waiver payment will be made within 45 days of the end of the benefit period.

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

DEPARTMENT MEETINGS

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

The meeting adjourned at 7:00 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, Director

Robert McCullough, President