

REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS ANDERSON TOWNSHIP PARK DISTRICT

November 10, 2015

Nadine Gelter, President, called the regular meeting of the Board of Park Commissioners of the Anderson Township Park District (“ATPD”) to order at 6:30 pm at Park District Headquarters, 8249 Clough Pike, Cincinnati, OH 45244. Present were Board Members: Rob Herking and Dale Bartholomew. Angie Stocker and Tom Turchiano were unable to attend because of work conflicts.

Also present were: Ken Kushner, Executive Director; Emily Armstrong, Assistant Director/Board Clerk; Brian Jordan, Financial Officer; Jessica Fall, Recreation Manager; Sheila Fehn, Office Manager; and Mike Smith, Operations Manager.

GUESTS: There were no guests present.

PLEDGE OF ALLEGIANCE

AGENDA: Mr. Herking moved the Board approve the Agenda as presented. Mr. Bartholomew seconded the motion. Voting: Yes: Mr. Herking, Mrs. Gelter, and Mr. Bartholomew. (3); No: None. The motion carried unanimously.

OLD BUSINESS:

Playground Update ~ Riverside Parks: Mr. Kushner reported the Riverside Park playground construction is well underway. He presented pictures of the playground project status. The new play equipment replaces the units which originally came from the Nagel Park playground. The playground renovation is expected to be completed by the end of the year.

Mr. Kushner also presented pictures of the Kellogg Park playground project which was completed and open for play in early October.

Beech Acres Property Purchase and Levy: Mr. Kushner reported he is expecting an email from Anderson Township government when things move along with the Beech Acres property purchase. As of today’s meeting, no contract has been signed by Anderson Township government to purchase the property from Beech Acres Parenting Center. It is possible the ATPD might be able to run summer programming in the RecPlex. The ATPD’s contract with the landowner allowed the ATPD six months in the RecPlex after the property closing.

NEW BUSINESS:

Calendar of Events: Mr. Kushner presented a calendar of upcoming activities for the Board’s review.

Mr. Bartholomew highlighted the many activities that are scheduled at the RecPlex. He said the Veterans Day ceremony at the Anderson Center on November 11th has 180 reservations, which is a record for the program.

FUNDRAISING AND GRANT ACTIVITY:

Current Grant Projects: Mr. Kushner reported the ATPD will be reimbursed in 2015 for the Kellogg Park Playground Project grant and in 2016 for the Pickleball Courts Project grant at Clear Creek Park. The Water Play Playground Project at Juilfs Park will take place in 2016.

REQUESTS FOR APPROVAL:

Staff Changes: Mrs. Armstrong stated Mr. Dennis Sutter decided to retire at the conclusion of the season, and that he has been taking care of Riverside Park since 2003.

Mr. Herking moved the Board approve staff's recommendation to accept the resignation of **Dennis Sutter**, assignable Operations II Staff, effective October 30, 2015. Mr. Bartholomew seconded the motion. Voting: Yes: Mr. Herking, Mrs. Gelter, and Mr. Bartholomew. (3); No: None. The motion carried unanimously.

Executive Director's Training: Mr. Kushner presented the Board with materials about an upcoming Leadership Summit hosted by the Ohio Parks and Recreation Association in Columbus, Ohio.

Mr. Herking moved the Board approve the registration and related costs of the **2015 Ohio Parks and Recreation Leadership Summit for Mr. Kushner** for an amount not to exceed \$329.00. Mr. Bartholomew seconded the motion. Voting: Yes: Mr. Herking, Mrs. Gelter, and Mr. Bartholomew. (3); No: None. The motion carried unanimously.

2016 Board Meeting Schedule: Mr. Bartholomew moved the Board approve the **2016 Board of Park Commissioners Regular Meeting Schedule** as presented. Mr. Herking seconded the motion. Voting: Yes: Mr. Herking, Mrs. Gelter, and Mr. Bartholomew. (3); No: None. The motion carried unanimously.

2016 Holidays: Mr. Herking moved the Board approve the **2016 Holidays** as presented. Mr. Bartholomew seconded the motion. Voting: Yes: Mr. Herking, Mrs. Gelter, and Mr. Bartholomew. (3); No: None. The motion carried unanimously.

2016 Fees and Charges: Mrs. Gelter noted the ATPD has not increased athletic field fees in nine years and that field fees were last increased in 2007.

Mr. Bartholomew moved the Board approve the **2016 Fees and Charges** as presented with a 0% increase for athletic field fees. Mr. Herking seconded the motion. Voting: Yes: Mr. Herking, Mrs. Gelter, and Mr. Bartholomew. (3); No: None. The motion carried unanimously.

2016 Shelter Rental Policies: Mr. Kushner stated the Shelter Rental Policies are new, as they used to be included as part of the Fees and Charges document. Staff is recommending separating the Shelter Rental Policies to make things more streamlined and clear for ATPD customers.

Mr. Herking moved the Board approve the **2016 Shelter Rental Policies** as presented. Mr. Bartholomew seconded the motion. Voting: Yes: Mr. Herking, Mrs. Gelter, and Mr. Bartholomew. (3); No: None. The motion carried unanimously.

2016 Field Use Policies: Mr. Herking moved the Board approve the **2016 Field Use Policies** as presented. Mr. Bartholomew seconded the motion. Voting: Yes: Mr. Herking, Mrs. Gelter, and Mr. Bartholomew. (3); No: None. The motion carried unanimously.

2016 All Weather Fields Rental Agreement and Policies: Mr. Herking moved the Board approve the **2016 All Weather Fields Rental Agreement and Policies** as presented. Mr. Bartholomew seconded the motion. Voting: Yes: Mr. Herking, Mrs. Gelter, and Mr. Bartholomew. (3); No: None. The motion carried unanimously.

2016 Pickleball and Tennis Court Use Policies: Mr. Herking highlighted a few sections which required minor corrections.

Mr. Herking moved the Board approve the **2016 Pickleball and Tennis Court Use Policies** as amended. Mr. Bartholomew seconded the motion. Voting: Yes: Mr. Herking, Mrs. Gelter, and Mr. Bartholomew. (3); No: None. The motion carried unanimously.

Youth Sports Concussion Policy: Mr. Bartholomew moved the Board approve the **Youth Sports Concussion Policy** as presented. Mr. Herking seconded the motion. Voting: Yes: Mr. Herking, Mrs. Gelter, and Mr. Bartholomew. (3); No: None. The motion carried unanimously.

2016 Budget: Mr. Jordan presented the 2016 Budget draft for the Board's review. He said staff is recommending a significant change in the ATPD concessions operation in the 2016 Budget. The ATPD concessions operation began in the early 1990's, and was intended to provide a steady revenue stream from outside the tax base. The ATPD invested significantly in the facilities and equipment necessary to initiate the operation, and staff spent many years trying to maximize this weather dependent business. While staff continued to adapt the operation around the constantly changing variables, overall, the financial return has been marginal. The ATPD is now at a crossroads with the age and condition of the concessions equipment and facilities. Due to the state of the concessions equipment and facilities, the use patterns of our visitors, and the marginal return of the business, staff recommends that we discontinue running general concessions based on youth sports schedules. However, staff recommends continuing the concessions which complement existing ATPD programs and events, where it makes sense: Grilled Cheese Wednesdays, Concerts and Movies, Jr High Park Parties, A Fair of the Arts, etc. Continuing the concessions which enhance ATPD programs and events would require maintaining minimal equipment. Should this operational change be included with the Board's approval of the 2016 budget, staff would evaluate what equipment can be publicly auctioned and how our facilities can best serve the core competencies of the ATPD.

Following a brief discussion, Mr. Bartholomew asked the Board to study the draft for consideration at next month's meeting. He requested Mr. Jordan to send the Board a pdf of the budget for their continued review.

Mrs. Gelter asked Mr. Kushner if he is aware of any movement on the Metropolitan Sewer District's ("MSD") Dry Run Sewer Extension, Phase II plans for 2016 which would affect Riverside Park.

Mr. Kushner said he has not received any updates from MSD regarding their plans to move forward with the extension.

Mr. Jordan highlighted the 2015 Summer Camps program as the highest grossing summer camp program in the 32 year history of the ATPD's summer camps.

Mrs. Fall attributed the summer camp success to several years of great camp counselors and earlier marketing for the 2015 program.

Mrs. Gelter stated that she is concerned that Anderson Township officials do not understand that should the ATPD lose the recreation business we have built over the decades, we will not be able to get it back the next year. She said it is unsettling for the Board, staff, and parents about the unknown future of ATPD programs at this point.

Mr. Kushner stated the 2016 budget reflects full use of the RecPlex through all of 2016. The ATPD simply does not know what 2016 will bring with the way everything has gone this past year.

Monthly Purchase Order Approval:

Mr. Bartholomew moved the Board approve the following between-meeting Purchase Orders, as presented by Mr. Jordan:

Advanced Turf Solutions	440 Bags of Fertilizer	\$ 5,896.00
Round Bottom Rental	Snoex V-Box Spreader	\$ 6,309.90

Mr. Herking seconded the motion. Voting: Yes: Mr. Herking, Mrs. Gelter, and Mr. Bartholomew. (3); No: None. The motion carried unanimously.

FINANCIAL REPORTS AND AUTHORIZATION OF EXPENDITURES:

Mr. Bartholomew moved the Board approve the **October, 2015 Financial Reports and Authorize the Expenditures** as presented by Mr. Jordan. Mr. Herking seconded the motion. Voting: Yes: Mr. Herking, Mrs. Gelter, and Mr. Bartholomew. (3); No: None. The motion carried unanimously.

APPROVAL OF MINUTES:

Mrs. Gelter moved the Board approve the minutes from the **October 1, 2015 Special Meeting** as written. Mr. Bartholomew seconded the motion. Voting: Yes: Mrs. Gelter and Mr. Bartholomew. (2); No: None. Abstain: Mr. Herking, (1). The motion carried.

Mrs. Gelter moved the Board approve the minutes from the **October 2, 2015 Emergency Meeting** as written. Mr. Bartholomew seconded the motion. Voting: Yes: Mrs. Gelter and Mr. Bartholomew. (2); No: None. Abstain: Mr. Herking, (1). The motion carried.

Mr. Herking moved the Board approve the minutes from the **October 13, 2015 Regular Meeting** as written. Mrs. Gelter seconded the motion. Voting: Yes: Mr. Herking, Mrs. Gelter and Mr. Bartholomew. (3); No: None. The motion carried unanimously.

Public to Address the Board: There was no public present at the meeting.

At 7:06 pm Mrs. Gelter moved the Board adjourn into Executive Session to discuss employee compensation. Mr. Herking seconded the motion. Voting: Yes: Mr. Herking, Mrs. Gelter and Mr. Bartholomew. (3); No: None. The motion carried unanimously.

At 7:35 pm Mr. Herking moved the Board adjourn the Executive Session and re-open the regular meeting. Mr. Bartholomew seconded the motion. Voting: Yes: Mr. Herking, Mrs. Gelter and Mr. Bartholomew. (3); No: None. The motion carried unanimously.

No decision was made by the Board at this time.

Mr. Kushner invited the Board members to upcoming holiday events including: the Annual Thanksgiving Breakfast, the ATPD's Holiday Staff Luncheon, and the Chamber's Holiday Cheers. He said staff would email the event details and offered to register the members for any events they wish to attend.

At 7:36 pm, there being no further business to be brought before this Board, Mr. Herking moved to adjourn the meeting. Mr. Bartholomew seconded the motion. Voting: Yes: Mr. Herking, Mrs. Gelter and Mr. Bartholomew. (3); No: None. The motion carried unanimously.

I hereby certify that the foregoing are the minutes of the November 10, 2015 regular meeting of the Board of Park Commissioners, which minutes reflect the essence of the meeting and are not verbatim.

Emily Armstrong
Board Clerk

Dale Bartholomew

Nadine Gelter

Rob Herking