

**REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS  
ANDERSON TOWNSHIP PARK DISTRICT  
January 15, 2009**

Nadine Gelter, President, called the regular meeting of the Board of Park Commissioners of the Anderson Township Park District to order at 6:33 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; and Scott Lahman, Recreation Manager.

**GUESTS: Allison and Greg Cottrill:** Allison, Marketing Department and her husband, Greg.

**PLEDGE OF ALLEGIANCE**

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

**LONNIE BETTLE AWARD:** Mr. Kushner gave the background of the Lonnie Bettle Award and recognized Allison Cottrill, Marketing Department, as the 2009 award recipient. Mrs. Armstrong gave Mrs. Cottrill the award and an overview of her outstanding qualifications. Mrs. Gelter congratulated Mrs. Cottrill on behalf of the Board and also noted their gratitude for volunteering her marketing talents for the 2008 levy campaign. Mrs. Cottrill thanked the Board for the award and continued by saying that she was truly honored to be the 2009 recipient.

**YEAR IN REVIEW:** The Board viewed Mrs. Cottrill's 2008 video highlights of the ATPD's Year In Review.

**OLD BUSINESS:**

Clear Creek Park: Mr. Kushner explained the Ohio Department of Natural Resources (ODNR) had recently been in contact with him concerning the \$88,000 grant the park district had been awarded in 2006 for the Clear Creek Trail. He indicated the park district has agreed to build a 2,000 ft section of the 3,500 ft trail with the district contributing the in-kind labor as our match. He further stated the estimate to complete the total project within the park is approximately \$310,000. These funds are dependent on the re-submitted Recreational Trails Grant.

Beech Acres Park Playground: Mr. Beischel asked Mr. Kushner what, if anything, could be done about repairing or replacing the train engine at the Beech Acres playground since Playsis, the company who constructed it, is out of business. Mr. Beischel suggested that perhaps a member of the district's staff could do this repair or replacement work in-house. Mr. Kushner indicated we have the talent within the district; however, for insurance purposes he did not think this was a wise idea. Mr. Bissinger concurred. The Board asked Mr. Kushner to contact our insurance carrier concerning this matter and to also devise a plan to replace or repair the engine.

Firehouse Fields: The Board asked Mr. Kushner to notify Henry Dolive, Anderson Township Administrator, concerning the district's plan to vacate the Firehouse Fields since Field One will not be playable for the spring/summer season. Mr. Kushner advised he had spoken with Dr. Dolive concerning the Joint Recreation Agreement and the many addendums, some of which are

no longer pertinent, between the Township Trustees and the Park Board. The Board asked Mr. Kushner to work with Dr. Dolive to revise the Joint Recreation Agreement prior to Dr. Dolive's retirement.

Park District Handbook Revision: Mr. Bartholomew moved the Board approve the Handbook Revision concerning the Cell Phone Use Policy, as noted and attached. Mrs. Klancher 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 RecPlex Rent: Mr. Kushner advised the Board he and Mrs. Armstrong had met with Jim Mason, President; Ruthann Zinns, CFO; and Rick Sorg, COO Beech Acres Parenting Center. As anticipated, the RecPlex rent would be increased \$1/sq. ft. as of April 1<sup>st</sup>. Mr. Kushner also stated he once again indicated the district's interest in purchasing the RecPlex and surrounding grounds should their organization consider selling.

### **NEW BUSINESS**

Staff Changes: Mr. Bartholomew moved the Board approve the staff's recommendation to promote Holly N. Fritz, a part-time employee in Concessions, to Concession II position; and also approve the resignation of Michael Simon, full-time Administrative Department. 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.

Juilf's RecPlex Feasibility Study: Mr. Kushner presented the Board with a Scope of Services quotation for a Juilf's Park RecPlex Feasibility Study from Brandstetter Carroll. Mr. Bissinger requested staff acquire additional quotations to compare services from several companies. Mr. Kushner agreed to acquire additional quotations and bring a recommendation back to the Board.

### **REQUEST FOR APPROVAL**

Training: Mr. Bartholomew moved to approve registration and related costs of the Indiana University Executive Development Program for Mr. Kushner in an amount not to exceed \$849. Mr. Bissinger seconded the motion. Voting: Yes: Mr. Bartholomew, Mr. Beischel, Mr. Bissinger, Mrs. Gelter and Mrs. Klancher (5). No: None. The motion carried unanimously.

### **2009 BUDGET**

Mr. Bartholomew moved for the Board to approve the Revised **2009 Budget** as presented by Mrs. Martella. Mrs. Klancher seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bissinger, Mr. Bartholomew, Mrs. Gelter, Mrs. Klancher (5), No: None. The motion carried unanimously.

Resolution 2009-01: Mr. Bartholomew moved for the Board to approve **Resolution 2009-01 – the Annual Appropriation Resolution.** Mr. Beischel seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bissinger, Mr. Bartholomew, Mrs. Gelter, Mrs. Klancher. (5), No: None. The motion carried unanimously.

Resolution 2009-02: Mr. Bartholomew moved for the Board to approve **Resolution 2009-02 – Certificate of All Resources Available for Expenditures and Balances.** Mr. Beischel seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bissinger, Mr. Bartholomew, Mrs. Gelter, Mrs. Klancher. (5), No: None. The motion carried unanimously.

Approval of Annual Purchase Orders: Mr. Beischel moved to approve the following 2009 Annual Purchase Orders:

Fifth Third Bank, Equipment Lease	\$ 37,727.00
Fifth Third Bank, Major Equipment Lease (New)	\$ 40,000.00
Cincinnati Water Works	\$ 25,000.00
Duke Energy, District Wide Gas & Electric Excluding RecPlex	\$ 70,000.00
Hylant Maclean, Liability Insurance	\$ 40,000.00
Fifth Third Bank, 1997 Bonds	\$ 34,100.00
U.S. Bank, 1998 Bonds	\$ 94,175.00
Fifth Third Bank, 2002 Bonds	\$388,500.00
Beech Acres RecPlex	\$ 52,911.00
Hamilton County Sheriff's Department	\$ 79,567.00
Forest Hills School District ~ User Fees	\$ 13,000.00
Marathon ~ Fuel Usage	\$ 45,000.00

Mr. Bissinger abstained from voting on the Forest Hills School District Purchase Order  
Mr. Bartholomew seconded the motion. Voting: Yes: Mr. Bartholomew, Mr. Beischel, Mr. Bissinger, Mrs. Klancher and Mrs. Gelter. (5); No: None. The motion carried unanimously.

2008 Sponsorship Initiative: The Board reviewed the 2008 Sponsorship Initiative Report as presented by Mr. Kushner.

2008 Concession Report: The Board reviewed the 2008 Concession Financial Report submitted by Brian Jordan.

Recreation Financial Reports: Mr. Kushner and Mr. Lahman presented the 2008 Recreation Financial Report.

**FINANCIAL REPORTS AND AUTHORIZATION OF EXPENDITURES:** Mr. Beischel moved for the Board to approve the **December 2008 Financial Reports and Authorized the Expenditures** as presented by Mrs. Martella. Mr. Bartholomew seconded the motion. Voting: Yes: Mr. Beischel, Mr. Bissinger, Mr. Bartholomew, Mrs. Klancher and Mrs. Gelter. (5); No: None. The motion carried unanimously.

Mr. Bissinger left the meeting at this time.

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

At 8:16 Mrs. Martella left the meeting.

Mr. Kushner reported that at 8:18 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 8:25 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. Bartholomew, and Mrs. Klancher. (4) No: None. The motion carried unanimously.

At 8:26 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

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Dale Bartholomew

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Duffy Beischel

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Mark Bissinger

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Nadine Gelter

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Lisa Klancher

## **PHONE POLICY**

Adopted 1/15/09

Phones issued by the Anderson Township Park District (ATPD) remain the property of the ATPD. If an employee leaves employment at the ATPD, the phone is to be returned with all other property at the time of departure.

Procedures are set by individual departments regarding the use of personal and work phones.

In an effort to provide quality customer service, it is permissible to allow a park patron to use an employee's ATPD phone to make a call. Subject to each department's procedures, personal phone calls made during working hours should be kept to minimum; if a personal call is necessary, the time spent on the call must be deducted from the employee's time sheet.

Due to the nature of the ATPD's seven-day-a-week operation, and because of the responsibilities and expectations of particular positions, employees may be required to carry an ATPD cell phone at all times, including time outside of their scheduled work week. The ATPD may offer such employees an option to contribute to the cost of their phone plan, in exchange for personal phone use privileges, and for the convenience of carrying one phone. Such an arrangement is determined by the ATPD based on the current phone contract(s). Certain restrictions may apply. The ATPD reserves the right to alter or cancel this option at any time, as plans and carriers may be changed at any time.

If a phone is lost, stolen or broken, make a report to your supervisor immediately. If a phone is broken or lost, the ATPD will pay up to the value of a standard/basic phone for repair or replacement. Extreme abuse or excessive occurrences of damage are subject to disciplinary action.