

# REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS

## ANDERSON TOWNSHIP PARK DISTRICT

**JUNE 18, 2008**

Nadine Gelter, President, called the regular meeting of the Board of Park Commissioners of the Anderson Township Park District to order at 6:32 pm at the Anderson Township Park District, Juilfs Park Office, 8249 Clough Pike. Present were Board Members: Duffy Beischel, Dale Bartholomew and Lisa Klancher. Mark Bissinger was present via phone but not counted in any quorum or vote, only discussion. Also present were: Ken Kushner, Executive Director; Emily Armstrong, Asst. Director; Bailey Martella, Financial Officer/Board Clerk; and Mike Smith, Operations Manager.

**GUESTS:** None.

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

**OATH OF OFFICE:** **Lisa Klancher** read her Oath of Office, which was witnessed by Ken Kushner and notarized by Emily Armstrong. Her term will expire on the first Monday in May 2011.

### **OLD BUSINESS**

Riverside Park Riverbank Project: Mr. Kushner advised the Board the riverbank is nearing completion with an irrigation system installed to give the new plantings every opportunity to thrive. He indicated the bank should be completely planted in the next week or so. A fence will be erected to try and keep the public out of this area until the new plantings have a chance to generate deeper root systems.

Johnson Cell Tower: Mr. Bissinger made it clear that he was abstaining from any discussion and/or decisions pertaining to the Johnson Park cell tower. Mr. Kushner reported Arcadia Communications is actively looking for other sites for the cell tower, however, they still think the park site is the best. Mr. Bartholomew asked Mr. Kushner if he thought Arcadia would allow us to opt out of the remaining 18 months of the contract. Mr. Kushner advised if Arcadia would find another site in the area that does not require a zoning variance they might release the park district from the contract.

Mr. Bissinger left the meeting via telephone disconnection at this time.

New Accounting System: Mrs. Martella reported she had sent the changes Tom Luebbers would like to see made in the contract for the UAN accounting package. She stated, to date, the only response had been the request had been received and passed on to the appropriate individuals for consideration.

Reds Community Fund: Mr. Kushner reported the new dugout roofs have a 3" to 6" sway which he noted is not up to our standards. After bringing this to the attention of the Red's Community Fund, they agreed and authorized payment for the needed alterations.

Broadwell Woods: Mr. Kushner reported he has spoken to Mr. Doug Evans, Evans Landscaping, and Mr. Evans indicated that he would plant the necessary trees to begin the reforestation at the optimum planting time in the fall. The Board asked Mr. Kushner to send a memo to Jack Sutton, Director of the Hamilton County Park District (HCPD) outlining size and types of trees, which are to be planted. The Board asked that Mr. Evans be advised that all of the planting must be completed by November 20, 2008 and further asked that he respond, in writing, indicating he would meet the requirements. Mr. Kushner advised that he would keep the Board apprised of any new developments.

Heritage Center: Mr. Kushner reported he had met with Richard Shelley, Anderson Township Director of Public Works to discuss what projects might be accomplished with the balance of approved funds authorized by the Anderson Township Trustees. Mr. Shelley indicated that there is approximately \$15,000 left and the next project will be a new gazebo and then possibly the rear doors of the house. The Board asked Mr. Kushner to discuss with Mr. Shelley the possibility of purchasing a permanent awning over the patio.

Auditor's Certificate: Mr. Bartholomew moved the Board approve **Resolution 2008-06 Requesting the a Certificate of Estimated Property Tax Revenue to be Produced From a Specific Amount of Millage** from the Hamilton County Auditor. Mr. Beischel seconded the motion. Voting; Yes; Mr. Bartholomew, Mr. Beischel, Mrs. Gelter, Mrs. Klancher (4), No: None. The motion carried unanimously.

Levy Discussion: Mrs. Armstrong presented a draft of the Levy Educational piece that will be distributed to the public. The Board gave Mrs. Armstrong several suggestions that she agreed to incorporate into the piece before sending it to Counsel for approval. Mr. Kushner reported the Levy Committee would have a float in the Anderson Township Annual 4<sup>th</sup> of July parade and invited any and all of the Board members to ride in the parade.

2008 Anderson Days: Mr. Kushner announced that Lawrence Sahulka is the winner of the poster design contest and stated plans are in the preliminary stages to acknowledge Mr. Sahulka either Friday or Saturday night of Anderson Days. He gave each of the Board members one of the small Anderson Days Flyers/Posters. Mr. Kushner advised the Board they would be using a double booth on the "shady" side of the Beech Acres oval to conduct a game, distribute materials and answer question about the park district. Mrs. Armstrong reported that the Recreation Department is working on new games and activities appealing to young teens to hopefully help this age group enjoy the event to the fullest.

#### **NEW BUSINESS:**

Johnson Park Small Horse Barn: Mr. Kushner reported that he has grave concerns about continuing any public and/or private use of the small horse barn at Johnson Park. He indicated the oldest portion of the small barn was built in the 1840's and not only has the building deteriorated over time but there have been various modifications made, without approval. After a lengthy discussion Mr. Bartholomew moved to notify Larry Waltz, Waltz Enterprises, the horses are to be vacated from the small barn in 5 business days. The motion died for lack of a second. Mr. Kushner related that following a thunderstorm and straight-line winds earlier in the month the electric transformer had been disconnected and had not been reconnected. Mr.

Beischel moved that Mr. Kushner contact Mr. Waltz because of the critical safety issues and advise him to vacate the small barn in a time not to exceed 30 days. Mrs. Gelter seconded the motion. Voting; Yes; Mr. Beischel, Mrs. Gelter, Mrs. Klancher (3), No: None; Abstention: Mr. Bartholomew (1). The motion carried.

Beech Acres RecPlex Gym Floor: Mr. Kushner reported that 2 children had been injured on the newly installed Beech Acres RecPlex gym floor. The edges of the individual pieces were not manufacture properly so Mr. Kushner had the company remove the floor entirely. A stop payment was placed on the issued check. Thus, the search continues to find the appropriate removable flooring for the RecPlex gym floor.

Staff Changes: Mr. Bartholomew moved for the Board to approve staff's recommendation of the hiring of the following part-time staff on their actual date of hire:

**Administration:** Patricia Rudolph

**Concessions:** Matt James Farmer

**Operations:** Donald Majnarich

**Recreation:** Gabe Bramlage, Kerstin Kelly, Katie Kinsella, Abby Von Wahlde, Brad Kaeser, Emily Morgan, John Wagner, Renee Hubbell, Robert Manier, Samantha Stapleton; Bus/Van Driver: Lisa Wallace

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

Smoking Investigation Dismissal: Mr. Kushner reported that on April 24, 2008, an anonymous caller reported a smoking violation at Juilfs Park that reportedly occurred on April 9, 2008 at approximately 3 p.m. Tucker Stone, Hamilton County Public Health investigated this reported violation. Mr. Stone found no violation and dismissed the case on May 6, 2008.

## **REQUEST FOR APPROVAL**

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

Marathon Ashland Petroleum, LLC	Fuel Usage	\$35,000.00
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Mr. Beischel seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bartholomew, Mrs. Gelter, Mrs. Klancher (4), No: None. The motion carried unanimously.

HAMILTON COUNTY AUDITOR'S JULY BUDGET: Mrs. Martella presented the Anderson Township Park District - July Budget. Mr. Bartholomew moved to approve the July Budget for FY2009 as presented by Mrs. Martella. Mrs. Klancher seconded the motion. Voting: Yes: Mr. Beischel, Mrs. Gelter, Mrs. Klancher, Mr. Bartholomew. (4), No: None. The motion carried unanimously.

Contract Employee Position: Mr. Bartholomew moved the Board approve the contract position for one or more Kellogg Park Dog Field Monitors at a rate of \$8.00/hr, 28 weeks a year for 20/hours a week for a total annual cost not to exceed \$4,480; this position is to be paid out of

Recreation budget appropriation I-04 – Contract Employees. Mr. Beischel seconded the motion. Voting: Yes: Mr. Beischel, Mrs. Gelter, Mrs. Klancher, Mr. Bartholomew. (4), No: None. The motion carried unanimously.

Sheriff's Cruiser: Mr. Beischel moved the Board approve the replacement and sale of our Sheriff's cruiser 85, due to high mileage, to Adams County in the amount of \$3,200 and the purchase of a used cruiser from Anderson Township Government in the amount of \$5,200; and further authorize Mrs. Martella to open a purchase order in the amount of \$5,200 to Anderson Township Government. Mr. Bartholomew seconded the motion. Voting: Yes: Mr. Beischel, Mrs. Gelter, Mrs. Klancher, Mr. Bartholomew. (4), No: None. The motion carried unanimously.

WebTrac: Mr. Kushner asked the Board to approve the purchase of the Vermont Systems Software module WebTrac for on-line registrations. After a lengthy discussion the Board asked that staff to secure a letter releasing the park district from an agreement signed on June 26, 2006 between Hammerhead Communications and the park district for the development of an on-line registration system. Once this letter is secured the Board advised the new system could be brought back to the table.

Fundraising & Grant Activity: The Board reviewed the list and status of submitted grant applications.

**FINANCIAL REPORTS AND AUTHORIZATION OF EXPENDITURES:** Mr. Bartholomew moved for the Board to approve the **May 2008 Financial Reports and Authorized the Expenditures** as presented by Mrs. Martella. Mrs. Klancher seconded the motion. Voting: Yes: Mr. Bartholomew, Mr. Beischel, Mrs. Klancher and Mrs. Gelter. (4); No: None. The motion carried unanimously.

**APPROVAL OF MINUTES:** Mr. Bartholomew moved to approve the minutes of the **May 8, 2008 Regular Meeting**. Mrs. Gelter seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bartholomew and Mrs. Gelter (3) No: None. The motion carried unanimously.

At 9:50 p.m. Mrs. Gelter moved to adjourn the Regular Commissioner's Meeting and move into Executive Session to discuss Personnel Matters with Mr. Kushner and Mrs. Armstrong. Mr. Beischel seconded the motion. Voting: Yes: Mr. Bartholomew, Mrs. Gelter, Mrs. Klancher and Mr. Beischel. (4); No: None. The motion carried unanimously.

Mrs. Martella left the meeting at this time.

Mrs. Armstrong reported that:

At 10:35 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, Mrs. Klancher and Mr. Beischel. (4); No: None. The motion carried unanimously.

Mr. Kushner led a brief discussion concerning the next building phase of the Beech Acres Playground.

At 10:42 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, Mrs. Klancher and Mr. Beischel. (4) No: None. The motion carried unanimously.

Submitted by,

Bailey H. Martella  
Financial Officer/Board Clerk

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Dale Bartholomew

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Duffy Beischel

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Nadine Gelter

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Lisa Klancher