

RECORD OF PROCEEDINGS

Minutes of

GEAUGA PARK DISTRICT BOARD

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

DECEMBER 9

20⁰³

The regular meeting of the Geauga Park District Board was held on December 9, 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: Matthew Dolan, Jonathan Green, and Paul Newman.

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 NOVEMBER 12, 2003

Dr. Rzeszotarski moved that the minutes November 12, 2003, be approved as amended.

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
NOVEMBER 30, 2003

GENERAL FUND

BALANCE NOVEMBER 1, 2003

1,209,353.52

EXPENDITURES

265,634.95

Personnel	137,075.62
PBX- October	185.06
Medicare	1,510.32
Ohio PERS	19,115.86
Hospitalization -November	27,191.11
Unemployment	1,890.00
Vouchers	78,666.98

RECEIPTS

522,553.69

Fees:

Camping	
Rookery Heat	380.00
Plan fees	20.00
Canoe/Kayak Programs	20.00
Out of county programs	270.00
Greens Workshop	789.00
Bat Box Workshop	165.00
Holly Days Table Fees	20.00
Rental Properties-November	
- McKinnon- Hyde House	350.00
- Scott - Krehlik House	350.00
- Kolar - Burton Wetlands House	350.00
- Harry - Swine Creek House	350.00
Sales: Nature Stores	3,223.62
Insurance refund: Dodge truck damage	270.40
Donation: Memory of E. Welch - Steigerwald	50.00
Donation: Geauga Hospital Women's Auxiliary	200.00
Donation: Russell Civic Club	25.00
Jury Duty served fee - S. Harry	25.00
2nd Half Personal Property Tax	507,193.67
Citation Disbursement- Chardon Muni Court	329.00
Local Government Funds	7,144.99
Interest earned-October	1,028.01

BALANCE NOVEMBER 30, 2003

1,466,272.26

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CONSTRUCTION FUND

BALANCE NOVEMBER 1, 2003		2,403,123.89
EXPENDITURES		176,321.27
Vouchers	176,321.27	
RECEIPTS		3,387.10
Interest Earned-October	2,542.07	
Donations:		
Friends Membership- Massey	100.00	
Memory of Owen Gingrich - N. Meyer	50.00	
Royalties: Oxford Oil - Ford Well	224.22	
Royalties: Clinton Oil - Ford Well	404.65	
Royalties: Farley Property Well	66.16	
BALANCE NOVEMBER 30, 2003		2,230,189.72

VOUCHER RESOLUTION NO. 35-03

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. 35-03.

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

COMMUNICATIONS TO THE BOARD

Tom Curtin shared with the Board information on the Regional Park Conference to be held at Lakeland Community College on Tuesday, December 16, 2003. Mr. Curtin extended an invitation to the Board to attend the conference.

The Executive Director also informed the Board of a donation Geauga Park District received from the Chester W. Davis Trust in the amount of Thirteen Thousand Three Hundred Thirty-Three Dollars and Thirty-Three Cents (\$13,333.33). Last year, the Park received a check in the amount of Forty Thousand Dollars (\$40,000.00) from the same trust.

AFFELDER COTTAGE UPDATE

Tom Curtin shared with the Board the architect's drawings of the recommended renovations to the Affelder cottage. These renovations would provide accessibility for park-related programs and functions, as well as bring the cottage in compliance with fire codes. Jim Ziemnik, Landscape Architect, will be working on a site plan depicting a trail to the overlook area and waterfalls. Mr. Curtin indicated that the Park would be preparing bid specifications for this project. Bid packages will go out after the first of the year. Dr. Rzeszotarski indicated that when the renovations to the cottage are complete, he would like to reaffirm the invitation to the Affelder family to visit the cottage for a gathering.

DONALD W. MEYER CENTER - CHERRY ROOM RENOVATION UPDATE

Tom Curtin shared with the Board a board showing the samples of wall and carpeting colors, and acoustical tiles for the renovation to the Cherry Room. The same color scheme will be used to upgrade the carpeting and walls as were used in the new addition to the Donald W. Meyer Center. Mr. Curtin indicated that the Park would be adding the same railing system to the Cherry Room for the artwork as was installed in the Oak Room at The West Woods Nature Center.

ICE AGE UPDATE/FUNDRAISING OPPORTUNITIES

Paige Hosier, Marketing Director, presented to the Board fundraising opportunities for 2004, in particular the Ice Age Exhibit. Ms. Hosier showed the Board the ad purchased by the Geauga Park District Foundation for the Ice Age Exhibit, which would be placed in the Geauga Tourism Guide for 2004. The estimate for the Ice Age Exhibit is approximately Seventy-Five Thousand Dollars (\$75,000.00) to install. Ms. Hosier presented a proposed plan that would include contacting businesses for donations. She indicated that as we accept corporate donations, we would need to offer them benefit packages according to their level of donation. Ms. Hosier asked the Board for their input as to the types of items that could be included in this packet.

GREAT LAKES CONSTRUCTION COMPANY - PAY REQUEST NO. 5

Tom Curtin presented to the Board Great Lakes Construction Company's Pay Request No. 5 in the amount of Two Hundred Fifteen Thousand Eight Dollars and Forty-Eight Cents (\$215,008.48), representing work that had been performed by Great Lakes Construction Company according to the terms of the contract. There is an outstanding balance due Great Lakes Construction Com-

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pany for retainage and change orders for construction of The Maple Highlands Trail-North.

Dr. Rzeszotarski moved that Pay Request No. 5 of Great Lakes Construction Company in the amount of Two Hundred Fifteen Thousand Eight Dollars and Forty-Eight Cents (\$215,008.48) be paid 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
Dr. Rzeszotarski	Yes

PERSONNEL HANDBOOK

In the Board packet, Mr. Curtin included two additional policies for the Personnel Handbook on Holidays and Catastrophic Sick Leave Bank. Mr. Curtin asked for the Board if there were any concerns with the handbook revisions. Dr. Rzeszotarski requested that a statement be included in the Personnel Handbook to comply with privacy rules.

PARK UPDATES

Tom Curtin updated the Board on the following:

AFFELDER COTTAGE

The Park District would like to either connect with the sanitary line at the end of Surrey Downs or obtain an easement from one of our neighbors on Surrey Downs. The Park District would also install an emergency phone and replace the oil furnace with a gas furnace.

BASS LAKE

Trusco would be willing to "assist" us in repairing the damaged truss. However, they would like a limited waiver statement, which would restrict their involvement to the one damaged truss. We are in the process of preparing the statement. With respect to the sanitary system/leach field, the Ohio Environmental Protection Agency has told us the system will not work. We are looking at alternatives, such as a Romtec or a Clivus unit. Interior improvements need to be made including removal of the restroom. There was discussion on fixing the current building until a new facility can be built.

BESSIE BENNER METZENBAUM PARK

The entrance drive to Bessie Benner Metzenbaum Park is scheduled to be chipped and sealed in 2004. Jerry Holzheimer, Project Manager, realized that the contractors had the wrong plan information (scale) to tabulate their bids. These specifications have been re-modified and will be re-issued to interested contractors.

THE MAPLE HIGHLANDS TRAIL - NORTH

A meeting was held with Great Lakes Construction Company, Richland Engineering Inc., and EDP Consultants, Inc. Additional core samples will be required to evaluate the extent of the slope's instability. Great Lakes Construction Company is not prepared to accept the blame. EDP Consultants Inc.'s study indicated that the fill material went in too dry and that the slope was too steep.

SILVER CREEK RESTORATION

Keith McClintock reported that the project is progressing nicely. Geauga Park District still has not received a permit from the United States Army Corps of Engineers to do the work. However, Teresa Hudson from the Army Corps of Engineers has assured us that once everything is approved, the permit would only take several days.

THE WEST WOODS

Ethanol will be added December 10, 2003, to the heating/cooling system.

FELKIN

The house has been demolished and buried.

TELESCOPE

The telescope has safely been moved to the McGrath property. Mr. Curtin is looking at putting a committee together after the first of the year regarding the restoration of the telescope and fundraising goals.

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APPOINTMENT OF FOUNDATION TRUSTEES

Mr. Curtin asked the Board to review and consider the appointment of Elizabeth Rader and Joanne Wanstreet to a three-year term as trustees on the Geauga Park District Foundation Board effective January 1, 2004, through December 31, 2006.

Dr. Rzeszotarski moved to approve the appointments of Elizabeth Rader and Joanne Wanstreet to a three-year term as trustees on the Geauga Park District Foundation Board as 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
Dr. Rzeszotarski	Yes

EXECUTIVE SESSION

Miss Cope moved to go into Executive Session at 5:30 p.m. for the purpose of discussing land acquisition.

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 6:30 p.m.

RESEARCH GRANTS FOR 2003

Keith McClintock had provided the Board with copies of the reports for two out of the three small research grants for 2003, A Comparative Analysis Between Spring Brook and Affelder Creek Macroinvertebrate Communities by Paul J. Pira and Assessment of Primary Headwater Streams on Select Geauga County Parks within the Grand River Watershed by Jason Taylor. Jay Abercrombie, Biologist, has reviewed these reports and has recommended payment of these two grants.

Mr. McCullough moved that the above research grants be approved for payment in the amount of Three Thousand Dollars (\$3,000.00) for Paul Pira and Two Thousand Nine Hundred Seventy Five Dollars and Ninety-Four Cents (\$2,975.94) for Jason Taylor.

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

CONTRACTS FOR 2004

Tom Curtin brought before the Board a list of the contracts and land purchase time payments for 2004 for approval:

CONTRACTS

COMPANY	SERVICES	AMOUNT
BP Oil	gasoline, diesel fuel	\$ 31,200.00
Chardon Postmaster	bulk mailing	\$ 23,000.00
Dominion East Ohio	natural gas services	\$ 4,200.00
Illuminating Co.	electrical services	\$ 63,000.00
Kone	elevator services	\$ 11,981.00
Lawyers Title Insurance Corporation	title work/escrow	\$340,000.00
Metro Business Machines	copiers	\$ 10,110.00
Safeco	life insurance	\$ 4,550.00
Thrasher, Dinsmore & Dolan	legal services	\$ 50,000.00
Verizon Wireless	cellular phone service	\$ 5,000.00
Western Reserve Telephone	phone service	\$ 18,000.00
Waste Management	disposal service	\$ 2,040.00

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LAND PURCHASE TIME PAYMENTS

PROPERTY PURCHASED FROM	AMOUNT
Aidlin, Myrna	\$ 22,000.00
Artim, Jennifer	\$ 12,666.67
Cooley, Rex	\$ 12,666.67
Kloiber, Karen	\$ 12,666.67
L B Limited	\$268,975.00
Leech, John	\$468,976.00
Luther, Barbara	\$ 12,666.67
Weeks, Renee	\$ 12,666.67

Mr. McCullough moved to approve the above-referenced list of the contracts and land purchase time payments for 2004.

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

FARM LEASE – EDWARDS-SMITH PROPERTY

It was brought to the Board's attention that the property the Park recently acquired adjacent to Case Western Reserve had been agricultural farmed. The previous owner requested that Geauga Park District continue to allow Mr. Marsik to continue to farm this property for the next five years based on the enrichments that he added to the soil. Mr. Curtin indicated that we would charge enough to cover CAUV, Thirty Dollars (\$30.00) per acre per year.

Dr. Rzeszotarski moved that the Park District be permitted to lease approximately 19 acres of land in Montville for Thirty Dollars (\$30.00) an acre per year as 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
Dr. Rzeszotarski	Yes

HOLIDAYS – 2004 AND 2005

Looking ahead to the holiday season for 2004 and 2005, Christmas Day and New Years Day fall on weekends. According to our employee handbook policy, when a holiday falls on a weekend, the holiday is observed either the Friday before or the Monday after. In 2004, Christmas Day falls on Saturday, with the holiday observed on the Friday before. In 2005, New Years Day falls on a Saturday and Christmas Day falls on Sunday, with the holiday observed on the Friday before and the Monday after respectively. Mr. Curtin asked the Board for permission to close the Meyer Center and The West Woods Nature Center on the respective "observed" holiday dates for 2004 and 2005.

Dr. Rzeszotarski moved to approve the holiday season schedule for 2004 and 2005 as 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
Dr. Rzeszotarski	Yes

EXECUTIVE SESSION

Mr. McCullough moved to go into Executive Session at 7:50 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:

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

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The Board returned from Executive Session at 8:40 p.m. The following has been discussed for resolution.

LAND ACQUISITION

Munson Township

Dr. Rzeszotarski made a motion for the Executive Director to enter into negotiations for land in Munson Township.

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

Russell Township

Dr. Rzeszotarski made a motion for the Executive Director to enter into negotiations for land in Russell Township.

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

PERSONNEL

Mr. McCullough moved to approve a pay increase of 3.5 percent according to the merit matrix for employees effective December 21, 2003, to be paid out of the first pay in the year 2004.

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

HOLIDAY PARTY

Mr. Curtin reminded the Board of the holiday party to be held at The West Woods Nature Center on Friday, December 16, 2003, at 6:30 p.m.

DEPARTMENTAL REPORTS

Departmental reports from the Supervisors were submitted for the month of November 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 8:45 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

Thomas G. Curtin, Executive Director

Robert McCullough

Robert McCullough, President