

**BAINBRIDGE TOWNSHIP PARK BOARD MINUTES
SEPTEMBER 24, 2008**

Present: Marty Sfiligoj, Chairman; Henri Preuss, Vice Chairman; Mitch Fakadej; David Jones; Dennis Martin; Linda Spiros and Bob Ford, Parks Manager

Mr. Sfiligoj presided and called the regular meeting to order at 7:04 P.M.

MINUTES

Mr. Preuss made a motion to approve the meeting minutes dated August 20, 2008 as written.

Mr. Martin seconded the motion that passed unanimously.

EAGLE SCOUT PROJECT

Mr. William Fogarty reported on his recent Eagle Scout Project which is a new Flag Pole at Settlers Park. Mr. Fogarty explained the details of his project to the board which was relocating an existing flag pole closer to the pavilion area that will allow a spotlight to be positioned on the flag at night. The landscaping around the flag pole was discussed and the shrubbery that should be used. The Park Board members thanked Mr. Fogarty and congratulated him for a job well done.

PARK EXPENDITURES POLICY

The board reviewed a new Parks Invoices Policy prepared by the Fiscal Officer. Mr. Sfiligoj referred to the current policy which reads as follows:

“Mr. Horn made a motion to set purchase order limits for park employees at \$300.00 without signature of Park Board President or Vice President. (This does not include any reoccurring expenses for services and supplies.) Any purchase above \$300.00 would need signature or recommendation of Park Board President or Vice President.” (Bainbridge Township Board of Trustees Minutes dated November 19, 2007)

The board discussed the current policy.

The proposed new policy is as follows:

Parks Invoices

Park employees are limited to expenditure of \$300 without prior Board of Trustees approval. This limit is set at the transaction level and is irrespective of the planned subsequent distribution of the charge.

If the expenditure is over \$300, the Park Board reviews the purchase in an advisory function. The purpose of this role is to provide input to the board of Trustees to help in their decision.

Review and approval of expenditures over \$300 is required before commitment is made to the vendor. A Purchase Order Request is to be submitted to the Board of Trustees who will either approve the request or not, in advance of any commitment to a vendor.

Mr. Sfiligoj said that this new policy will replace the Super BCs and he will schedule a meeting with the Fiscal Officer to discuss this further.

The board discussed the system for purchasing field paint and the fact that the paint cannot be purchased all at once or purchased in bulk to save money because if it is not used right away, it will not keep.

The board also discussed the purchase order for the porta-potties at the parks.

PRESENTATION ON BATH TOWNSHIP

Ms. Linda Spiros reported on the research she conducted on Bath Township regarding its park system for an apples to apples comparison with Bainbridge. Bath Township is similar in size to Bainbridge Township having approximately 23 square miles and a population of 10,500. It has a Parks Department that consists of a Parks Administrator who does all of the scheduling, two full-time employees and three seasonal employees. Its Park Board is advisory only and currently has 12 members with representatives from Bath Township and two neighboring communities: Copley Township (south) and Richfield Township (north). The township has four parks with 500 + acres and 200,000 visitors annually and 1,300 scheduled baseball uses and 3,000 scheduled overall uses. Ms. Spiros also reported on the baseball park, the community activity center, Bath Hill Park and the Bath Nature Preserve which is 404 acres. It was also noted that Richfield, Copley and Bath School Districts all use the parks. The 2007 revenue for the parks was \$471K and expenses were \$442K.

Ms. Spiros and Mr. Preuss will be visiting Bath Township in the near future and will report on their visit at the next meeting.

OPEN DISCUSSION

Trustee White stated that the trustees had another budget session and she would like feedback from the Park Board regarding proposed expenditures or capital improvements for the parks.

The board reviewed the following proposed projects for River Road Park, Settlers Park and Centerville Mills Park:

- Centerville Mills - swimming pool demo and costs
- Centerville Mills - 10 cabins (selling, auction or demo)
- Centerville Mills - old white house - contemplate demolition (currently used for storage)
- Centerville Mills - trails (no increase - upgrade only)
- Centerville Mills - waterfall trail and new deck to overlook waterfall (if old white house is demolished)
- River Road Park - concession stand (old cabinets could be removed from Bainbridge School and used)

Bainbridge School was discussed at this time and it was noted that Kenston Community Education has asked that the demolition be postponed in order for them to perform a study with regard to a use for the school. The trustees will hold off on the demolition for 90 days and if nothing is proposed by KCE, the school will be mothballed and demolished in the spring of 2009. Mr. Bob Ford reported that groups that have used the school gym in the past are starting to call to reserve it again because there is a big demand for the gym in the winter months.

Ms. White reported on the items the trustees are looking at for capital improvements that they need to turn into Geauga County within the next couple of months.

The board discussed the water & sewer project at River Road Park and the recurring expenses plus cleaning and supplies for the bathrooms. Also discussed were the bathrooms at River Road Park, Settlers Park, Frohring Meadows, Shadow Lake and Metzenbaum Park and separate standing bathrooms versus sewers versus porta-potties.

Mr. Ford reported on the tree removal at Settlers Park and the freeway and noted that the Scotch pines are dying.

Bainbridge School Playground

The board discussed the old playground at the Bainbridge School and was in agreement that it should be removed because playground equipment cannot be reused. Trustee White said that the parking lot may need to be improved and it was noted that the fence is down and is being stored at the road garage.

Mr. Preuss made a motion to authorize the removal of the playground at the Bainbridge School.

Mr. Martin seconded the motion that passed unanimously.

Mr. Ford will get an estimate for the dumpster and will email it to Mr. Sfiligoj and the township trustees. The metal will be recycled at the Road Department.

Thank You Note

Mr. Sfiligoj read a thank you note to Mr. Ford from Holly and Matt who recently used Settlers Park for their wedding.

Donations

Mr. Ford reported that Kentson Futbol Club wants to donate \$1,300.00 towards the purchase of new soccer goals for the parks. The goals costs approximately \$2,600.00. The board would like to request that the township split that cost.

Mr. Martin made a motion to present this proposed donation to the township trustees for their approval.

Mr. Preuss seconded the motion that passed unanimously.

Park Projects

Mr. Sfiligoj will make a list of items that need to be done at each park to be discussed at the next meeting.

Slit Seeding

Mr. Ford reported that he received four quotes for Slit Seeding and they ranged from \$12,000 - \$30,000 to do all of the fields and he recommended that it be done this year due to heavy use of the fields by the sports groups. He said aeration was done last fall and in the spring and they should be aerated before the slit seeding is done. It was noted that Radick Landscaping had the lowest quote of \$12,000 and after review of the quote, the board was in agreement to recommend Radick Landscaping to perform the work.

Mr. Martin made a motion to accept the quote from Radick Landscaping to perform the slit seeding at a cost of \$12,000.00 due to heavy use of the fields by sports groups and after reviewing the most cost effective and in view of the quotes of \$12,000 as the lowest and \$30,000 as the highest.

Mr. Jones seconded the motion that passed unanimously.

Pole Repair & Safety Fence at River Road Park

The board discussed the pole repair and the safety fence between the playground and the baseball field at River Road that was damaged during Hurricane Ike. Mr. Ford reported that he has three quotes of \$500.00, \$702.00 and \$953.59.

Mr. Preuss made a motion to have Mr. Ford fix the pole at River Road park declaring it an emergency and to authorize Mr. Ford to submit the three quotes to repair the post that holds the baseball field fence at River Road Park. The painting will be done in-house.

Mr. Martin seconded the motion that passed unanimously.

Since there was no further business, Mr. Preuss made a motion to adjourn the meeting. Mr. Jones seconded the motion that passed unanimously.

The meeting was adjourned at 9:00 P.M.

Respectfully submitted,

Linda L. Zimmerman
Secretary to Park Board

NEXT MEETING: October 15, 2008 - 7:00 P.M. - Bainbridge Town Hall