

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
March 9, 2010**

The regular meeting of the Geauga Park District Board was held on March 9, 2010 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 Dr. Mark Rzeszotarski and Mr. Leech were present.

Employees present:

Tom Curtin, Executive Director
Keith McClintock, Deputy Director
Brett Bellas, Maintenance Manager
Sherry Bosworth, Business Affairs Director
Kathy Hanes, Executive Secretary
John Oros, Director of Operations
Robin Pilarczyk, Human Resources Manager
Robert Urban, Chief Ranger
Diane Valen, Naturalist Services Director
Aaron Young, Planning Director

Visitors Present:

John Ralph

ADOPTION OF THE AGENDA

Mr. Leech moved to adopt the revised agenda for the meeting.

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

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

ADOPTION OF THE MINUTES OF FEBRUARY 9, 2010

Mr. Leech moved to adopt the minutes of February 9, 2010 as amended.

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

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

INTRODUCTION OF GUESTS

Mr. Curtin introduced John Ralph.

PRESENTATION OF FINANCIAL STATEMENT

**Geauga Park District
FINANCIAL STATEMENT MONTH ENDED
FEBRUARY 28, 2010**

GENERAL FUND

BEGINNING FUND BALANCE FEBRUARY 1, 2010

1,545,972.77

EXPENDITURES & OTHER USES

387,718.91

Personnel	228,926.69
Medicare	3,204.47
Dental /Hospitalization	40,663.70
PERS	30,913.57
Vouchers	84,010.48

REVENUES & OTHER SOURCES

15,546.58

Investment Income 78.23

Gifts & Donations 68.00

- Exhibit box donations - Various (\$63)
- General donation -Various (\$5)

Fees

- Camping 60.00
- Shelters 120.00
- Bid Plans 1,715.00
- Lodge heat fee 675.00
- Workshops - General - Public program 234.00

Sales

- Tapper's Treasures - MC 35.20
- Tree Tops - TWW 420.83
- Credit Card - All facilities 906.96

Other Receipts

- Swine Creek house - Harry 400.00
- Burton Wetlands house- Kolar 400.00
- Hyde house - McKinnon 400.00
- Chickagami house - Mast 400.00
- Citation Disbursement 28.00
- Recycling Proceeds 17.80
- Local Government Funds 8,803.70
- Miscellaneous Receipts 783.86

Insurance reimb - Public Entity Risk Services (\$719.61)

Patronage dividends - Western Reserve Farm Co-Op (\$63.47)

Public records request - Patron (\$0.78)

ENDING FUND BALANCE AS OF FEB. 28, 2010

\$ 1,173,800.44

LAND IMPROVEMENT FUND

BEGINNING FUND BALANCE FEB. 1, 2010

3,220,035.51

EXPENDITURES & OTHER USES

308,481.11

Vouchers

308,481.11

REVENUES & OTHER SOURCES

1,317.10

Investment Income

140.16

Royalties

- Oxford Oil Co - Swine Creek property

322.85

- Cedar Valley Energy - Hehmeyer property

450.69

- Great Lakes Energy - Hart property

4.90

- Cedar Valley Energy - Sunnybrook property

387.54

- Hall & Horning - Stinchcomb property

10.96

ENDING FUND BALANCE AS OF FEB. 28, 2010

\$ 2,912,871.50

VOUCHER RESOLUTION NO. 10-10

The Board asked for clarification on several of the voucher items. All questions were answered satisfactorily.

Dr. Rzeszotarski moved to adopt Voucher Resolution No. 10-10, 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. Leech	Yes
Dr. Rzeszotarski	Yes
Mr. McCullough	Yes

COMMUNICATIONS TO THE BOARD

Dr. Rzeszotarski read an email received from a patron who complimented the Park District on the wonderful facilities at Swine Creek Reservation.

OPEN TO THE PUBLIC

John Ralph commented that he has participated in the Park's deer management program for the last four years. He commended John Oros and Chief Urban for their work in making the program a success. He hopes to see the Park District continue the program. Mr. Ralph informed the Board that he and other hunters are donating the deer to St. Paschal's Church in Highland Heights and that the meat is being used to feed the hungry. The Board thanked Mr. Ralph for his comments.

UNFINISHED BUSINESS

PARK UPDATES

Observatory Park Banners

Mr. Curtin showed the Board members examples of two banners which will be displayed at the IMAX Theater at the Great Lakes Science Center. The banners, which measure 7 feet high by 3 feet wide, are free-standing and will be used to promote Observatory Park. Mr. McCullough suggested placing the banners at other locations and at Park events once the IMAX film is over.

Data Connection Update

Mr. Curtin updated the Board members on the proposal that Windstream has submitted to provide connectivity for data and internet transfer. Fiber is not available along Route 87, so copper wire will be utilized instead. Costs for installation and usage fees are still being negotiated with the company.

Increase in Electric Rates

The Park District's electric rates have increased 33% over last year's charges for the same time period. Because the increase was not budgeted, money may need to be taken from the contingency fund.

Update on Lease Agreement for Communications Tower

Mr. Curtin reported that the Geauga County Prosecutor has drafted a lease agreement for placement of the communications tower at Frohring Meadows. Mr. Curtin suggested some changes to the language in the agreement regarding electrical service, potential tower revenue, and environmental impact. The Board members agreed to the changes. The revised agreement will be sent back to the Prosecutor for review.

Resolution Honoring John O'Meara

The Commissioners signed a resolution honoring John O'Meara, former Geauga Park District Director and recipient of the Silver Anniversary Achievement Award from the Ohio Wildlife Center.

Presentations to Civic and Government Organizations

Mr. Curtin gave the Board a schedule of upcoming presentations he will be making to various township officials and civic organizations. The presentations will focus on current park projects.

Bass Lake Agreement

Mr. Curtin reported that he met with three residents of the Bass Lake Homeowner's Association to discuss the agreement between the Park District and the Bass Lake Community. The following changes were made to the agreement:

- The number of boat permits will be reduced from five to two per day.
- The Park District will mow one-half of the activity field; the other half will remain un-mowed.
- The grounds will be open to the public; however, Bass Lake members will still be given priority for reservations as outlined in the original agreement.

The Homeowner's Association expressed interest in purchasing observation binoculars which would be mounted on a metal pole. Mr. Curtin will look into the matter further.

A revised agreement will be presented at the April board meeting.

Western Reserve Heritage Feasibility Study Committee

Mr. Curtin updated the Board on the Western Reserve Heritage Feasibility Study Committee. The committee has been created to determine if a 14-county area can be designated as a Western Reserve National Heritage corridor. Nineteen Town Hall meetings were held throughout the area. A preliminary report will be released soon.

Snowplowing at Best Preserve

Mr. Curtin proposed plowing the trails at Best Preserve to accommodate walkers and joggers during the winter months. Plowing could also be done at Beartown Lakes and Sunnybrook Preserve if the Park District were to purchase the equipment needed. The equipment would cost approximately \$5,000.

Dr. Rzeszotarski suggested contacting local companies to see if contracting the work would be cheaper. Mr. Curtin will investigate further.

Grooming of Trails

A utility snowmobile is needed to pull the grooming equipment for The Maple Highlands Trail and Orchard Hills. Cost of the snowmobile is approximately \$11,000. Because it is not a budgeted item, the money would need to come out of the contingency fund. The Board agreed to purchase a snowmobile and also seek donations to defray the cost of the equipment.

GEAUGA PARK DISTRICT FOUNDATION REPORT

The Observatory Park Capital Campaign is progressing well.

CONTRACT REVIEW

Mr. Curtin reported that there were no contracts to review. All 2009 contracts have been closed except for a few punch list items which need to be completed at Best Preserve.

NEW BUSINESS

RANGER PROCEDURE MANUAL (REVISION)

The Board was presented with revisions to Chapter 10 of the Ranger’s Procedure Manual. After reviewing the text, the Board suggested some minor changes.

Mr. Leech moved to approve Chapter 10 of the Ranger’s Procedure Manual as amended.

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

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

CONTRACT AWARDS

Bass Lake Lodge, Resolution No. 12-10

The Board was presented with the bid award recommendation for the Bass Lake Lodge project. Seven bids were received and Aaron Young, Planning Director, recommended the Board accept the contract from Mr. Excavator of Kirtland, Ohio, in the amount of \$243,445.26, in that it was the lowest and best bid. The budgeted amount for the project was \$300,000.00.

Mr. Leech moved to accept the bid from Mr. Excavator in the amount of \$243,445.26 for the Bass Lake Lodge project.

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

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

Chickagami Park, Phase II, Resolution No. 13-10

The Board was presented with the bid award recommendation for Chickagami Park, Phase II. Nine bids were received and Aaron Young, Planning Director, recommended the Board accept the contract from Heckman Excavating of Chardon, Ohio, in the amount of \$154,570.00 in that it was the lowest and best bid. The budgeted amount for the project was \$200,000.00.

Mr. McCullough moved to accept the bid from Heckman Excavating in the amount of \$154,570.00 for Chickagami Park, Phase II construction.

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

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

Observatory Park, Phase II, Resolution No. 14-10

The Board was presented with the bid award recommendation for Observatory Park, Phase II. Seven bids were received and Aaron Young, Planning Director, recommended the Board accept the contract from Hummel Construction of Ravenna, Ohio, in the amount of \$1,320,000.00, in that it was the lowest and best bid. The budgeted amount for the project was \$1,250,000.00.

Because the bid was 5.6% over the budgeted amount, the Board agreed to negotiate a reduction in costs by decreasing the scope of the work, bringing the project cost back within the originally budgeted amount of \$1,250,000,000.

Mr. Leech moved to accept the bid from Hummel Construction in the amount of \$1,320,000.00 for Observatory Park, Phase II, contingent upon decreasing the scope of the work and bringing the project cost back within the originally budgeted amount of \$1,250,000,000.

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

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

Orchard Hills Park, Resolution No. 15-10

The Board was presented with the bid award recommendation for Orchard Hills Park. Nine bids were received and Aaron Young, Planning Director, recommended the Board accept the contract from Ohio Paving and Construction Company of Willoughby, Ohio, in the amount of \$1,367,626.49, in that it was the lowest and best bid. The budgeted amount for the project was \$1,900,000.00.

Mr. Leech moved to accept the bid from Ohio Paving and Construction Company in the amount of \$1,367,626.49 for Orchard Hills Park.

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

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

2010 Asphalt Improvements, Resolution No. 16-10

The Board was presented with the bid award recommendation for the 2010 Asphalt Improvements project. Five bids were received and Aaron Young, Planning Director, recommended the Board accept the contract from Chagrin Valley Paving of Chagrin Falls, Ohio, in the amount of \$18,905.00, in that it was the lowest and best bid. The budgeted amount for the project was \$25,000.00.

Mr. Leech moved to accept the bid from Chagrin Valley Paving of, Ohio, in the amount of \$18,905.00 for the asphalt improvements project.

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

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

PERSONNEL POLICY REVISION, RESOLUTION NO. 17-10

The Board was presented with changes to Personnel Policy 412.1, Personal Days. The payout of personal time was changed from the first pay of December to the second pay of November. The changes were made for efficiency in record-keeping.

Mr. Leech made a motion to adopt the revision to Personnel Policy 412.1, Personal Days.

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

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

DECLARATION OF SURPLUS PROPERTY

The Board was asked to declare the following items as surplus property:

- 15- Wire Mold (Walker in floor systems)
- 1- Trade show display by Skyline "Mirage" 10' W x 8'Hx 30"D
- 1- Dealt 14.4V portable drill w/case and charger, 1 battery
- 1- Dyno label maker model 1570 with 2 embossing wheels
- 1- Sony CCD V101 8mm video camera and accessories
- 1- Motorized wheel chair, no batteries
- 4 - Desks

Mr. Leech moved to declare the above-mentioned items as surplus property.

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

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

COMMISSIONERS' TIME

Diane Valen provided the Commissioners with an update on the plans for the 50th Anniversary celebration.

Dr. Rzeszotarski asked that the Park District continue the practice of notifying neighbors during hunting season, as well as local officials and law enforcement as part of the Park's Deer Management Policy.

EXECUTIVE SESSION – ROLL CALL

Dr. Rzeszotarski moved to go into Executive Session at 5:00 p.m. for the purpose of discussing potential land acquisition. There were no personnel items to be discussed.

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

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

The Board returned from Executive Session at 5:13 p.m. The following items were brought forward for resolution:

Land Negotiations – Munson Township

Mr. Leech moved to authorize the Executive Director to enter into negotiations for real property located in Munson Township.

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

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

Dean Property, Montville Township

The Board was presented with an addendum to the purchase and sale agreement for the Dean property located in Montville Township.

The original agreement was contingent upon a lot split survey. The survey is complete and the addendum reflects the change in lot size from 16.1 acres to 17.7 acres and an increase of \$5,600.00 in the purchase price.

Dr. Rzeszotarski made a motion to approve the addendum to the Dean purchase and sale agreement. Mr. Leech seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

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

Mr. McCullough signed the addendum on behalf of the Board.

REPORTS FROM COMMITTEES OF THE BOARD

Mr. Curtin reported on a personnel issue regarding excessive speeds recorded on the computer equipment used by the Ranger Department.

REPORTS FROM OFFICERS AND EMPLOYEES OF THE BOARD

Departmental Reports

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

The meeting was adjourned at 6:00 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