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**Regular Meeting Minutes  
December 16<sup>th</sup>, 2010  
Approved**

CALL TO ORDER: Meeting was called to order at 6:30 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Trustees Barrett, Cannon, Koester, Lodge were present at roll call.

APPROVAL OF AGENDA

Motion to approve the agenda by Trustee Koester, second by Trustee Cannon. Motion passed 4-0.

REVIEW AND APPROVAL OF THE MINUTES

December 2<sup>nd</sup>, 2010

Motion to approve the minutes by Trustee Lodge, seconded by Trustee Koester. Motion passed 4-0.

PUBLIC COMMENT

Alicia Eckhart, REconomics, presented an overview of the Needs Assessment process. This process with community input allows us to obtain information from the community through internal and external interviews that will be conducted by Alicia herself. A final group input meeting will determine the top five responses. This will be held around Spring Break. A feasibility study will potentially follow up the needs assessment process.

STAFF REPORT

Program Director – Lesa Miller

- Gingerbread Festival – Festival ended today. Prizes have been purchased and will be mailed out to the winners.
- Gingerbread Breakfast – There were 16 participants for this on Saturday morning.
- Basketball – The games have begun! We have received training on how to use the new bleachers in the middle school. We had snow for the first set of games on Sunday; we followed the snow schedule with the 1:00 games being cancelled. Travis Blackstone will be helping Alan Varrasso with opening and closing the gyms. Kim Seidell and Christian Mock will be the head officials organizing the officials for the season.
- Senior Holiday Dinner - Tim LePontois and Tim Hughes cooked Saturday's dinner. We served about 100 people. The Dennison Hilltoppers performed as our entertainment.
- Chamber Holiday Luncheon - Janet and I attended the lunch, and it was very nice. We have volunteered to work on the golf outing next year.

Executive Director – Andy Wildman

- RVP II – This phase of the project is complete and is \$6,600.00 under budget. Down to Earth Excavating is finishing the parking lot and the slab in the storage garage will be poured.
- The dog rules did not get reviewed as of yet. The village leash law is enclosed for your review.



- Sentinel – Brian Miller has sent questions for an interview. I will be crafting the answers to these questions, so as to stay to the point during the interview. If there are any questions you would like to ask, please let me know.
- Sub-Committee Job List – Kate Barrett and Justin Lodge have the list of projects that Paul Jenks was working on. A spreadsheet for each subcommittee will be coming out soon. It will serve as both a to-do list and progress report.
- Overview of the Year – This is an exciting time to be assessing, operating and building something new while we run a very successful recreation program. Thank you to the staff and board for your understanding of my transition from Barberton.

#### PARTNER CORRESPONDENCE

- a) Village of Granville – Michelle Lerner – not present
- b) Granville Exempted Village Schools – Dr. Cornman – not present
- c) Granville Township – Paul Jenks – Provided an update on the Rotary Bridge project.

#### NEW BUSINESS

- a) Fund Transfer – A recommendation was made by Andy Wildman, Executive Director, to transfer \$5000.00 to repairs maintenance from the contingency fund. The Fiscal Officer, Justin Lodge, explained that in his opinion the appropriate action was to transfer contingency funds to clear out all negative balances for the remainder of the 2010 in any account.

Motion made by Trustee Lodge, seconded by Trustee Koester. Motion passed 4-0.

- b) Payment Authorization – Approval was requested for the following checks.
  - Down To Earth Excavating – North Parking Lot in the amount of \$33,526.00.
  - Albyns Landscape and Nursery – Tree and Plant Installation in the amount of \$7,991.00.
  - The Ohio Plan – 2<sup>nd</sup> Half Liability Insurance in the amount of \$6,610.00.

Motion to disburse funds was made by Trustee Lodge, seconded by Trustee Koester. Motion passed 4-0.

- c) Policy and Procedure Manual – Minimum fund Balance – 8.05
  - The Minimum fund balance required shall be equal to 15% of the total operating budget.

Motion to approve policy made by Trustee Koester, seconded by Trustee Lodge, Motion passed 4-0.

- d) Resolution – Paul Jenks - Trustee Barret read a resolution thanking former trustee Paul Jenks for his many contributions to the GRD. Gratitude was expressed by the entire board and staff.

Motion to approve the creation of the resolution thanking Paul Jenks made by Trustee Koester, seconded by Trustee Lodge, Motion passed 4-0.



- e) Rectrac – Trustee Koester discussed the capabilities of a Rectrac, Webtrac and Paytrac, computer software designed for recreational organizations. Specifically, how it might be of assistance for the GRD. To seek more information about the software, a pre-cut demo has been requested. Trustee Koester expressed his wanting to pursue discussions with Rectrac, including seeking a more formal price quote.

#### OLD BUSINESS

- a) Budget – Director Wildman presented the most recent version of the budget, including the requested revisions.

Motion to approve the temporary budget with two changes, adjusting the ending balance and carryover balance, and correct Facility Rentals revenue, by Trustee Koester and seconded by Trustee Barrett. Motion passed 4-0.

- b) Needs Assessment – Discussion was held during Alicia Eckhart’s presentation.
- c) Gregg Gaber Contract - Discussion was held regarding the state of Gregg Gaber’s contract. Director Wildman expressed his desire to have one point of contact to complete the project as opposed to multiple subcontractors completing phases of the project.

#### **ACTION – ANDY: draft email with the finance committee determining a course of action for 2011**

- d) Park Contracts - Paul Jenks is the new Township Trustee. Trustees are waiting on information from Rob Schadt who is no longer with the Land Management Committee. A new meeting will be set up in January.
- e) New Meeting Schedule (once a Month) – Table this issue until the GRD is positioned for this step.

#### AGENCY PRIORITIZATION

- 1 - Needs Assessment
- 1 – Program Cost Analysis
- 2 – Youth Sports
- 2 – Website/ Branding
- 2 – Partnership Development/Communication w/Partners
- 3 – Policy & Procedures

#### TRUSTEE REPORTS

- a) Trustee Barrett - The park contract meetings will begin to meet again. Trustee Lodge and Director Wildman will be representing the GRD.
- b) Trustee Cannon – Nothing new to report.
- c) Trustee Koester – Candi Moore with the Bryn Du Commission would like GRD to start coming to their meetings. The schools are going to conduct a needs assessment also and Peg Betts will keep us in the loop.
- d) Trustee Lodge – A meeting was held with the prosecutor regarding Golfland. Unfortunately, it was not overly productive. Golfland has been asked to present a plan of action for what they intend to do by April 1<sup>st</sup>, 2011. Trustee Lodge will keep everyone informed of the ongoing situation.



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## COMMITTEE REPORTS

- a) Governance – The board discussed the need to elect a chairperson with the resignation of Trustee Jenks. Kate Barrett was nominated as Chairperson. No additional nominations were made.

Motion to make Trustee Barrett chair was made by Trustee Koester and seconded by Trustee Lodge. Motion passed 4-0.

- b) Compliance – Nothing new to report.
- c) Finance – Nothing New to Report.
- d) Marketing and Branding – Nothing new to report.
- e) Strategic Planning – Nothing new to report.

## EXECUTIVE SESSION

Motion to enter execution session to discuss employee compensation rates for 2011 made by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_

Roll Call:

Trustee Barrett – Yes    Trustee Cannon – Yes    Trustee Koester – Yes    Trustee Lodge – Yes

Motion to leave executive session made by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_

Roll Call:

Trustee Barrett – Yes    Trustee Cannon – Yes    Trustee Koester – Yes    Trustee Lodge – Yes

Motion to change the following position's compensation rates for 2011:

Executive Director (full-time salary) –	2% increase
Program Director (full-time salary) –	2% increase
Administrative Assistant (part-time hourly) –	\$2.00 / hour increase

Motion to approve the changes as stated made by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, motion passed \_\_\_\_\_

MEETING ADJOURNED