



Park & Cemetery Board Memorandum

Mayor David L. Koontz

To: Karla R. Richards, Clerk of Council
From: Paula Fisher, Interim Boards & Commissions Secretary
Date: 8/17/09
Re: Approved/Signed Parks & Cemetery Board Minutes:
Thursday, June 11, 2009

Attached you will find a copy of the approved/signed minutes from the Park & Cemetery Board meeting held on Thursday, June 11, 2009.

Please note that the original document has been forwarded to, and will be on file with the Clerk of Council for the official record.

E-Mail: Mayor (per Admin. Asst.)
Administrative Officer
Finance Director
Director of Planning & Community Development
Superintendent of Building & Zoning
Building & Zoning Inspector
Municipal Engineer
Council (5)
Parks & Recreation Board (5)

CC: Parks Crew Leader
Tom Jones (Council)
PRB File/Posting
William Mowery

**PARK & CEMETERY BOARD
CITY OF NORTON**

Thursday, June 11, 2009

The Park and Cemetery Board of the City of Norton, Ohio, convened for a public meeting in Council Chambers of the Safety Administration Building. Chairperson Neva Gibson called the meeting to order at 5:00 p.m.

ATTENDANCE:

PRESENT: Neva Gibson, Pam Dixon, John Conklin, Scott Testa

ABSENT: Lisa Merrick

ALSO PRESENT: John Moss

I. OLD BUSINESS:

Chairperson Gibson talked about all the work that Lisa Merrick has done in the Western Star Cemetery and about the newspaper clippings that were in the Akron Beacon Journal. Ms. Gibson stated to let the record show that Mr. Conklin came in at 5:04pm.

Chairperson Gibson explained to the Board a little about the Tree City information that the Board received and asked Ms. Dixon to explain the information she received from Akron. Ms. Dixon stated she contacted Akron and they gave her a list of how Akron works with the Parks Department and the Tree Board. (See Attached).

II. NEW BUSINESS:

Chairperson Gibson called on John Moss, Finance Director, to update the information of Columbia Woods Park. Mr. Moss gave a brief synopsis of the happenings and the updates to Columbia Woods Park for the new lighting, electrical and the new pavilion. He also explained that with the hill in the park graded and french drains installed, that there should be less flooding around the area. Ms. Gibson thanked Mr. Moss for coming to the meeting and welcomed the information.


Chairperson Gibson stated they had to make a resolution to approve payment for the Easter Egg Hunt that was put on by the Norton Women's Club. Ms. Gibson stated that the Board would need to either approve the full amount \$523.63 Five Hundred Twenty-three dollars and sixty-three cents or only pay the budgeted amount of \$500.00 Five Hundred dollars and no cents. **Mr. Testa moved to approve Resolution #01-2009 for the amount not to exceed \$500.00 Five Hundred Dollars. Mr. Conklin seconded the motion. ROLL CALL: Mr. Testa – Yes, Mr. Conklin – Yes, Ms. Gibson – Yes, and Ms. Dixon – Yes. The Resolution #01-2009 was approved 4 – 0. The Resolution was signed and processed accordingly.**

III. CONSIDERATION OF MINUTES:

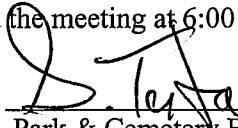
The Board reviewed the minutes of Thursday, May 14, 2009. Chairperson Gibson called for a motion to approve the minutes. **Ms. Gibson moved to approve the minutes as submitted. Ms. Dixon seconded the motion. ROLL CALL: Ms. Gibson-Yes, Ms. Dixon – Yes, Mr. Conklin – Yes, Mr. Testa – Yes. The motion passed 4-0, approving the minutes. Minutes were signed and processed accordingly.**

IV. ADJOURNMENT:

Chairman Gibson announced the meeting for Thursday, July 9, 2008 has been cancelled. The next meeting is scheduled for Thursday, August 13, 2009 at 5:00 p.m. in Council Chambers. With no further business coming before the Board, Chairperson Gibson adjourned the meeting at 6:00 p.m.



Park and Cemetery Board Chairperson
Or Vice-Chairperson



Park & Cemetery Board Vice-Chairperson
or Member

08/13/09
Date:

June 11, 2009

To: All members of the Parks and Cemetery Board for the City of Norton, Ohio

From: Pam Dixon

Subject: Update on City of Akron — Tree City USA

On June 3rd 2009 I spoke with Mr. Bill Hahn from the City of Akron in regards to their Tree City USA program. Mr. Hahn is the City's Arboreal Horticulturalist and his phone number is: 330-375-2373.

The City of Akron has a "Tree Board/Committee" which is made up of a person from the each of the following departments:

- Parks Department,
- The City of Akron Service Director,
- a member of Council
- and a member from the Engineering Department

The Parks Department is responsible for tree trimming and removal of debris and the Engineering Department is responsible for planting and removal of trees.

The members discuss and determine how much money is spent on:

- Storm damage
- Tree trimming
- Removal of trees and branches by City employees
- Removal of tree and branches by contractors
(Does not include trimming for electrical lines)
- Time spent in the field
- Administrative time
- Secretarial time

(Pertains to trees on right a ways and city parks — copy attached)

These expenses are at \$2 per capita.

Mr. Hahn discussed the many programs the City of Akron has to offer:

- Keep Akron Beautiful Arbor Day slogan contest (copy attached)
- Recycling
- Arbor Day Celebration (including a proclamation-copy attached)
- Beautification w/flowers (mentioned downtown landscapes)

The program that was most interesting to me was the Keep Akron Beautiful Arbor Day slogan contest, which I feel we could incorporate into the City of Norton program. The City of Akron's slogan contest is run as a non-profit program with an individual hired by the City to go into the schools and talk about recycling and how to keep Akron beautiful by maintaining existing trees and planting new trees. They hold a contest for all 4th graders in the school system and the 3 contest winners get a tree planted at their school. This allows the city to have more trees planted adding to their Tree City USA status and it allows local nurseries to get involved by donating trees and having a sign with their name on it. (advertising) The program also includes giving every 4th grader a seedling to plant at home. (this gets more trees into the city). Mr. Hahn also discussed the application for Tree City USA which we were all given at the previous meeting to look over.



Proclamation

To The People of Akron:

Whereas: The purpose of Arbor Day is to inspire, organize, and involve all citizens to contribute to Akron's "urban forest" by participating in local Arbor Day Festivities; and

Whereas: Akron's trees represent both commercial and aesthetic value of inestimable proportions; and

Whereas: Trees contribute to the health, safety, and welfare of our citizens by producing oxygen, using carbon dioxide, reducing erosion, humidifying our air, providing habitat, reducing air pollution, shading our homes, and generally improving our environments; and

Whereas: Arboreal education is necessary to ensure livable environments for the future of all. Keep Akron Beautiful and the City of Akron are together committed to an annual "Arbor Day Celebration.

Now, Therefore: I, Donald L. Plusquellic, Mayor of the City of Akron, Ohio, do hereby proclaim April 27, 2007, as:

"ARBOR DAY"

in the City of Akron, and call upon all of our citizens to volunteer their time and efforts to plant a tree, instilling pride in their homes and neighborhoods.

In Witness Whereof: I have hereunto set my hand and caused the Seal of the City of Akron to be affixed hereto this 26th day of April, 2007.

Mayor
City of Akron

Community: Akron, Ohio

Date 12/29/2006

County Summit

Expenditures
Community Forestry Program

Complete all applicable areas, especially number and cost, and use the total Community Forestry Expenditures figure for Standard #3 on the Tree City USA application

	Number		Cost
Trees Planted	<u>816</u>	Size 2"-4" dia.	\$ <u>283,600.00</u>
Trees Pruned (Routine utility Line clearance is not allowed)	<u>6778</u>		\$ <u>99,734.00</u>
Trees Removed	<u>1606</u>		\$ <u>182,800.00</u>
Volunteer Hours (Include all volunteers time at \$15.00/hour)	<u>0</u>		\$ <u>-</u>
Depreciation of Equipment (Municipal equipment directly involved with forest management)			\$ <u>-</u>
Municipal Labor Hours (not included above)	<u>14550</u>		\$ <u>218,400.00</u>
Municipal Administrative Hours			\$ <u>133,988.00</u>
Other Costs			\$ <u>-</u>
Subtotal			(A) \$ <u>918,522.00</u>
Wood/Leaf Residual Processing		Max: \$ <u>229,630.50</u>	(B) \$ <u>229,630.00</u>
If expenses exceed 25% of Subtotal, multiply Subtotal by .25 for allowable total. Use actual cost, if less than 25% of subtotal			
TOTAL COMMUNITY FORESTRY EXPENDITURES			\$ <u>1,148,152.00</u>

2009 KEEP AKRON BEAUTIFUL ARBOR DAY
SLOGAN CONTEST WINNERS

TREE PLANTING: FRIDAY April 24, 2009

FIRST PLACE

SLOGAN: Hooray for planting trees; they're habitats for birds and bees.

SCHOOL: Rimer School-1875 Glenmount Ave. Akron, Ohio 44301
330-848-5250

PRINCIPAL: Nancy Ritch

TEACHER: Mark DePew

LANDSCAPER: Suncrest Gardens

10:06 AM CEREMONY LM

2370 MANCHESTER (NEW BLDG.)

PLANT TREE IN FALL

SECOND PLACE

SLOGAN: Plant a tree-and watch the world unfold before you.

SCHOOL: Findley School-225 E. Tallmadge Ave. Akron, Ohio 44310
330-761-1635 LM 11:00 AM CEREMONY

PRINCIPAL: Charles Jones

TEACHER: Vicki Way

LANDSCAPER: R.B. Stouts Landscaping

(65 W. TALL) NEW BLDG
PLANT TREE IN FALL

THIRD PLACE

SLOGAN: Trees are like light; they will brighten your life.

SCHOOL: David Hill CLC- 1060 E. Archwood Ave. Akron, Ohio 44306
330-773-1129 LM

PRINCIPAL: Joan Thompson

TEACHER: Shirley Stewart

LANDSCAPER: Vigmeg Landscaping

NEW BLDG. COMPLETE
PLANT TREE

1:00 PM CEREMONY

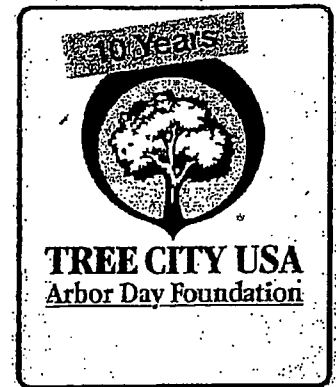
(MEET TUE. AT 12:50
TO LOCATE & CHOOSE
VARIETY)

As a TREE CITY USA, your community will receive...

... additions to your awards denoting the year

... a Tree City USA flag

... special anniversary materials



... along with the joy of stewardship and the gratitude of future generations

The Arbor Day Foundation, in cooperation with the U.S. Forest Service and the National Association of State Foresters, recognizes towns and cities across America that meet the standards of the TREE CITY USA® program.

At least half of the trees in a typical city are on public property...along streets, in parks, and around public buildings. The TREE CITY USA program is designed to recognize those

communities that effectively manage their public tree resources, and to encourage the implementation of community tree management based on four TREE CITY USA Standards.

These four standards provide structure for a community forestry program, require that program to demonstrate success based on the judgment of the state forester's office, and provide for an awareness and appreciation of trees among the

residents of the community.

TREE CITY USA is an ongoing community improvement program, and your community can and should apply for recertification each year.

Ongoing TREE CITY USA recognition can make a strong contribution to your community's pride, and it will keep you in touch with other communities and resources which can help you improve your program.

Application Procedures

The TREE CITY USA application for recertification must be completed by an appropriate city official (mayor, city forester, chairman of the tree board, etc.). Mail the completed

application to your state forester along with all requested supporting material no later than December 31. Your state forester will evaluate the application and forward it to the Arbor Day

Foundation. You will be advised of whether or not your community qualifies for TREE CITY USA recertification.

TREE CITY USA Standards

STANDARD 1: A Tree Board or Department

A tree board is a group of concerned citizens, usually volunteer, charged by ordinance to develop and administer a comprehensive community tree management program for the care of trees on public property. Tree boards usually function with the aid of professional foresters. In communities with a population of more than 10,000, city forestry departments with salaried employees are often feasible. These departments may or may not be supported by advisory boards or administrative commissions.

STANDARD 2: A Community Tree Ordinance

The community tree ordinance needs to designate the tree board or department and give them the responsibility for writing and implementing the annual community forestry work plan. The ordinance should determine public tree care policies for planting, maintenance and removals. Ideally, the city tree ordinance will make provisions for establishing and updating a list of recommended street tree species to be planted with spacing and location requirements. A sample tree ordinance may be obtained by contacting the Arbor Day Foundation.

STANDARD 3: A Community Forestry Program with an Annual Budget of at least \$2 per capita.

Many communities begin their program by taking an inventory of the trees growing

on public property. The species, location, and condition of each tree are noted (i.e. healthy, needs pruning, should be removed, etc.) and the inventory data is summarized in a written report for presentation and approval by the city council. The report should be an objective analysis of the present state of the urban forest with recommendations for future management. The essential, ongoing activity for the care of trees along streets, in parks, and on other public places is the community forestry program. The annual work plan should address planting, watering and fertilizing, dead and hazardous tree removal, safety and fine pruning, and insect and disease control. To be named as a TREE CITY USA, a town or city must annually spend at least \$2 per capita for its annual community forestry program. Consider all funds spent for tree care - budget for street tree department or board, park department's tree expenditures, dead tree removal, etc.

STANDARD 4: An Arbor Day Observance and Proclamation

An Arbor Day observance can be simple and brief or an all-day or all-week observance. A proclamation issued by the mayor must accompany the observance and declare the observance of Arbor Day in your community. You can obtain a free "Celebrate Arbor Day Guidebook" by contacting the Arbor Day Foundation. Along with ideas for celebrating the holiday, the packet contains a sample proclamation.



CLUB MANAGER WILLIAM RIENZI
 (330) 665 - 5336
 Fax and Pull # (330)665-5430
 FAIRLAWN, OH

03/23/09 18:44 2104 6404 008 1382
 W MEMBER 101-*****5990

THANK YOU,
 DEBRA K BAUER MARY K CONSULTAN

E	369781 NEST EGGS	8.88 N
E	11692 SPRINGTIME	8.88 N
E	369781 NEST EGGS	8.88 N
E	413939 TOOTSIEROLL	6.64 N
E	11692 SPRINGTIME	8.88 N
	SUBTOTAL	42.16
	TOTAL	42.16
	SAMS P CREDIT	42.16
		5990
ACCOUNT #		000723
APPROVAL #		0.00
	CHANGE DUE	0.00

total

ITEMS SOLD 5

TC# 9394 0041 0309 2801 4839



WE VALUE YOUR OPINION

WE WANT TO KNOW ABOUT YOUR SHOPPING EXPERIENCE TODAY AT SAM'S CLUB

Please complete a survey about today's club visit at:
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IN RETURN FOR YOUR TIME YOU COULD RECEIVE ONE OF FIVE \$1,000 SAMS CLUB SHOPPING CARDS

You must be 18 or older and a legal resident of the United States to enter. No purchase necessary to win. To enter without purchase and for official rules visit:
www.entry.survey.samsclub.com

Sweepstakes period ends on the date shown in the official rules. Survey must be taken within TWO weeks of today.

Esta encuesta también se encuentra en español en la página de Internet.

THANK YOU

Refresh your home this year with great prices on quality cleaning products.
 03/23/09 18:45:18

*** MEMBER COPY ***

WE WANT TO KNOW ABOUT YOUR SHOPPING EXPERIENCE TODAY AT WAL-MART.

Please complete a survey about today's store visit at:

<http://www.survey.walmart.com>

You will need to enter the following online:

ID #: 79BMMBNJ42P

IN RETURN FOR YOUR TIME YOU COULD RECEIVE ONE OF FIVE \$1000 WALMART SHOPPING CARDS

Must be 18 or older and a legal resident of the 50 US or DC to enter. No purchase necessary to enter or win. To enter without purchase and for complete official rules visit
www.entry.survey.walmart.com.
 Sweepstakes period ends on the date shown in the official rules. Survey must be taken within TWO weeks of today.

Esta encuesta también se encuentra en español en la página del Internet

THANK YOU

5 17.64 total



Save money. Live better.

WE SELL FOR LESS
 MANAGER CHARLENE BAKER
 (330) 668 - 1129

ST# 1895 DP# 00004427 TE# 14 TR# 01003	
STARBURST 004000022649 F	5.88 N
STARBURST 004000022649 F	5.88 N
STARBURST 004000022649 F	5.88 N
STARBURST 004000024947 F	2.28 N
CAPRI SUN 008768400974 F	1.97 T
CAPRI SUN 008768400995 F	1.97 T
POWERADE 004900004565 F	4.48 X
HBO HNY RST 004300001426 F	3.24 O
HBO HNY RST 004300001426 F	3.24 O
SPAGHETTI 004732590262 F	1.26 O
NB TRISCUIT 004400000119 F	2.00 N
	SUBTOTAL 38.08
	TAX 1 6.500 % 0.55
	TOTAL 38.63
	MCARD TEND 38.63

ACCOUNT #4586
 APPROVAL #09032Z
 TRANS ID -
 VALIDATION -
 PAYMENT SERVICE -
 CHANGE DUE 0.00

ITEMS SOLD 11

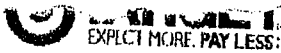
TC# 2020 8898 8661 7273 0699



Bitten by Twilight? Get exclusive content at walmart.com/twilight
 03/25/09 16:13:53

CUSTOMER COPY

total 45.91



FAIRLAWN - 330-865-9001
03/10/2009 05:19 PM
RECEIPT EXPIRES ON 06/08/09



GROCERY
055081883

FAIRLAWN CLUB	FN	16.60	↓
16.60			
Special 1.50 off 21.15			
SUBTOTAL		16.60	
NO TAX		0.00	
TOTAL		16.60	
CHECK PAYMENT		16.60	

When you provide a check as payment, you authorize us to either use the information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

For inquiries, please call
1-800-827-4381

↓ INDICATES SAVINGS

YOU SAVED 4.50

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9am - 7pm Sat
11am - 3pm Sun

RECEIPT ID# 2-9069-0980-0080 1146 8
VCID# 752-223-346 TMR***B073



CLUB MANAGER WILLIAM RIENZI
(330) 665-5336
Fax and Pull # (330) 665-5430
FAIRLAWN, OH
03/08/09 12:09 5591 6404 011 1483
W MEMBER 101-*****4530

THANK YOU,
DONALD LLOYD HAIR NAIL STUD

E	11813 GOLDEISH	8.86	N
E	116641 THE MIX	9.77	N
E	116641 THE MIX	9.77	N
E	116641 THE MIX	9.77	N
E	285384 HALF & HALF	1.97	N
E	285384 HALF & HALF	1.97	N
	SUBTOTAL	42.11	
	TOTAL	42.11	
	MCARD TEND	42.11	

ACCOUNT #5224
APPROVAL #
CHANGE DUE 20305B 0.00

ITEMS SOLD 6

TC# 5286 3146 3658 1535 5498



WE VALUE YOUR OPINION

WE WANT TO KNOW ABOUT YOUR SHOPPING EXPERIENCE TODAY AT SAM'S CLUB

Please complete a survey about today's club visit at:

<http://www.surveysamsclub.com>

IN RETURN FOR YOUR TIME YOU COULD RECEIVE ONE OF FIVE \$1,000 SAM'S CLUB SHOPPING CARDS

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www.entry.surveysamsclub.com

Sweepstakes period ends on the date shown in the official rules. Survey must be taken within TWO weeks of today.

Esta encuesta también se encuentra en español en la página de internet

THANK YOU

Share your thoughts. Rate products and read member reviews at samsclub.com
03/08/09 12:09:39

*** MEMBER COPY ***

Sherrie
Henderson



CLUB MANAGER WILLIAM RIENZI
(330) 665 - 5336
Fax and Pull # (330)665-5430
FAIRLAWN, OH

03/26/09 12:17 3844 6404 007 1414
V MEMBER 101-*****8412 *Total 2616*

THANK YOU,
SHERRILYN HENDRICKSON

E	360170 FRUIT SNACK	8.72 N
E	360170 FRUIT SNACK	8.72 N
E	360170 FRUIT SNACK	8.72 N
E	762585 TOMATO	5.42 N
E	754991 ASPARAGUS	4.38 N
E	457334 CLEMENTINES	6.88 N
E	337573 WMN AP/DED	9.48 T
E	448374 WATERMELON	7.42 N
E	998598 SWEET ONIONS	4.27 N
	SUBTOTAL	64.01
	TAX 1 6.500 %	0.62
	TOTAL	64.63
	VISA TEND	64.63

ACCOUNT #1388
APPROVAL #
CHANGE DUE 132579 0.00

ITEMS SOLD 9

TC# 4208 9433 9694 5690 1044



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EXPERIENCE TODAY AT SAM'S CLUB

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official rules. Survey must be taken within TWO weeks
of today.

Esta encuesta también se encuentra en español en la
página de Internet.

THANK YOU

Prepare for tipoff this tourney season
with savings on treats for your party.
03/26/09 12:19:25

*** MEMBER COPY ***

Ellen Stokes
2nd & Bro Graders



CLUB MANAGER WILLIAM RIENZI
(330) 665 - 5336
Fax and Pull # (330)665-5430
FAIRLAWN, OH

03/21/09 14:08 5291 6404 010 1414
V MEMBER 101-*****4148

THANK YOU,
ELLEN STOKES

E	664705 SWEETSTRIPES	5.84 N
E	664705 SWEETSTRIPES	5.84 N
E	413939 TOOTSIEROLL	6.64 N
E	664705 SWEETSTRIPES	5.84 N
E	11692 SPRINGTIME	8.88 N
E	11692 SPRINGTIME	8.88 N
E	11692 SPRINGTIME	8.88 N
E	11692 SPRINGTIME	8.88 N

SUBTOTAL 59.68
TOTAL 59.68 *total*
SAMS DISCOVER P CREDIT 59.68
ACCOUNT #6583
APPROVAL # 000797
CHANGE DUE 0.00

ITEMS SOLD 8

TC# 7928 9538 9274 5390 9054



WE VALUE YOUR OPINION
WE WANT TO KNOW ABOUT YOUR SHOPPING
EXPERIENCE TODAY AT SAM'S CLUB

Please complete a survey about today's club visit at:
<http://www.survey.samsclub.com>

IN RETURN FOR YOUR TIME YOU COULD RECEIVE
ONE OF FIVE \$1,000 SAM'S CLUB SHOPPING CARDS

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United States to enter. No purchase necessary to win.
To enter without purchase and for official rules visit:
www.entry.survey.samsclub.com

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official rules. Survey must be taken within TWO weeks
of today.

Esta encuesta también se encuentra en español en la
página de Internet.

THANK YOU

Refresh your home this year with great
prices on quality cleaning products.
03/21/09 14:09:19

*** MEMBER COPY ***



SAVE up to \$25!

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Craft Kits & Activities

Art Supplies

Teaching Supplies

Toys & Novelties

Holidays

Sale

Easter | Crafts & Toys | Christmas | Holidays & Occasions | Party & Stationery | Halloween | Clearance



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Order Confirmation

Log off OrientalTrading.com

Thank You Vicky!

Thanks for shopping at OrientalTrading.com—your order has been received and your order number is **632038920**. We will be sending you a confirmation email with order details within 24 hours followed by a shipping confirmation email with tracking information.

Fun is on the way!

In the meantime, if you have any questions about your order, please contact us at:

1-800-875-8480 or orders@oriental.com.

100% Satisfaction Guaranteed!

For your records, here is a summary of your order.

Item Description:	Qty:	Delivery:	Price:	Total:
 Iridescent Eggs Item Number: IN-5/279 Unit: 144 Piece(s)	12	Est. Delivery: 6/10/09	\$7.49	\$89.88
 Colorful Bright Easter Eggs Item Number: IN-5/912 Unit: 144 Piece(s)	10	Est. Delivery: 6/10/09	\$8.99	\$89.90
 Fishy Face Rub-Ons Item Number: IN-65/70251 Unit: 2 Sheet(s)	4	Est. Delivery: 6/10/09	\$4.99	\$19.96
 Multi-Colored Starfish Glass Pendants Item Number: IN-68/45075 Unit: 3 Piece(s)	1	Est. Delivery: 6/10/09	\$12.99	\$12.99
 USA Flag Sunglasses Item Number: IN-42/3023 Unit: Each	1	Est. Delivery: 6/10/09	\$2.97	\$2.97
Patriotic Flashing Bouncing Balls	2	Est. Delivery: 6/10/09	\$7.97	\$15.94

Billing & Shipping

Billing Address

~~Vicky Wallace~~
 3110 Hemphill Road
 BARBERTON, OH 44203

Shipping Address

Vicky Wallace
 3110 Hemphill Road
 BARBERTON, OH 44203

179.78

EASTER EGG HUNT

3168 EGGS

0.0 *

NORTON WOMEN'S CLUB *

PO BOX 1101 *

NORTON, OH 44203 *

42.10 +

17.64 +

45.91 +

21.10 +

39.88 +

152.30 +

343.85 *

0.0 *

EASTER
EGG
HUNT
RECEIPTS

343.85

179.78 eggs

\$ 523.63 Grand total



CITY OF NORTON

John P. Moss, Finance Director

MEMO

Mayor Dave Koontz

To: Parks & Cemetery Board
From: John Moss, Director of Finance
Date: June 2, 2009
Re: 2009 Easter Egg Hunt

I have receipts totaling \$523.62 as expenses for the 2009 Easter Egg for reimbursement. Generally for all expenses, the Administration requires a Departmental approval, which is submitted to the City Administrator, and then the Finance Office for payment. I am requesting that the Board act in the Departmental capacity. Would you please adopt a resolution requesting payment.

**CITY OF NORTON, OHIO
PARK AND CEMETERY BOARD**

GUEST ATTENDANCE RECORD

The following were present at the Meeting of the Park and Cemetery Board,

Held on: **Thursday, June 11, 2009**

NAME:

ADDRESS:

John C. Monahan Finance Director

Paula Fisher

Stenographer