

GEAUGA PARK DISTRICT
MINUTES
JULY 13, 2004

The regular meeting of the Geauga Park District Board was held on July 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, Sherry Bosworth, Barb Emch, Nate Eppink, Paige Hosier, Tim Kallay, Michele Pennell, Robin Pilarczyk, and Eileen Smith. Geauga Park District Foundation representative was Betsy Rader.

ADOPTION OF THE AGENDA

Dr. Rzeszotarski moved to accept the agenda as presented for the meeting.
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

ADOPTION OF THE MINUTES OF JUNE 6, 2004

Dr. Rzeszotarski moved that the minutes of June 6, 2004, 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
JUNE 30, 2004

GENERAL FUND

BALANCE JUNE 1, 2004	1,161,826.39
EXPENDITURES	480,182.29

Personnel	168,244.02
PBX- May	185.06
Medicare	1,839.09
Ohio PERS	21,495.81
Hospitalization -May	26,535.23
Unemployment Comp	1,164.00
Vouchers	124,366.08
Transfer to Construction Fund	136,353.00

RECEIPTS	68,393.40
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Fees:	
Shelter Fees	40.00
Camping	10.00
Canoe Programs	48.00
Out of County School Programs	641.00

WCNAF table fees	865.00	
Rental Properties-June		
- McKinnon- Hyde House	350.00	
- Kolar - Burton Wetlands House	350.00	
- Harry - Swine Creek House	350.00	
Rental - Annual - Hi-Tech Extrusions	1,920.00	
Sales: Nature Stores	2,649.29	
Donation: Nature Scopes- Russell Civic Club	150.00	
Donation: General - Ecophilia Group - Vernon Hacker	200.00	
Donation: Program donation - Fairmount Garden Club	75.00	
Donation: General donation - Worrell	80.00	
Donation: General donation - Davidson - Fnd Membership	35.00	
Donation: Duane Ferris Memorial - Joan Davis	50.00	
Chardon Muni Court- Citation Disb.	236.00	
Local Government Funds	6,436.82	
Personal Property Tax	52,542.54	
Interest earned-May	1,151.31	
Refund - Geauga County Auditor - Yoder Property Taxes	213.44	
BALANCE JUNE 30, 2004		750,037.50

CONSTRUCTION FUND

BALANCE JUNE 1, 2004 **2,692,887.16**

EXPENDITURES **1,138,263.34**

Vouchers 1,138,263.34

RECEIPTS **148,361.76**

Interest Earned-May 2,487.15

In Lieu Fees- Wetland Mitigation - City of Brunswick 7,500.00

Huntington National Bank - ODOT Escrow Interest 171.24

Royalties - Cedar Valley - Hehmeyer Prop 301.66

Royalties- Power Gas - Farley Property 44.70

Royalties - Oxford Oil, Clinton Petroleum - Ford Well 956.58

Reimbursement from Gincas Survey 425.00

Refund Excess from Rodgers Property Transfer 122.43

Transfer from General Fund 136,353.00

BALANCE JUNE 30, 2004 **1,702,985.58**

VOUCHER RESOLUTION NO. 16-04

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. 16-04.

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

COMMUNICATIONS TO THE BOARD

Dr. Rzeszotarski commented on the butterfly program which was held on Sunday, July 11, 2004, at Swine Creek. Dr. Rzeszotarski assisted the Naturalist Department with this program. Park patrons were provided nets and encouraged to go out into the park to net and identify butterflies. Dr. Rzeszotarski indicated that 19 species of butterflies were identified.

2005 TEMPORARY BUDGET—RESOLUTION NO. 17-04

Mr. McClintock presented to the Board the 2005 temporary budget.

Miss Cope moved the adoption of the 2005 Temporary Budget, a copy of which is on file in the Park District office, so marked Resolution No. 17-04.

RESOLVED:

SECTION I

That to provide appropriations for the current expenses and other expenditures of the Geauga Park District during the fiscal year commencing January 1, 2005 the following sums are hereby set aside and appropriated as follows:

SECTION II

That there be appropriated from the General Park Board Fund:

63-S05	PERSONNEL	2,104,525.00
63-S05 H	HOSPITALIZATION	393,564.00
63-S05 M	MEDICARE	27,981.00
63-S05 P	OHIO PERS	297,761.00
63-S05 W	WORKERS' COMPENSATION	41,776.00
63-S05 U	UNEMPLOYMENT COMPENSATION	-
64-S05	SUPPLIES	142,665.00
65-S05	MATERIALS	186,578.00
66-S05	EQUIPMENT	209,525.00
67-S05	CONTRACT - REPAIR	34,200.00
68-S05	CONTRACT - SERVICES	612,889.00
71-S05	ADVERTISING	11,475.00
2-S05	TRAVEL AND EXPENSES	12,375.00
76-S05	OTHER	72,075.00
76A-S05	CONTINGENCY	300,000.00
999-S05	TRANSFERS	<u>3,500,000.00</u>
	TOTAL	7,947,389.00

SECTION III

That there be appropriated from the Construction Fund:

70-Q41	CONTRACT - SERVICES	165,000.00
71-Q41	CONTRACT - PROJECTS	1,368,532.00
72-Q41	LAND ACQUISITION	2,232,504.00
77-Q41	OTHER	50,000.00
	TOTAL	3,816,036.00

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

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

**GEAUGA MECHANICAL PROPERTY (TAYLOR WELLS PROPERTIES)
CONCEPTUAL PARK DEVELOPMENT PLAN**

Tim Kallay, Planning Director, presented a conceptual park development plan for the Geauga Mechanical property, located on Chardon-Windsor Road in Hambden Township. The development plan would provide parking to accommodate 100 vehicles, six spaces would be wheelchair accessible. Tom Curtin, Executive Director, added that he has been in contact with

the City of Chardon regarding a partnering on the expense for the parking lot, which would benefit not only park patron but residents using the adjacent City of Chardon park area.

The plan would also provide protection for the existing park wetlands, which represents 23% of this property. A detention pond will be designed at the north end of the property to manage storm water generated from the parking area.

Mr. Kallay suggested using the same restroom plans that were used for The West Woods, making appropriate modifications. The restroom would be located near the proposed trail. Plantings around the restroom could provide a screening from the Geauga Mechanical yard operations.

Dr. Rzeszotarski asked if a pavilion will be built. Tom Curtin responded that it would depend on the use of this property. We would like to have a feel for how much usage this area will receive before plans are made to include a pavilion. Miss Cope questioned the proximity of the City of Chardon's ball fields. Mr. Curtin responded approximately 400 feet. Dr. Rzeszotarski questioned Mr. Kallay as to the timeline for this project. Mr. Kallay responded that he would be issuing request for proposals tomorrow for the design work, with construction in two phases; one phase in 2004 to construct the base for the road and trail and the balance of the construction in 2005.

MITIGATION MONEY—CITY OF BRUNSWICK

As reported to the Board at the May 18, 2004 meeting (*Geauga Park Board Minutes, May 18, 2004, Book 6, Pages 186-187*), Geauga Park District received from the City of Brunswick a mitigation payment in the amount of Seventy-Five Thousand Dollars (\$75,000.00), which represented payment for 500 lineal feet of stream restoration. The Park District anticipated receiving another payment for an additional 50 lineal feet. Keith McClintock, Deputy Director, reported that the Park District has received the final mitigation payment in the amount of Seventy-Five Hundred Dollars (\$7,500.00), bringing the total amount of mitigation fees received from the City of Brunswick to Eighty-Two Thousand Five Hundred Dollars (\$82,500.00).

**RESOLUTION TO ADOPT THE EMERGENCY ACTION PLAN
RESOLUTION NO. 18-04**

The Board received a copy of the Emergency Action Plan prepared by the Ranger Department. Dr. Rzeszotarski made a suggestion to add to the list of most common violations under the section entitled "**Fire Inspectors**" a reference relating to keeping any storage material more than 18 inches below the sprinklers. Miss Cope inquired whether the Park District would be conducting any drills. Mr. Curtin responded that the Park District would be conducting several planned drills before a surprise drill. Mr. McClintock added that Acting Chief Mike Fabian will be planning the training, which will start next month. Dr. Rzeszotarski suggested placing the Emergency Action Plan with the MSDS information.

Mr. McCullough moved the adoption of the Emergency Action Plan, a copy of which is on file in the Park District office.

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

FUNDRAISING

Engage the Ice Age

Paige Hosier, Marketing Director, reported that the fundraising for *Engage the Ice Age* has appeared to reach a plateau. Ms. Hosier reported that the fundraising efforts to date have totaled \$49,800.00. Ms. Hosier also reported that she would be approaching the Geauga Park District Foundation to help meet the goal of \$62,413.00 for this project.

Binocular Program

Barb Emch, Secretary, reported that Geauga Park District received a grant in the amount of \$4,000.00 from the Dominion East Ohio Gas Foundation. This donation will provide the funds needed to defray program costs for the 2004-2005 school year. The Dominion East Ohio Gas Foundation indicated that any overage should be applied to the 2005-2006 school year, indicating that they are making an investment in our institution for the education of students. Nate Eppink, Marketing Assistant, added that Geauga Park District will be ordering the binoculars and field guides next week. Miss Cope questioned why the students would not be keeping the binoculars. Mrs. Emch responded we have altered our grant request strategy as feedback from funders indicated that the Park District should maintain ownership of the binoculars. Mr. Curtin stated that we will continue to build our endowment fund with hopes of providing "take-home" binoculars to the students in the future.

PARK UPDATES

Mr. Curtin updated the Board on the following:

Affelder Cottage – The Affelder cottage improvements project is moving along and we are planning to have the utilities completed by the fall.

Big Creek Park and Walter C. Best Preserve Trail Paving – The paving at Walter C. Best Preserve is complete. The paving at Big Creek Park will commence next week, weather dependent.

Bass Lake Preserve – Plans are being prepared to go to bid on reconstructing the parking lot and service road boat launch.

Beartown Lakes Preserve -- J&L Engineering submitted an Emergency Action Plan and Maintenance Management Plan for the dam. These plans will be forwarded to the Ohio Department of Natural Resources once our in-house work to correct minor items has been completed.

Hyde Property Dams -- We have received estimates for the cost of repairing the spillway and dams. This estimate will be incorporated into 2005 budget. Another estimate was requested to reconstruct both dams in lieu of the submitted estimate for one larger impoundment.

The Maple Highlands Trail – Central – Geauga Park District has requested and has received from Soda Construction an extension of the award of the contract until September. The Army Corps of Engineers has indicated that we should be in receipt of the wetland permit shortly. The Maple Highlands Trail-Central will fall under a nationwide permit instead of an individual permit.

The Maple Highlands Trail – Chardon Connector – There will be a new legal description prepared for Pentair Water Treatment. To date, First Energy has reacted favorably to our proposal to use their corridor.

The Maple Highlands Trail – North -- Parking Area – A pre-construction meeting was held this morning. Work will commence shortly, with a completion date of August 15, 2004.

The Maple Highlands Trail – North -- Repair – A cost analysis is being prepared to compare Great Lakes Construction Company's costs versus standard and customary construction costs.

Silver Creek Restoration – Keith McClintock and Jim Ziemnik, Landscape Architect, are coordinating the close out of Phase I for this project.

The West Woods Nature Center – Jerry Holzheimer, Project Manager, met with Al Klauss and Bud Weber to continue corrective action to eliminate heat loss and icing along the edge of the roof.

Surveys – Surveys are being performed on several railroad right-of-way properties.

Covered Bridge – Mr. McCullough stated that he had visited the site for the covered bridge. The foot bridge had been constructed and the lumber delivered.

PERSONNEL POLICY—AMENDMENT TO VACATION LEAVE

Robin Pilarczyk, Human Resource Manager, presented two amendments to the *Personnel Policy*, Section 411.1 Vacation Leave.

Amendment No. 1 -- Currently, vacation must be used in a minimum of four-hour blocks of time. Geauga Park District proposes to amend the policy to use vacation in a minimum of one-hour blocks of time. Amendment No. 2 – Currently, supervisors must approve vacation time 72 hours in advance. Mrs. Pilarczyk proposes to amend the policy to give the supervisors the ability to grant requested vacation time of less than four (4) hours with shorter notice than otherwise required.

Dr. Rzeszotarski questioned if these amendments would create any problems for management. Mrs. Pilarczyk responded that with the elimination of “comp time,” employees may only need to use one hour of time for their miscellaneous needs instead of using the minimum of four hours.

Dr. Rzeszotarski moved to approve the above-stated vacation leave amendments to the Personnel Policy.

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

WRRSP FUNDS/MAYER PROPERTY SPONSORSHIP AGREEMENT

Keith McClintock presented a Sponsorship Agreement by and among the Geauga County Board of County Commissioners, Geauga Park District, and Chagrin River Land Conservancy for the Water Pollution Control Loan Fund Water Resource Restoration Sponsorship Program for the Mayer property in Chester Township. Mr. McClintock explained that the State of Ohio has created the Water Pollution Control Loan Fund to provide loans and other types of financial assistance for the construction of publicly-owned wastewater treatment facilities. The Ohio Environmental Protection Agency has included the Water Resource Restoration Sponsorship Program as part of the 2004 Program Management Plan. The Ohio Environmental Protection Agency (EPA) dictates the language in the Sponsorship Agreement. Mr. McClintock recommended that Geauga Park District enter into this Agreement to allow Geauga Park District to manage the Mayer property to protect its high quality of streams and wetlands that are identified in the approved Management Plan.

Mr. McCullough moved to enter into a Sponsorship Agreement with Geauga County Board of County Commissioners and the Chagrin River Land Conservancy as stated above.

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

Mr. McClintock stated that this Agreement would go back to Chagrin River Land Conservancy for signature, then to the Geauga County Board of County Commissioners. The Geauga County Board of County Commissioners and Chagrin River Land Conservancy will enter into a Purchase and Sale Agreement for the Mayer property. As co-owners, they will then enter into a Conservation Agreement and Use Agreement. Once in place, Geauga Park District would implement the Ohio EPA- approved Management Plan.

PAPER RECYCLING—ABITIBI CONSOLIDATED PROPOSAL

Tom Curtin presented information received from Abitibi Consolidated, a paper recycling company. This organization places recycling bins in schools, churches, and other community locations. They accept newspapers, magazines, and catalogs. They do not accept phone books nor press board. Abitibi Consolidated would provide bins that would be emptied on a weekly, every other week, or on an “as needed” basis. When two tons of paper has been collected in a calendar month, the Park District would receive \$5.00 per ton. If Abitibi Consolidated collects four or more tons, the Park District would receive \$15.00 per ton. Mr. Curtin indicated that he would like to experiment with this paper recycling project, placing bins at Beartown Lakes Reservation, Big Creek Park, Walter C. Best Preserve, The West Woods, The Rookery, and Bessie Benner Metzenbaum Park.

Dr. Rzeszotarski expressed his concern about people dumping their trash in these bins. Mr. McClintock responded that the Park District would have Abitibi Consolidated remove the bins if this problem arises. The bins are well-labeled. Mr. McCullough questioned how we would educate the community. Mr. Curtin responded that the Marketing Department would be doing press releases.

ELDON RUSSELL ROADWAY RECONFIGURATION

Mr. Curtin asked Park Operations to look for ways to reduce operational costs. One of the suggestions that Park Operations presented was gating the northern arm of the gravel roadway at the old interurban right-of-way in Eldon Russell Park. If this section of roadway were gated all year long, it would reduce the maintenance needs (i.e. graveling it every other year and plowing it in the winter). The roadway would, however, be open for walking, bird walks and wagon rides. Mr. Curtin would like to experiment with Park Operations’ recommendation as it would reduce operational costs. The Board agreed to the experiment.

RADAR GUN – TRIAL PERIOD

Mr. McClintock stated that the Ranger Department has had use of a radar gun over the past couple of weeks. The Rangers have clocked patrons as much as 16 miles over the posted speed limit. The Ranger Department would like to purchase one of these units to be used along park roadways to watch speed. Mr. McCullough questioned whether there would be signage indicating the use of a radar gun. Mr. Curtin responded that we could put up signage. Miss Cope questioned whether we could levy fines. Mr. McClintock indicated that we could levy fines. Dr. Rzeszotarski was opposed to the use of a radar gun. He indicated that the role of the Rangers is to protect the parks. If there is a problem with speed, we could put in speed bumps or seek aid from another agency. Mr. Curtin will meet with the Ranger Department to explore options.

REQUEST FOR QUALIFICATIONS – APPROVE LIST

Tom Curtin stated that Keith McClintock, Tim Kallay, and Eileen Smith, Executive Secretary, have been working on a pre-qualified list of agencies for professional services. Interested agencies submitted a statement of qualifications, along with three references. This list would save us time when there is a project. The list is to avoid seeking out requests for proposals (RFPs). Instead of sending out RFPs, we can pick a company from the pre-approved list. Mr. McCullough questioned the criteria to make the list. Mr. McClintock indicated that the agencies’ qualifications had to meet our needs, two letters of reference, and/or prior experience with a park system.

Mr. McCullough moved to approve the following list for professional services:

Appraisals

Lee Lynch Oley

Environmental Site Assessments.

Auburn Environmental
Davey Resource Group
Environmental Design Group
HB Engineering, Inc.
HzW Environmental Consultants, LLC

Jobes Henderson & Associates Inc.
Lawhon & Associates, Inc.
MVT Technologies, Inc.
TranSystems Corporation
URS Corporation

Surveys

Aztech Engineering & Surveying Co., Inc.
Braun-Prenosil Associates
Foresight Engineering Group, Inc.
Gutoskey & Associates, Inc.
Jobes Henderson & Associates Inc.
LDC, Inc., dba Land Design Consultants

Michael Benza & Associates, Inc.
Polaris Engineering and Surveying
The C. W. Courtney Company
URS Corporation
Zaranec Surveying, Inc.

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

This list will be effective for calendar years 2004 and 2005.

The Board took a break at 5:00 p.m., returning at 5:15 p.m.

EXECUTIVE SESSION

Dr. Rzeszotarski moved to go into Executive Session at 5:15 p.m. for the purpose of discussing land acquisitions and personnel matters.

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

The Board returned from Executive Session at 6:11 p.m. The following has been discussed for resolution.

LAND ACQUISITIONS

RODGERS PROPERTY

At the April 13, 2004, Board meeting, the Board moved to approve the purchase of real property located in Montville Township owned by Mark L. Rodgers for the purchase price of Fifty-Five Hundred Dollars (\$5,500.00) per acre, with the acreage and purchase price to be determined by a survey. (*Geauga Park District Minutes*, April 13, 2004, Book 6, Page 179.) Mr. Curtin stated that the actual acreage purchased by the Park District from Mark L. Rodgers was 76.199 acres for a purchase price of Four Hundred Nineteen Thousand Ninety-Four Dollars and Fifty Cents (\$419,094.50).

BOY SCOUTS OF AMERICA:WESTERN RESERVE COUNCIL (CAMP CHICKAGAMI)

At the August 19, 2003, Board meeting, the Board authorized the Executive Director to proceed with the purchase of approximately 140.62 acres located in Parkman Township for the purchase price of Five Hundred Ninety Thousand Dollars (\$590,000.00). (*Geauga Park District Minutes*, August 19, 2003, Book 6, Page 118.) Payments will be made over a five (5) year period.

Mr. McCullough moved the Director to enter into a contract for the purchase of the above-referenced parcel of land pending the receipt of the necessary paperwork.

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

RAILROAD RIGHT-OF-WAY

Moon Property

Dr. Rzeszotarski moved to authorize the Director to enter into a Settlement Agreement with Marianne D. Moon, Robert D. Moon Trust, Robert A. Moon and Monica L. Moon, for real property located in Claridon Township, along the railroad right-of-way, contingent upon satisfactory settlement negotiations.

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

DEPARTMENTAL REPORTS

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 6:15 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