

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
REGULAR MEETING MINUTES
Thursday, November 30, 2023

The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, November 30, 2023, at the Voice of America MetroPark – Fireside Lounge, The Lodge, 7850 VOA Park Drive, West Chester, Ohio 45069

Call to Order

The meeting was called to order at 9:14 a.m. by Mr. Nelson

I. Roll Call and Agenda

Members present: Daryl Nelson, Larry Gersbach, Cynamon Trokhan

Staff present: Zeb Acuff, Rhiana Barrero, Tony Carpenter, Katie Ely-Wood, Scott Gaviglia, Jaime Kimbrough, Jackie O’Connell, Amy Pellman, Suzanne Roth, Shelly Schultz, Chad Smith

III. Approval of Minutes

Approval of the October 19, 2023, Regular Meeting Minutes

Mr. Gersbach moved to approve; Ms. Trokhan seconded.

Motion Passed. Vote: Aye: Mr. Nelson, Ms. Trokhan, Mr. Gersbach

V. Special Presentation

Julie McDonald from Young Guns Archery spoke to the Board about using the clubhouse at Meadow Ridge as an indoor archery range. Young Guns recently signed an agreement with MetroParks for the creation and use of an outdoor target range on the old driving range at Meadow Ridge. Ms. McDonald said that the clubhouse, which is slated for demolition, would be an ideal location. She hired a structural engineer to assess the building and shared his assessment and estimate which is \$38,000 for reinforcement of a support beam.

Young Guns, a 501c3, said their group is willing to raise funds for the repairs through grants and sponsorships. The basic needs to use the facility over the winter are restrooms and heat. Ms. McDonald’s vision is to use the upstairs as an archery center and possibly have a Hall of Fame showcasing members of their team. She commented that others could use the facility when they weren’t practicing. She would like to use the basement for storage.

Tony Carpenter explained that there is more than structural work that would need to be done to the building. Chad Smith suggested that the group would have the ability to leverage sponsorship dollars if the outdoor range brings in the attendees that Young Guns anticipates at the outdoor range.

A brief discussion followed on the standards/rules that a public entity must follow for public facilities, there are also restrictions due to the property being acquired through Clean Ohio grant funds.

Ms. McDonald stated they carry insurance through USA Archery.

VI. Finance

a. Schedule of Payables – October

There was a question on a payment to Stantec. Mr. Acuff stated that was for the streambank stabilization project at Governor Bebb.

Ms. Trokhan moved to approve; Mr. Nelson seconded.

Motion Passed. Vote: Aye: Mr. Nelson, Ms. Trokhan, Mr. Gersbach

Resolution No. 22.23

b. Monthly Revenue & Expense Report – October

VII. Administrative Reports

Development: Mr. Smith relayed that the Mason Arts Council will attend and present in February. The revised Legacy program was launched earlier this month. Installation of the donated shade structure overlooking the lake at VOA has been completed. Giving Tuesday promotions have been posted for end-of-year donations through community foundations.

The contract for the Holiday Light show at VOA is still being negotiated; they are asking for a 10-year contract, as they expect it to take four years to turn a profit. The Board would like to propose a 7-year contract with the option to renew for three consecutive years; verbiage should be included that would allow us to cancel due to non-performance or major issues.

Planning: Mr. Acuff discussed the grant that was just awarded for the raised walkway at Gilmore. He shared that the recent Davidson Woods engagement sessions were attended by neighbors and Davidson family members. At this time, 895 responses have been received to the online survey. The general feedback is that most want it to stay natural with a few trails. A few are looking for adventure or outdoor amenities like disc golf, mountain biking, accessibility, and natural play areas. There was a brief discussion on keeping trails away from the rookery.

Programming & Education: Suzanne Roth presented the inaugural winter hike series. It is a multi-week hiking event in different parks. The series begins the first Saturday in January and goes through the first Saturday in February. Registrants will go on a multi-mile hike and return for soup and hot chocolate. The program hopes to encourage people to get into the parks over the winter.

VIII. Old Business

a. Antenen House Disposition

There was a discussion about the house and the next steps. Considering the information previously presented, the Board would like to proceed with the removal of the house. The Board would like to first post an RFP for the purchase and relocation of the house. The deadline for that to be completed would be the end of June, 2024. The RFP will be posted in December with bids due by January 17, 2024. If no bids are received, a second RFP will be posted for the salvage and removal of the house. If no bids are received for the second RFP, MetroParks will contract for salvage and demolition. Mr. Smith will reach out to Susan Antenen informing her of the Board's decision. Once the house has been removed, the Board would like to see a shelter at the house location with some interpretive signage.

Mr. Gersbach moved to approve; Ms. Trokhan seconded.

Motion Passed. Vote: Aye: Mr. Nelson, Ms. Trokhan, Mr. Gersbach

IX. New Business

a. 2024 Budget - Resolution

Shelly Schultz presented and reviewed the budget and funds. Ms. Schultz answered clarifying questions on revenue, appropriations, and property tax numbers. A short discussion followed regarding salary budgets. This year they were created based on actual hours worked versus hours a position is eligible to work. Positions have been eliminated through attrition and Ms. Kimbrough explained that positions that hadn't been filled for years were also eliminated.

Mr. Gersbach moved to approve; Ms. Trokhan seconded.

Motion Passed. Vote: Aye: Mr. Nelson, Ms. Trokhan, Mr. Gersbach

Resolution No. 23.23

b. Resolutions Delegating Authority 2024

1) Fees and Penalties

Ms. Trokhan moved to approve; Mr. Gersbach seconded.
Motion Passed. Vote: Aye: Mr. Nelson, Ms. Trokhan, Mr. Gersbach
Resolution No. 24.23

2) Budget Obligations

Ms. Trokhan moved to approve; Mr. Gersbach seconded.
Motion Passed. Vote: Aye: Mr. Nelson, Ms. Trokhan, Mr. Gersbach
Resolution No. 25.23

X. Commissioner Reports

XI. Executive Session

Mr. Nelson moved for a roll call vote to enter Executive Session, seconded by Mr. Gersbach for the purpose of discussions involving personnel matters.
Vote: Aye: Mr. Nelson, Ms. Trokhan, Mr. Gersbach
The Board entered into Executive Session at 10:40 a.m.
The Board returned to Regular Session at 11:36 a.m.

XII. – Adjournment

Mr. Nelson moved to adjourn the meeting at 11:36 a.m., Mr. Gersbach seconded.
Motion Passed. Vote: Aye: Mr. Nelson, Ms. Trokhan, Mr. Gersbach

Adoption: The above minutes are a true and accurate record of the meeting as adopted by the Board of Park Commissioners, MetroParks of Butler County.

Approved:

Attest:

Presiding Officer of the Board

Jacqueline O’Connell,
Executive Director/Secretary

Date