

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
REGULAR MEETING MINUTES
Thursday, January 27, 2022

The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, January 27, 2022, at Ronald Reagan Lodge at Voice of America MetroPark, 7850 VOA Park Drive, West Chester Township, OH 45069-2938.

Call to Order

The meeting was called to order at 8:33 a.m. by Mr. Nelson.

I. - Roll Call and Agenda

Members present:

Ms. Trokhan, Mr. Nelson, Mr. Gersbach

Staff present:

Rhianna Barrero, Susan Bolser, Jaime Kimbrough, Matt Latham, Jackie O'Connell, Amy Pellman, Chad Smith, David VanArsdale, Katie Ely-Wood

II. - Public Comment Regarding Agenda Items

None

III. - Approval of Minutes

Approval of the December 9, 2021 Regular Meeting minutes.

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

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

IV. - Consent Agenda

- a. Donations Report
- b. Employment Activity Reports
- c. 2022 Park Connections Special Event Commercial Activity Requests

Ms. Trokhan moved to approve Items a-c; Mr. Nelson seconded.

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

V. - Special Presentations

None

VI. - Finance

- a. Reports
 - 1) Cash Summary and Forecast Q4 2021
 - 2) Summary of Transfer and Budget Modifications
 - 3) December Financials
- b. Schedule of Payables

Ms. Trokhan moved for approval. Mr. Gersbach seconded.

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

Resolution No. 01.22

VII. – Administrative Reports

a. 2021 Year End Stats

Park Planner/Project Manager Matt Latham briefly reviewed major project updates. There was a discussion on a summary of items still on the schedule for the year. The report no longer contains deferred projects, smaller projects and completed projects.

Deputy Director Chad Smith commented that the RFP is out for operation of the Ronald Reagan Lodge and is scheduled to close next week.

Ms. O'Connell commented on the streamlining of processes and removing redundancies on internal processes. She also stated that the organization is working on strategic initiatives that will lead to the full budget which will be presented to the Board in March.

2021 Year in Review report was distributed at meeting. Ms. O'Connell discussed the format and explained how future metrics will be shared. A Board member suggested that the reporting by staff is staggered.

In reviewing the Visitor Services section of the report, a Board member commented on the call volume at the Administration Office. Ms. Barrero stated that the reasons for the calls varied from reservation questions to MVP questions.

VIII. Old Business

There was a discussion on the County Commissioners ARPA funds. A Board member commented about a recent newspaper article that stated the County Commissioners would be meeting soon to discuss how to distribute the funds. Ms. O'Connell stated she will reach out to Ms. Boyko. Ms. Trokhan offered to reach out to the Commissioners to see if they need any further information.

IX. New Business

a. Resolutions Delegating Authority

1) Rental Contracts

Ms. O'Connell stated that this is a new resolution to eliminate having the Board approve contracts that are standard or routine in nature and to eliminate the Board approving contracts after they have occurred. A Board member asked to see information on groups or organizations that are using the facility at VOA as well as other park locations. Ms. Barrero stated that she could send that report to the cloud for the Board members to review.

Ms. Trokhan moved for approval. Mr. Gersbach seconded.
Motion passed. Vote: Aye: Mr. Nelson, Ms. Trokhan, Mr. Gersbach
Resolution No. 02.22

2) Budget Obligations

Ms. Trokhan moved for approval. Mr. Gersbach seconded.
Motion passed. Vote: Aye: Mr Nelson, Ms. Trokhan, Mr. Gersbach
Resolution No. 03.22

3) Personnel

Ms. O'Connell stated that this is a new resolution to delegate personnel decisions to staff. A Board member asked about the statutory obligation of the Board. Supervisor of Workplace Talent Management, Jaime Kimbrough stated that per the bylaws (not ORC) they have to act on employee actions oftentimes, after the fact. The Employee Activity Report will now only be included quarterly for information.

Ms. Trokhan moved for approval. Mr. Gersbach seconded.

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

Resolution No. 04.22

4) Capital Improvement Contracts

Ms. Trokhan moved for approval. Mr. Gersbach seconded.

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

Resolution No. 05.22

b. Texas Gas Transmission – Letter of No Objection Agreement for M2M Trail to Cross Right-of-Way

Ms. Trokhan moved for approval. Mr. Gersbach seconded.

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

c. Grant of Easements to City of Hamilton at Gilmore MetroPark

1) City-Funded Portion of Miami 2 Miami Trail

2) Change to Gas Main Easement (5' additional needed in a small area)

Mr. Latham stated that the easements give the right to build the trail and the property control the grant requires. MetroParks ultimately owns the property and will manage it. A Board member asked if we would have signage on the trail. Mr. Latham stated that we would be acknowledging the partnership.

Ms. Trokhan moved for approval. Mr. Gersbach seconded.

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

d. Award contract for Design of Dry Fork Bridge and Sater Run Trail at Governor Bebb MetroPark

Mr. Latham indicated that the bridge will likely be a prefabricated truss bridge. The bridge was the piece of the Master Plan that people at the listening sessions were most excited about. A Board member asked if construction on the trail could start first, Mr. Latham stated that due to permits that will be required they will work in tandem.

Ms. Trokhan moved for approval. Mr. Gersbach seconded.

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

e. Authorize Contract Award for Miami 2 Miami Trail at Gilmore MetroPark

At the bid opening by the Butler County Engineer's Office, Rack and Ballauer Excavating had the lowest and best bid. The Board needs to authorize BCEO to award the contract. 80% of this project is funded by grant dollars.

The trail will be an all-weather paved multi-use trail. Future construction will allow users to travel from Gilmore to I75. Currently the M2M trail ends near Fairfield close to Gilmore Road and Rt. 4.

Ms. Trokhan moved for approval. Mr. Gersbach seconded.
Motion passed. Vote: Aye: Mr. Nelson, Ms. Trokhan, Mr. Gersbach
Resolution No. 06.22

f. Election of 2022 Officers

After a short discussion Ms. Trokhan was elected President and Mr. Nelson elected Vice President. They will rotate in 2023, and Mr. Nelson will become President and Mr. Gersbach will become Vice President.

Mr. Nelson moved to approve; Mr. Gersbach seconded.
Motion Passed. Vote: Aye: Mr. Nelson, Ms. Trokhan, Mr. Gersbach

X. Commissioner Reports

Mr. Gersbach stated that currently he is the Treasurer of the Friends of MPX as well as the Treasurer for People for the Parks. There was a short discussion about these commitments and that the other Board members did not see a conflict of interest.

XI. Executive Session

Ms. Trokhan moved for a roll call vote to enter Executive Session, seconded by Mr. Gersbach for the purpose of discussions involving: Land acquisition/purchase and/or sale of real property; Personnel matters; Pending or imminent litigation; Matters required to be kept confidential by federal law or regulations or state statutes; Security or emergency response protocols; and/or Confidential information related to marketing or business plans or negotiations for economic development assistance.

Vote: Aye: Mr. Nelson, Ms. Trokhan, Mr. Gersbach. The Board entered into Executive Session at 9:35 a.m. The Board returned to Regular Session at 10:20 a.m.

XII. – Adjournment

Ms. Trokhan moved to adjourn the meeting at 10:20 a.m. Mr. Gersbach seconded.
Motion passed.

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

Executive Director/Secretary

Date

Title