

**REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS
ANDERSON PARK DISTRICT
October 11, 2007**

Dale Bartholomew, President, called the regular meeting of the Board of Park Commissioners of the Anderson Park District to order at 6:42 pm at the Anderson Park District, Julifs Park Office, 8249 Clough Pike. Present were Board Members: Duffy Beischel, Mark Bissinger and Nadine Gelter. Also present were: Ken Kushner, Interim Executive Director; Bailey Martella, Business Director; Emily Armstrong, Recreation Director; Mike Smith, Interim Operations Director and Brian Hayes, Park Resource Officer.

GUESTS: Lt. Mike Hartzler, Hamilton County Sheriff's Department; Andy Worth; John Hunt, William Jason Hunt Foundation; Wayne Hermann; Adam Balls, Hylant Group, Tim Marcagi, Benefit Resources.

AGENDA: Mrs. Gelter moved for the Board to approve the agenda. Mr. Bissinger seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bartholomew, Mr. Bissinger, Mrs. Gelter. (4); No: None. The motion carried unanimously.

INTRODUCTION: The Board welcomed Chris Skidmore, Recreation Manager, to the staff. Mr. Skidmore told the Board he was very happy to be a member of the team and was looking forward to the upcoming basketball season and the other new challenges ahead!

SHERIFF'S DEPARTMENT: Lt. Mike Hartzler, Hamilton County Sheriff's Department thanked the Board for allowing the Sheriff's Department to serve the District for the past 2 years. He then asked Brian Hayes, Park Resource Officer, to give the Board a summary of some of his accomplishments in the last 2 years. Officer Hayes also thanked the Board for allowing him to serve the district and relayed that this had been an outstanding opportunity for him. He also stated that some of the success was due to the fact that by contracting with the Sheriff's Department the district had the services of all of the officers serving the Township. He stated that some of his duties this past 2 years have been: working and scheduling other officers for events, training the "Citizens on Patrol" about the district, continuing the bike patrol and writing a 38 page manual about park operations for the other officers in the Township. Mr. Beischel noted that Officer Hayes and the other officers working for the district are doing an excellent job and the Board is extremely happy with the service from the Sheriff's Department. Mr. Kushner then advised the Board, with great pride, that Officer Hayes had been named the Post 318 "Officer of the Year"!

Lt. Hartzler stated that after review of the service records for the district's patrol vehicles it was his recommendation that the district plan to replace one or both of the vehicles in 2008. Mr. Bartholomew asked if the Township was planning on trading any of their patrol vehicles and if so if the district might be able to purchase one as was done 2 years ago. Lt. Hartzler stated that he was not sure if the Township would be replacing vehicles but that he would investigate this option and report back to the Board. He stated that if the district were to purchase new vehicles a good cost estimate would be approximately \$30,000 for a new Tahoe and \$21,000 for a sedan. The Board stated a new vehicle would be a strain on the district's budget but would certainly consider this option.

Lt. Hartzler again thanked the Board for the opportunity to serve the district. The Board again thanked Lt. Hartzler for his time and effort to make the contract a success.

PARK DISTRICT INSURANCE

Health Insurance: Tim Marcagi, Benefit Resources, outlined the district's current and proposed health benefits. Upon Mr. Marcagi's recommendation the Board was very interested in improving the district's long-term disability insurance coverage. The Board asked Mr. Marcagi if he would research the coordination of benefits between the long-term policy the Ohio Public Employees Retirement System policy. He also outlined the current dental policy and suggested that 2 programs would work well for the district: Met Life and Dental Care Plus. He stated he would be happy to research the OPERS and work with Mrs. Martella to make a recommendation to the Board for these chances. The Board also asked Mrs. Martella to research what the financial impact would be on the district's budget if we were to offer health benefits to non-seasonal employees who work 1,560 hours or more annually. Mrs. Martella said she would.

Liability Insurance: Mrs. Martella introduced Adam Balls, Hylant Group Insurance Representative to the Board. Mr. Balls asked the Board for questions pertaining to the district's coverage or if they wanted him to give a summary of benefits. Mr. Bissinger outlined several questions he had pertaining to the policy:

- a) Is the law enforcement coverage needed? Mr. Balls stated that this option does not substantially increase the premium. After a brief description of this option Mrs. Martella advised Mr. Balls that the district does hire "contract officers" for events and other details. It was his recommendation and the Board agreed that the district retain this coverage in the policy.
- b) Public Employees Dishonesty Coverage. Mr. Balls recommended that the district increase this coverage to \$100,000 and the Board agreed.
- c) Anderson Foundation for Parks and Recreation Coverage. Mrs. Martella stated that this question had been asked many times before and the answer was always the Foundation and Board is covered under the district's policy. Mr. Balls was asked to add the Foundation as an Additional Insured so it would be listed on the policy. He stated he would do this.

Mr. Balls added that as of November 1, 2007 the Ohio Plan now could offer its clients the option of increasing their General Liability – Each Occurrence from \$5,000,000 to \$6,000,000, and General Liability – Annual Aggregate Limit from \$7,000,000 to \$8,000,000. The Board asked Mr. Balls to acquire a quotation for this increase in coverage.

Mr. Balls also asked the Board if they wished to consider dropping the Uninsured Motorist coverage from the policy. He indicated that this would save the district approximately \$1,000 annually. He stated that an entity is not legally required to carry this coverage and some entities consider this to be an employee benefit since if the employee were injured in an accident the districts Workers Compensation would take the responsibility. Mr. Beischel stated that he felt this coverage is extremely important since Workers Compensation may not cover an employee

fully if they are cleared for work but still not completely healed. The feeling of the Board was to keep this coverage for now but to reevaluate at a later time.

OLD BUSINESS

Jason William Hunt Foundation Partnership: John Hunt opened by giving a brief background of the JWHunt Foundation. He mentioned the Teen/Tween, and Leave No Trace as good examples of new programs offered this year. He asked the Board for their thoughts on the partnership and programs offered at the Center. Mr. Beischel stated that the issue is not the overall purpose of Center but the amount of resources the district has been contributing to the fundraising and development of the programming. He further stated that in his opinion the district couldn't continue to commit this amount of resources to single purpose fundraising. Mr. Bartholomew stated that the district is not questioning the "good of the program" but re-iterated Mr. Beischel's concern of how much staff time and energy the APD can actually devote to one program. Mrs. Gelter stated that the Board's feeling concerning all continuing partnerships is that it must be equal benefit for the district and the partner.

Mr. Hunt stated that he would wait for the Board to determine if the partnership will continue but that he would like an answer before the first of 2008 so he can plan for future fundraising events.

Mr. Bartholomew thanked Mr. Hunt for his time and efforts and stated that the Board would make a decision and contact him.

Riverside Park Riverbank Project: Mr. Kushner advised the Board that the riverbank project is well underway and that we should be out of the river by sometime in the week of October 15. He reported that the APD would need to open another purchase order for an additional 500 tons of rock from Hanson Aggregate. He further reported the Horizon Church, owner of the riverbank adjacent to Riverside Park, had signed that easement document. Mr. Beischel and Mr. Bartholomew both stated that the staff are doing an outstanding job and should be commended. Mr. Kushner stated that he would keep the Board informed of any changes to the project.

Johnson Park: Mr. Kushner reported that the fencing for the pasture was ordered but to date had not arrived. When delivered staff will install and the park will be ready for the soft opening since the entrance and parking lot gravel had been installed.

Johnson Park Cell Tower: Mr. Bissinger made it clear that he was abstaining from any discussion and/or decisions pertaining to the Johnson Park cell tower since he legally represents Arcadia Communications. He further offered to leave the room during the discussion if the other members of the Board felt it necessary. They indicated that he could stay. Mr. Kushner reported that Duke Energy has given the district an estimated cost of \$55,000 to install a 3-Phase 800amp service to the park. The installation will require the district to install two cable pits, one pull box as well as trench and back-fill per Duke Energy standards estimated at \$10,000. He stressed that this estimate was based on verbal communication of locations and field measurements.

Mr. Kushner further reported Arcadia Communications has offered a contribution of \$65,000 to the Anderson Foundation for Parks and Recreation, if the district does not go with their original electrical installation proposed cost of \$89,000. Mr. Kushner stated that since we do not have a development plan for the park he would recommend the district accept the offer of the donation

to help with future development of the park. No decision was reached, however the Board authorized Mr. Kushner to continue negotiations with Arcadia Communications.

T-Mobile Cell Tower at Beech Acres Park: Mr. Bartholomew reported that Anderson Township Zoning Appeals had heard the tower appeal at their last meeting. They were several concerns discussed but it appeared all issues were resolved and the resolution would be presented and voted on at their next meeting. The T-Mobile representative indicated at the meeting that once the zoning was approved they would start work and hoped to complete the tower by the first of the year.

Payroll Outsourcing: Mr. Beischel reported that he had gone back to the two top bidders for the payroll outsourcing and found ADP to be the best option. Mr. Bartholomew asked Mr. Kushner what he recommended and he stated that until the research for a new accounting program was complete he would recommend keeping payroll processing in house. No decision was made at this time but the option would remain open.

New Accounting System: Mr. Beischel stated that he had contacted Anne Zimmerman CPA and asked her to help evaluate the new accounting computer program for the district. He reported that she agreed to work with the district on this project. Mrs. Martella reported that she had called Ruthann Crist and talked to her about a new program. She stated that Ms. Crist suggested that David Thompson of the State Local Government Office come to a Board meeting to discuss the district's needs and perhaps offer suggestions for a new program. The Board was in agreement that Mrs. Martella should contact the State Auditor's office and arrange for Mr. Thompson to attend the next meeting.

Reds Community Fund: Mr. Kushner gave the Board the article that appeared in the Community Press concerning the "Marty Brennamen Field" at Juilfs Park. He reported that he had met with Charley Frank, Executive Director, Matt Crawford and Chris Bugnak of MSA Engineering to discuss the project and upgrades to Juilfs #1 including building materials for dugouts and the press box. He stated that Chris Bugnak will design the facility using our specified materials.

Executive Director Search: Mrs. Gelter reported that she had reviewed all 63 resumes received to date for the Executive Director's position. The Board will continue to accept resumes for another 2 weeks. Out of the 63 resumes she indicated that she felt there were 17 applicants to go forward with telephone interviews and asked if another Board member would review the resumes to confirm her decision. Mr. Bissinger agreed to review the resumes. Mrs. Gelter thought that once the deadline had been reached phone interviews by 2 or more Board members should be arranged. Mrs. Gelter stated that a decision should be forthcoming on salary range and reimbursement for travel for interviewing. The Board will take this under advisement and make a decision.

Levy Discussion: Mr. Kushner advised the Board he had sent a letter to Dr. Henry Dolive, Township Administrator, advising him that the Board would be approving a Resolutions to place a levy issue on the ballot in November 2008 and that the Board would be seeking the Township Trustees' approval by means of additional resolutions. The Board asked Mrs. Martella to contact the County Auditor's office to get estimation of what a 1.9 mil, 1.95 mil or 2 mil levy would bring the district. She indicated she would write the Auditor's Office.

NEW BUSINESS

Beech Acres Park Donation: Mr. Kushner indicated that Mr. Dave Robertson had donated a Beech Acres Park Seat wall in honor of Molly McClure. Mr. Bissinger indicated that he would be sending a personal thank you to Mr. Robertson for his donation. Mrs. Martella stated that when Mr. Robertson brought the check to Juilfs Office he asked if any remaining funds, after the cost of the seat wall, be turned over to the playground fund. She reported she would be sure the credit to the playground was recorded.

Purchasing Procedures: The Board reviewed the current reimbursement forms used by the district. They asked to have a purpose column (reason for trip) added to the mileage sheet. Mrs. Martella indicated she would have the form revised and distribute to all departments. They determined that a travel expenses report should be filled out for all training or travel expenses. Personal reimbursement receipts should be attached to the report but itemized on the current APD reimbursement sheet. A discussion took place concerning length of time an employee should have to request a reimbursement. It was discussed that all reimbursements should be submitted no later than 2 weeks after the purchase or use of personal funds. No decision was made.

Heritage Center Repair: Mr. Kushner advised the Board that the Anderson Township Trustees had agreed to make the requested repairs to the Heritage center in 2007 and 2008. The Operations Department would arrange for contractors and the invoices for the work will be sent to the Township. The Board asked Mr. Kushner to work with Richard Shelley, Township Road Maintenance Department, to accomplish the repairs.

Staff Changes: Mr. BeIschel moved to approve the hiring of Scott Lahman, full-time Recreation Director. Mr. Bissinger seconded the motion. Voting; Yes: Mr. Bartholomew, Mrs. Gelter, Mr. Bissinger and Mr. BeIschel (4); No: None. The motion carried unanimously.

FUNDRAISING AND GRANTS ACTIVITY: Mr. Kushner advised the Board that Michael Simon had been researching and was in the process of writing several new grants, one in particular "Baseball Tomorrow" for field lights at Riverside Park. The Board requested the Grant List be revised to include current personnel only for researched and pending grant submissions.

FINANCIAL REPORTS AND AUTHORIZATION OF EXPENDITURES:

Mrs. Gelter asked Mrs. Martella about a reimbursement check written to Ms. McClure for mileage incurred in June 2007. Mrs. Martella reported that Mr. Kushner had received the request and given approval for payment. The Board asked Mr. Kushner to contact Ms. McClure ask if there are any remaining reimbursements to be submitted and advise Ms. McClure that any additional reimbursements are to be submitted directly to a Board member. Mr. BeIschel moved for the Board to approve the **September 2007** Financial Reports and Authorized the Expenditures as presented by Mrs. Martella. Mrs. Gelter seconded the motion. Voting: Yes: Mr. Bartholomew, Mr. BeIschel, Mr. Bissinger and Mrs. Gelter. (4); No: None. The motion carried unanimously.

APPROVAL OF MINUTES: Mrs. Gelter moved to approve the revised minutes of the **July 19, 2007 Special Meeting** and the **August 9, 2007 Regular meeting**. Mr. Bissinger seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bartholomew, Mr. Bissinger, Mrs. Gelter (4) No: None. The motion carried unanimously.

At 10:00 p.m. Mrs. Gelter moved to adjourn the regular meeting and move into Executive Session to discuss personnel matters. Mr. Bissinger seconded the motion. Voting; Yes: Mr. Bartholomew, Mrs. Gelter, Mr. Bissinger, Mr. Beischel (4); No: None. The motion carried unanimously

At 10:50 p.m. Mr. Beischel moved to adjourn the Executive Session and reopen the Regular meeting. Mrs. Gelter seconded the motion. . Voting; Yes: Mr. Bartholomew, Mrs. Gelter, Mr. Bissinger, Mr. Beischel (4); No: None. The motion carried unanimously

Mr. Kushner reported that Mr. Beischel moved to approve a 3-week vacation accrual rate of 4.62/hours per pay period for Scott Lahman, Recreation Director; and to increase Mrs. Emily Armstrong salary and extend all other benefits (sick and vacation on a pro-rated basis) for her new duties as Assistant Executive Director on a part-time basis. Mrs. Gelter seconded the motion. Voting; Yes: Mr. Bartholomew, Mrs. Gelter, Mr. Bissinger, Mr. Beischel (4); No: None. The motion carried unanimously.

At 10:52 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 and Mr. Beischel. (4) No: None. The motion carried unanimously.

Submitted by,

Bailey H. Martella
Business Director

Dale Bartholomew

Duffy Beischel

Mark Bissinger

Nadine Gelter