

GEAUGA PARK DISTRICT  
MINUTES  
JANUARY 13, 2004

The regular meeting of the Geauga Park District Board was held on January 13, 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 members Betty Cope and Mark Rzeszotarski were present. Employees present were: Tom Curtin, Keith McClintock, Paige Hosier, Sylvia Neptune, Robin Pilarczyk, and Eileen Smith. There were no guests.

**APPOINTMENT OF BOARD MEMBER**

<b>In the matter of the Appointment of a</b>	)	<b>JUDGE CHARLES E. HENRY</b>
<b>Park Board Member to the</b>	)	
<b>Gauga County Park District</b>	)	<b>JOURNAL ENTRY</b>

On the 11th day of January, 2004, the Court reappoints Betty Cope to a three-year term on the Geauga County Park District [Board] commencing on January 1, 2004, and ending on December 31, 2006.

Before entering upon the performance of her duties, said Commissioner shall take oath to faithfully perform her duties of office and shall post bond for the faithful performance of the duties of office in the sum of Five Thousand Dollars (\$5,000.00). Such bond shall be approved and filed with the auditor of Geauga County.

The Commissioner herein appointed shall serve without compensation, but shall be allowed her actual and necessary expenses incurred in the performance of her duties. This appointment is made in accordance with Ohio Revised Code Section 1545.05.

**IT IS SO ORDERED.**

**CHARLES E. HENRY, PROBATE JUDGE**  
**January 11, 2004**

**ELECTION OF OFFICERS**

President Robert McCullough relinquished the chair to the Executive Director, Tom Curtin, for the purpose of conducting the election of officers.

For the Office of President:

Miss Cope moved to nominate Robert McCullough for the office of President. Dr. Rzeszotarski seconded the motion. There being no further nominations, the chair declared the nominations closed. The roll being called upon its adoption, the vote resulted as follows:

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

For the Office of Vice President:

Mr. McCullough moved to nominate Betty Cope for the office of Vice President. Dr. Rzeszotarski seconded the motion. There being no further nominations, the chair declared the nominations closed. The roll being called upon its adoption, the vote resulted as follows:

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

Miss Cope Yes

**ADOPTION OF THE AGENDA**

Miss Cope moved to accept the agenda as revised 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

**ADOPTION OF THE MINUTES OF DECEMBER 9, 2003**

Dr. Rzeszotarski moved that the minutes December 9, 2003, 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 ENDING  
DECEMBER 31, 2003

**GENERAL FUND**

**BALANCE DECEMBER 1, 2003**

**1,466,272.26**

**EXPENDITURES**

**286,833.10**

Personnel 143,979.53  
PBX- November 185.06  
Medicare 1,592.34  
Ohio PERS 19,964.31  
Hospitalization -December 28,102.26  
Vouchers 93,009.60

**RECEIPTS**

**58,572.30**

Fees:

Camping 10.00  
Rookery Heat 220.00  
Shelter fees 40.00  
Gourd Workshop 12.00  
Out of county programs 683.00  
Greens Workshop 279.00  
Necklace Pouch Workshop 25.00  
Rental Properties-December  
- McKinnon- Hyde House 350.00  
- Kolar - Burton Wetlands House 350.00  
- Harry - Swine Creek House 350.00  
Sales: Nature Stores 2,901.33  
Donation: Honor of McCulloughs - Updegraff 50.00  
2nd Half Personal Property Tax 45,675.80

Manufactured Home Tax Distribution	775.08	
Local Government Funds	5,669.00	
Interest earned-November	1,182.09	
<b>BALANCE DECEMBER 31, 2003</b>		<b>1,238,011.46</b>

**CONSTRUCTION FUND**

**BALANCE DECEMBER 1, 2003** **2,230,189.72**

**EXPENDITURES** **217,034.27**

Vouchers 217,034.27

**RECEIPTS** **26,924.60**

Interest Earned-November 2,027.55

**Donations:**

Chester Davis Trust 13,333.33

C. Donaldson - Trail Improvements 9,812.54

Cleve Fnd- Affelder Trust 423.00

Barry & Bonnie Pearce 1,000.00

Royalties: Oxford Oil - Ford Well 187.83

Royalties: Cedar Valley - Hehmeyer Well 115.52

Royalties: Farley Property Well 24.83

**BALANCE DECEMBER 31, 2003** **2,040,080.05**

**VOUCHER RESOLUTION NO. 01-04**

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. 01-04.

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**

Keith McClintock, Deputy Director, shared with the Board a letter he received from Pat Leech. Mrs. Leech indicated that one of her neighbors, Bill and Pat Papenbrock, expressed displeasure with Geauga Park District in removing the Silver Creek dam. Mr. McClintock shared with the Board his response to the Papenbrocks giving them the background and the timeline for the Silver Creek dam restoration project.

Miss Cope brought up for discussion a recent article, which appeared in our local paper concerning the possibility of changing the number of commissioners to five. Miss Cope suggested that perhaps staff could give pros and cons on this subject for discussion at a future meeting. Dr. Rzeszotarski stated that some boards have an attendance problem. Mr. McCullough added that a five-member board would allow members to travel.

Dr. Rzeszotarski had a question concerning meadow management and whether we had a Park District meadow management plan. The Executive Director responded that we have an active plan to preserve open meadows.

**PERSONNEL HANDBOOK**

Robin Pilarczyk, Human Resource Manager, presented to the Board a revised Personnel Handbook for their approval. Mrs. Pilarczyk addressed Dr. Rzeszotarski’s concern that some sort of HIPAA language should be included in the handbook. Mrs. Pilarczyk shared that she was unable to ascertain specific language from other agencies and that she does not receive a copy of employee medical information from the insurance companies. Dr. Rzeszotarski stated that with the Freedom of Information Act, we should have a policy in place regarding requested information.

Mr. McCullough moved to approve the Personnel Handbook as presented. 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

Mrs. Pilarczyk will provide staff members with a CD copy of the Personnel Handbook. Hard copies of the Personnel Handbook would be provided upon request.

**GEAUGA PARK DISTRICT FOUNDATION**

Sylvia Neptune, Foundation Coordinator, updated the Board on the outstanding pledges for The West Woods campaign. Pledges in the amount of Ninety-One Thousand Twenty-Seven Dollars and Eighteen Cents (\$91,027.18) will be turned over to Geauga Park District by the Geauga Park District Foundation.

Mrs. Neptune provided the Board with a copy of the 2003 audit for the Geauga Park District Foundation. The Foundation will be meeting on Thursday, January 22, 2004. At which time, it is expected that the Foundation will approve the audit.

Mrs. Neptune reported that the total for payments and pledges to The West Woods Preservation Campaign was One Million Eighty-Eight Thousand Eight Hundred Thirty-Three Dollars and Five Cents (\$1,088,833.05), of which only Fifteen Thousand Six Hundred Fifty Dollars (\$15,650.00) remains outstanding.

Mrs. Neptune also reported that the total for payments and pledges to the Music Street project was Two Hundred Twenty-One Thousand, Four Hundred Twenty-Eight Hundred Dollars and Thirty-Nine Cents (\$221,428.39), of which only Twenty-Two Thousand Five Hundred Dollars (\$22,500.00) remains outstanding.

Geauga Park District Foundation will also be contributing Ten Thousand Dollars (\$10,000.00) over the next two years to *Geauga People for Parks* for the levy campaign.

**PARK UPDATES**

Tom Curtin updated the Board on the following:

**BASS LAKE** -- Trusco, Inc. has submitted a truss repair plan. Trusco, Inc. has noted that this plan has attached to it a limit of liability. It is anticipated that repairs will be completed by May, at which time we will be able to open the building to the public. Port-a-potties will serve our restroom needs.

**AFFELDER COTTAGE** -- Geauga Park District would like to upgrade the sanitary system at the Affelder Cottage. Cost estimates were received from Geauga County’s Water Resource Department for the sanitary tie-in to the county facility. To tie-in to the county system, it would cost approximately Twenty Thousand Six Hundred Dollars (\$20,600.00). If the Russell Township Trustees approve the tie-in, there would also be a “hook-up” fee of Five Thousand Six Hundred

Dollars (\$5,600.00), plus a Five Hundred Sixty-Four Dollar (\$564.00) annual fee. An alternate to upgrading the sanitary system would be to purchase a Romtec restroom. This would cost approximately Twenty-Seven Thousand Five Hundred Dollars (\$27,500.00) to purchase an ADA accessible unit. This figure does not include installation. Another alternate would be to upgrade the septic system. It is estimated that the design and construction would exceed Forty Thousand Dollars (\$40,000.00).

**BESSIE BENNER METZENBAUM PARK** – Jerry Holzheimer, Project Manager, has received revised numbers based on the changes in the specifications of the project from responding contractors for the restoration of the road surface and associated drainage. This project is scheduled to be completed by April or May.

**THE MAPLE HIGHLANDS TRAIL - CENTRAL** – This project is still under review by the Ohio Department of Transportation (ODOT). Richland Engineering Inc. will be contacting ODOT to see if they can give us a date that this project will be approved in order for us to commence with the bidding process.

**THE MAPLE HIGHLANDS TRAIL - NORTH** – EDP Consultants have obtained additional core samples from the fill area in to order determine if the other slopes will have the same failure. We should have the report back within the next several weeks.

**THE MAPLE HIGHLANDS TRAIL – PARKING AREA** – Right-of-way documents have been submitted to ODOT. Once these documents have been certified, we will be able to move along with this project.

**WALTER C. BEST PRESERVE** – Notice of termination has been filed through the Ohio Environmental Protection Agency.

**MEYER CENTER RENOVATIONS** – Painting is underway in the Meyer Center, as well as the acoustical work in the Cherry Room.

**THE WEST WOODS NATURE CENTER** – Mike Valko, Facility Maintenance-Park Worker, continues to monitor system temperature of the HVAC system and coordinate system performance with Jerry Holzheimer.

**ICE AGE EXHIBIT** – Mr. Curtin updated the Board on the Ice Age project and the acquiring of donations to fund the exhibit. Miss Cope stated that we are late for approaching organizations. She indicated that this our first crack at “something big” at The West Woods. She suggested postponing the exhibit. Mr. Curtin indicated that it would be hard to postpone the exhibit and felt confident that we would raise money for the exhibit.

#### **LEGISLATIVE UPDATES FROM OHIO PARKS AND RECREATION ASSOCIATION**

Mr. Curtin updated the Board on the status of the following Ohio legislation:

**HB 12/SB 24 – CONCEALED WEAPONS** – This Bill would authorize county sheriffs to issue licenses to carry concealed handguns to certain persons. The Bill was amended to prohibit the carrying of concealed weapons in public buildings. Our Ranger Department will be following up on this Bill.

**HB 208 – CONTRACT RETAINAGE** – This Bill would alter the contract retainage requirements. Currently, we have an eight percent (8%) retainage for contracts. This Bill would require only a two percent (2%) retainage and payment would be required to be made twenty (20) days after a certificate of occupancy has been issued. Failure to make the payment requirement would result in an assessment of eighteen percent (18%). OPRA is opposed to this Bill.

**SB 80 -- TORT REFORM BILL** – It is uncertain if this Bill will be passed this session. The Senate has passed the Bill, which includes a section that would make adjacent property owners to public recreation trails immune from liability from those persons who exit the trail.

**TRAKAS BILL** – We are awaiting introduction of a bill that would require park districts to comply with local zoning and would also require park boards to have a public hearing prior to any construction, development, or use of land.

**STATE SALES TAX** – There is a movement to repeal the State's sales tax increase. If this happens, the State may be forced to cut local government funds.

**CLEAN OHIO FUND** – Nothing has been established on when Round 3 will be authorized or the level of funding.

**CONTRACTS FOR 2004**

Mr. Curtin presented to the Board additional contracts for 2004:

<b><u>COMPANY</u></b>	<b><u>SERVICES</u></b>	<b><u>AMOUNT</u></b>
Blaugrund, Herbert & Martin	Personnel – legal	\$15,000.00
Dublin Management Group	Personnel issues	\$ 4,000.00
Belz & Associates	Personnel training	\$ 3,500.00
Sherwood, Richard	Ranger Consultant	\$16,500.00
Wonderworks	Ice Age Exhibit	\$29,000.00
EDP Consultants	Geotech engineering	
	-- The Maple Highlands Trail-N	\$14,624.00
Evert, Dawn	Display quilts (2)	\$10,000.00
Sutton, Edward	Liability Insurance	\$ 4,600.00
Milbourn Pressworks	Newsletter Printing	\$20,778.00
POV	General Printing	\$11,850.00

Dr. Rzeszotarski moved to approve the additional contracts for 2004.

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

**2004 BUDGET**

Tom Curtin presented to the Board a draft of the 2004 budget for their review and comment. The Board has until the end of January to bring any concerns they may have regarding the budget to the Deputy Director. Keith McClintock, Deputy Director, reviewed some of the deletions in the budget that were originally discussed with the Board.

**MICROFILMING GEUGA PARK DISTRICT'S MINUTE BOOKS**

Geauga Park District has, in the past, had the minutes for the Board meetings microfilmed. The minutes have been microfilmed up to and including the July 14, 1998, Board meeting. Mr. Curtin asked the Board for permission to remove the minute books from the premises for the purpose of microfilming the minutes. This would entail approximately 481 pages. The microfilming would be done at the Geauga County's archive office at no cost to Geauga Park District.

Dr. Rzeszotarski moved that the Geauga Park District's minute books from August 11, 1998, to December 14, 2003, be removed from the premises for the purpose of microfilming the Board's minutes

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

**CLEAN OHIO TRAILS FUND  
RESOLUTION OF AUTHORIZATION  
NO. 02-04**

Keith McClintock shared with the Board that Chagrin River Watershed Partners, Village of Chagrin Falls, and Bainbridge Township have discussed a trail linkage. The deadline for submitting a proposal to the Clean Ohio Trails Fund is February 1, 2004. Chagrin River Watershed Partners will write the proposal as long as Geauga Park District provides the pertinent information regarding trail development for the Frohring property. Mr. McClintock presented to the Board a Resolution of Authorization.

Mr. McCullough made a motion to approve the following resolution:

WHEREAS, the State of Ohio through the Ohio Department of Natural Resources, administers financial assistance for public recreation purposes, through the Clean Ohio Trails Fund.

WHEREAS, Geauga Park District desires financial assistance under the Clean Ohio Trails Fund Program.

NOW, THEREFORE, BE IT RESOLVED, by Geauga Park District, Geauga County, Ohio, as follows:

**SECTION I:** That Geauga Park District [Board] approves filing an application for Clean Ohio Trails Fund financial assistance.

**SECTION II:** That Keith McClintock, Deputy Director, is hereby authorized and directed to execute and file an application with the Ohio Department of Natural Resources and to provide all information and documentation required to become eligible for possible funding assistance.

**SECTION III:** That Geauga Park District does agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms and conditions of the Clean Ohio Trails Fund Program.

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 5:15 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 returned from Executive Session at 6:40 p.m. The following has been discussed for resolution.

**LAND ACQUISITION**

**Claridon Township**

Mr. McCullough moved that the Executive Director enter into negotiations to purchase land in Claridon Township.

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

**DEPARTMENTAL REPORTS**

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

**END OF THE YEAR REPORTS**

The Board was provided end of the year reports on volunteers, shelter reservations and visitation, acreage, and financial statistics in their Board packet for their review and comment.

**FOUNDATION BY-LAWS**

The Board discussed the "red-line" version of the Foundation By-Laws.

**LEVY MEETING**

Mr. Curtin reminded the Board of a levy meeting scheduled for Tuesday, January 20, 2004, at 5:00 p.m., at the Meyer Center.

**TELESCOPE MEETING**

Mr. Curtin informed the Board that there would be a meeting on Tuesday, January 20, 2004, at 7:00 p.m., at The West Woods Nature Center to discuss the telescope and the Citizen Science Center.

**FOUNDATION MEETING**

The Foundation Board Meeting is scheduled for Thursday, January 22, 2004, at 8:15 a.m., at The West Woods Nature Center.

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, Executive Director

\_\_\_\_\_  
Robert McCullough, President