

REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS

ANDERSON PARK DISTRICT

September 12, 2007

Dale Bartholomew, President, called the regular meeting of the Board of Park Commissioners of the Anderson Park District to order at 7:04 pm at the Anderson Park District, Juilfs 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.

PLEDGE OF ALLEGIANCE

GUESTS: None

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, Mrs. Gelter. (4); No: None. The motion carried unanimously.

OLD BUSINESS

Riverside Park Riverbank Project: Mr. Kushner advised the Board that the easement document had been given to the Horizon Church, owners of the riverbank adjacent to Riverside Park. This is the last piece needed to request to proceed and this should take several days to receive. Once the proceed to work is received the project will begin with the requirement that all work in the river is complete by October 31, 2007. Mr. Bissinger stated that all employees working on this project should have safety training since the work takes place on such a steep embankment. He further requested that the employees working on this project be cautioned regarding safety practices. Mr. Kushner stated the employees are certified to run the equipment but would ensure the employees would be briefed on this matter. Mr. Kushner stated that the bid opening for specified equipment and materials will be on September 13th and if all of the pieces fall into place the project should begin on September 17, 2007.

Johnson Park: Mr. Kushner reported that in order to keep the patrons and horses separated additional split rail fencing would need to be purchased. Mr. Beischel felt very strongly Bridle Run Stables should absorb the cost of the fencing since the horses are there because of the business. After a lengthy discussion regarding the APD's responsibilities as a landlord, Mrs. Gelter moved the Board approve **\$5,589.25** for split rail fence materials; and authorize Mrs. Martella to open a purchase order in that amount. Mr. Bissinger seconded the motion. Voting: Yes: Mr. Bartholomew, Mr. Bissinger, Mrs. Gelter. (3); No: Mr. Beischel. The motion carried.

Mr. Kushner reported that the gravel for the main entrance drive and parking area was coming from Hanson Gravel through the ODOT allotment.

Payroll Outsourcing: Mr. Beischel presented an itemized chart of the vendor proposals for outsourcing the district's payroll. Mr. Kushner stated that Mr. Beischel had done an excellent job of putting the report together but stated he was not sure, after reviewing the cost and with the possible change of accounting program on the horizon, that it was the right thing for the district at this time. After a discussion it was the consensus of the Board that the district would not outsource payroll at this time but the option would be reviewed further. Mrs. Martella was asked to contact Fifth Third Bank for the per item charge for direct deposit. Mr. Beischel offered to negotiate with Paychex and ADP for their lowest and best price, the other Board members accepted his offer.

New Accounting System: A discussion took place on the status of the research for a new accounting package. Mr. Bissinger and Mr. Beischel both suggested they might be able to find a volunteer to help with the research and recommendation process. Mr. Beischel stated that if the district were to go with the United Auditor's Network (UAN) it would speed the process up greatly. Mr. Bissinger pointed out that this was a huge decision and may take several months to actually make a decision. Mr. Bissinger and Mr. Beischel stated they would contact Mr. Kushner and Mrs. Martella when a volunteer was determined.

Policy Review: The Board embarked on a lengthy discussion pertaining to the Policy Changes and definitions Mr. Beischel had distributed. There was no final decision, however some of the points of discussion were:

- a. Vacation time: Currently an employee may carry-over 2x the vacation they accrue. It was discussed that an employee may carry-over 2x the vacation but must use the prior years accrual by March 31st of the next year. (To be reviewed at a later date.)
 - b. Computer Policy: It was determined that as previously stated all information on APD computers is public record as noted in the handbook. Non-APD work or personal business is not to be conducted on APD equipment. (Emphasis but not change in policy.)
 - c. The APD Organizational Chart is to be updated and reviewed at a minimum of quarterly by the Board.
 - d. Employees may join organizations and participate on committees on their own time not APD time.
 - e. Contact employees may only be hired with prior approval of the Board.
 - f. Partnerships must be defined as being of an equal or greater benefit to the APD.
 - g. Board meeting minutes will be posted after each meeting at Juilfs, ROCE and the RecPlex for no less than 21 days after Board approval. In addition the minutes and financials are to be sent to the Anderson Township Trustees, following Board approval, on a monthly basis.
 - h. A book of Board Policy will should be created and updated as necessary.
- No final decisions were made but Mr. Kushner was asked to work on their directions.

APPROVALS AND PURCHASE ORDERS:

Staff Changes: Mrs. Gelter moved to approve the hiring of the following full-time and part-time staff on their actual date of hire: Full-time Recreation Manager: Chris Skidmore; Part-time Recreation Staff: Monica Friedle and Carla Stigall; and Part-time Administrative Operations Staff: Virginia Wegford. Mr. Bissinger seconded the motion. Voting; Yes: Mr. Bartholomew, Mrs. Gelter, Mr. Bissinger and Mr. Beischel (4); No: None. The motion carried unanimously.

OPRA Membership: Mr. Bissinger moved the Board approve the park district pay the Ohio Parks and Recreation's Annual Membership fee for the following staff: Jessica Fall - Recreation Manager, Brian Jordan – Business & Finance Asst., Biz Martella – Business Director, Chris Skidmore – Recreation Manager and the new Recreation Director when hired. Mrs. Gelter seconded the motion. Voting; Yes: Mr. Bartholomew, Mrs. Gelter, Mr. Bissinger and Mr. Beischel (4); No: None. The motion carried unanimously.

PURCHASE ORDER APPROVAL: Mrs. Gelter moved for the Board to approve the following Purchase Order:

Cincinnati Enquirer	Newspaper & Web Ads	\$7,099.97
July, 2007 Advertising for three full-time positions.		

Mr. Beischel seconded the motion. Voting: Yes: Mr. Beischel, Mrs. Gelter, Mr. Bissinger, Mr. Bartholomew (4), No: None (0). The motion carried unanimously

Executive Director Search: It was the consensus of the Board that the advertisement for a new Executive Director would be placed on the OPRA, NRPA websites and Career Builders for 2 weeks with applications accepted for 4 weeks and an ad placed in the Cincinnati Enquirer for one Sunday, September 23rd. It was also determined that all applications would be forwarded to Mrs. Gelter for review and that an email address be set up through the district to expedite this process.

Levy Discussion: Mr. Kushner advised that he had spoken to Dr. John Patzwald, Superintendent of the Forest Hills School District (FHSD) and was informed that their Board may also be placing an issue on one of the ballots in: March 2008, November 2008 or March 2009. Mr. Kushner was asked to inform Dr. Patzwald of the District's decision to tentatively place our issue on the November 2008 ballot. Mr. Kushner was asked to notify the Anderson Township Trustees of the District's desire to go to the voters in November 2008 and the appropriate Resolutions would follow.

Johnson Park Cell Tower Discussion: It is noted that before any discussion began, Mr. Bissinger, Arcadia Communication's Counsel, stated he was abstaining from any discussion or decision concerning this topic. Mr. Kushner stated he had met with Tom Peterson from Arcadia Communications pertaining the possible tower placement at Johnson Park. Mr. Kushner Reported that he has asked Mr. Patterson for electrical cost breakdown and if it was possible to build a 170' tower to allow for additional locators. During the discussion Mr. Patterson indicated that it would not be possible to build a "tree like" tower on this site because of the exorbitant cost. Mr. Kushner asked the Board to consider if they really wanted a tower at Johnson before too much time and expense was consumed in negotiations. It was the consensus of the Board that before a final decision could be made Mr. Kushner should continue to research and negotiate with Arcadia Communications.

NEW BUSINESS

Newsletter AD: Mr. Beischel questioned the advertisement or promotion for Leap Beyond Therapy in the APD's latest newsletter. Mr. Kushner stated that this type of advertising had been done in previous issues to help promote our partnership with the business. It was determined that if Leap Beyond Therapy or any other partner should want to advertise in the APD newsletter they should be charged at our cost. Mr. Kushner stated that he or a staff member would contact the principals with this decision.

Red's Community Fund: Mr. Kushner advised the Board that Jay Lewis, Vice President Anderson Township Little League had approached the Park District about an opportunity that the Reds Community Funds had to offer. He met with Jay Lewis and Matt Crawford (of the Reds Community Fund) about renovating one of the park district fields and naming the field in honor of Marty Brenneman, the Reds Hall of Fame Announcer, who is a resident of Anderson Township.

The Reds Community Fund has refurbished about 160 fields at this time and plans to return every 3 years to do organic work to the fields. Organic, meaning adding diamond dirt, redefining the field to keep the field playable and up to the Community Fund standards. It is Mr. Kushner's understanding the "Marty Brenneman" field would be an exception to the Community Fund standard. This field will have a press box and dugouts built to the park district specifications. The field surface will also be upgraded as well as the outfield. The total amount of the field upgrade provided by the Reds Community Fund is estimated at this time to be worth \$40,000 - \$50,000 plus labor and materials.

Final design estimates and planning will be worked out in October. He further stated that Dale Bartholomew had been contacted by Mr. Kushner concerning this project and it was decided that this opportunity was "too good to pass up" therefore, the project was moved forward and accepted with the understanding that the dugout and press box will be built to park district standards.

The Board expressed great pleasure and excitement that one of the district's fields had been chosen for this great honor!

GRANTS: Mr. Kushner advised the Board that work continues with researching grants for the district however it was becoming very clear that many of these grants require matching funds which the district will need to budget for in the coming year.

FINANCIAL REPORTS AND AUTHORIZATION OF EXPENDITURES:

Mrs. Martella was asked about a reimbursement check written to Ms. McClure. Mrs. Martella stated that there were 3 items on the reimbursements 1) an airline ticket for the AMA conference in May; 2) her health insurance; 3) a payment to a umpire who filled in for the district's softball league. Mrs. Martella was asked why there was a payment for an airline ticket when Capital One miles have been generally used for airline fare. It was also questioned as to why the reimbursement was made in August when Ms. McClure was only employed through July 31 and the expense was incurred in May. Mr. Bissinger stated that it did not seem unreasonable that a former employee would submit expenses so long after the termination date. Mrs. Martella stated

she would follow-up on their questions. Mr. Beischel moved for the Board to approve the **August 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 10:30 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. Beischel moved to promote Mrs. Emily Armstrong to Assistant Director on a part-time basis and allow Mrs. Armstrong and Mr. Kushner to work on the details. These details will be discussed at the next meeting in October. 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