

GEAUGA PARK DISTRICT  
MINUTES  
OCTOBER 12, 2004

The regular meeting of the Geauga Park District Board was held on October 12, 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, Leslie Bednar, Nate Eppink, Mike Fabian, Paige Hosier, Robin Pilarczyk, and Eileen Smith. Guest present was Justin Maynor, The News Herald.

**ADOPTION OF THE AGENDA**

Mr. McCullough moved to accept the agenda as revised 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
Miss Cope	Yes

**ADOPTION OF THE MINUTES OF SEPTEMBER 14, 2004**

Dr. Rzeszotarski moved that the minutes of September 14, 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  
SEPTEMBER 30, 2004

<b>GENERAL FUND</b>		
<b>BALANCE SEPTEMBER 1, 2004</b>		<b>1,058,217.59</b>
<b>EXPENDITURES</b>		<b>276,486.22</b>
Personnel	147,525.21	
Medicare	1,740.30	
Dental /Hospitalization	325.41	
PERS	20,342.11	
Unemployment Transfers	1,455.00	
Vouchers	105,098.19	
<b>RECEIPTS</b>		<b>47,617.08</b>
General:		
State Reimburse Tax	34,895.00	
Fees:		
Out of County Program Fees	234.00	
- Camping	10.00	
- Shelters	120.00	
- Rookery Heat	60.00	
- Workshops - General - Gourd Workshop	150.00	
- Programs - General - Out of County School Programs	194.00	

Rental Properties		
- Harry- Swine Creek house	350.00	
- Kolar - Burton Wetlands House	350.00	
- McKinnon - Hyde House	350.00	
Sales:		
Sales: Gift Cart - Meyer Center	908.17	
Sales: Tree Tops	459.58	
Sales - Credit Cards	600.00	
(\$54.18 - Meyer Center, \$545.82 Tree Tops)		
Other:		
Citation Disbursement	413.00	
Donations:	35.00	
- Sobon, Francine – In Memory of Issy Templeton		
- Locher, Lois & Dwayne – In Honor of Painter's 67 <sup>th</sup> Anniversary		
Local Government Funds	6,011.06	
Interest earned	746.13	
Insurance Reimbursement	1,136.47	
Other Miscellaneous - Auction Correction, Copy Fee	594.67	
<b>BALANCE AS OF SEPTEMBER 30, 2004</b>		<b>829,348.45</b>

<b>CONSTRUCTION FUND</b>		
<b>BALANCE SEPTEMBER 1, 2004</b>		<b>2,542,429.01</b>
<b>EXPENDITURES</b>		<b>206,538.19</b>
Vouchers	206,538.19	
<b>RECEIPTS</b>		<b>4,069.49</b>
Interest Earned	1,942.26	
Donations : Affelder Trust	416.25	
Other	567.95	
Royalties: Cedar Valley Energy	1,097.50	
Royalties - Farley	45.53	
<b>BALANCE AS OF SEPTEMBER 30, 2004</b>		<b>2,339,960.31</b>

**VOUCHER RESOLUTION NO. 23-04**

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. 23-04.

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**

There were no communications to report.

**VOLUNTEER ADVISORY COMMITTEE (VAC)—DONATION BOX**

Sally Lehmann, Volunteer Coordinator, showed the sign which will be used on the donation box at The West Woods Nature Center during the exhibit, *Engage the Ice Age*. Irene Sukle, an art teacher at West Geauga High School, created this sign. Mrs. Lehmann explained that the actual donation box is a clear acrylic box which has a slot for donations. The Board approved the sign with modifications.

**ENFORCEMENT POLICY**

Lt. Mike Fabian, Acting Chief Ranger, presented an “Enforcement Policy”. This policy would allow the Rangers to have appropriate latitude in determining the types of enforcement action to be taken. Enforcement actions include custodial arrests, issuance of verbal warnings, written warnings, traffic citations, court summons, park citations, and parking citations. Dr. Rzeszotarski made suggestions to be incorporated into the Enforcement Policy.

Dr. Rzeszotarski moved to adopt the Enforcement Policy, 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

This policy will be incorporated into the Ranger Manual.

**RANGER MANUAL**

The Ranger Manual was reviewed by the Board. The Board discussed several changes that they wanted made. Those changes will be incorporated into the Ranger Manual and the changes presented for final approval.

**RULES AND REGULATIONS**

Dr. Rzeszotarski made a motion to table the adoption of the revised Geauga Park District Rules and Regulations until the November Board 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

**SILVER CREEK RESTORATION PROJECT—BIOHABITATS, INCORPORATED  
CHANGE ORDER FOR PEDESTRIAN BRIDGE CONSTRUCTION**

Keith McClintock, Deputy Director, shared information he received regarding the footbridge on Ben Sustin’s property. Biohabitats Incorporated provided a quote for materials and installation for both a wooden bridge (not to exceed \$21,160.00), as well as a quote for a steel framed footbridge (not to exceed \$51,560.00). Both quotes included the rails, decking, and footers. This footbridge must meet the architectural requirements.

Miss Cope moved to approve Biohabitats Incorporated’s Change Order for the construction of a pedestrian bridge not to exceed Twenty-One Thousand One Hundred Sixty Dollars (\$21,160.00).

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

**BIOHABITATS INCORPORATED INVOICE**

Mr. McClintock presented an invoice from Biohabitats Incorporated for work associated with Phase I of the Silver Creek Restoration Project in the amount of Eleven Thousand One Hundred Sixty-Two Dollars and Fifty-Eight Cents (\$11,162.58). This invoice was part of the approved budget for Phase I.

Mr. McCullough moved to approve Biohabitats Incorporated's invoice in the amount of Eleven Thousand One Hundred Sixty-Two Dollars and Fifty-Eight Cents (\$11,162.58) as stated above. 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

**TAYLOR WELLS (GEAUGA MECHANICAL) PLAN UPATE**

Mr. Curtin asked that naming consideration be given to this future park. The official name will be discussed at a later meeting.

Tom Curtin presented a design of the parking area. This parking area would accommodate 96 cars. Restroom and picnicking facilities are also planned. Mr. Curtin stated that the Park asked the City of Chardon for \$14,000.00 for additional parking spaces. The City of Chardon declined stating that it would be difficult to justify spending taxpayers' money outside the city limits. The City of Chardon did indicate that their long range planning for the City of Chardon would include a connector trail and that they would be willing to budget money for this trail.

**ENDOWMENT FUND – INVESTMENT OPTIONS**

Keith McClintock reported that he and Tom Curtin met with Michael Grzesiak of The Cleveland Foundation. Mr. Grzesiak stated that part of their services include putting together a brochure for potential donors. Miss Cope inquired whether we would have oversight on the brochure. Mr. McClintock responded that we would. The Cleveland Foundation's staff will also be available for assistance. Mr. McClintock stated that the next step would be for Geauga Park District to determine the amount of money to transfer into the fund, as well as selecting a bank or investment firm to manage our funds.

**PARK UPDATES**

Mr. Curtin updated the Board on the following:

**The Maple Highlands Trail-North -- Repairs** – There will be an inspection walk-through on the bike path on Wednesday, October 13, 2004, at 2:00 p.m. with an individual from Great Lakes Construction, an ODOT representative, Tim Kallay, Planning Director, and Jim Ziemnik, Landscape Architect. If the repairs are acceptable, the bike trail will be open from Hosford Road to the City of Chardon limits on Thursday morning.

**The Maple Highlands Trail-North – Spur Parking Area** – An inspection was performed by ODOT on September 13<sup>th</sup>. A punch list regarding corrective action was forwarded to ODOT and Burton Scot Contractors.

**The Maple Highlands Trail-Central** – The general contractor is still willing to hold the pricing on his bid. We are keeping him updated on the resolution of the remaining land appropriations.

**The Maple Highlands Trail-North** – Received estimated final figures for the repair. It will be \$25,000.00 over the estimated cost.

**Handicap Parking Spaces** – The Ranger Department is in the process of assessing every park to make sure we have handicap parking spaces available and that these parking spaces are marked appropriately.

**Gonzoil Corporation** – We have spoken with Greg Studen, Trustee for Russell Township. They were not aware of Gonzoil Corporation’s proposal and shared our concerns.

**The West Woods Nature Center** – We have installed a bison and wolf diorama, which is on loan from the Cincinnati Museum of Natural History.

**NEWSLETTER BID AWARD**

Paige Hosier, Marketing Director, received four bids regarding the printing and mailing of the newsletter:

	<u>Bi-Monthly</u>	<u>Quarterly</u>	<u>Bulk Mail Service</u>
Activities Press	\$31,351.00	\$32,689.00	\$6,478.00/per mailing
Ballash Press, Inc.	\$27,620.00	\$26,898.00	\$ 930.00
Milbourn Pressworks	\$33,366.00	\$39,990.00	\$7,326.00
Precision Printing, Inc.	\$40,527.00	\$40,215.00	\$1,085.00

There was discussion evaluating the pros and cons of distribution of the Treeline Telegraph quarterly versus bi-monthly, taking into consideration in-house labor costs, number of staff involved, and postage. Ms. Hosier recommended distribution of the newsletter quarterly all-county.

Miss Cope moved to approve the quarterly distribution of the Treeline Telegraph newsletter all-county and awarding the bid to Ballash Press, Inc. in the amount of Twenty-Six Thousand Eight Hundred Ninety-Eight Dollars (\$26,898.00), as stated above.

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

**RESOLUTION NO. 24-04**

**CERTIFICATES OF APPRECIATION**

Mr. McCullough moved to adopt the following resolutions:

WHEREAS, Timothy Kallay, as of October 15, 2004, has served Geauga Park District for 25 years; and

WHEREAS, Timothy Kallay has devoted these years of service utilizing his knowledge, skills, abilities, and energies to plan, implement, and maintain Geauga Park District in accordance with its mission statement; and

WHEREAS, Timothy Kallay has served Geauga Park District and the community with dedication and professionalism; and

WHEREAS, Timothy Kallay is admired by his peers and has made valuable contributions to Geauga Park District.

NOW, THEREFORE, BE IT RESOLVED that Geauga Park District’s Board of Commissioners express their sincere thanks and appreciation to Timothy Kallay for his 25 years of dedicated service to the people of Geauga County and Geauga Park District.

WHEREAS, Robert Mullett, as of May 25, 2003, has served Geauga Park District for 25 years; and

WHEREAS, Robert Mullett has devoted these years of service utilizing his knowledge, skills, abilities, and energies to plan, implement, and maintain Geauga Park District in accordance with its mission statement; and

WHEREAS, Robert Mullett has served Geauga Park District and the community with dedication and professionalism; and

WHEREAS, Robert Mullett is admired by his peers and has made valuable contributions to Geauga Park District.

NOW, THEREFORE, BE IT RESOLVED that Geauga Park District's Board of Commissioners express their sincere thanks and appreciation to Robert Mullett for his 25 years of dedicated service to the people of Geauga County and Geauga Park District.

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

**RESCIND RESOLUTION NO. 11-97**

Dr. Rzeszotarski moved to rescind the portion of Resolution No. 11-97 pertaining to the appointment of Denise Weisbarth as a ranger, due to her termination effective September 28, 2004.

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

**RESCIND RESOLUTION NO. 11-04**

Mr. McCullough moved to rescind Resolution No. 11-04 pertaining to the appointment of Will Boehnlein as seasonal police officer (Ranger).

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

**HOLIDAY SCHEDULE**

According to the Employee Handbook, the Park is closed both Christmas Day and New Years Day. This year, the holidays fall on Saturday. Mr. Curtin asked the Board for permission to close the Park buildings on the "observed" holiday, as well as the holiday (December 24-25, 2004, and December 31, 2004-January 1, 2005).

Mr. McCullough moved to approve the holiday schedule as presented above.  
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

### **EXECUTIVE SESSION**

Mr. McCullough moved to go into Executive Session at 4:55 p.m. for the purpose of discussing land acquisition and personnel matters.

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

The Board took a break from 4:55 p.m. to 5:10 p.m.

The Board returned from Executive Session at 6:07 p.m. The following was discussed for resolution:

### **LAND ACQUISITION**

#### **Middlefield Township**

Mr. McCullough moved to authorize the Executive Director to enter into negotiations for real property in Middlefield Township.

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

#### **Parkman Township**

Dr. Rzeszotarski moved to authorize the Executive Director to enter into negotiations for a conservation easement in Parkman Township.

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

### **PERSONNEL**

#### **Addition and Elimination of Park Positions**

Dr. Rzeszotarski approved the following changes in personnel: the addition of a full-time temporary park worker, the addition of Operations Director position, the elimination of the position Operations Supervisors, and the addition of the position of Administrative Assistant to department heads.

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

**NOVEMBER BOARD MEETING**

The regular meeting of the Board of Commissioners will be held on November 16, 2004.

**DEPARTMENTAL REPORTS**

Departmental reports from the Supervisors were submitted for the month of September 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,

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Thomas G. Curtin, Executive Director

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Robert McCullough, President