

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
March 8, 2011**

The regular meeting of the Geauga Park District Board was held on March 8, 2011 at the Donald W. Meyer Center, Chardon, Ohio. The meeting was called to order at 3:30 p.m. President Dr. Mark Rzeszotarski was in the Chair. Board members John Leech and Jim Patterson were present.

Employees Present:

Thomas Curtin, Executive Director
Keith McClintock, Deputy Director
Kathy Hanes, Executive Secretary
Sherry Bosworth, Business Affairs Director
Gloria Freno, Accountant
Paige Hosier, Marketing & Admin. Services Director
Sandy Klepach, Communications Specialist
Michele Pennell, Chief Financial Officer
Robin Pilarczyk, Human Resources Manager
Eileen Smith, Administrative Services Coordinator
Diane Valen, Naturalist Services Director

Guests Present:

None

ADOPTION OF THE AGENDA

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

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

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

ADOPTION OF THE MINUTES

Mr. Leech moved to adopt the minutes of February 8, 2011 as amended.

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

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

INTRODUCTION OF GUESTS

There were no guests present.

PRESENTATION OF THE FINANCIAL STATEMENT

Geauga Park District		
FINANCIAL STATEMENT MONTH ENDED		
FEBRUARY 28, 2011		
<u>GENERAL FUND</u>		
BEGINNING FUND BALANCE FEBRUARY 1, 2011		2,527,599.53
EXPENDITURES & OTHER USES		432,544.23
Personnel	233,632.61	
Medicare	3,273.47	
Dental /Hospitalization	44,035.98	
PERS	31,445.58	
Vouchers	120,156.59	
REVENUES & OTHER SOURCES		25,207.68
<u>Investment Income</u>	253.63	
<u>Gifts & Donations</u>	2,275.80	
- Patrons - Exhibit box (\$90.67)		
- Patrons - Program donations (\$6)		
- Patrons - General (\$2,030)		
- Patrons - Bird seed donation (\$49.13)		
- Second Sole - Caveman Crawl sponsorship (\$100)		
<u>Fees</u>		
- Camping	20.00	
- Bid Plans	1,510.00	
- Lodge heat fee	75.00	
- Programs - General - Public Program	6.00	
<u>Sales</u>		
- Tree Tops - TWW	1,920.89	
<u>Other Receipts</u>		
- Agriculture use - Marsic, Petersen, Farley	2,442.00	
- Swine Creek house - Harry	400.00	
- Burton Wetlands house- Kolar	400.00	
- Hyde house - McKinnon	400.00	
- Chickagami house - Mast	400.00	
- Citation Disbursement	25.00	
- Recycling Proceeds - Steel/Aluminum	45.30	
- Local Government Funds	9,440.95	
- Miscellaneous Receipts	5,593.11	
- Regional Parks Conference - Various agencies (\$5,535)		
- Patronage annual payment- WR Farm Co-Op (\$58.11)		
ENDING BALANCE AS OF FEBRUARY 28, 2011		\$2,120,262.98

<u>LAND IMPROVEMENT FUND</u>		
BEGINNING FUND BALANCE FEBRUARY 1, 2011		\$1,112,768.62
EXPENDITURES & OTHER USES		405,327.38
Vouchers	405,327.38	
Vouchers - Grant Tracking (OH 319 Grant)		
REVENUES & OTHER SOURCES		680,342.67
<i>Investment Income</i>	101.24	
<i>Grants Payments</i> - OH 319 Grant Orchard Hills	171,054.21	
<i>Grants</i> - WRRSP Orchard Hills Grant repayment	498,147.94	
<i>Gifts & Donations</i>	10,000.00	
- P. Miller Trust - Observatory Park (\$10,000)		
<i>Royalties</i>	1,039.28	
- Farley, Troyer, Kuhns, Kovacs, Hehmeyer, Hart, Sunnybrook, Swine Creek, Stinchcomb		
ENDING BALANCE AS OF FEBRUARY 28, 2011		\$1,387,783.91
<u>RETIREMENT RESERVE ACCOUNT</u>		
BEGINNING FUND BALANCE FEBRUARY 1, 2011		\$82,270.34
REVENUES & OTHER SOURCES		7.79
<i>Investment Income</i>	7.79	
ENDING BALANCE AS OF FEBRUARY 28, 2011		\$82,278.13

VOUCHER RESOLUTION NO. 14-11

The Board asked for clarification on a few of the voucher expenditures. All questions were answered satisfactorily.

Mr. Leech moved to adopt Voucher Resolution No. 14-11, 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. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

COMMUNICATIONS TO THE BOARD

Thank you notes were received from the following organizations:

- Leadership Geauga thanking Tom Curtin for participating in their Government Day presentation.
- Geauga County Democratic Women's Caucus thanking Tom Curtin for participating in their Chili Cook-off.

OPEN TO THE PUBLIC

There were no questions from the public.

UNFINISHED BUSINESS

PARK UPDATES

Bidding of Projects

Mr. Curtin reported that the bid opening for Phase II of Orchard Hills Park is scheduled for March 15, 2011.

Wilkes Energy Company

Mr. Curtin received a letter from Wilkes Energy asking if the Park District would enter into a non-drilling agreement with them for two properties adjacent to the right-of-way in Parkman.

In keeping with the legal opinion received from the Park District's attorney (reference: Blaugrund, Herbert, Martin & Worthington, March 5, 2007), the Board declined the request.

Frohring Meadows Park Management Plan

Postcards have been sent to Frohring Meadows Park neighbors advising them of the prescribed burn that will take place at the park.

50th Anniversary Update

Paige Hosier, Marketing and Administrative Services Director, reported that plans for the 50th Anniversary celebration are progressing well. Branding materials have been developed and planning is underway for the Birthday Bash/Observatory Park Opening in August. Special events throughout the year include *The 5K Caveman Crawl*, history displays, *Snowbelted* exhibit, a time capsule, Creativity Tapped exhibit (3,400 attendees to date), a hiking series and an 18-month CD calendar.

Maple Sugar Production Agricultural Leases

Keith McClintock, Deputy Director, reported that he met with Les Ober of the Ohio State University Extension Service about leasing public lands for maple sugar production. The intent of the program is to support farmers and agricultural businesses in the county.

The Board expressed their support of the program and suggested implementing it on a trial basis. Mr. Patterson suggested opening up the program to anyone who is interested in maple sugar production rather than limiting it to a pre-approved list of maple sugar producers. This would create an opportunity for new farmers to gain experience in maple sugaring.

Mr. McClintock stated he will investigate further and keep the Board updated.

Gyetko Purchase Agreements

Mr. McClintock asked the Board to approve an extension on the purchase agreements for the Gyetko properties which were approved at the October 29, 2010 board meeting. The Board agreed to extend the agreements. Dr. Rzeszotarski signed the agreements on behalf of the Board.

Board Retreat

The Board scheduled a retreat for Saturday, April 23, 2010 from 8:30 a.m. to 12:30 p.m. at The West Woods, Affelder House.

Ranger Manual - Draft

The Board reviewed portions of the draft Ranger Manual and suggested some minor changes.

Controlled Hunt Program

The Board reviewed the year-to-date hunting report. One hundred twenty-two deer have been harvested to-date.

South Newbury Union Chapel

Mr. Curtin reported that the Union Chapel Preservation Advisory Committee met to discuss strategic planning. The Committee will provide guidance in policy development, site renovations, and educational programming. An architectural assessment of the Chapel will be conducted in a few weeks.

GEAUGA PARK DISTRICT FOUNDATION REPORT

The Geauga Park District Foundation meeting is scheduled for March 9, 2011 at Bass Lake Lodge.

CONTRACT REVIEW

There were no contract documents to review.

SETTLEMENT OF RIGHT-OF-WAY ENCROACHMENT

Mr. Curtin showed the Commissioners a map of the house that is encroaching on railroad right-of-way owned by the Park District. The house, currently owned by First Place Bank, encroaches on the boundary west of the right-of-way, north of Burton Station Road in Burton. The bank cannot sell the home until the encroachment issue is resolved.

An agreement has been drafted specifying that .0411 acres be transferred to First Place Bank by quit claim deed. Mr. Curtin explained that the Park District's legal counsel recommended approving the transfer as it will avoid further legal action and court costs.

Mr. Patterson made a motion to transfer the .0411 acre parcel to First Place Bank.

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

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszutarski	Yes

NEW BUSINESS

CONTRACT AWARDS

Meyer Center Roof Replacement Project, Resolution No. 15-11

On March 1, 2011 public bids were received for the Meyer Center roof replacement project. Bids were received from the following companies:

<u>Company Name</u>	<u>Bid Amount</u>
BR Knez Construction	\$40,313.00
Absolute Exteriors, Inc.	\$49,270.00
Lindsey Construction	\$58,604.00
Alex Roofing Construction	\$69,957.00
Boak & Sons, Inc.	\$71,162.00
Campopiano Roofing	Non-plan holder
Design-Craft Builders, LLC	Incomplete
T & F Systems, Inc.	Incomplete
Building Technicians Corp.	Non-plan holder
Schwartz Construction, LTD	Incomplete
Professional Roofing Services	Incomplete

Aaron Young, Planning Director, recommended the contract be awarded to Absolute Exteriors in the amount of \$49,270.00. The recommendation was based on the following:

- The low bid submitted by BR Knez Construction was formally withdrawn.
- The next low bid by Absolute Exteriors, Inc. was reviewed and determined to be complete.
- Successful reference checks were performed resulting in positive feedback.
- The Ohio Auditor Findings for Recovery Database yielded no results.

Mr. Leech moved to award the bid to Absolute Exteriors, Inc. in the amount of \$49,270.00 for the Meyer Center roof replacement project.

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

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

Observatory Park, Phase III, Resolution No. 16-11

On March 1, 2011 public bids were received for the Observatory Park, Phase III project. Bids were received from the following companies:

<u>Company Name</u>	<u>Bid Amount</u>
LCI Construction, Inc.	\$455,427.00
Mr. Excavator, Inc.	\$507,767.83
Hummel Construction	\$512,824.50
Chagrin Valley Paving	\$572,043.00
Sona Construction	\$594,620.00

Karvo Paving	\$635,256.75
Trax Construction	\$641,555.00
Precision Engineering	\$660,390.30
Ohio Paving	\$668,480.07
Schwartz Construction	Incomplete

Aaron Young, Planning Director, recommended the contract be awarded to LCI Construction, Inc. in the amount of \$455,427.00. The recommendation was based on the following:

- The submitted bid was reviewed and determined to be complete.
- The submitted bid is well within the budgeted amount of \$520,000.00.
- After checking their references and Findings for Recovery, LCI Construction, Inc. appears to be a reputable and fiscally responsible company.

Mr. Leech moved to approve the bid award to LCI Construction, Inc. in the amount of \$455,427.00 for Observatory Park, Phase III.

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

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

APPROVAL TO ESTABLISH A RECORDS COMMISSION, RESOLUTION NO. 17-11

The Board was asked to approve the establishment of a Geauga Park District Records Commission. The Commission is comprised of Michele Pennell (fiscal representative), David Ondrey (legal representative) and Eileen Smith (chairman of the governing board) and will meet annually in February. The purpose of the Commission is to review record retention schedules and disposal requests.

Dr. Rzeszotarski asked for clarification on “chairman of the governing board” as it relates to the Records Commission. Mr. Curtin indicated that Park legal counsel would be consulted for clarification.

Mr. Leech made a motion to adopt Resolution No. 17-11, Approval to Establish a Records Commission, contingent upon clarification of the language referenced above.

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

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

DECLARATION OF SURPLUS PROPERTY

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

Description	Starting Bid
Cordless telephone and answering machine	\$10.00
Metal desk	5.00
Fax machine (TWW-power surge)	scrap

Mr. Leech made a motion to declare the cordless telephone/answering machine, metal desk and fax machine as surplus property.

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

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

COMMISSIONERS' TIME

Dr. Rzeszotarski asked about the plans for the Fair. Diane Valen, Naturalist Services Director, explained that the theme would be the 50th Anniversary Celebration.

Mr. Leech commented that he was pleased with the number of persons attending "out-of-park" (off-site) programs conducted by the Naturalist staff.

Mr. Patterson inquired about the status of providing water at Orchard Hills Park. Mr. Curtin explained that the Park District has had difficulty meeting the EPA standards and that most people carry in their own water.

EXECUTIVE SESSION – ROLL CALL

Mr. Leech moved to go into Executive Session at 4:34 p.m. for the purpose of discussing land acquisition.

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

Mr. Patterson	Yes
Mr. Leech	Yes
Dr. Rzeszotarski	Yes

The Board returned from Executive Session at 4:49 p.m. There were no items brought forward for resolution.

REPORTS FROM COMMITTEES OF THE BOARD

There were no reports from Committees of the Board.

REPORTS FROM OFFICERS AND EMPLOYEES OF THE BOARD

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

ADJOURNMENT

The meeting was adjourned at 4:51 p.m.

SUNSHINE LAW COMPLIANCE

It is declared that notification of this meeting and any business conducted therein by the Geauga Park District Board of Commissioners was in compliance with Ohio's Sunshine Laws.

Respectfully submitted,

Thomas G. Curtin, Executive Director

Dr. Mark Rzeszotarski, President