

**GEAUGA PARK DISTRICT
MINUTES OF THE BOARD MEETING
MARCH 12, 2002**

The regular meeting of the Geauga Park District Board was held on March 12, 2002, at the Park District office, Chardon, Ohio. The meeting was called to order at 3:35 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, Amy Chapman, Shawn Harry, Paige Hosier, Sylvia Neptune, Eileen Smith, Shane Wohlken and Jim Ziemnik. Guests present were Edna Davis, John Leech and Jeffrey Vilck.

ADOPTION OF THE AGENDA

Dr. Rzeszotarski moved to accept the agenda as amended for the meeting. Miss Cope seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

ADOPTION OF THE MINUTES

Dr. Rzeszotarski moved to accept the minutes of February 19, 2002, as amended. Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

THRASHER, DINSMORE AND DOLAN CONTRACT

Mr. McCullough moved to approve an increase in the contract of Thrasher, Dinsmore and Dolan to Fifty Thousand Dollars (\$50,000.00). Miss Cope seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

**FINANCIAL STATEMENT
FOR THE MONTH ENDED FEBRUARY 28, 2002**

GENERAL FUND

BALANCE FEBRUARY 1, 2002

899,343.61

EXPENDITURES

211,065.83

Personnel	126,341.39
Medicare	1,520.82
Dental /Hospitalization- Jan. & Feb	37,327.94
PBX	185.06
Unemployment Transfers	61.65

Vouchers	45,628.97	
RECEIPTS		18,915.38
Fees:		
Rookery Heat fees	180.00	
Bluebird feeding Workshop	72.00	
Camping	20.00	
Trout Carving Workshop	57.00	
Program: Bd of Ed Streetsboro	252.00	
Shelter/Room Reservation	90.00	
Rental Properties		
- McKinnon- Swine Creek house-January	350.00	
- Scott - Krehlik House - January	350.00	
- Kolar - Burton Wetlands House January	350.00	
- McClintock - Hyde House -January	350.00	
Sales: Gift Cart	159.82	
Donation: John Dennis Memorial- C. Binnig	5.00	
Donation: John Dennis Memorial- Chardon Rubber	250.00	
Donation: John Dennis Memorial- D. Kovacic	20.00	
Donation: Barbara Strauss	50.00	
Program Donations	6.78	
Citation Disbursement	49.00	
Local Government Funds	14,006.51	
Refund: Western Reserve Farm Co-op - Shares	40.73	
Refund: Beartown Lakes Well-Auditor of State	56.00	
Interest earned	2,200.54	
BALANCE FEBRUARY 28, 2002		707,193.16
CONSTRUCTION FUND		
BALANCE FEBRUARY 1, 2002		4,421,021.70
EXPENDITURES		20,683.22
Vouchers	20,683.22	
RECEIPTS		10,398.21
Interest Earned	9,468.24	
Donation: S. & D. Sells - J. Dennis Memorial	100.00	
Donation: Sellers & Schnall- TWWNC	35.00	
Donation: WCLV - Jack Hosier Memorial	100.00	
Royalties: Clinton Petroleum Co.	267.60	
Royalties: Cedar Valley - Hehmeyer well	142.47	
Royalties: Oxford Oil Co	284.90	
BALANCE FEBRUARY 28, 2002		4,410,736.69
*Interest was earned from November and December Park Debt fund, money is being transferred to Construction fund in March		1,852.79

VOUCHER RESOLUTION NO. 06-02

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. 06-02.

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

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

COMMUNICATIONS TO THE BOARD

None to report.

THE WEST WOODS

Campaign Update

Sylvia Neptune updated the Board on the status of the advertisements for the sale of the pavers. These advertisements encouraged the purchase of pavers as Easter and Mother’s Day gifts. Mrs. Neptune shared with the Board the suggested name for the grand opening fundraiser event of the Nature Center: Passage to The West Woods: A Premier Expedition. Mrs. Neptune shared that she is currently working on the invitation for the fundraiser as well as the grand opening.

Construction Update

Tom Curtin updated the Board on the construction progress of The West Woods Nature Center. The project is 45% complete overall. The roof shingling is 70% complete; plumbing is 85% complete; HVAC is 60% complete and electrical (rough-in) is at 80% complete. Dr. Rzeszotarski questioned the time line because of our inclement weather. Mr. Curtin responded that we are in good shape with our time line. Mr. Curtin further updated the Board that the exterior stone veneer has commenced and is at 3%, the window installation is at 95% and the interior partitions and framing is at 95% complete. The building is not quite totally enclosed.

J. G. JOHNSON CONSTRUCTION COMPANY -- CHANGE ORDER NO. 5

Mr. Curtin presented to the Board J. G. Johnson Construction Company’s Change Order No. 5 in the amount of Two Thousand Three Hundred Eighty-Four Dollars (\$2,384.00). This Change Order reflects the changes in the curved roof over the lobby area, the installation of “Ice Guard” on the roof, an exterior open stair to excavated lower level, HVAC ductwork revisions, and various construction, electrical and plumbing revisions.

Mr. McCullough moved to approve J. G. Johnson Construction Company’s Change Order No. 5 in the amount of Two Thousand Three Hundred Eighty-Four Dollars (\$2,384.00).

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

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

J. C. JOHNSON CONSTRUCTION COMPANY – CHANGE ORDER NO. 6

At the February Board Meeting, Mr. Curtin had informed the Board that there would be a change order due to changes that the state has mandated for fire code to the walls, doors, frames and electrical. Mr. Curtin presented to the Board J. G. Johnson Construction Company’s Change Order No. 6. Mr. Curtin asked the Board to

approve this Change Order for the state-mandated upgrades not to exceed Fifty-Five Thousand, Six Hundred Forty-Six Dollars (\$55,646.00).

Miss Cope moved to approve J. G. Johnson Construction Company's Change Order No. 6 in the amount not to exceed Fifty-Five Thousand, Six Hundred Forty-Six Dollars (\$55,646.00) for the state-mandated upgrades to the fire walls, doors, frames and electrical.

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

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

J. G. JOHNSON CONSTRUCTION COMPANY – CHANGE ORDER NO. 7

Tom Curtin presented to the Board J. G. Johnson Construction Company's Change Order No. 7 in an amount not to exceed Eleven Thousand Dollars (\$11,000.00). This Change Order reflects construction changes to the foundation walls, including the crushed stone fill for balance of backfill under structural areas around the entry footings and under the stone paver walkways, reinforcement of the block walls for rebar and grout, and removal of excess clay soils.

Dr. Rzeszotarski moved to approve J. G. Johnson Construction Company's Change Order No. 7 in an amount not to exceed Eleven Thousand Dollars (\$11,000.00) for the construction changes listed above.

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

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

J. G. JOHNSON CONSTRUCTION COMPANY'S PAY REQUEST NO. 8

Mr. Curtin presented to the Board J. G. Johnson Construction Company's pay request No. 8 in the amount of One Hundred Twenty Thousand Seven Hundred Sixty-Eight Dollars and Forty Cents (\$120,768.40), reflecting work that has been completed by the contractor. Tim Kallay has recommended that this pay request be approved.

Mr. McCullough moved to approve J. G. Johnson Construction Company's pay request No. 8 in the amount of One Hundred Twenty Thousand Seven Hundred Sixty-Eight Dollars and Forty Cents (\$120,768.40), reflecting work that has been completed by the contractor.

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

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

GIFT SHOP

Mr. Curtin shared with the Board a possible plan and colors for the gift shop at The West Woods Nature Center. Ohio Displays and Apple Displays estimated that it would cost Fourteen Thousand Nine Hundred Dollars (\$14,900.00) to complete the gift shop. Baker Store Equipment estimated that it would cost Twenty-Five Thousand Six Hundred Dollars (\$25,600.00) to complete the gift shop. Our in-house staff

estimated that the materials, without labor, would cost Eleven Thousand Dollars (\$11,000.00), but in-house staff would not have time to do this project this year. Mr. Curtin recommended using Ohio Displays and Apple Displays for the completion of the gift shop at The West Woods Nature Center. Mr. McCullough moved to accept the recommendation of the Director for the gift shop at The West Woods Nature Center. Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

TELECOMMUNICATIONS

Amy Chapman, Marketing Assistant, and Shane Wohlken, GIS Operator, updated the Board on the progress of the telecommunications between the Donald Meyer Center and The West Woods Nature Center. Mrs. Chapman reported that the committee met with nine different companies, sharing with these companies the needs between the two locations. Six out of the nine companies responded to the request for the proposal.

The companies that could provide the services required were as follows:

Expanets	Complete voice and data connectivity	\$82,647.15
Tech On Call	Telephone and computer upgrade install	\$13,249.00
RayTec	Hardware for new phone system	\$14,999.00
TCI	Complete voice and data connectivity	\$40,467.00

Alltel is being consulted for the T1 line.

The Telecommunications Committee recommended to the Board to proceed with Tech on Call, RayTec and Alltel for completion of this operation.

Mr. McCullough moved to enter into contractual agreements with Tech On Call, RayTec and Alltel contingent upon a clean reference check of the companies. Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

COUNCIL OF GOVERNMENTS

Tom Curtin updated the Board on the progress of the Council of Governments. Portage County has indicated that they are ready to proceed and Summit County has already passed a motion to proceed with negotiations to form a Council of Governments. Mr. Curtin recommended to the Board that we proceed with negotiations to form a Council of Governments with Summit and Portage Counties.

Mr. McCullough made a motion for the Director to proceed with negotiations to form a Council of Governments with Portage and Summit Counties. Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

ENTRANCE SIGNAGE

Currently the Park has 664 signs. This does not include the Maple Highlands Trail and The West Woods. Some of the signs are 15-20 years old. Jim Ziernik, Landscape Architect, Shawn Harry, Sign Technician, and Paige Hosier, Marketing Manager, presented to the Board a sample of a suggested entrance sign. This sample was made of tulip poplar with routed letters. The sign was natural with dark letters. Mr. McCullough would like latitude and longitude coordinates located on the entrance sign. Miss Cope questioned the address on the sign. Dr. Rzeszotarski expressed the importance of the address sign, especially in emergency situations.

It was suggested that these entrance signs be 3 foot by 10 foot. Secondary entrance signs will be smaller. Dr. Rzeszotarski expressed the importance of continuity of the signs and suggested that procedures need to be put in place.

The Board was comfortable with the light background of the signs with dark lettering.

PARK UPDATES

Big Creek – Mr. Curtin updated the Board on the request for proposals (RFPs) for design and engineering services for the Big Creek maintenance building and the Ranger garage. We have received three responses: Brandstetter Carroll Zofcin Inc., ThenDesign, and HWH.

Maple Highlands Trail – North – Richland Engineering is finishing up their adjustments to the Stage III drawings of the Maple Highlands Trail. We are still targeting mid-March to go out to bid. Maintenance personnel have placed temporary barricades at Coburn and Clark Roads to deter traffic that would disturb survey stakes.

Maple Highland Trail – South -- Surveys are underway for the railroad right-of-way properties. One survey is complete; five additional surveys are underway.

Beaver Creek Preserve – The Natural Resource staff has started a site investigation for the information required for the management plan.

DESIGN FIRM – MAINTENANCE AND RANGER FACILITIES

Mr. Curtin presented to the Board information concerning the request for proposals (RFPs) for the Maintenance and Ranger facilities. Mr. Curtin reported that all the three proposals were relatively close, with a separation of \$8,000 on the basic services.

The proposals came in with the following figures:

Brandstetter Carroll Zofcin Inc.	\$34,850.00
ThenDesign	\$29,780.00
HWH	\$38,000.00

The Director recommended to the Board the firm of Brandstetter Carroll Zofcin Inc.

Mr. McCullough moved to approve the firm of Brandstetter Carroll Zofcin Inc. for the design and engineering of the Big Creek maintenance building addition and the Ranger vehicle garage for the amount of Thirty-Four Thousand Eight Hundred Fifty Dollars (\$34,850.00).

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

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

EXECUTIVE SESSION

Mr. McCullough moved to go into Executive Session at 5:14 p.m. for the purpose of discussing personnel and land acquisitions.

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

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

The Board returned from Executive Session at 7:07 p.m.

THE TRUST FOR PUBLIC LAND

Dr. Rzeszotarski moved to pay The Trust for Public Land Fifty Thousand Dollars (\$50,000.00) towards the purchase of Bass Lake.

Miss Cope seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

CITY OF NEW PHILADELPHIA

Miss Cope moved to pay to the City of New Philadelphia Five Thousand Six Hundred Dollars (\$5,600.00) for the loan fee for the WRRSP (Water Resource Restoration Sponsorship Program) money for acquisition of the Bass Lake project.

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

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

BIKE TRAIL

Dr. Rzeszotarski moved to authorize the Director to proceed with the purchase of the railroad right-of-way properties from John E. and Beverly A. Drage and William J. Baloga of .56 acres of land for Ten Thousand Dollars (\$10,000.00), Eileen M. Kibler, Trustee, of 2.17 acres of land for Twenty-Five Thousand Dollars (\$25,000.00), Gilbert Kostelec of 1.44 acres of land for Twelve Thousand Dollars (\$12,000.00), Alta Randles of .31 acres of land for Five Thousand Five Hundred Dollars (\$5,500.00) and Ced L. Smith of .95 acres of land for Fifteen Thousand Dollars (\$15,000.00).

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

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

LAND ACQUISITION

Dr. Rzeszotarski moved to authorize the Director to enter into negotiations for the purchase of property in Chardon Township.

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

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

SURPLUS PROPERTY

Mr. McCullough moved to declare as surplus property the three-acre portion of the Kaplan property already split from the property and the Farley property. The Farley property will be surveyed splitting out the house, outbuildings and land. The money gained from the properties will be placed in the land acquisition fund.

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

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

PERSONNEL

REINSTATEMENT OF RESOLUTION NO. 11-97

Mr. McCullough moved to reinstate Resolution No. 11-97 with reference to Sandy Prokop which was rescinded at our June 12, 2001, Board Meeting. Ms. Prokop will be reinstated to employment according to the terms of the arbitration ruling of February 8, 2002.

Miss Cope seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Miss Cope	Yes
Mr. McCullough	Yes

STOWE ARBITRATION

Mr. Curtin updated the Board on the status of the Stowe arbitration. David Ondrey will be filing his final brief on Friday, March 15, 2002. Tim Kallay feels comfortable with this brief.

GUESTS FOR APRIL MEETING

Mr. McCullough has invited Tracy Jemison, County Auditor, to attend our April Board meeting. Mr. Jemison will be giving a PowerPoint presentation regarding the "Economic State of Geauga County".

Mr. Curtin informed the Board that there would also be a levy presentation from the Community Board of Mental Health, Alcohol and Drug Addiction Services. They will have a mental health levy on the ballot May 7, 2002.

DEPARTMENTAL REPORTS

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

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