

**REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS
ANDERSON TOWNSHIP PARK DISTRICT
December 11, 2008**

Nadine Gelter, President, called the regular meeting of the Board of Park Commissioners of the Anderson Township Park District to order at 6:30 pm at the Anderson Township Park District, Juilfs Park Office, 8249 Clough Pike. Present were Board Members: Dale Bartholomew, Duffy Beischel and Lisa Klancher. Also present were: Ken Kushner, Executive Director; Emily Armstrong, Assistant Director; Bailey Martella, Financial Officer/Board Clerk; Mike Smith, Operations Manager; Scott Lahman, Recreation Manager; and Sheila Fehn, Office Manager.

GUESTS: Mr. Harry Fermann, Fermann & Company CPA's.

PLEDGE OF ALLEGIANCE

AGENDA: Mr. Bartholomew moved the Board approve the Agenda. Mr. Beischel seconded the motion. Voting: Yes: Mr. Beischel, Mrs. Gelter, Mr. Bartholomew and Mrs. Klancher. (4), No: None. The motion carried unanimously.

OLD BUSINESS:

Johnson Equine Lease: Mr. Kushner advised the Board he had written Mr. Larry Waltz, Waltz Enterprises and operator of Bridle Run Stables, to inform him the park district would be moving forward with the planning process for Johnson Park with the intention of allowing full public access. Therefore, the Equine Facility Lease would not be renewed. Per the lease agreement, the business will have up to six months to vacate the premises which would be on or before July 1, 2009.

Recognition of Harry Fermann: The Board expressed their gratitude to Mr. Harry Fermann for his outstanding job as the volunteer treasurer for the successful 2008 Levy Campaign. Mr. Fermann stated that it had been his pleasure to assist the district. He reported the final campaign report had been submitted to the Hamilton County Board of Elections and as soon as he received their receipt he would forward all the original reports and receipts to the district.

Johnson Park Cell Tower: Mr. Kushner stated Arcadia Communications had contacted him to advise they will exercise their contract option and would be moving forward with the process in the near future.

Broadwell Woods: The Board reviewed Mr. Kushner's December 3, 2008 letter sent to Mr. Doug Evans, Evans Landscaping, in response to his letter of November 10, 2008 concerning the clear-cut on Broadwell Woods. In the letter Mr. Kushner stated the park district appreciated Mr. Evans willingness to pay for the tree whips and would purchase the trees in the near future and invoice Mr. Evans.

Heritage Center: Mr. Kushner reported the Operations Department has purchase and installed the new doors at the Heritage Center. He stated the Anderson Township Government has agreed to reimburse the district for the cost of the doors. Mr. Kushner further advised Curry Electric is working on a proposal for exterior lighting upgrades.

Park District Policy Additions: Mr. Bartholomew moved the Board approve the Commercial Filming & Photography Regulations and Permit process, as well as, a policy prohibiting the distribution of fliers on vehicles in ATPD parking lots. (Please see updated policy attached). Mr. Beischel seconded the motion. Voting: Yes: Mr. Bartholomew, Mr. Beischel, Mrs. Gelter and Mrs. Klancher (4). No: None. The motion carried unanimously.

FEMA Grant ~ Hurricane Ike Storm Damage: Mr. Kushner advised the Board the FEMA Grant for Hurricane Ike Storm damage has been submitted and that it would take 6 to 8 weeks to receive the reimbursement check for 75% of the cost of the clean-up.

2008 Field Costs: The Board reviewed the 2008 field maintenance costs as presented by Mr. Kushner.

NEW BUSINESS

Firehouse Fields: Mr. Kushner reported since the Firehouse Fields had been designated by the Anderson Township Government as the drop-off location for the Hurricane Ike storm debris these fields would be out of service for at least the spring 2009 season. It was the consensus of the Board, as other field locations would be utilized for the coming season and because the Township may have an alternate use for this property in the near future, that Mr. Kushner send a letter to Mr. Henry Dolive, Township Administrator, advising him the district will no longer be utilizing or maintaining this facility.

REQUEST FOR APPROVAL

Approval of Purchase Orders: Mr. Bartholomew moved for the Board to approve the following authorized between meeting Purchase Orders:

Hylant Group	Liability Insurance	\$ 3,118
Balestra, Harr & Scherer	Audit/Cancel P.O. to AOS	\$ 6,000
Beech Acres Parenting Center	Rent/Lease	\$10,000

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

WebTrac Update: Mr. Beischel moved to ratify the Board's between-meeting approval to purchase the WebTrac Facility and Registration Modules software, including training in the amount of \$12,145; and approve a purchase order in that amount to Vermont Systems. Mr. Bartholomew seconded the motion. Voting: Yes; Mr. Beischel, Mrs. Gelter, Mrs. Klancher and Mr. Bartholomew, (4), No: None. The motion carried unanimously.

RESOLUTION 2008-11: Mr. Bartholomew moved to approve Resolution 2008-11 approving the final revenues and final summary budget appropriations for 2008. Mrs. Gelter seconded the motion. Voting: Yes: Mr. Bartholomew, Mrs. Klancher, Mrs. Gelter, and Mr. Beischel (4) No: None. The motion carried unanimously.

RESOLUTION 2008-12 - AUDITOR'S ANNUAL TAX ADVANCE REQUEST: Mr. Bartholomew moved to approve **Resolution 2008-12 Requesting an Advance Payment of**

taxes to be drawn on the undivided real estate tax fund. Mrs. Klancher seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bartholomew, Mrs. Gelter, Mrs. Klancher. (4); No: None. The motion carried unanimously

2009 BUDGET: After the review and discussion of the revenue and appropriation proposal, Mr. Bartholomew moved to:

- 1) Approve the 2009 budget receipts and appropriations; with the understanding that the carry-over balance is currently a projection and won't be finalized until the books are closed for 2008. When the actual carry-over is determined at the close of the year, the difference shall be added or deleted from appropriations and receipts as necessary.
- 2) Authorize Mrs. Martella to make the necessary adjustments and set up the 2009 appropriations, receipts and purchase orders to pay invoices accordingly prior to the January 15th meeting.

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

Fees & Charges: Mr. Kushner presented the 2009 Fees & Charges. Mr. Beischel moved to approve the 2009 Fees and Charges as presented, with the exception of changing the field lining for special events from \$180 to \$160/per field. Voting: Yes: Mr. Beischel, Mr. Bartholomew, Mrs. Klancher and Mrs. Gelter. (4); No: None. The motion carried unanimously.

Additional 2008 Holiday: Mr. Beischel moved the Board approve each full-time employee receive Christmas Eve as an additional holiday in 2008. Mr. Bartholomew seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bartholomew, Mrs. Klancher and Mrs. Gelter. (4); No: None. The motion carried unanimously.

2009 Board Meeting Schedule: Mr. Bartholomew moved the Board approve the 2009 Board meeting schedule as presented with the exception of changing the June meeting to Wednesday, June 17th. Mrs. Gelter seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bartholomew, Mrs. Klancher and Mrs. Gelter. (4); No: None. The motion carried unanimously.

Request for Training: Mr. Bartholomew moved the Board approve registration of \$99 and all related costs for Mr. Kushner to attend The Ohio Resource Development Academy Grant Writing workshop on December 15 & 16 in Columbus. Mrs. Klancher seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bartholomew, Mrs. Klancher and Mrs. Gelter. (4); No: None. The motion carried unanimously.

Fundraising & Grant Activity: Mr. Kushner advised the Board we were not successful in obtaining the Laverty Park Playground grant. However, he stated a playground update, details yet to be determined, was included in the 2009 budget. Mr. Bartholomew asked Mr. Kushner to bring the cost for a new Laverty playground to the Board in the first part of the year for consideration.

FINANCIAL REPORTS AND AUTHORIZATION OF EXPENDITURES: Mr. Beischel moved for the Board to approve the **November 2008 Financial Reports and Authorized the Expenditures** as presented by Mrs. Martella. Mrs. Klancher seconded the motion. Voting: Yes:

Mr. Beischel, Mr. Bartholomew, Mrs. Klancher and Mrs. Gelter. (4); No: None. The motion carried unanimously.

APPROVAL OF MINUTES: Mr. Beischel moved to approve the minutes of the **October 11, 2008** and **November 13, 2008 Regular Meetings**. Mr. Bartholomew seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bartholomew, Mrs. Klancher, and Mrs. Gelter (4) No: None. The motion carried unanimously.

At 8:46 Mrs. Martella left the meeting.

Mrs. Armstrong reported that at 8:05 p.m. Mr. Beischel moved the Board adjourn into Executive Session to discuss personnel issues. Mr. Bartholomew seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bartholomew, Mrs. Klancher, and Mrs. Gelter (4) No: None. The motion carried unanimously.

At 9:20 p.m. Mr. Beischel moved the Board adjourn their Executive Session and re-open the regular meeting. Mr. Bartholomew seconded the motion. Voting: Yes: Mr. Beischel, Mrs. Gelter, Bartholomew, and Mrs. Klancher. (4) No: None. The motion carried unanimously.

At 9:21 p.m. there being no further business to be brought before this Board, Mr. Beischel moved to adjourn the meeting. Mrs. Klancher seconded the motion. Voting: Yes: Mrs. Gelter, Mr. Bartholomew, Mrs. Klancher and Mr. Beischel. (4) No: None. The motion carried unanimously.

Submitted by,

Bailey H. Martella
Financial Officer/Board Clerk

Dale Bartholomew

Duffy Beischel

Nadine Gelter

Lisa Klancher