

REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS

ANDERSON PARK DISTRICT

August 9, 2007

Dale Bartholomew, President, called the regular meeting of the Board of Park Commissioners of the Anderson Park District to order at 6:10 pm at the Park District RecPlex, 6915 Beechmont Avenue. Present were Board Members: Duffy Beischel, Dale Bartholomew, Gail Wright, and Nadine Gelter. Also present were: Ken Kushner, Interim Executive Director; Bailey Martella, Business Director; Emily Armstrong, Recreation Director.

PLEDGE OF ALLEGIANCE

GUESTS: James Buck, resident and neighbor at Johnson Park; Ruth Grant-Bailey, Leap Beyond Therapy Co-Founder.

AGENDA: Mr. Beischel moved for the Board to approve the revised agenda. Mrs. Gelter seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bartholomew, Mr. Bissinger, Ms. Wright, Mrs. Gelter. (5); No: None. The motion carried unanimously.

LEAP BEYOND THERAPY: Ruth Grant-Bailey, Co-Founder of Leap Beyond Therapy advised the Board that she and her partner, Elyn Buscani had felt “out of the loop” during the recent park district staffing changes. She gave the Board a brief overview of what Leap Beyond Therapy had been doing over the last nine months. She stressed that they have been very pleased to be part of the Anderson Park District. She also stated that their business had been growing and they had been leasing more space than originally estimated in the RecPlex, i.e., the gym and Buckeye Room. She also confirmed that Leap Beyond Therapy would like to continue the partnership with the park district in the future. Mr. Bartholomew stated that the Anderson Park District is eager to continue partnerships that are good for the park district and the partner.

JOHNSON PARK ENTRANCE & PARKING: Mr. Jim Buck advised that he and his wife had met with Ken Kushner and Mike Smith to discuss the Johnson Park entrance, roadway into the park and the parking areas. Mr. Buck expressed concern about the placement of future parking areas within the park. He stated that he had talked to Anderson Township zoning in reference to sub-dividing his property into 3 lots or possibly building Landominiums. He also stated his concern about the additional traffic and what hours the park would be open. Ms. Wright assured Mr. Buck that not only would our Sheriff’s Resource Officer, Officer Brian Hayes, be patrolling the park but also the other “beat” officers from the Hamilton County Sheriff’s department. It was the consensus of the Board that the Bridle Run Stables are responsible for their clients when on park property and that Officer Hayes work with the Bridle Run Stable personnel to allow access to the stables by their clients outside posted park hours.

RIVERSIDE PARK RIVERBANK PROJECT: The Board asked Mr. Kushner to work with Horizon Church, owners of the riverbank adjacent to Riverside Park, and Paul Boggs, Attorney,

to draft an easement for the park district work on the riverbank. Mr. Kushner advised the Board that the district had received the 401 Permit from the Ohio EPA on August 8, 2007 and that we are still awaiting the ODNR permit. Mr. Kushner stated that if the district had not received the permit by early next week he would call a meeting of all concerned parties to try and procure the permit as quickly as possible.

RESOLUTION 2007-07: Mr. Beischel moved to approve Resolution 2007-07 authorizing staff to enter into an easement agreement with Horizon Community Church to grant a permanent conservation/vegetation easement to the appropriate governmental agency or entity to satisfy the requirement of the Project Agreement and requirements of the Corps of Engineers for the Riverside Park Riverbank Project. Mrs. Gelter seconded the motion. Voting: Yes: Mr. Beischel, Mrs. Gelter, Ms. Wright, Mr. Bissinger, Mr. Bartholomew. (5), No: None. The motion carried unanimously.

NEW BUSINESS

Anderson Days Survey: Mr. Kushner gave a brief overview of the responses to the survey the Board conducted at Anderson Days. The survey showed most residents are satisfied with the services provided by the park district.

Jason William Hunt Foundation: Mr. Kushner presented the Jason's Day Report to the Board. This report included the funds directly deposited into the Anderson Foundation for Parks and Recreation Account and all expenses paid directly from the Foundation for this event. This report did not include any revenue or expenses deposited or expended by John Hunt, Trustee. A lengthy discussion followed reviewing the outcomes of the event and the other aspects of the JWH Outdoor Leadership Training Center. Mrs. Armstrong gave an overview of the programs offered and Mrs. Martella gave some background pertaining to the partnership. After the discussion and review of the reports the Board had concerns that the partnership is equitable for the district and the residents of Anderson Township. It was determined that Mr. Kushner would contact Mr. Hunt and ask him for a partnership proposal for the Board's review.

Outsourcing Payroll: Mr. Beischel opened a discussion pertaining to the outsourcing of the district's payroll. It was the consensus of the Board that this feature would save Mrs. Martella's time which takes her away from her other duties. Mr. Beischel stated he had researched several companies and asked Mrs. Martella to contact him to set a date and time for a meeting.

Policy Review: Mr. Kushner stated he had received an email from Mr. Beischel pertaining to changes in APD policy and procedure. It was the consensus of the Board that these items be tabled until the Board reviewed the Policy and Procedure's Manual in it's entirety.

Minutes and Handbook: The Board asked staff to post their email and phone numbers at all locations so staff would have this information available to them. They also asked Mrs. Martella to post all meeting minutes, after approval, at Juilfs, ROCE and the RecPlex and to have available to staff copies of the APD handbook at the three locations.

New Accounting System: The Board asked Mrs. Martella to start the investigation into new accounting packages that follows the recommendation of the State Auditor's office for GAAP – Generally Accepted Accounting Practices and to move toward Accrual Accounting Practices. Mr. Kushner and Mrs. Martella were directed to give an update on this research at the September meeting.

Executive Director Search: The Board asked Mr. Kushner to send the Board the current Executive Director job description. Mr. Bartholomew moved that the job would be advertised for 2 weeks and accept applications for 4 weeks through Ohio Parks and Recreation, National Recreation and Parks Association and Career Builder, if the cost for all three does not exceed \$1,000. The Board discussed the following minimum qualifications: Minimum of 5 years experience working in Parks and Recreation management and a Bachelors degree. Mr. Bissinger seconded the motion. The Board asked that all applications and cover letters be sent to Mrs. Gelter. Voting: Yes: Mr. Beischel, Mrs. Gelter, Ms. Wright, Mr. Bissinger, Mr. Bartholomew. (5), No: None. The motion carried unanimously.

Ohio Parks and Recreation Membership: The Board determined that the Park District would renew its Agency membership with the Ohio Parks and Recreation Association. Mr. Kushner was asked to compile a recommendation list, for the Board's review, of appropriate positions for district paid membership.

Ranger Badges: Mr. Bartholomew asked about the location of all of the Ranger badges retained by the district. Mrs. Martella reported they are in a locked cabinet for safekeeping. Mr. Bartholomew stated he had Ms. McClure's badge and would get it to Mrs. Martella to place with the others.

Riverside Park Riverbank Funds: Mrs. Martella was directed to contact Mr. Bartholomew to clarify where the Riverbank matching funds are line itemed in the 2007 budget. She agreed to call him with this information and transfer the funds from other accounts to B-02 Riverside Park new construction in the budget.

STAFF CHANGES: Mrs. Gelter moved to approve the hiring of the following part-time staff on their actual date of hire: Recreation: Kelsey Wilmers; Contract Recreation: Jessica Slone; Concessions: Andrew Fuller and Cameron Brown. Mr. Beischel seconded the motion. Voting: Yes: Mr. Bartholomew, Mrs. Gelter, Mr. Bissinger, Mr. Beischel, Ms. Wright (5); No: None. The motion carried unanimously.

The Board deferred the discussion of Mrs. Emily Armstrong's letter to rescind her resignation as Recreation Director to Executive Session.

PURCHASE ORDER APPROVAL: Mr. Beischel moved for the Board to approve the following Purchase Orders:

Vermont Systems, Inc.	RecTrac Balance of Purchase	\$2,100.00
Ohio EPA	401 Riverbank Permit Fee	\$7,350.00

Mr. Bissinger seconded the motion. Voting: Yes: Mr. Beischel, Mrs. Gelter, Ms. Wright, Mr. Bissinger. Mr. Bartholomew (5), No: None (0). The motion carried unanimously

GRANTS: Mrs. Martella advised the Board that the district had been awarded a \$5,000 grant for the Beech Acres Park Playground from the Andrew Jergens Foundation.

FINANCIAL REPORTS AND AUTHORIZATION OF EXPENDITURES:

Mr. Beischel moved for the Board to approve the **June and July 2007** Financial Reports and Authorized the Expenditures as presented by Mrs. Martella; and further authorized staff to acquire new credit cards for park district purchases as long as Mrs. Martella and Mr. Kushner place a credit limit on each card. Mr. Bissinger seconded the motion. Voting: Yes: Mr. Bartholomew, Mr. Beischel, Mr. Bissinger, Mrs. Gelter, Ms. Wright. (5); No: None. The motion carried unanimously.

APPROVAL OF MINUTES: Mrs. Gelter moved to approve the minutes of the June 20, 2007 and the July 10, 2007 Special meeting. Mrs. Gelter seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bartholomew, Ms. Wright, Mr. Bissinger, Mrs. Gelter (5) No: None. The motion carried unanimously.

At 8:15 p.m. Mrs. Gelter moved to adjourn the regular meeting and move into Executive Session to discuss personnel matters. Mrs. Martella was excused from this session. Ms. Wright seconded the motion. Voting: Yes: Mr. Bartholomew, Mrs. Gelter, Mr. Bissinger, Ms. Wright, Mr. Beischel (5); No: None. The motion carried unanimously

At 9:30 p.m. Mr. Beischel moved to adjourn the Executive Session and reopen the Regular meeting. Ms. Wright seconded the motion. . Voting: Yes: Mr. Bartholomew, Mrs. Gelter, Mr. Bissinger, Ms. Wright, Mr. Beischel (5); No: None. The motion carried unanimously

Mr. Bissinger moved to compensate Mr. Kushner, Interim Executive Director and Mr. Michael Smith, Interim Operations Director with an additional bonus check each pay period until a permanent Executive Director is hired.

Mrs. Armstrong's letter of resignation of her Recreation Director position was tabled until a replacement is hired and trained.

Mr. Bartholomew stated he would contact Mrs. Martella with the above information to be recorded.

At 9:50 p.m. there being no further business to be brought before this Board, Mr. Beischel moved to adjourn the meeting. Mrs. Gelter seconded the motion. Voting: Yes: Mrs. Gelter, Mr. Bartholomew, Mr. Bissinger, Mr. Beischel and Ms. Wright. (5) No: None. The motion carried unanimously.

Submitted by,

Bailey H. Martella
Business Director

Dale Bartholomew

Duffy Beischel

Mark Bissinger

Nadine Gelter

Gail Wright