

GEAUGA PARK DISTRICT
MINUTES
MAY 20, 2003

The regular meeting of the Geauga Park District Board was held on May 20, 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, Dan Best, Nate Eppink, Paige Hosier, Tom Salo, Tom Sterlekar, and Eileen Smith. Guest present was: Mark Geiger.

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:

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

ADOPTION OF THE MINUTES

Dr. Rzeszotarski moved that the minutes of April 8, 2003, be approved as amended.
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

Miss Cope moved that the minutes of April 29, 2003, be approved as presented.
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

**FINANCIAL STATEMENT
FOR THE MONTH ENDED APRIL 30, 2003**

GENERAL FUND		
BALANCE APRIL 1, 2003		3,652,119.89
EXPENDITURES		2,353,065.74
Personnel	132,034.31	
PBX- Feb & March	370.12	
Medicare	1,426.50	
Dental /Hospitalization	25,702.25	
Ohio PERS	18,343.07	
Transfer to Q41	2,000,000.00	
Vouchers	166,969.46	
Worker's Comp Payment – 2002	8,220.03	
RECEIPTS		381,754.04
Fees:		
Camping	80.00	

Rookery Heat	60.00	
Shelters	40.00	
Colored Pencil Workshop	15.00	
Learn to Canoe	10.00	
Sap Bucket Workshop	60.00	
Out of County Program Fees	410.00	
Tracing the Trolley	75.00	
WCNAF - Food Vendor	200.00	
Rental Properties-April		
- 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	2,586.00	
Artwork Commission- Susan Morse	66.00	
Artwork Commission- Betty Koelliker	30.00	
Geauga Maple Festival - 2nd Place Prize Money	75.00	
Richards Maple Products- Sale of Bulk Maple Syrup	87.50	
Insurance Refund: Ranger Vehicle - Dee Collison	1,126.76	
Refund- Purchase of Palm Pilot	50.00	
Restitution funds- damage at Whitlam Woods	57.48	
Donation: From Park Volunteers for Naturalist Training	250.00	
Donation: West Geauga Friends of Library	25.00	
Donation: Schmid to GPD Training	250.00	
Manufactured Home Tax	10,918.88	
Real Estate 10% Roll Back Taxes	355,265.36	
Local Government Funds	6,607.84	
Interest earned- March	2,088.22	
BALANCE APRIL 30, 2003		1,680,808.19
CONSTRUCTION FUND		
BALANCE APRIL 1, 2003		1,519,250.37
EXPENDITURES		428,661.14
Vouchers	428,661.14	
RECEIPTS		2,004,076.20
Interest Earned-March	2,286.67	
Royalties: Oxford Oil - Ford Well	185.36	
Royalties: Cedar Valley Energy-Hehmeyer	143.23	
Royalties: Power Gas -Farley Property	27.94	
Donation: Affelder Trust - Cleve Fnd	423.00	
Donation: John P Murphy Fnd thru GPD Fnd	1,000.00	
Donation: James Best thru GPD Fnd	10.00	
Transfer from S05	2,000,000.00	
BALANCE APRIL 30, 2003		3,094,665.43

VOUCHER RESOLUTION NO. 08-03

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. 08-03.

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

COMMUNICATIONS TO THE BOARD

Keith McClintock stated that he had received an e-mail from Carol Thaler of the Cuyahoga County Planning Commission congratulating Geauga Park District on doing a good job in protecting and conserving land.

Tom Curtin stated that he received a letter from United Way thanking the Geauga Park District staff for their contributions to this year's campaign. They are grateful for our support.

COVERED BRIDGE UPDATE

Park Operations Technicians, Tom Salo and Tom Sterlekar, and Marketing Assistant, Nate Eppink, presented to the Board an update on the progress of the covered bridge project. Tom Sterlekar shared with the Board the history of covered bridges in our area and the changes that took place once the railroads came through our area. Mr. Sterlekar shared that the type of bridge that was used in this area was a Howe truss bridge. The Park District will be building a Howe truss bridge. This will be the first authentic covered bridge registered in Geauga County. Mr. Sterlekar has been in contact with the Historical Bridge Association in Columbus, Ohio. They will inspect our bridge, making sure it meets their criteria and standards.

Mr. Sterlekar added that he has been in contact with John Smolen, who was the former Ashtabula County Engineer and who worked on covered bridge projects. Mr. Smolen will provide the engineering drawings for the project. Tom Salo indicated that they would be ordering the materials with a tentative start date of June 16th and a completion date of August 25th. The covered bridge will have a metal roof. Solar-powered heat detectors will be placed in the trusses and will be monitored by the Middlefield Fire Department. This joint venture with the Village of Middlefield would also serve as a by-pass for buggy traffic. A model was on display for the Board to view.

Nate Eppick informed the Board that the Park would like to do a documentary on the construction of the covered bridge. Mr. Eppick approached Cleveland State University and Lake Erie Video. He did not receive a response from Cleveland State University and Lake Erie Video estimated that the documentary would cost the Park \$800.00 a minute to produce. Mr. Eppick contacted Robert Hill, Director of the Media Technology Program at Lakeland Community College. Mr. Hill showed an interest to be part of this project. He stated that faculty is required to do a resource project and felt our documentary would fulfill this requirement. Mr. Hill shared that staff as well as students would be involved in this project and that the Park District would only be monetarily responsible for supplies, which is estimated at \$250.00.

USE AGREEMENT WITH THE VILLAGE OF MIDDLEFIELD

Mr. Curtin updated the Board on the status of the Use Agreement with the Village of Middlefield regarding the right-of-way, which Mr. Curtin discussed with the Board at its April 8, 2003, meeting. Mr. Curtin informed the Board that the Village of Middlefield has signed this Use Agreement. Once this Agreement is signed, the Village of Middlefield has 30 days for it to become official. At which time, Mr. Curtin will bring this Agreement to the Board for their review and approval.

LAKELAND MANAGEMENT SYSTEMS – CHANGE ORDER NO. 2

Tom Curtin presented to the Board Change Order No. 2 from Lakeland Management Systems increasing their contract by One Thousand Five Hundred Seven Dollars (\$1,507.00). This increase is due to an increase in the concrete specification of the slab floor within the shop bay areas; the difference in the actual cost of building permits above the contract allowance; the addition of a PVC drain tile to the west side of the Ranger garage, which would connect with the downspouts and outlet to the sand filter trench; and the addition of a fire damper to the exhaust duct.

Mr. McCullough moved to approve Lakeland Management Systems' Change Order No. 2 in the amount of One Thousand Five Hundred Seven Dollars (\$1,507.00) for the reasons 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

EMPLOYEE VEHICLE OPERATION POLICY

Miss Cope moved to approve the following Employee Vehicle Operation Policy:

Intent

The Park District places the safety of residents of the County and employees above all other considerations. In keeping with this goal, the District has established guidelines for operation of District vehicles and the reporting of accidents, which involve District vehicles.

Definition

“**Employees**” – As utilized in this policy, “employees” are defined as either drivers of Park District vehicles or those individuals who drive their own personal vehicles for Park District business, as per their position description.

Use of Park District Vehicles

1. Employees operating a Park District insured vehicle shall exercise caution and responsibility and shall adhere to all safety regulations and laws.
2. Use of Park District vehicles shall be controlled by the Executive Director or designee and shall be restricted to business purposes only.

Proper Licensure

1. Employees operating a motor vehicle are required to have a proper, valid Ohio Motor Vehicle Operator's License.
2. The Park District may obtain a driver's transcript from the State of Ohio Bureau of Motor Vehicles.
3. If the operation of a motor vehicle is an essential job function of the employee's position, and their driving record demonstrates that they cannot safely and/or lawfully drive, an employee may have their work-related driving privileges restricted or revoked, or may be subject to termination.
4. Employees who operate motor vehicles or their personal vehicles within the scope of their employment and who have their operator's license revoked, suspended or confiscated must immediately notify their supervisor of this fact.
5. The Park District makes no provision for “light duty” due to lack of proper licensure or the insurability of the employee.

6. If the operation of a motor vehicle is an essential job function of the employee's position, and the employee fails to maintain proper licensure, the employee may be subject to discipline up to and including termination.

Driving Violations

1. Violation of any Motor Vehicle Law may be the basis for disciplinary action and/or limitation of an employee's duties so as to not include operation of a motor vehicle. If the operation of a motor vehicle is an essential job function of the employee's position, then an employee may be terminated from employment with the Park District if the employee is unable to perform motor vehicle operation duties.
2. Any employee who accumulates four (4) or more points under Ohio point law may be subject to disciplinary action under this vehicle policy. Any employee who accumulates six (6) or more points under Ohio point law will be subject to disciplinary action.
3. Employees who receive a citation which results in them accumulating four (4) or more points under Ohio Law, and/or may affect the employees' ability to legally operate a motor vehicles, or to be insured by the Park District's fleet policy, shall report the same to their supervisor within twenty-four (24) hours of the receipt of the citation/communication, whether the violation occurred in Ohio, or elsewhere.
4. If the operation of a motor vehicle is an essential job function of the employee's position, then an employee whom is cited for driving under the influence (DUI, OMVI, DWI, etc.) shall be reassigned to a position which does not require operation of a motor vehicle pending disposition of the case. If the employee pleads guilty to or is convicted of the offense, the employee will be subject to disciplinary action, up to and including termination.
5. The employee may be permitted to continue employment with the Park District in a position which does not required operation of a motor vehicle, pending their participation and successful completion of an appropriate rehabilitation program. Such assignment to a program is at the sole discretion of the Park District.

Accident Reporting

1. Any accident or unusual incident, such as a mechanical malfunction involving the operation of a Park District motor vehicle or destruction of equipment, must be reported, in writing, to their supervisor within twenty-four (24) hours of the occurrence.
2. Should an employee become incapacitated as a result of the accident such that the employee is unable to communicate with the supervisor, this report shall be made in writing within twenty-four (24) hours of the time the employee becomes able to make such report.
3. An employee who has had more than one accident within a one-year period of time may be subject to discipline, up to and including termination.

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

THE MAPLE HIGHLANDS TRAIL – CENTRAL

Mr. Curtin reported that Richland Engineering would be ready to take the final plans to ODOT on June 15th. The bridge area borings are underway to determine the design of the required abutments. Jay Abercrombie, Biologist, has completed the environmental update. Mr. Abercrombie is waiting for direction from Pat Schwan of Richland Engineering, Ltd. as to the wetland maps associated with the environmental report.

Mr. Curtin updated the Board on the possibility of an underpass at the junction of the bike trail and Route 608. There are a lot of environmental concerns, as well as time constraints, which would prohibit us from including this option as a bid alternate. This project will be an at grade level crossing.

THE MAPLE HIGHLANDS TRAIL – NORTH

Mr. Curtin reported that the contractor is having difficulty with stabilizing the area because of the substandard base conditions. Due to rainy conditions, we have been unable to pave the bike trail.

THE MAPLE HIGHLANDS TRAIL – PARKING AREA

The Director informed the Board that the parking area plans were submitted to ODOT District 12 on May 13, 2003, for final approval.

BIG CREEK EXPANSION UPDATE

Tom Curtin reported that the roof and sides are on the Ranger garage. The contractor still has to pour the concrete apron area and finish grading the site. The Ranger garage is 40% complete and the Maintenance shop is 30% complete. This project is within the timeline.

PARK UPDATES

Bass Lake Preserve – We are waiting on a response from the Ohio EPA regarding the sanitary system. Currently, the sanitary system does not meet standards. The Ohio EPA will have to visit the site to determine what upgrades are needed. With reference to the structure of the building, engineers from Richland Engineering Limited performed an inspection to evaluate the structural stability of the building. Some trusses by the fireplace will need to be patched, as well as improvements to the ceiling. It was recommended that the building not be used at this time.

Walter C. Best Wildlife Preserve – We are working on the plans for the spillway and tree removal.

The West Woods – Mr. Curtin updated the Board on the HVAC warranty issue. To date, we have not received any kind of confirmation in writing regarding the HVAC system.

Jerry Holzheimer, Project Manager, is meeting today to resolve the water damage issue, which occurred in the basement area of the Nature Center at the time of the installation of the sanitary system. It is the engineer's opinion that the Complete Site Management should pay for the water clean up after the system backed up. This should cost approximately \$741.00. This figure does not include the labor and material for replacing the baseboard molding.

Mr. Curtin also informed the Board that Tim Kallay, Contract and Planning Administrator, is working with the phone company to provide an intercom system at strategic points throughout the building. Mr. McCullough questioned the procedure you would have to do in order to get through to The West Woods when an after-hours program or meeting was taking place. Mr. Curtin responded that when a caller places a call to Geauga Park District after hours, the answering machine will walk the caller through either continuing the call to The West Woods front desk extension or leaving a message. Mr. McCullough expressed concern if there was an emergency as to how a person could be contacted if there the front desk was left unattended. Dan Best, Chief Naturalist, responded that for after-hours programs, there is usually a person attending the front desk.

BEST DAM RESTORATION PROJECT

Keith McClintock informed the Board that he would like permission to go out to bid for services that are required for the project which would include clearing and removal of brush, earth moving and compaction, coordination with natural resource management to create a shallow wetland, concrete work, seeding, and mulching. The estimated cost for these services is \$43,205.00. Mr.

McClintock indicated the project would commence the week of July 21st. It is anticipated that this project will take six weeks and may require that part of the park be closed during this time period.

Mr. McCullough made a motion granting permission for Keith McClintock to go out to bid for services in connection with the Best Dam restoration project as 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

ICE AGE EXHIBIT UPDATE

Dan Best, Chief Naturalist, updated the Board on the progress of the Ice Age exhibit, which will be at The West Woods Nature Center. Mr. Best shared with the Board a map of the Oak Room, which depicted where the displays would be. This exhibit is scheduled to be open to the public from November 2004 through February 2005. Lectures, programs, hikes, and geocaching, as well as the nature shop, will be incorporated into this theme.

ARTWORK PROPOSAL FOR THE WEST WOODS

Tom Curtin shared with the Board an idea for doing some three-dimensional artwork at The West Woods in the lobby. Mr. Curtin indicated that money was put in the budget for art in the park. Mr. Curtin shared with the Board information from a local artisan, Gunter Swaegler, whose expertise is nature mobiles and banners. Dr. Rzeszotarski would like to see an artwork grant similar to the research grant program.

Miss Cope would like modifications to the greenery in the lobby of the Nature Center. Mr. Best replied that he has been working with a display person on modifications and would bring samples to the Board meeting.

EXECUTIVE SESSION

Mr. McCullough moved to go into Executive Session at 5:20 p.m. for the purpose of discussing land negotiations and purchases and to discuss personnel matters concerning disciplinary matters.

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 6:30 p.m.

LAND ACQUISITION

EDWARDS SMITH PROPERTY

Mr. McCullough moved to authorize the Deputy Director to proceed with the purchase of 57.37 acres of land in Montville Township for the price of Two Hundred Eight-Six Thousand Eight Hundred Fifty Dollars (\$286,850.00) contingent upon Geauga Park District entering into an agreement with Case Institute for their property in Montville.

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

APPOINTMENT OF FOUNDATION TRUSTEES

Mr. McCullough moved to appoint Jacqueline M. F. Samuel, Ph.D. and Paul E. Clemens, DVM, to the Geauga Park District Foundation Board for a three-year term commencing May 20, 2003, and ending May 20, 2006.

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 April 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 6:40 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