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***Regular Meeting Minutes  
January 9<sup>th</sup>, 2014  
Approved***

**CALL TO ORDER:** The meeting was called to order at 7:00PM

**ROLL CALL:**

Chairperson Lodge, Trustee Barrett and Trustee Klaus were present. Vice-Chairperson Cannon arrived at 7:15 PM and Trustee Koester was not present.

**APPROVAL OF AGENDA:**

Motion to approve the agenda with change by Trustee Klaus, second by Trustee Barrett.

Motion passed 3-0.

**REVIEW AND APPROVAL OF MINUTES:**

Motion to approve the December 19<sup>th</sup> minutes with changes by Trustee Barrett, second by Vice-Chairperson Cannon.

Motion Passed 3-0.

**PUBLIC COMMENTS:** There were none.

**DIRECTOR REPORT:**

- Moving forward E-updates will be used for staff reports with the idea of keeping trustee meetings more efficient and timely.
- The office relocation has gone well. There are a few IT items that need to be completed. Rob Sexton, IT Director for Granville Exempted Village Schools, has been great.
- Thank you to the GEVS staff and the Village of Granville staff for all their support during the move.
- Used office furniture was purchased at ARwebb to furnish the office.
- Welcome to Blake Manning, our current intern from Eastern Kentucky University, majoring in sports management.
- We are excited about the relocation and changes for our organization. It is a new year, with a new office, and we are now going to have a new feel.
- Met with volunteers in regard to the Sunday League. They have asked us to take on the Sunday League this year. We would consider this request if someone is willing to help organize the program. A higher curriculum for baseball has not been solved in the same way we have provided a solution for basketball.

**ACTION:** Report to the Board of Trustees the decision made and the reasons behind the decisions.



- Vice-Chairperson Cannon commented on the GRD basketball schedule in regard to the holiday vacation. Chris Skidmore will investigate revising for next 2014-2015. One possible solution will be to offer open gyms in place of “regular practice.”

## **OLD BUSINESS**

### **a) RVP Update – Project Status**

- Chris Lucas-Miller, Eric Albery and Andy Wildman met this week. Board packets include information on the dugouts and billing.
- Inspection indicates that \$4000.00 of the work is left to be completed.
- Work on roof for Field D is 80% completed.
- Chris met with Chairperson Lodge and discussed the project. Chris explained that traditionally 10% of the project budget is retained until the project is 100% complete and has passed the project manager’s inspection. Chris suggests that arrangement for future projects.
- Chris recommends that the total dollar amount billed be compared to the estimated cost as there are items on the bill that are outside of the scope of the original project costs.
- Chris has been underwhelmed with the speed of the project. Partly due to change orders in materials and design and the additional time needed to order those materials, but mostly due to the contractor’s lack of attention to completing the project.
- The work is good and Chris and Andy are happy with the quality of the construction.
- A&B Fence will work once dugout roof flashings are completed.
- Conduit has been run for the electric damaged in the construction process; outlets need to be connected.
- Roofs, doors, benches and electric are on the short list of items to still be completed.
- We have paid 2 invoices to Albery Construction and 1 invoice to Chris Lucas-Miller.
- Chairperson Lodge stated that we should have a contract document outlining costs and timelines. This needs to be done next time we have a project.
- Chris was asked if GRD should hold a percentage of the payment. Chris felt that completing the project as planned with the amount of work remaining was sufficient to guarantee completion.
- It was determined that the project was in line with the proposal made prior to beginning the project.

### **b) Resolution 2014-06 Disbursement Approval \$27,500.00 Albery Construction**

Motion to pay Albery Construction \$27,500.00 by Trustee Klaus, seconded by Vice-Chairperson

Cannon. Motion passed 4-0.

Trustee Barrett suggested we communicate to Eric Albery a set deadline of 10 working days and the project should be complete. Materials are in and the work can be done.

## **NEW BUSINESS**

### **a) Organizational Activities**



- i. *Resolution 2014-01* Authorization for the fiscal officer to request advances from the County Auditor on Real Estate and Personal Property Tax Revenue in the year 2014.

Motion to authorize the fiscal officer to request advances from the County Auditor on Real Estate and Personal Property Tax Revenue in the year 2014 by Vice-Chairperson Cannon, seconded by Trustee Klaus. Motion passed 4-0.

- ii. *Resolution 2014-02* Establish regular meeting dates, times and location.  
Discussion was held on the proposed meeting schedule.

Motion to establish the 1<sup>st</sup> Thursday of the month as Sub-Committee meetings to take place at 6:00pm and the 3<sup>rd</sup> Thursday of the month as Regular Board of Trustee Meeting to take place at 7:00pm at the GEVS Administration building by Trustee Klaus, seconded by Trustee Barrett. Motion passed 4-0.

**ACTION: Set meeting locations for the Sub-Committee meetings in separate locations.**

- iii. *Resolution 2014-03* Establish purchasing agents.

Motion to establish Andy Wildman, Lesa Miller, Chris Skidmore and Justin Lodge, as fiscal officer, as purchasing agents by Trustee Barrett, seconded by Trustee Klaus. Motion passed 4-0.

- iv. *Resolution 2014-04* Paid Holiday Schedule

The GRD previously mirrored the Village's calendar. Now it makes sense to match the school administration calendar. Most other public organizations, including the State of Ohio, grants 10 paid holidays.

Motion to establish paid holiday schedule as proposed by Vice-Chairperson Cannon, seconded by Trustee Barrett. Motion passed 4-0.

- b) *Resolution 2014-05* Disbursement Approval \$9,500.00 Legend Lawn & Landscape

There was an error made in billing and the invoice was late getting to us. This will close out the 2013 mowing season with LEGEND Lawn & Landscape.

Motion to make payment in the amount of \$9,500.00 to Legend Lawn & Landscape by Trustee Klaus, seconded by Vice-Chairperson Cannon. Motion passed 4-0.

- Andy Wildman met with Steve Stillwell, Village Manager, and Terry Hopkins, Superintendent of the Granville Street Department. A conversation was held about considering giving Legend Lawn & Landscape an option to adjust bid by 3% this year to get back for next year.
- Andy was very pleased with the job Legend Lawn & Landscape did this year

**ACTION: Add Bryn Du to the Matters referred, Community Resources.**

## 9. COMMITTEE REPORTS

- a) Finance/Personnel
  - i. Fiscal Officer



This will go to committee.

- b) Governance/Compliance
- i. 2014 Trustee Replacement Strategy – Trustee Paul Jenks let us know that Melanie Schott is our Township Trustee Representative and that the position to the GRD Board appointed by the Granville Township will be posted as a matter of procedure. Trustee Lodge will have first right of refusal.
  - ii. 2014 Board Positions –Chairperson Lodge and Vice-Chairperson Cannon will not be returning to the Board for another term. The at large position to the GRD Board will be posted January 13<sup>th</sup>, 2014, open for 30 days. Interviews will be conducted the last week of February, selecting the candidate at the board meeting on February 20, 2014.

**ACTION: Revise Trustee application.**

**Deadline February 13<sup>th</sup>, 2014**

**Change Calendar Reminders**

- c) Marketing/ Branding
- d) Strategic Planning
- e) Youth Sports
  - Trustee Klaus inquired about the Wrestling Wall project which was approved by the Board of Education.
  - Alison Terry made a presentation to the Granville Board of Education. The Board of Education said that the club could fundraise to generate money to build a wall in the mezzanine area of the high school gym. The fundraising will go through the Granville Athletic Boosters. The Wrestling Club is creating a 501 (C)(3) to fundraise.

Vice-Chairperson Cannon brought up the fact that there needs to be a clear delineation between GRD Wrestling and the Granville Wrestling Club. The GRD needs to make the difference clear, so that both parents and the school administration understand the distinction between the two groups.

**ACTION: Have a conversation with Kevin Jarrett, Athletic Director for Granville Schools.**

#### **Trustee Reports**

- a. Trustee Barrett
- b. Trustee Cannon, Vice- Chairperson
- c. Trustee Lodge, Chairperson
- d. Trustee Klaus
- e. Trustee Koester



### Calendar Reminders

February 6 <sup>th</sup> , 2014	6:00 pm Strategic Planning – Barrett / Cannon 6:30 pm Governance & Comp. – Barrett / Lodge 7:00 pm Marketing & Branding – Cannon / Koester 7:30 pm Finance and Personnel – Lodge / Klaus 8:00 pm Youth Sports – Klaus / Koester	GEVS School Board Room GRD Conference Room GEVS School Board Room GRD Conference Room GEVS School Board Room
February 20 <sup>th</sup> , 2014	7:00 pm Board of Trustee Mtg.	GEVS School Board Room
March 6 <sup>th</sup> , 2014	6:00 pm Board of Trustee Mtg. <i>*Organization meeting</i>	GEVS School Board Room

### Action Items

Subject	Staff Member / Content	Date
Sunday League	Andy Wildman We are waiting to hear from the program organizer. The GRD should take on the Sunday League for the following reasons: <ul style="list-style-type: none"> <li>a) Providing advanced curriculum reduces obligation for general public</li> <li>b) We are still searching for a solution to advanced curriculum for baseball... this program is a viable option.</li> <li>c) The participants are all from our community and our program</li> <li>d) Becoming involved provides the GRD an opportunity to have a great voice in county youth athletics</li> <li>e) No risk with Little League sanction</li> </ul>	1/21/2014
Sub-Committee Schedule	Andy Wildman - Completed	1/21/2014
Bryn Du	Added to matters referred	1/21/2014
Trustee Application	Barrett / Miller / Wildman Application was reviewed and revised Benschoter / Miller Posted on website and in newspaper – Granville Township and GRD	1/14/2014 1/21/2014
Wrestling Club	Andy Wildman Discussed youth sports and wrestling club with Athletic Director Kevin Jarrett. Agreed to schedule a meeting to discuss progress since 2010, and discuss needed adjustments for future growth.	1/17/2014

### Matters Refereed

Subject	Committee	Staff Member	Date
Dog Regulations	Governance & Compliance	Andy Wildman	2013
New Organizational Signage	Marketing & Branding	Andy Wildman	2013
2014 Budget Update	Finance & Personnel	Fiscal Officer & Andy Wildman	12/19/2014
Bryn Du	Community Resources	Kate Barrett & Andy Wildman	
GEVS Sports Mtg.	Youth Sports	John Klaus, Craig Koester & Andy Wildman	
Fiscal Officer	Finance Committee	Justin Lodge, John Klaus & Andy Wildman	1/9/2014
AED		Lesa Miller	



Meeting Adjourned