

**GEAUGA PARK DISTRICT  
MINUTES OF THE BOARD MEETING  
JANUARY 14, 2003**

The regular meeting of the Geauga Park District Board was held on January 14, 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, Nate Eppink, Shawn Harry, Paige Hosier, Tom Salo and Eileen Smith. Guests present were: Craig Lanese, Joy Lanese and Frank Scarano.

**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 31<sup>st</sup> day of December, 2002, the Court reappoints Mark Rzeszotarski, to a three-year term on the Geauga County Park District [Board] commencing on January 1, 2003, and ending on December 31, 2005.

Before entering upon the performance of his duties, said Commissioner shall take oath to faithfully perform his duties of office and shall post bond for the faithful performance of the duties of office in a 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 his actual and necessary expenses incurred in the performance of his duties. This appointment is made in accordance with Ohio Revised Code Section 1545.05.

IT IS SO ORDERED.

CHARLES E. HENRY, PROBATE JUDGE  
December 31, 2002

**ELECTION OF OFFICERS**

President Robert McCullough relinquished the chair to 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. They're being no further nominations; the chair declared the nominations closed. The roll being called upon its adoption, the vote resulted as follows:

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	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:

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

**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**

Dr. Rzeszotarski moved that the minutes of the December 7, 2002, special meeting, and the minutes of December 19, 2002, regular meeting 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 ENDED DECEMBER 31, 2002**

**GENERAL FUND**

**BALANCE DEC 1, 2002** **1,580,307.75**

**EXPENDITURES** **215,319.60**

Personnel	140,250.04
Medicare	1,693.74
Dental /Hospitalization-December	19,535.05
PBX	185.06
Vouchers	53,655.71

**RECEIPTS** **69,436.82**

Fees:

Camping	20.00
Rookery Heat	160.00
Greens Workshop Fees	226.00
Wreath Class Workshop	30.00
Ladies Room Vending Machine	13.25
Facility Room Fee	50.00
Rental Properties-December	
- McKinnon- Swine Creek house	350.00
- Scott - Krehlik House	350.00
- Kolar - Burton Wetlands House	350.00
- McClintock - Hyde House	350.00
Sales: Nature Stores	3,028.32
Donation: Geauga Arts Network	54.08
2nd Half Exempt Personal Property Tax	50,953.94
Workers Comp Refund for year 2001	6,185.53
Local Government Funds	5,666.90

Interest earned	1,648.80	
<b>BALANCE DEC 31, 2002</b>		<b>1,434,424.97</b>
<b>CONSTRUCTION FUND</b>		
<b>BALANCE DEC 1, 2002</b>		<b>4,800,938.75</b>
<b>EXPENDITURES</b>		<b>928,992.36</b>
Vouchers	928,992.36	
<b>RECEIPTS</b>		<b>8,476.17</b>
Interest Earned	7,873.27	
Royalties: Power Gas- Farley Wells	40.93	
Royalties: Cedar Valley Energy-Hehmeyer	250.86	
Royalties: Clinton Petrol - Ford Wells	161.11	
Donation: Honor Bob & Mary McCullough from Ed & Barb McCullough	100.00	
Donation: Lakewood Bd of Ed- Memory of Pete Felger	50.00	
<b>BALANCE DEC 31, 2002</b>		<b>3,880,422.56</b>

**VOUCHER RESOLUTION NO. 01-03**

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. 01-03.

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

**COMMUNICATIONS TO THE BOARD**

With reference to an article in Sunday's The Plain Dealer on geocaching, Miss Cope shared with the Board that she had received three calls from patrons stating what a nice article it was in the paper and remarking how excited they are about the program.

**OPEN TO THE PUBLIC**

Frank Scarano, President of the Trustees for the Bass Lake Club, introduced himself and Craig and Joy Lanese to the Board. In light of Geauga Park District's acquisition of Bass Lake, the club members indicated their intent to develop a good working relationship in the future. Dr. Scarano assured the Board that they could count on the Bass Lake Club for support and indicated their desire to volunteer.

**THE WEST WOODS**

**CHANGE ORDER NO. 5 – ANTHONY PASKEVICH & ASSOCIATES**

Tom Curtin presented to the Board the final change order for Anthony Paskevich & Associates in the amount of Sixty-Seven Thousand Two Hundred Nine Dollars and Fifty Cents (\$67,209.50). This increase is due to the change in scope of The West Woods Nature Center. The design fee was adjusted to reflect 12% of the total construction. Geauga Park District also made other changes that added an increase to the electrical and mechanical design, as well as changes the Park requested to the HVAC. The Director indicated that Change Order No. 5 would close out the contract.

Dr. Rzeszotarski moved to approve Change Order No. 5 for Anthony Paskevich & Associates in the amount of Sixty-Seven Thousand Two Hundred Nine Dollars and Fifty Cents (\$67,209.50) 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

#### **LOGO FOR SUNSET OVERLOOK DECK**

Tom Curtin showed the Board the three-dimensional logo sign that Shawn Harry, Sign Technician, designed for the Sunset Overlook deck. This sign is the same format as the compass logo that was used on promotional pieces for The West Woods Nature Center. It will be placed either on a pedestal or railing, with the cardinal points of the compass properly oriented. The Board was pleased with this three-dimensional logo sign. Dr. Rzeszotarski had a concern as to how it would hold up in the elements. Keith McClintock responded that the material used in making this sign was designed for the outdoors.

#### **BIG CREEK PARK**

##### **Maintenance Building/Ranger Garage**

##### **Brandstetter Carroll Zofcin Inc. – Change Order No. 1**

Mr. Curtin presented to the Board Brandstetter Carroll Zofcin Inc.'s Change Order No. 1 in the amount of Nine Thousand Seven Hundred Eighty Dollars (\$9,780.00). Mr. Curtin explained to the Board that the design and engineering contract had to be adjusted due to an increase in the scope of the project. This resulted in an increase in construction costs, which is the basis from which the design and engineering costs were formulated.

Mr. McCullough moved to approve Brandstetter Carroll Zofcin Inc.'s Change Order No. 1 in the amount of Nine Thousand Seven Hundred Eighty Dollars (\$9,780.00) for the reasons stated above.

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

#### **ALL STAFF MEETING**

The Director extended an invitation to the Board to attend the All Staff meeting scheduled for January 16<sup>th</sup> at the Meyer Center. Mr. Curtin shared with the Board that staff would be interested in hearing from the Board as to how they see the roles of each department in fulfilling our mission. Miss Cope respectfully declined the invitation stating that the Board's role was to set policy and that it was the responsibility of the Director and Deputy Director to implement the policies set forth by the Board. Tom Curtin further stated that the staff would like to know more about the Board members. Dr. Rzeszotarski had previously sat in on a meeting with the Contract and Planning Department and enjoyed the meeting. Dr. Rzeszotarski stated that he would be at the All Staff meeting. He also stated that the role of a board member was to be accountable to the citizens. Dr. Rzeszotarski will be giving the staff his background and qualifications as a board member. Mr. McCullough indicated that he would not be in attendance at the All Staff meeting.

#### **THE MAPLE HIGHLANDS TRAIL**

##### **Covered Bridge**

Tom Curtin shared with the Board a model and a rendering of the proposed covered bridge, which would serve as a bike/buggy trail south of Burton Station in the Middlefield portion of the bike path. Tom Salo, Park Technician, explained to the Board the scope of this project as to how

it would be constructed. Mr. Curtin shared with the Board that he had been invited to a Middlefield council meeting on February 6<sup>th</sup>. Mr. Curtin would share with the Middlefield council members the rendering and the model of the covered bridge. Mr. McCullough questioned Tom Salo as to whether the covered bridge would be painted. Mr. Salo replied that it would be painted with four coats of paint before it was put together. Mr. McCullough further questioned the roofing materials. Mr. Salo replied that they were looking into using a steel roof. Steel roofs carry a 30-40 year warranty. Miss Cope questioned Mr. Curtin as to what he estimated this project to cost. Mr. Curtin replied in the area of \$50,000.00. Mr. Curtin indicated that he would be looking into seeking out federal funding for this project. Dr. Rzeszotarski inquired whether Park staff would be working on this project. Mr. Curtin replied that Park Operations North and South might be doing some of the work if this project did not negatively impact other Park projects.

**Ohio Department of Transportation (ODOT)**

Tom Curtin informed the Board that we have received reimbursement in the amount of Four Hundred Eight-Six Thousand Six Dollars (\$486,006.00) from the Ohio Department of Transportation, District 12. This reimbursement check represents the federal portion of funding for the Geauga Bikeway – The Maple Highlands Trail – North Project (Phase I). Mr. Curtin also indicated that we should be receiving for Phase II of this project \$3.8 million and that we should receive that money as we go along with the project.

**Great Lakes Construction Bikeway – Pay Request No. 4**

The Director presented to the Board Pay Request No. 4 of Great Lakes Construction Bikeway in the amount of One Hundred Sixty-Seven Thousand Four Hundred Fifty-Three Dollars and Seven Cents (\$167,453.07), which represents payment on the amount of work to date. This pay request has been reviewed with the engineering firm.

Mr. McCullough moved to approve Pay Request No. 4 of Great Lakes Construction Bikeway in the amount of One Hundred Sixty-Seven Thousand Four Hundred Fifty-Three Dollars and Seven Cents as stated above.

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

**Richland Engineering Contract**

Tom Curtin indicated that Geauga Park District would like to recommend hiring Richland Engineering for the central section of The Maple Highlands Trail. Tim Kallay, Contract and Planning Administrator, is currently negotiating with Richland Engineering on a design and engineering contract. Mr. Curtin asked the Board to approve a proposed fee not to exceed Three Hundred Thirty-Four Thousand Two Hundred Sixty-Four Dollars (\$334,264.00). By approving this proposed fee, it would allow Richland Engineering to develop construction drawings.

Dr. Rzeszotarski moved to approve a proposed contract with Richland Engineering not to exceed Three Hundred Thirty-Four Thousand Two Hundred Sixty-Four Dollars (\$334,264.00) as 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

Tom Curtin showed the Board renderings of signs that would greet people on the bike trail. Mr. McCullough inquired whether we would be putting the elevation on the signs. Mr. Curtin replied that we could put the elevation on the signs as well as the longitude and latitude. Miss Cope stated that these signs be consistent with other Park signs.

**ANNUAL REPORT**

Nate Eppink, Marketing Assistant, had forwarded to the Board in their packet a draft of the Annual Report for their review and comment. The Board discussed with Mr. Eppink suggestions as to the contents of the Annual Report focusing on communicating to the public on what we have done and making them aware of what we do.

**CONTRACTS**

Western Reserve Telephone Company

The contract for Western Reserve Telephone Company was not included with the other annual contracts at the December Board meeting. Mr. Curtin asked the Board to approve the annual contract for Western Reserve Telephone Company in the amount of Twelve Thousand Dollars (\$12,000.00).

Dr. Rzeszotarski moved to approve the annual contract for Western Reserve Telephone Company in the amount of Twelve Thousand Dollars (\$12,000.00).

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

Dublin Management Group Limited

Mr. Curtin asked the Board to approve an increase in the contract with Dublin Management Group Limited in the amount of Four Thousand Dollars (\$4,000.00). Mr. Curtin explained that Dublin Management Group Limited would be reviewing our current handbook and suggesting changes in the handbook, as well as review job descriptions, in light of the Fair Labor Standards Act.

**PARK UPDATES**

The West Woods

Mr. Curtin indicated that the HVAC problems at the Nature Center seem to be remedied. Adjustments were made. There was a problem with the large heat pumps. Mr. Curtin shared with the Board that Anthony Paskevich put in extra time on this project. This time was not charged against Geauga Park District. Miss Cope inquired as to the cost per square foot of the Nature Center. Mr. Curtin replied that it cost approximately \$126.90 per square foot

The Maple Highlands Trail—North Section

Mr. Curtin informed the Board that the new substantial completion date for this section of the bike trail would be April 31<sup>st</sup>, with a final completion date of May 31, 2003.

The Maple Highlands Trail—Central Section

Mr. Curtin indicated that Jay Abercrombie, Biologist, is finishing up fieldwork on this section of the bike trail.

Land Acquisitions

Mr. Curtin reported that a Request for Proposal (RFP) has been sent out for a Phase I Environmental Site Assessment on a proposed land acquisition.

Park Projects and Timelines

Mr. Curtin presented to the Board a project list and timelines for 2003.

Budget

Mr. Curtin presented to the Board a copy of the draft budget for their review. Mr. Curtin indicated that the Board would need to approve the budget at the February Board meeting. If the Board has any questions and/or concerns regarding the budget, please get in touch with Mr. McClintock. Mr. Curtin indicated that a special board meeting could be set up to discuss the budget if the Board so desired. Dr. Rzeszotarski indicated that he would like an opportunity to review the budget first before setting up either a phone conference or a special meeting.

**VEHICLE PURCHASING**

Mr. Curtin indicated that he was recommending the purchase of four new vehicles replacing two ranger vehicles, a truck, and the Director's vehicle. The purchasing of these vehicles would cost Sixty-Nine Thousand Seven Hundred Twenty-One Dollars (\$69,721.00). Mr. Curtin indicated that the replaced vehicles would go to the county auction in the fall.

Dr. Rzeszotarski moved to approve the purchase of four new vehicles as stated above in the amount of Sixty-Nine Thousand Seven Hundred Twenty-One Dollars.

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

**RANGER MANUAL**

Keith McClintock provided the Board with a copy of the Ranger Manual in their Board packet. Mr. McClintock stated that this was the completion of three years worth of work. David Ondrey, legal counsel for Geauga Park District, reviewed the manual. Suggested changes have been made. Miss Cope inquired whether David Kessler of Dublin Management Group Limited had reviewed this manual. Mr. McClintock replied that during negotiations, Mr. Kessler did review sections of the manual.

Miss Cope moved to adopt the Ranger Manual.

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

**OPRA CONFERENCE**

The Ohio Parks and Recreation Association (OPRA) conference is schedule to be held from February 9<sup>th</sup> through February 12<sup>th</sup> in Dayton, Ohio. Mr. Curtin requested permission from the Board to attend the OPRA conference.

Mr. McCullough moved to allow Tom Curtin to attend the OPRA conference in Dayton from February 9<sup>th</sup> through February 12<sup>th</sup>, including conference fee, meals, travel, and lodging expenses.

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 OPRA conference and the February Board meeting propose a conflict in dates for Mr. Curtin. In Mr. Curtin's absence, Keith McClintock, Deputy Director, will carry out the February Board meeting. Dr. Rzeszotarski indicated that he has a conflict with the August Board meeting. The August Board meeting has been re-scheduled for Tuesday, August 19<sup>th</sup>.

**WAGE SURVEY**

Mr. Curtin informed the Board that a Request for Proposal (RFP) would be sent out for doing a salary survey. This survey will review wages at other park districts across the country, as well as the private sector and compare them with Geauga Park District current salary ranges. Mr. Curtin further stated that according to the Ranger Union Contract, the rangers are waiting for this salary survey to determine increases for 2004 and 2005.

**GEAUGA CREDIT UNION**

**Credit Card**

Gauga Park District holds a credit card with Geauga Credit Union with the line of credit limit being Five Thousand Dollars (\$5,000.00). Mr. Curtin proposed to the Board to raise the limit on the Park credit card to Ten Thousand Dollars (\$10,000.00).

Miss Cope moved to increase the credit card limit with Geauga Credit Union to Ten Thousand Dollars (\$10,000.00).

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

Miss Cope	Yes
Mr. McCullough	Abstain
Dr. Rzeszotarski	Yes

**JUNCTION AUTO MITIGATION**

Mr. McClintock informed the Board that he received a call from Cindy Paske of HzW Environmental Consultants. Ms. Paske indicated that her company did work for Ed Babcock of Junction Auto for the expansion of Junction Buick. They did some wetland mitigation at that time. Ms. Paske asked Mr. McClintock if Geauga Park District would accept the mitigation money in the amount of Eight Thousand Eight Hundred Eighty-Nine Dollars and Forty-Four Cents (\$8,889.04). Mr. McClintock recommended to the Board to accept this money, which money could be used towards the restoration of Silver Creek.

Mr. McCullough moved to accept the mitigation money of Junction Buick in the amount of Eight Thousand Eight Hundred Eighty-Nine Dollars and Forty-Four Cents (\$8,889.04).

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

**EXECUTIVE SESSION**

Mr. McCullough moved to go into Executive Session at 4:55 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:

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

The Board returned from Executive Session at 6:16 p.m.



**TAYLOR-WELLS PROPERTIES (GEAUGA MECHANICAL)**

Mr. McCullough made a motion for the Director to proceed with the purchase regarding 38.18 acres of land in Chardon Township owned by Taylor-Wells Properties (Geauga Mechanical) for the amount of Three Hundred Twenty Thousand Dollars (\$320,000.00).

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

**ELLERIN**

Dr. Rzeszotarski made a motion for the Director to proceed with the purchase for property in Bainbridge Township containing approximately 120.64 acres, known as Permanent Parcel Nos. 02-082200, 02-420026, 02-420027, 02-420028, and 02-420029 owned by Jerome M. Ellerin Co., and Permanent Parcel No. 02-101900 owned by Rosalyn Ellerin for the amount of One Million Two Hundred Thousand Dollars (\$1,200,000.00).

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

**McGRATH**

Dr. Rzeszotarski made a motion for the Director to proceed with the purchase for property in Munson Township containing approximately 3 acres of land owned by Eugene P. McGrath for the amount of Two Hundred Ten Thousand Dollars (\$210,000.00).

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

**RANGER DUTIES**

Dr. Rzeszotarski moved to place part-time Ranger Rodney Sharpnack on inactive status.

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

**LAND ACQUISITIONS**

**The Maple Highlands Trail**

Mr. Curtin updated the Board on the progress of acquiring the railroad right-of-way property for the bike trail in Claridon Township. Mr. Curtin informed the Board that the Closing for several

property owners (Armstrong, Koszewski, and Randles) was delayed because the respective Closing for said properties was contingent upon the acquisition of adjacent properties, with whom the Park District does not have a signed Purchase and Sale Agreement. In a "good faith" commitment to the property owners who have signed a Purchase and Sale Agreement with Geauga Park District, Mr. Curtin asked the Board to pass a motion to instruct Lawyers Title Insurance Corporation to hold the purchase price monies for the Armstrong, Koszewski, and Randles properties in the amount of Thirty-Four Thousand Five Hundred Dollars (\$34,500.00) in an escrow account until the appropriation of the adjacent properties has been satisfied.

Dr. Rzeszotarski moved to instruct Lawyers Title Insurance Corporation to hold the purchase price monies for the above-referred to properties in the amount of Thirty-Four Thousand Five Hundred Dollars (\$34,500.00) in an escrow account until the appropriation of the adjacent properties has been satisfied.

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

#### **BASS LAKE USE AGREEMENT**

Miss Cope moved to approve the Use Agreement between Geauga Park District and Bass Lake Club for the use of Bass Lake, the Clubhouse, the boat launch, and the dry dock facilities.

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

#### **DEPARTMENTAL REPORTS**

Departmental reports from the Supervisors were submitted for the month of December 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 6:25 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, Director

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Robert McCullough, President