

REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS

ANDERSON TOWNSHIP PARK DISTRICT

March 12, 2009

Nadine Gelter, President, called the regular meeting of the Board of Park Commissioners of the Anderson Township Park District to order at 6:43 pm at the Anderson Township Park District, Juilfs Park Office, 8249 Clough Pike. Present were Board Members: Dale Bartholomew, Duffy Beischel, Mark Bissinger and Lisa Klancher. Also present were: Ken Kushner, Executive Director; Emily Armstrong, Assistant Director; Bailey Martella, Financial Officer/Board Clerk; Scott Lahman, Recreation Manager.

AGENDA: Mr. Beischel moved the Board approve the Agenda. Mrs. Klancher seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bissinger, Mrs. Gelter, Mr. Bartholomew and Mrs. Klancher. (5), No: None. The motion carried unanimously.

OLD BUSINESS:

Clear Creek Park Trail: Mr. Kushner reported he had met with Jack Sutton, Director of the Hamilton County Park District (HCPD), Turpin Fisher, Turpin Farms Ltd., and ODOT Representatives at Clear Creek Park. The purpose of the meeting was to discuss the relocation of one of Turpin Farms access driveways, Webb Lane that runs through Clear Creek Park, to the western border of the Park. This road would be on Anderson Township Park District (ATPD) property; ATPD would be granting a 25' easement for the development of the new road. The construction of this road would be paid for by the HCPD and maintained by Turpin Farms. In consideration of the construction and easement Turpin Farms, and all future farms, would abandon the use of Webb Lane. Mr. Kushner stated that construction could possibly begin in 2010.

RecPlex Feasibility Study: Mr. Kushner advised that staff is currently seeking proposals from 2 additional companies for the RecPlex Feasibility study: Burgess & Niple and Fearing & Hagenauer Architects. He reminded the Board that he has already received a proposal from Brandstetter Carroll. .

Anderson Days: Mr. Kushner reviewed the Sponsorship/Marketing Packet for Anderson Days 2009 created by Allison Cottrill, Marketing.

Riverside Park: Mr. Kushner reported that, as discussed at the last meeting, he had responded to the Metropolitan Sewer District's (MSD) letter expressing the Board's concerns about the sewer project proposed for the front of Riverside Park property. When Mr. Kushner did not get a response to his question and concerns he contact Mr. Rodney Gray who stated he had never received the letter.. Mr. Kushner stated he re-sent the letter and would keep the Board updated as information is received..

Park District Handbook Revision: Mr. Bartholomew moved the Board approve the Park District Handbook Revisions, attached, as presented by Mrs. Armstrong. Mrs. Klancher seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bissinger, Mrs. Gelter, Mr. Bartholomew and Mrs. Klancher. (5), No: None. The motion carried unanimously.

NEW BUSINESS

Staff Changes: Mr. Bartholomew moved the Board approve the staff's recommendation to hire Barry Martin, part-time employee in Operations. Mr. Beischel seconded the motion.

Voting: Yes: Mr. Bartholomew, Mr. Beischel, Mr. Bissinger, Mrs. Gelter and Mrs. Klancher (5). No: None. The motion carried unanimously.

Beech Acres Parenting Center Storage Building: Mr. Kushner reported that he has been in discussion with Rick Sorg, Beech Acres Parenting Center COO, concerning a barter/trade of services – the park district would mow their property in exchange for the use of one of their storage buildings. The Board asked staff to investigate if our liability and worker's comp insurance would stay in force performing this service before making a final decision.

REQUEST FOR APPROVAL

Equipment Lease Resolution 2009-03: Mr. Beischel moved the Board approve **Resolution 2009-03** Authorizing an Equipment Lease Agreement with U.S. Bancorp for an interest rate of 4.79% or lower. Mrs. Gelter seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bissinger, Mrs. Gelter, Mr. Bartholomew and Mrs. Klancher. (5), No: None. The motion carried unanimously.

Creation of FEMA Fund Resolution 2009-04: Mr. Beischel moved the Board approve **Resolution 2009-04** Establishing Account For Deposit and Expenditure of FEMA Funds. Mrs. Gelter seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bissinger, Mrs. Gelter, Mr. Bartholomew and Mrs. Klancher. (5), No: None. The motion carried unanimously.

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

Advanced Turf	Fertilizer	\$6,246.00
Hilltop Basic Materials	304 Limestone	\$6,500.00
Arnold Printing	Spring Newsletter	\$6,734.00
	To replace Voided P.O. 90103	

Mr. Bissinger seconded the motion. Voting: Yes: Mr. Bartholomew, Mr. Beischel, Mr. Bissinger, Mrs. Klancher and Mrs. Gelter. (5); No: None. The motion carried unanimously.

FUNDRAISNG & GRANT ACTIVITY

Mr. Kushner stated that he application for a \$6,000,000 portion of the State of Ohio Federal Stimulus Initiative had been submitted. These funds would be for the construction of a new RecPlex.

FINANCIAL REPORTS AND AUTHORIZATION OF EXPENDITURES

Mr. Beischel moved for the Board to approve the **February 2009 Financial Reports and Authorized the Expenditures** as presented by Mrs. Martella. Mrs. Klancher seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bissinger, Mr. Bartholomew, Mrs. Klancher and Mrs. Gelter. (5); No: None. The motion carried unanimously.

Depository Account: The Board asked Mrs. Martella to move \$400,000 from the Fifth Third checking account into another financial institutional. The consensus of the Board was to investigate Mt. Washington Savings & Loan or Cincinnati Federal Savings & Loan. Mrs. Martella stated that she would contact both institutions and move the funds as soon as the necessary paperwork is completed.

APPROVAL OF MINUTES: Mr. Beischel moved to approve the minutes of the **February 12, 2009 Regular Meeting.** Mr. Bartholomew seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bartholomew, Mr. Bissinger, Mrs. Klancher, and Mrs. Gelter (5) No: None. The motion carried unanimously.

At 8:05 pm Mrs. Martella left the meeting.

Mrs. Armstrong reported that at 8:07 p.m. Mr. Beischel moved the Board adjourn into Executive Session to discuss land acquisition and the potential legal issues. Mr. Bartholomew seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bartholomew, Mr. Bissinger, Mrs. Klancher, and Mrs. Gelter (5) No: None. The motion carried unanimously.

At 8:44 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, Mr. Bissinger, Mr. Bartholomew, and Mrs. Klancher. (5) No: None. The motion carried unanimously.

At 8:45 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, Mr. Bissinger, Mrs. Klancher and Mr. Beischel. (5) No: None. The motion carried unanimously.

Submitted by,

Bailey H. Martella
Financial Officer/Board Clerk

Dale Bartholomew

Duffy Beischel

Mark Bissinger

Nadine Gelter

Lisa Klancher

Anderson Township Park District POLICY REVISIONS

Adopted: March 12, 2009

- **Conduct and Discipline:**
Acceptable employee conduct is necessary for the orderly operation of any business and for the benefit, protection, and safety of persons and property. Failure to interact courteously and tactfully with managers, co-workers, customers, vendors and associates to the point that productivity or morale suffers may result in disciplinary action, up to and including termination.

- **Leadership Roles in Industry Organizations:**
ATPD employees may be permitted to serve in a leadership capacity or on committees for professional organizations such as the Ohio Parks and Recreation Association (OPRA), National Recreation and Parks Association (NRPA), or other related industry organization, with the prior written approval of the Board of Park Commissioners.

- **Equipment, Email, Internet and Intranet:**
ATPD equipment such as, but not limited to trucks, tools, computers, computer files, the email system, the Internet system, the Intranet system, and software furnished to employees are ATPD property intended for business use.

All computer files and messages (including, but not limited to texting) created, posted, sent or retrieved over the ATPD's email, Internet and Intranet systems are the property of the ATPD. Paralleling phone use policies, personal use of the ATPD's email, Internet and Intranet systems should be minimized and no such use may result in unreimbursed cost to the ATPD. The ATPD reserves the right to access and monitor all messages and files on the ATPD's computers, and email, Internet and Intranet systems. Employees should have no expectation of privacy in any files or folders they create or access on ATPD computers since they are not to be used for personal business. All messages sent or received through the ATPD's system are matters of public record, which may be required to be provided pursuant to public records requests, or may be discoverable in the event of litigation, even if they have been deleted.

The ATPD strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Data that is composed, transmitted, accessed, or received via ATPD email or Internet systems must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Other examples of inappropriate uses of ATPD equipment, email, Internet or Intranet

systems include but are not limited to:

- Sending or posting messages or material that could damage the ATPD's image or reputation.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Jeopardizing the security of the ATPD's electronic communications systems.
- Sending or posting messages that disparages another organization's products or services.
- Passing off personal views as representing those of the ATPD.
- Sending anonymous email messages.
- Engaging in any other illegal activities.

Solicitation of non-ATPD business or any use of ATPD equipment, email, the Internet or Intranet systems for personal financial gain, or for personal non-ATPD business related activity is prohibited.

Employees should not use another employee's password, access a file, retrieve any stored communication, or download any software without authorization from the Executive Director, or his designee.

The ATPD purchases licenses to use various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the ATPD does not have the right to reproduce such software for use on more than one computer. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet or Intranet. Employees are also responsible for ensuring that the person sending any material over the Internet or Intranet has the appropriate distribution rights.

Personal use of certain ATPD equipment is permitted with prior approval and proper authorization from the Executive Director or their designee.

Abuse of email or Internet access provided by the ATPD in violation of law or ATPD policies may result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. Employees should notify their immediate supervisor, the Executive Director or his designee upon learning of violations of this policy.