

**GEAUGA PARK DISTRICT
MINUTES OF THE BOARD MEETING
FEBRUARY 19, 2002**

A special meeting of the Geauga Park District Board was held on February 19, 2002, at the Park District office, Chardon, Ohio. The meeting was called to order at 3:35 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, Gil Koeth, Sylvia Neptune, Robin Pilarczyk and Eileen Smith. Guests present were Edna Davis, Matthew Dolan, and Ted McMillan.

ADOPTION OF THE AGENDA

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

ADOPTION OF THE MINUTES

Miss Cope moved to accept the minutes of January 8, 2002, as amended. 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

ADOPTION OF THE MINUTES

Mr. McCullough moved to accept the minutes of January 29, 2002, as amended. 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

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

GENERAL FUND		
BALANCE JANUARY 1, 2002		1,070,369.14
EXPENDITURES		186,216.93
Personnel	128,114.52	
Medicare	1,542.19	
Dental Coverage	1,757.90	
PBX	185.06	
Vouchers –January	17,949.43	
Vouchers – February	36,667.83	
RECEIPTS		15,191.40
Fees:		
Rookery Heat fees	200.00	
Bluebird feeding Workshop	156.00	

Camping	10.00	
Gourd Workshop	210.00	
Jury Duty Pay back - E. Smith	25.00	
Shelter Reservation	75.00	
Artwork Commission - Carol Prior	283.00	
Rental Properties		
- McKinnon- Swine Creek house-January	375.00	
- Scott - Krehlik House – January	350.00	
- Kolar - Burton Wetlands House January	350.00	
- McClintock - Hyde House –January	350.00	
Sales: Gift Cart	186.35	
Donation: Barry & Bonnie Pearce	1,000.00	
Donation: Hosier Memorial- Vinciquerra	25.00	
Citation Disbursement	14.00	
Vending Machine revenue		
Local Government Funds	6,435.50	
Administrative Fee from GPD Foundation	2,500.00	
Refund: Vendor overpayment - Quail Hollow	155.94	
Interest earned	2,490.61	
BALANCE JANUARY 31, 2002		899,343.61
CONSTRUCTION FUND		
BALANCE JANUARY 1, 2002		4,732,845.15
EXPENDITURES		346,146.64
Vouchers –January	116,531.64	
Vouchers – February	229,615.00	
RECEIPTS		34,323.19
Interest Earned	10,617.76	
Nature Works Grant - Ansel's Cave Trail	22,711.00	
Donation: R & M McCullough - J. Dennis Memorial	50.00	
Donation: Cleve. Fdn- Affelder Fund	340.75	
Donation: R & C Baumgartner- TWWNC	250.00	
Donation: Mary Lou Schwindl Family – TWWNC	250.00	
Royalties: Cedar Valley Energy		
Royalties: Oxford Oil Co	103.68	
BALANCE JANUARY 31, 2002		4,421,021.70

VOUCHER RESOLUTION NO. 03-02

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. 03-02.

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

68-SO5	CONTRACTS-SERVICE	382,500.00
70-SO5	RENTALS	150.00
71-SO5	ADVERTISING	7,570.00
72-SO5	TRAVEL AND EXPENSES	9,895.00
76-SO5	OTHER	67,145.25
76A-SO5	CONTINGENCY	215,000.00
999-SO5	TRANSFERS	<u>3,469,131.00</u>
	TOTAL	7,043,136.25

Section III	That there be appropriated from the Construction Fund:	
	70-Q41	CONTRACTS-SERVICES \$813,500.00
	71-Q41	CONTRACTS-PROJECTS 2,624,072.00
	72-Q41	LAND ACQUISITION 4,037,000.00
	77-Q41	OTHER <u>0.00</u>
	TOTAL	\$7,474,572.00

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

THE WEST WOODS

Campaign Update – In the Board packet, the Board received information concerning donor acknowledgements at The West Woods Nature Center, which is needed to fulfill Geauga Park District’s commitment to donors in and around The West Woods Nature Center. Paige Hosier asked the Board if they had any questions, comments or concerns. Ms. Hosier would like the Board to approve the “Adopt-An-Acre recognition” from the first campaign, as well as Board approval of a larger boulder with a 10” x 17” bronze plaque, with an appropriate inscription. Miss Cope questioned the “style” of the verbiage for the plaques. Miss Cope would like to see consistency with the verbiage on the plaques. The Board was comfortable with what was presented.

Construction Update – The Director gave the Board an update on the construction of The West Woods Nature Center. The building is 45% complete, roof sheeting 60% complete, HVAC 43% complete, plumbing 34% complete, and electrical 10% complete. Mr. Curtin reported that the geothermal well construction has been completed.

Hours of Operation – Mr. Curtin suggested to the Board for their consideration the following hours of operation for the Nature Center: 10:00 a.m. to 5:00 p.m. on weekends and 8:00 a.m. to 5:00 p.m. on weekdays, being closed on Mondays. The Board was comfortable with these times, but did not see the need to have the building closed down completely on Mondays. Mr. McCullough questioned the availability of groups wanting to meet in the evening. Mr. Curtin stated that at this time we are not going to take evening reservations. We will make an evaluation after one year to see what kind of requests we received.

ANTHONY PASKEVICH & ASSOCIATES

CHANGE ORDER NO. 4

Tom Curtin presented to the Board a change order from Anthony Paskevich & Associates in the amount of Thirty Thousand Dollars (\$30,000.00). Mr. Curtin explained to the Board that the original contract called for their fee to be 12% of the construction cost. The original contract was based on a project budget of \$1.5 million.

Mr. McCullough moved to approved Anthony Paskevich & Associates' Change Order No. 4 in the amount of Thirty Thousand Dollars (\$30,000.00).

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

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

J. G. JOHNSON

CONSTRUCTION COMPANY

CHANGE ORDER NO. 4

The Director presented to the Board Change Order No. 4 from J. G. Johnson Construction Company in the amount of Twelve Thousand Two Hundred Seventy Three Dollars (\$12,273.00), reflecting changes we have requested, increasing the lighting capacity with more floor outlets, upgrades in the wrought iron railing, door hardware, and acoustical tile upgrades.

Miss Cope moved to approve J. G. Johnson Construction Company's Change Order No. 4 in the amount of Twelve Thousand Two Hundred Seventy Three Dollars (\$12,273.00).

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

Mr. Curtin shared with the Board that another change order is anticipated from J. G. Johnson Construction Company due to changes that the state has mandated for fire walls, doors, frames and electrical.

PARK UPDATES

Big Creek Maintenance Facility – Tom Curtin reported that three proposals have been received for architectural services. A recommendation will be made at the March Board meeting.

Bike Trail – North – Mr. Curtin shared with the Board that he met with ODOT District 12 representatives. Final changes to the bike trail plan have been made. It is our intention to go out to bid mid to late March for the construction of the Maple Highlands – North bike trail.

Bike Trail – South – Surveys are being done on two land parcels of the railroad right-of-way.

Management Plans – The Springbrook Management Plan is being reviewed prior to the approval of the Articles of Dedication. The Natural Resources Department is

getting ready to work on the management plan for the Beaver Creek Nature Preserve.

Bessie Benner Metzenbaum – Mr. Curtin shared with the Board that the playground at Bessie Benner Metzenbaum has been removed and will be replaced. Mr. McCullough reinforced the Board’s preference for subdued colors for the playground equipment.

RESCIND RESOLUTION NO. 24-90

Mr. Curtin explained to the Board that this resolution sets the guidelines for Geauga Park District to use credit cards. Mr. Curtin further explained that these guidelines should be updated to include the Deputy Director and the Purchasing/Fiscal Officer to authorize the use of the credit card.

Mr. McCullough moved to rescind Resolution No. 24-90.

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

**CREDIT CARD AUTHORIZATION
RESOLUTION NO. 05-02**

Dr. Rzeszotarski moved to approve the following resolution:
State law permits the use of credit cards by Geauga Park District. The following guidelines govern the use of the Geauga Park District credit card.

1. The credit card shall only be used to pay for Geauga Park District supplies, equipment, or materials.
2. All use of the credit card must be approved in advance. Only the Director, Deputy Director or the Purchasing/Fiscal Officer may authorize the use of the credit card.
3. An employee who suspects the loss, theft or the possibility of another person’s unauthorized use of the credit card shall notify the Board of Park Commissioners through the Director immediately in writing. An employee who is authorized to use the credit card may be held personally liable for unauthorized debt resulting from loss, theft, or unauthorized use, in the amount of Fifty Dollars (\$50.00) or the amount charged to the credit card as a result of the loss, theft, or unauthorized use, whichever is less.
4. State law specifies penalties for any misuse of the credit card.

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

UNDERWRITING OPPORTUNITIES FOR THE WEST WOODS

Paige Hosier shared with the Board several ideas for underwriting opportunities for The West Woods. Ms. Hosier would like to find underwriters for the grand opening for The West Woods Nature Center. Ms. Hosier expressed her intention of not

wanting to pay for any of the items that are going to be in the auction. Paige Hosier prepared for the Board's review, comment and approval several forms, which she intends to use in this underwriting process. The Board was comfortable with the forms and Ms. Hosier's seeking sponsors to underwrite the events for The West Woods Nature Center's grand opening.

TELECOMMUNICATIONS

Tom Curtin updated the Board on telecommunications for The West Woods Nature Center. Mr. Curtin shared with the Board that proposals have been coming in. The Telecommunications Committee plans to make a recommendation to the Board at the March meeting. Dr. Rzeszotarski would like a summary from the committee before they go out to bid. Dr. Rzeszotarski would like the Board to be informed before Geauga Park District goes out to bid.

EXECUTIVE SESSION

Mr. McCullough moved to go into Executive Session at 5:54 p.m. for the purpose of discussing personnel and land acquisitions.

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 7:18 p.m.

BIKE TRAIL

Mr. McCullough moved to authorized the Director to proceed with the purchase of the railroad right-of-way properties from Ruth Armstrong of 1.26 acres of land for Twenty Thousand Dollars (\$20,000.00); from William G. and Sandra M. Kovanes, the acreage and dollar amount to be determined at a later time; from Martin and Michaelean Pesek, the acreage and dollar amount to be determined at a later time; and from Colin D. Rennie of 1.189 acres for Fifteen Thousand Dollars (\$15,000.00). Miss Cope seconded the motion and the role being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

LAND ACQUISITION

Mr. McCullough moved to authorize the Director to enter into negotiations for the purchase of property in Bainbridge Township.

Miss Cope seconded the motion and the role 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 January 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 7:22 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