

Saturday, September 17,

16

The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on September 17, 2016. Those present were Bainbridge Township Trustees Mrs. Lorrie Benza, Mr. Jeffrey Markley, and Mrs. Kristina O'Brien. Mrs. Benza presided and called the meeting to order at 8:07 A.M.

There are two purposes for this special meeting; one to discuss the annual update from the Kenston Community Education (KCE) representatives and two is to handle and address general fund five-year planning philosophy and coding issues.

Kenston Community Education (KCE)

Ms. Jennifer Ingram, executive director of KCE was present to share the KCE annual update and overview. Ms. Ingram reported they had a \$1,000 loss for the fiscal year due to excess moving expenses that they feel will be recouped next year. The biggest uses are basketball, baseball, and flag football. KCE provides a service of managing the recreation areas in Bainbridge Township and Auburn Township.

Ms. Ingram welcomed the newest board members to the Auburn Bainbridge Recreation Board (ABRB), which is the governing body of KCE, Mr. Andy White and Mr. Greg Bumbu.

She also announced that the KCE offices have been relocated to Gardiner school the new address is 9421 Bainbridge Road. KCE will have an open house on October 10, 2016.

Ms. Ingram reported that KCE has updated their logo and discussed the improvements to the website which allows one to select the location, time, and date of the facility to rent, which is then reviewed by KCE staff and approved pending proof of residency, payments, and follow up. These challenges and the need to better define the specifications for each facility will be something KCE staff will be working on.

The concession stand at River Road Park was not profitable this year for several reasons: declining participants for baseball and softball, lack of knowledge because many people don't know the stand is there due to the fact the stand doesn't face the fields, and competition from other authorized vendors, specifically the smoothie food truck that was permitted this year.

Ms. Ingram will propose a summer business internship with the school where students can run all aspects of a business including investment, planning, marketing, bookkeeping, and competing with the food truck.

The partnership agreement, referred to as the baseline document needs to be updated to meet the current needs of the township and KCE as on-going issues are identified. The trustees suggested Ms. Ingram and the township representatives, along with Mr. Stanek, work on needed revisions, which will then be submitted to the trustees.

A proposal was discussed that non-affiliated KCE groups should be charged a deposit or a per player fee to play for field usage to cover the additional field expenses.

A copy of the 2015/ 2016 KCE Report is attached to and becomes a permanent part of these minutes.

Next annual update meeting will be held with KCE on September 16, 2017.

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Final Discussion

Fiscal Officer Mrs. Kathleen Staudenbaur and Mrs. Terry Rose were in attendance to discuss the coding and breakdown of cost codes with the trustees. The Fiscal Office is to schedule a meeting with the department heads and to discuss budget in their five-year plans. The trustees will be expecting each department to provide an annual report that will include the department’s budget, its inventory, and a summary of the year’s activities. Trustees together with the Fiscal Office will create a template for the departments to use.

Trustees were in general agreement to replace the five-year project list with a workable and flexible five-year plan which includes the capital expenditures projected at a certain time.

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 12:15 P.M.

Respectfully Submitted,

Kathleen Staudenbaur,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____