

**Regular Meeting of the Gauga County  
Veterans Service Commission**

September 2, 2025, 3:00 p.m. in conference room B200

**PRESENT:** John Riha, Service Commissioner – President  
Doug Lundblad, Service Commissioner - Vice President  
Kyle Petersen, Service Commissioner – Secretary  
Charles “Skip” Boehnlein, Service Commissioner – Member  
William Smith, Service Commissioner - Member - ABSENT  
Michele Pemberton, Director/CVSO  
Randy McVicker, Assistant Director/CVSO  
Stacie Malone, CVSO, Admin  
Janice Brockway, Admin - ABSENT

**CALL TO ORDER:** President of the board, John Riha, opened the meeting at 3:00 p.m.

**PLEDGE OF ALLEGIANCE:** President of the board, John Riha

**APPROVE MINUTES:**

**Motion:** by Commissioner Riha to waive the reading of the August 5<sup>th</sup> minutes and approve, seconded by Commissioner Petersen.

Commissioner Riha	AYE
Commissioner Boehnlein	AYE
Commissioner Lundblad	AYE
Commissioner Petersen	AYE
Commissioner Smith	Absent

**Motion Carried**

**CORRESPONDENCE:**

Sept 9<sup>th</sup> – 12<sup>th</sup> Training - Stacie  
Sept 13<sup>th</sup>, Sports Fest – Randy or Stacie

**NEW BUSINESS**

Sharon Ulsenheimer appeared before the board to discuss the bricks. She can have the two bricks of the non-military children once they are removed. As far as replacing the other two bricks Director Pemberton will take pictures and send them to the commissioners to see how bad they are and is tabled to October 7<sup>th</sup> meeting.

A motion was made by Commissioner Petersen going forward the commissioners will write a policy for the pavers so there is no confusion on how to

handle the pavers. Commissioner Boehnlein second. An email of the paver form will be sent to the commissioners for their review.

Commissioner Riha	AYE
Commissioner Boehnlein	AYE
Commissioner Lundblad	AYE
Commissioner Petersen	AYE
Commissioner Smith	Absent

**Motion Carried**

A motion was made by Commissioner Boehnlein to approve the amount of \$3,000.00 to sponsor the Veterans Luncheon by the Department on Aging November 6, 2025 at Sisters of Notre Dame. Seconded by Commissioner Petersen. All in favor AYE,

Commissioner Riha	AYE
Commissioner Boehnlein	AYE
Commissioner Lundblad	AYE
Commissioner Petersen	AYE
Commissioner Smith	Absent

**Motion Carried**

**Presented Bills for payment:**

Dex Imaging	\$140.79	Copier
Sunrise Springs	\$32.00	Water for Office
Geauga Credit Union	\$878.22	Hotel for Commissioners
Illuminating Co.	\$365.68	Relief - Heart
Enbridge Gas Ohio	\$135.73	Relief - Heart
O.S.A.C.V.S.O.	\$100.00	Malone Fall School

A motion was made by Commissioner Boehnlein to pay the bills and seconded by Commissioner Petersen. All in favor AYE,

Commissioner Riha	AYE
Commissioner Boehnlein	AYE
Commissioner Lundblad	AYE
Commissioner Petersen	AYE
Commissioner Smith	Absent

**Motion Carried**

**OLD BUSINESS:** Update on Veterans memorial up on the square. Sean, Owner of S.A.M. Landscaping has been going back and forth about permits to start the project. Property is county owned; however, the City

Community Development Administrator Steven Yaney is requesting permits to start the project.

**UNFINISHED BUSINESS:** N/A

**EXECUTIVE SESSION:** NONE

**FINANCIAL ASSISTANCE APPLICANT:** NONE

**ADJOURN MEETING:**

**Motion:** by Commissioner Riha, seconded by Commissioner Boehnlein to adjourn at 1534 pm.

All in favor - **Motion Carried**

**Next meeting is October 7, 2025, 12611 Ravenwood Dr, conference room B200, Chardon, OH 44024 @ 3:00 pm.**

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John Riha, President

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Kyle Petersen, Secretary