

GEAUGA PARK DISTRICT  
MINUTES  
July 10, 2007

The regular meeting of the Geauga Park District Board was held on July 10, 2007 at the Donald W. Meyer Center, Chardon, Ohio. The meeting was called to order at 3:30 p.m. President Robert McCullough was in the Chair. Board members Mr. Leech and Dr. Rzeszotarski were present.

Employees present:

Tom Curtin, Executive Director  
Keith McClintock, Deputy Director  
Sherry Bosworth, Business Affairs Director  
Kathy Hanes, Executive Secretary  
Paige Hosier, Marketing Director  
Michele Pennell, Accountant  
Bob Urban, Chief Ranger  
Aaron Young, Planning Director

Visitors present:

Joe Koziol, *Times Courier*

Gauga Park District Foundation Representative: John Steigerwald

**ADOPTION OF THE AGENDA**

Mr. Leech moved to accept the revised agenda 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
Mr. Leech	Yes

**ADOPTION OF THE MINUTES OF JUNE 14, 2007**

Mr. Leech moved to accept the minutes of June 14, 2007 as amended.

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

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Mr. Leech	Yes

**INTRODUCTION OF GUESTS**

Mr. Curtin acknowledged the presence of Joe Koziol and John Steigerwald.

**Geauga Park District**  
**FINANCIAL STATEMENT MONTH ENDED**  
**JUNE 30, 2007**

GENERAL FUND		
BEGINNING FUND BALANCE JUNE 1, 2007		1,848,500.54
<b>EXPENDITURES &amp; OTHER USES</b>		<b>340,754.91</b>
Personnel	178,431.94	
Medicare	2,448.36	
Dental /Hospitalization	36,992.56	
PERS	25,281.87	
Unemployment Transfers	0.00	
Worker's Compensation	0.00	
Transfer to Construction Fund	0.00	
Vouchers	97,600.18	
<b>REVENUES &amp; OTHER SOURCES</b>		<b>68,718.37</b>
<u>General Tax Collections</u>		
- Real Estate Tax	0.00	
- State Reimburse Tax	0.00	
- Personal Property Tax	0.00	
- State Reimbursed Personal Property Tax	41,916.33	
- Grants	0.00	
<u>Investment Income</u>	9,274.68	
<u>Gifts &amp; Donations</u>	685.00	
- In Memory of Raymond Haserodt - Urban/Conzett (\$35)		
- Bench donation - Harris (\$500)		
- In Memory of Mary Lou Meyer - Bill Van Buren Family Reunion (\$150)		
<u>Fees</u>		
- Programs - Schools - Out-of-County	2.00	
- Camping	0.00	
- Shelters	40.00	
- Canoe and Kayak	7.00	
- Bid Plans	0.00	
- NAF Table Fees	345.00	
Facility Room Usage	0.00	
- Facility Utilities	75.00	
Administrative Fees - From GPD Foundation	0.00	
- Maple Table Fees	0.00	
- Workshops - Greens	0.00	
- Workshops - General - Public Program	1,336.00	
Workshops - Sap Bucket	0.00	
- Programs - General - Public Program	37.00	
Programs - Sugaring	0.00	

Workshops – Bluebird	0.00	
Workshops - Trout Carving	0.00	
<u>Sales</u>		
- Tapper's Treasures - MC	323.54	
- Tree Tops - TWW	551.48	
- Syrup Sales	0.00	
- Credit Card - All Facilities	622.77	
- Water Vending Machine Sales - TWW	42.00	
- Artwork Commission	0.00	
<u>Rental Properties</u>		
- Agricultural Land Use - Briggs, Rick	0.00	
- Tax reimbursement - Exempt property, Brede	0.00	
- Agriculture land use - Edward/Smith Property - Marsic	0.00	
- Swine Creek house - Harry	400.00	
- Scott - Krehlik House	0.00	
- Burton Wetlands House- Kolar	400.00	
- Hyde House - McKinnon	400.00	
- Krehlik House Rental	0.00	
<u>Other Receipts</u>		
Jury Duty payment - S. Wohlken	0.00	
Recycled Metal & Aluminum-Hollis Dye	0.00	
Citation Disbursement	49.00	
Parking Ticket Collections	40.00	
Recycling Proceeds	19.93	
Refunds- Other - DW Ross, restroom material returned	0.00	
Local Government Funds	6,540.04	
Insurance Reimbursement	0.00	
Miscellaneous Receipts	5,611.60	
- Health insurance reimbursement -Hendrickson (\$865.10)		
- Auction proceeds -Ford Explorer, copy stand, cross-country ski (\$4,746.50)		
ENDING FUND BALANCE AS OF JUNE 1, 2007		\$ 1,576,464.00
LAND IMPROVEMENT FUND		
BEGINNING FUND BALANCE JUNE 1, 2007		5,145,049.12
<b>EXPENDITURES &amp; OTHER USES</b>		506,374.45
Vouchers	506,374.45	
<b>REVENUES &amp; OTHER SOURCES</b>		25,446.54
<u>Investment Income</u>	23,055.53	
<u>Transfer from General Fund</u>	0.00	
<u>Gifts &amp; Donations</u>	526.50	
- Affelder trust - Cleveland Foundation (\$426.50)		
- General donation - Bainbridge Brown Baggers (\$100)		

<u>Other Revenue</u>	0.00	
<u>Royalties</u>		
- Oxford Oil Co - Swine Creek	1,158.07	
- Cedar Valley Energy - Hehmeyer property	450.44	
- Great Lakes Energy - Hart property	62.15	
- Cedar Valley Energy - Sunnybrook property	193.85	
- Burton	0.00	
- Power Gas - Farley property	0.00	
In Lieu Fees - Silver Creek	0.00	
 ENDING FUND BALANCE AS OF JUNE 1, 2007		\$ 4,664,121.21
RETAINAGE FUND		
BEGINNING FUND BALANCE JUNE 1, 2007		203,951.07
<b>EXPENDITURES</b>		0.00
Vouchers	0.00	
<b>REVENUES &amp; OTHER SOURCES</b>		906.34
Transfer from Land Improvement Fund	0.00	
<u>Investment Income</u>	906.34	
<b>ENDING FUND BALANCE AS OF JUNE 1, 2007</b>		<b>204,857.41</b>

**VOUCHER RESOLUTION NO. 14-07**

The Board asked for clarification on a number of voucher items. All questions were answered satisfactorily.

Dr. Rzeszotarski moved to adopt Voucher Resolution No. 14-07, a copy of which is on file in the Park District office.

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

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Mr. Leech	Yes

**COMMUNICATIONS TO THE BOARD**

Mr. Curtin shared an apology letter he received from one of the vandals responsible for the damage at Beartown Lakes Reservation.

**OPEN TO THE PUBLIC**

Mr. McCullough opened the floor to members of the public present at the meeting. There were no comments.

**UNFINISHED BUSINESS**  
**PARK UPDATES**

**The Hershey Foundation**

A check for \$25,000 was received from The Hershey Foundation as part of the \$100,000 multi-year grant awarded in support of the capital campaign for Observatory Park.

**The Affelder House**

A one year walk-through was conducted.

**Bass Lake Preserve**

The project has been completed.

**Beartown Lakes Reservation**

The project will be started soon. The Park is awaiting documents from the engineer.

**Frohning Meadows**

Paving will begin soon.

**Hyde Dam**

The draft plans have been received and are being reviewed by the Planning Department.

**Maple Highlands Trail Central**

The final payment application will be processed soon.

**Mountain Run Station**

The walk-through is scheduled for July 12, 2007.

**The West Woods Proposed Exhibit Changes**

Mr. Curtin showed the Board the proposed changes to the rock-water feature at The West Woods. The changes will make it more realistic and engaging and will enhance the interpretive function of the exhibit.

**Transmission Lines**

Senator Grendell is organizing a meeting with the Ohio Power Siting Board in Columbus to discuss various route options for the First Energy transmission lines. Geauga Park District, Montville Trustees and Huntsburg Trustees will be invited to participate.

**The West Woods**

Reflectors will be installed on the gates to The West Woods.

**Mountain Run Station**

The Operations Department is exploring the possibility of placing bike racks at Mountain Run Station.

**Patricia Nelson Lawsuit**

Patricia Nelson has filed a lawsuit against Geauga Park District and Nicholas Burling, a former Park seasonal worker. Mr. Burling was involved in an automobile accident with Mrs. Nelson two years ago.

**Senate Bill 7 - Eminent Domain**

Changes were made to the language in Section 163.02 (E) of the Eminent Domain Bill. The Bill was voted on and passed by the House.

**Hart Property Deed Restriction**

The Geauga County Planning Commission has advised the Park that placing a deed restriction on the property would prevent future development and guarantee that the land would remain park property in perpetuity should Geauga Park District cease to exist.

**GEAUGA PARK DISTRICT FOUNDATION REPORT**

John Steigerwald reported that the Foundation Board has ten new members and all subcommittees are working diligently to develop a three-year fundraising plan. The Foundation exhibit at *Art by the Falls* went well and he thanked the Park District for their participation. The Endowment Fund Task

Force is working toward the establishment of an endowment fund with The Cleveland Foundation. The next Foundation meeting is scheduled for August 9, 2007 at the Donald W. Meyer Center.

**2008 TEMPORARY BUDGET, RESOLUTION NO. 15-07**

A copy of the 2008 Temporary Budget was given to the Board prior to the meeting. The Board commended Sherry Bosworth, Business Affairs Director, on a great job. The budget hearing is scheduled for August 10, 2007 at 11:00 a.m.

Mr. Leech moved to adopt the 2008 Temporary Budget, Resolution No. 15-07, a copy of which is on file in the Park District office.

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

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Mr. Leech	Yes

**NEW BUSINESS**

**CONSTRUCTION CONTRACT ADMINISTRATION**

Mr. Curtin presented a proposal for streamlining the contract pay application and change order process. Because the Park District Board has approved budgeted project costs and approves the contracts once the project is bid out, Mr. Curtin recommended the following procedure for pay applications and work change orders:

1. The Planning Director and Executive Director sign off on the Pay Application
2. The Pay Application is sent to the Business Affairs Director
3. The Business Affairs Director sends it to the Auditor for processing

A Project Cost Summary prepared by the Planning Department would be provided to the Board prior to each meeting. This revision to the contract process would require a change to Geauga Park District Bylaws, Article XII, Contractual Relationship Board Approval. It was suggested that changes to the language in the Bylaws be approved at the August meeting and that "Contract Review" be a separate item on the agenda under Unfinished Business. The Board agreed by unanimous consent that the new process would be effective July 10, 2007 and that language changes to the Bylaws would be reviewed at the August meeting.

**SUNNYBROOK DESIGN AND ENGINEERING PROPOSAL**

Mr. Curtin presented the recommendation from Aaron Young, Planning Director, to award the contract for Sunnybrook Design and Engineering Proposal to E.G. & G., Inc. of Akron. Three proposals were received from prequalified firms and E.G. & G.'s proposal was deemed the best.

Mr. Leech moved to accept the Sunnybrook Design and Engineering Proposal from E.G. & G., Inc. of Akron, Ohio in the amount of \$50,000.00.

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

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Mr. Leech	Yes

**THE WEST WOODS, ASPHALT IMPROVEMENTS, PAYMENT APPLICATION NO.02**

Mr. Curtin presented the Ronyak Paving, Inc. Pay Application Request No. 02 in the amount of \$788.00 for additional road repair and centerline striping at The West Woods.

Mr. Leech moved to approve the Ronyak Paving, Inc. Pay Application Request No. 02 in the amount of \$788.00 for additional road repair and centerline striping at The West Woods.

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

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Mr. Leech	Yes

**MOUNTAIN RUN STATION, PHASE II, PAYMENT APPLICATION NO. 02**

Mr. Curtin presented the Ohio Paving and Construction Company, Inc. Payment Application No. 02 in the amount of \$208,274.74 for construction at Mountain Run Station.

Mr. Leech moved to approve Payment Application No. 02 for Ohio Paving and Construction Company, Inc. in the amount of \$208,274.74 for construction at Mountain Run Station.

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

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Mr. Leech	Yes

**MAPLE HIGHLANDS TRAIL, FINAL PAYMENT APPLICATION AND RELEASE OF RETAINAGE**

Mr. Curtin presented the Final Payment Application and Release of Retainage for Soda Construction in the amount of \$91,670.00 for Maple Highlands Trail construction.

Mr. Leech moved to approve the Final Payment Application and Release of Retainage for Soda Construction in the amount of \$91,670.00 for Maple Highlands Trail construction.

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

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Mr. Leech	Yes

**DISASTER RECOVERY PLAN, RESOLUTION 16-07**

A draft copy of the Disaster Recovery Plan prepared by the Disaster Recovery Committee was provided to the Board prior to the meeting. Members of the Disaster Recovery Committee were Sherry Bosworth, John Hayhurst, Robin Pilarczyk and Robert Urban. After reviewing the plan and suggesting some minor changes, the Board thanked the Disaster Recovery Committee for their hard work.

Dr. Rzeszotarski moved to accept the Disaster Recovery Plan, Resolution No. 16-07, as amended.

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

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Mr. Leech	Yes

**SURPLUS PROPERTY**

Mr. Curtin presented the Board with a list of surplus property for July 2007 for placement in the auction.

Mr. Leech moved to declare the following items as surplus property:

<b>Inventory No.</b>	<b>Description</b>
GPD1393	Office chair gray
none	Office chair pink Unicor # 02536-95
GPD1071	Office chair gray
none	Office chair gray HON # MK5WHG
GPD1183	Office chair gray
GPD1073	Office chair gray
GPD353	Office desk, brown, metal 31Dx60Wx30H, 6 drawer
GPD148	Office desk, brown, metal 31Dx60Wx30H, 5 drawer
none	Office desk, brown, metal 36Dx62Wx31, 6 drawer
GPD 007711	2 piece right angle wood office desk, mahogany stain, 6 drawer. Main desk - 30Dx66Wx30H extension- 24Dx46Wx27H
none	Desk extension, wood grain 25Dx690Wx31H, bolts at right angle to item #13
none	Desk extension, wood grain 25Dx70Wx31H with pullout drawer, bolts at right angle to item #12
none	Miscellaneous antique farm tools
none	Antique Iron King cultivator
none	Mounted Caribou head
none	Mounted prong horn Antelope head

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

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Mr. Leech	Yes

**COMMISSIONERS' TIME**

Mr. Leech asked if the Park was experiencing any problems with regard to the drought. Mr. McClintock stated that the Park is monitoring the ponds.

The Board took a break from 5:10 p.m. to 5:20 p.m.

**EXECUTIVE SESSION**

Mr. Curtin advised the Board that there were no personnel issues to be discussed.

Mr. Leech moved to go into Executive Session at 5:20 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:

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Mr. Leech	Yes

The Board returned from Executive Session at 5:45 p.m. There were no items brought forward for resolution.

**REPORTS FROM COMMITTEES OF THE BOARD**

There were no reports from committees of the Board.

**REPORTS FROM OFFICERS AND EMPLOYEES OF THE BOARD**

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

The meeting adjourned at 5:55 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, Executive Director

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Robert McCullough, President