

Held NOVEMBER 12, 2003 20

The regular meeting of the Geauga Park District Board was held on November 12, 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, Paige Hosier, Tim Kallay, Sylvia Neptune, and Eileen Smith. Guests present were: Dick Sherwood and Keith Tompkins.

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 OF OCTOBER 14, 2003

Miss Cope moved that the minutes October 14, 2003, be approved as amended. 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

INTRODUCTION OF GUESTS

Tom Curtin introduced Dick Sherwood, who is working with our Ranger Department, and Keith Tompkins, Geauga Park District Foundation member.

FINANCIAL STATEMENT
FOR THE MONTH ENDING
OCTOBER 31, 2003

GENERAL FUND		
BALANCE OCTOBER 1, 2003		1,216,663.76
EXPENDITURES		374,099.69
Personnel	207,514.55	
PBX- September	185.06	
Medicare	2,299.47	
Ohio PERS	28,975.22	
Hospitalization -October	27,191.11	
Vouchers	107,934.28	
		366,789.45
RECEIPTS		
Fees:		
Camping	20.00	
Rookery Heat	390.00	
NEOEA Participants	90.00	
Canoe/Kayak Programs	50.00	
Volunteer apparel	12.00	
Out of county programs	25.00	
Greens Workshop	40.00	
Removal of Felkin House Contents	526.00	
Holly Days Table Fees	215.00	
Rental Properties-October		
- McKinnon- Hyde House	350.00	
- Scott - Krehlik House	350.00	
- Kolar - Burton Wetlands House	350.00	
- Harry - Swine Creek House -waived for paint work	-	
Sales: Nature Stores	2,332.58	
Restroom vending machines	17.00	
General donations: into Waterfall- TWWNC	26.40	
Donation: Early Morning Garden Club	50.00	
Donation: K & M Post- Honor of Bob McCullough	25.00	

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Donation: A & V Kintzel- Honor of Bob McCullough	100.00	
Taxes: 10% Property Tax Rollback	352,840.77	
Citation Disbursement- Chardon Muni Court	47.00	
Local Government Funds	6,940.27	
Interest earned-September	1,992.43	
BALANCE OCTOBER 31, 2003		1,209,353.52
CONSTRUCTION FUND		
BALANCE OCTOBER 1, 2003		3,371,381.07
EXPENDITURES		972,246.26
Vouchers	972,246.26	
RECEIPTS		3,989.08
Interest Earned-September	2,496.29	
Donations:		
Perkins Charitable Fnd - TWWNC	500.00	
Budinak - general	25.00	
Kinetico Inc- Friends Membership	500.00	
Refund: Henk Property settlement	168.53	
Royalties: Oxford Oil - Ford Well	299.26	
BALANCE OCTOBER 31, 2003		2,403,123.89

VOUCHER RESOLUTION NO. 34-03

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. 34-03.
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

Mr. McCullough shared many favorable comments he received at The Robert McCullough Exhibit Hall Dedication held on Saturday, October 25, 2003, at The West Woods Nature Center. Mr. McCullough thanked everyone who was involved in the planning and implementation of the dedication.

DONALD W. MEYER CENTER RENOVATIONS - UPDATE

At the October Board meeting, Mr. Curtin reported that the bids for the Donald W. Meyer Center renovations came in slightly over budget. Jerry Holzheimer, Project Manager, met with contractors to review revised details and construction techniques and was able to keep within the budget amount of Thirty-Five Thousand Four Hundred Dollars (\$35,400.00).

LAKELAND MANAGEMENT SYSTEMS, INC. - CHANGE ORDER NO. 4

At the June Board meeting, the Board approved an increase to the contract of Lakeland Management Systems, Inc. in the amount of Two Thousand Seven Hundred Sixteen Dollars (\$2,716.00) for the sanitary line extension outside the building. This change order was never implemented. Mr. Curtin asked the Board to rescind Change Order No. 4 as it stands and replace it with an adjusted Change Order No. 4, which incorporates credits and changes and reflects a reduction in the contract in the amount of Three Thousand Four Hundred Two Dollars (\$3,402.00).

Mr. McCullough moved to void the previously approved Change Order No. 4 and approve the replacement Change Order No. 4 of Lakeland Management Systems, Inc. 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

CITY OF BRUNSWICK - MITIGATION MONEY

At the September Board meeting, the Board moved to accept the mitigation from the City of Brunswick for 500 feet of mitigation for a project they are working on at Brunswick Lake for the amount of Seventy-Five Thousand Dollars (\$75,000.00). Mr. McClintock updated the Board that

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the actual linear footage is 550 feet of mitigation for a total cost of Eighty-Two Thousand Five Hundred Dollars (\$82,500.00).

FEES

The Director asked for an opinion from Geauga Park District legal counsel, David Ondrey, as to whether the Park District would lose its immunity under the Recreational Immunity Act if Geauga Park District charged a facility user fee to out-of-county residents only. In Mr. Ondrey's opinion, the Park District would not lose its recreational immunity by charging out-of-county residents a facility user fee. All patrons have an opportunity to use the park system. In-county residents support the park system through their taxes. The Board was comfortable with retaining the current policy on charging out-of-county residents a facility user fee.

BLAUGRUND, HERBERT & MARTIN - CONTRACT INCREASE

Geauga Park District contracted with Blaugrund, Herbert & Martin for legal representation regarding personnel issues. Mr. Curtin asked the Board to increase the contract of Blaugrund, Herbert & Martin by Three Thousand Dollars (\$3,000.00) for the balance of 2003.

Mr. McCullough moved to approve the contract increase for Blaugrund, Herbert & Martin in the amount of Three Thousand Dollars (\$3,000.00) 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

COUNCIL OF GOVERNMENTS

Mr. Curtin provided the Board with a copy of a revised Agreement for the Establishment of the Council of Park Districts of Geauga, Portage, and Summit Counties, as well as the Bylaws for the Council of Park Districts. Mr. Curtin shared with the Board that the directors from Portage and Summit counties (Keith Shy and Christine Craycroft) met with him to discuss the above documents. It was the opinion of the directors that the original language for these documents concentrated on "in lieu fees," which they felt was too restrictive. Mr. Curtin indicated that they have added language that would attract funds from a wide variety of sources, including mitigation money.

The Bylaws also reflect that the members of this Council could be any board members, instead of the board's president. Mr. Curtin also indicated that once approved by the boards of the park districts, these documents would then be forwarded on to our state auditor for review. The state auditor's office will be auditing the books for this Council. Mr. Curtin also indicated that Geauga Park District would be the treasurer for this Council.

SILVER CREEK UPDATE

Keith McClintock reported to the Board that there would be a pre-construction meeting at the construction site with Biohabitats, Inc. regarding the Silver Creek Restoration Project on Friday, November 14, 2003, at 1:30 p.m.

THE MAPLE HIGHLANDS TRAIL - UPDATE

Tim Kallay, Contract and Planning Director, shared with the Board a report he received from EDP Consultants. There is an inconsistency in the moisture content in the upper six feet of fill. Great Lakes Construction would like to close out the project. Mr. Kallay recommended not closing the contract until the asphalt is in compliance. We currently have a one-inch deviation in five feet. The Ohio Department of Transportation specifications only allow for a one-inch deviation over ten feet. Mr. Kallay also noticed other areas where the asphalt was cracking. Approximately five or six areas will need to be repaired. The junction from Hosford Road to City of Chardon is closed. Many people are using the trail to the north. Shawn Harry, Sign Technician, has put up signs indicating that the pavement is uneven.

PARK UPDATES

Tom Curtin updated the Board on the following:

The Maple Highlands Trail - Parking - The project plans have been resubmitted to the Ohio Department of Transportation (ODOT) for the sale of the project and oversight. Minor adjustments were made to the angle of the drive to Ravenna Road to avoid electric utility lines. Tim Kallay has still not heard when the project will be bid out.

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The Rookery – There are enough circuits to run heat to the restrooms at The Rookery. Rod Fyfe, Park Operations-North Supervisor, will be putting numbers together to determine the cost of this project.

Music Street Link – Sylvia Neptune, Foundation Coordinator, indicated that the Music Street Link trail dedication for Carol Donaldson is scheduled for Sunday, May 2, 2004, at 10:00 a.m.

Telescope – Weather permitting, the donated telescope will be moved on Saturday, November 15, 2003, from North Royalton to the McGrath property (now part of The Rookery). Bud Weber from John G. Johnson Construction Company has donated the cost to rent the crane.

Affelder Cottage Improvements – We are expecting the architect's revised plans by December 4, 2003. We would then be able to go out for bid on this project.

Bass Lake Preserve – We are waiting for information from Trusco, Inc. before we can repair the truss.

Walter C. Best Wildlife Preserve – The work is complete. Jerry Holzheimer, Project Manager, is ready to close the contract once the punch list is complete.

Bessie Benner Metzenbaum Park – Documents should be in place for Board approval regarding resurfacing in 2004.

The Maple Highlands Trail – Central – We have completed the Ecological Survey requested by the Ohio Department of Transportation. We are proceeding with an Environmental Site Assessment on the Haueter property.

The Maple Highlands Trail – Chardon Connector – We are close to signing an agreement with Pentair Water Treatment. A Purchase Agreement has been sent to them for their review. We will agree to maintain the fence along the trail in a safe manner.

We are waiting to hear from St. Mary's Church regarding acquiring the railroad right-of-way through their property. They are looking at possibly selling us an easement.

The West Woods Nature Center – Four of the eight freeze stats on the geothermal heating units have been replaced. Once all the stats are in place, we can add the ethanol to the system. Copper gutters will be installed above the viewing window in the Nature Center. Window treatments are scheduled to be installed next Monday, November 17, 2003.

BRETT WEBER

RESCIND RESOLUTION NO. 26-03

At the July 8, 2003, Board meeting, the Board appointed Brett Weber as a seasonal ranger for Geauga Park District. This seasonal position has ended for 2003.

Mr. McCullough moved to rescind Resolution No. 26-03 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

CREDIT CARD POLICY

Geauga Park District has researched credit card use to best serve park patrons. Geauga Park District contacted Merchant Services and set up a separate account with Huntington Bank in Burton. Authorization for this account has been established with the Executive Director, the Deputy Director, and the Business Affairs Director. On a monthly basis, the Business Affairs Director will receive a statement from Huntington Bank in Burton and initiate a transfer of funds to Geauga Park District's general fund. A balance will be left in the Huntington Bank account to cover monthly service charges.

Dr. Rzeszotarski moved to approve credit card use for Geauga Park District as stated above.

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

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Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

PERSONNEL HANDBOOK

Mr. Curtin forwarded to the Board a copy of a draft of the personnel handbook. Mr. Curtin asked for comments from the Board concerning the draft. Dr. Rzeszotarski indicated he was still reviewing the handbook. Board members will edit the handbook and return their copy of the draft to the Executive Director for revision.

EXECUTIVE SESSION

Mr. McCullough moved to go into Executive Session at 4:30 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:

Miss Cope	Yes
Mr. McCullough	Yes
Dr. Rzeszotarski	Yes

The Board returned from Executive Session at 6:00 p.m. The following has been discussed.

GEAUGA PARK DISTRICT FOUNDATION

In the Board packet, the Board was provided with a policy for nominating potential candidates to the Foundation. Mr. Curtin would like to invite Jonathan Green to attend the December Board meeting to clarify these procedures.

LAKELAND COMMUNITY COLLEGE - REGIONAL PARK CONFERENCE

Mr. Curtin updated the Board on the tri-county park district's (Cleveland, Geauga, and Lake) conference to be held at Lakeland Community College on Tuesday, December 16, 2003.

LEVY COMMITTEE

Mr. Curtin reported that the Levy Committee held its first meeting on Monday, October 27, 2003, at 7:00 p.m. Fifteen people attended this meeting where they discussed fundraising for the 2004 levy. The next meeting has been scheduled for Monday, November 17, 2003, at 5:00 p.m.

DEPARTMENTAL REPORTS

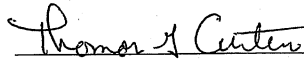
Departmental reports from the Supervisors were submitted for the month of October to the Executive Director and a summary sheet was forwarded to the Board in their mailing packets prior to the Board meeting.

The meeting adjourned at 6:30 p.m.

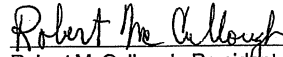
SUNSHINE LAW COMPLIANCE

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