

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

November 4, 2025, 3:00 p.m. in conference room B268

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
Michele Pemberton, Director/CVSO
Randy McVicker, Assistant Director/CVSO - ABSENT
Stacie Malone, CVSO, Admin
Janice Brockway, Admin

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 October 9th minutes and approve, seconded by Commissioner Lundblad.

| | |
|------------------------|-----|
| Commissioner Riha | AYE |
| Commissioner Boehnlein | AYE |
| Commissioner Lundblad | AYE |
| Commissioner Petersen | AYE |
| Commissioner Smith | AYE |

Motion Carried

CORRESPONDENCE:

Nov. 6th Senior Veterans Day Luncheon
Nov. 7th UH Gauga Veterans Day – Presentation, Dir. Pemberton
Nov. 7th Veterans Services & Dept. on Aging – Randy will attend
Nov. 10th The Sleepy Rooster – Presentation, Dir. Pemberton
Nov. 11th Veterans Day-Possible Memorial Dedication
Nov. 21-23rd OSACVSC Training for Petersen
Nov. 27-28th CLOSED Thanksgiving Break
Dec. 24-25th CLOSED Christmas
Dec. 31st-Jan. 1st CLOSED New Years

NEW BUSINESS

Director Pemberton presented two quotes for a metal embossing machine to produce dog tags. 1.) C330 - Cost is \$17,956.00 2.) CIM ME 550 – Cost is \$22,807.00. Director

Pemberton and President Riha will request the use of the remaining 2025 appropriations to purchase.

Commissioner Riha made a motion to approve the purchase of the CIM ME 550 for \$22,807.00 to make dog tags. Second by Commissioner Smith.

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|------------------------|-----|
| Commissioner Riha | AYE |
| Commissioner Boehnlein | AYE |
| Commissioner Lundblad | AYE |
| Commissioner Petersen | AYE |
| Commissioner Smith | AYE |

Motion Carried

Director Pemberton requested to post a job opportunity for hiring a new Driver at \$18.50 per hour, to replace our current driver that will be retiring in mid-2026.

Commissioner Riha made a motion to approve the posting for the Driver position. Second by Commissioner Smith.

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|------------------------|-----|
| Commissioner Riha | AYE |
| Commissioner Boehnlein | AYE |
| Commissioner Lundblad | AYE |
| Commissioner Petersen | AYE |
| Commissioner Smith | AYE |

Motion Carried

Director Pemberton made the requested revisions to the Eligibility and Criteria SOP, including applications for the Geauga County Veterans Memorial (on Ravenwood Dr) and the Geauga County Veterans KIA Memorial, for review and approval.

Commissioner Riha made a motion to approve the revised Standard Operating Procedures for the following:

Geauga County Veterans Memorial - Eligibility and Criteria SOP, including applications for the purchase of pavers.

Geauga County Veterans KIA Memorial - Eligibility and Criteria SOP

Commissioner Riha made a motion to approve the updated policy for the Geauga County Veterans Memorial and the Geauga County Veterans KIA Memorial. Second by Commissioner Smith.

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| Commissioner Riha | AYE |
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|------------------------|-----|
| Commissioner Boehnlein | AYE |
| Commissioner Lundblad | AYE |
| Commissioner Petersen | AYE |
| Commissioner Smith | AYE |

Motion Carried

The issued Geauga County Cybersecurity Program (O.R.C. 9.64 Compliance Policy) was reviewed signed and dated.

Commissioner Riha made a motion to approve the posting for the Driver position.
Second by Commissioner Smith.

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|------------------------|-----|
| Commissioner Riha | AYE |
| Commissioner Boehnlein | AYE |
| Commissioner Lundblad | AYE |
| Commissioner Petersen | AYE |
| Commissioner Smith | AYE |

Motion Carried

Director Pemberton requested approval for quote from S.A.M. Landscaping for the Veterans Memorial project, for 52,105.56.

Commissioner Smith made a motion to approve the posting of the Driver position.
Second by Commissioner Lundblad.

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| Commissioner Riha | Abstained |
| Commissioner Boehnlein | AYE |
| Commissioner Lundblad | AYE |
| Commissioner Petersen | AYE |
| Commissioner Smith | AYE |

Motion Carried

Director Pemberton requested approval to purchase a quantity of 500 GCVS Pens from 4-Imprint at a cost of 411.38.

Commissioner Petersen made a motion to approve the purchase of the pens.
Second by Commissioner Lundblad.

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|------------------------|-----|
| Commissioner Riha | AYE |
| Commissioner Boehnlein | AYE |
| Commissioner Lundblad | AYE |
| Commissioner Petersen | AYE |

Commissioner Smith

AYE

Motion Carried

Director Pemberton proposed a quote for conserving the donated 1889 US Flag (42 stars). The cost for Full Display is \$19,505.00 and Partial Display is \$15,839.00.

Commissioner Smith made a motion to approve the purchase of the pens.
Second by Commissioner Boehnlein.

Commissioner Riha

AYE

Commissioner Boehnlein

AYE

Commissioner Lundblad

AYE

Commissioner Petersen

AYE

Commissioner Smith

AYE

Motion Carried

Presented Bills for payment:

| | | |
|---------------------|-------------|-----------------------------|
| Dex Imaging | \$86.62 | Copier |
| Sunrise Springs | \$32.00 | Water for Office |
| Geauga Credit Union | \$160.50 | Gas for Transports |
| Burr Funeral Home | \$995.00 | Indigent Burial for Boswell |
| NACVSO | \$150.00 | Membership Dues |
| S.A.M. Landscaping | \$44,000.00 | Memorial Project |
| S.A.M. Landscaping | \$4,195.42 | Memorial Project |

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

Commissioner Riha

AYE

Commissioner Boehnlein

AYE

Commissioner Lundblad

AYE

Commissioner Petersen

AYE

Commissioner Smith

AYE

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 December 2, 2025, 12611 Ravenwood Dr, conference room B200, Chardon, OH 44024 @ 3:00 pm.

John Riha, President

Kyle Petersen, Secretary