

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
REGULAR MEETING MINUTES
Thursday, March 17, 2022

The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, March 17, 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 8:36 a.m. by Ms. Trokhan.

I. - Roll Call and Agenda

Members present:

Ms. Trokhan, Mr. Gersbach

Staff present:

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 February 17, 2022 Regular Meeting minutes.

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

IV. - Consent Agenda - None

V. - Special Presentations - None

VI. - Finance

a. Summary or Transfers and Budget Modifications

Mr. Gersbach moved for approval. Ms. Trokhan seconded.
Motion passed. Vote: Aye: Ms. Trokhan, Mr. Gersbach

b. Schedule of Payables

There was a short discussion on the property assessments. MetroParks will work with the appropriate County office to try to pay the full year versus just the half year.

Mr. Gersbach moved for approval. Ms. Trokhan seconded.
Motion passed. Vote: Aye: Ms. Trokhan, Mr. Gersbach

Resolution No. 09.22

VII. – Administrative Reports

Ms. Katie Ely-Wood discussed a recent meeting with Primary Health Solutions (PHS) and a potential partnership for an upcoming Trails Challenge. Families/kids will be the summer target audience while seniors will be in the fall. The challenge will be run through the Outer Spatial app. The parks included in the challenge will most likely be closest to areas served by PHS.

Mr. Matt Latham distributed a bimonthly Capital Improvement Summary, Change Order Report and pictures from projects currently underway. Mr. Latham explained the GMRT change order for the culvert replacement. He followed by saying the M2M project construction is slated to start next week.

There was a short discussion on the white barn at Timberman Ridge. It has been dismantled and the area has been regraded.

Mr. Chad Smith recently met with Luke 5 Adventures and discussed a potential partnership. Their mission aligns with our recently completed Strategic Initiatives.

Ms. Jackie O’Connell mentioned the recent hiring of Chris Otto as Finance Director. He is scheduled to start on April 1, 2022.

Ms. O’Connell also mentioned that she recently attended the Butler County Township Association meeting and discussed joining the organization.

VIII. Old Business

a. Adoption of Revised Rules & Regulations

Mr. Gersbach noted that the “P” in “parking” did not need to be capitalized.

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

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

IX. New Business

a. H2Ohio Grant Application Resolution

Mr. Latham discussed the H2Ohio grant and the projects we for which we would be applying - streambank stabilization at Governor Bebb and stream restoration at Hueston Farm. This grant does not require a local matching funds.

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

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

Resolution No. 11.22

b. Clean Ohio Trails Grant Application Resolution

Mr. Latham stated that for this grant, MetroParks would like to install a paved trail from Butler-Warren and Tylersville over and across to the VOA shopping center. This would be a joint project with West Chester Township, and each agency would be responsible for the local match on their lands.

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

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

Resolution No. 12.22

c. Disposition of Equipment and Motor Vehicles

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

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

Resolution No. 13.22

d. Budget & Strategic Initiatives

Ms. O’Connell summarized the budget process and the development of this year’s strategic initiatives. Input from staff at all levels contributed to the final 2022 Strategic Initiatives document. The initiatives were briefly discussed, how they worked into the budget and how most of the initiatives don’t impact the budget.

Brief discussion on the budget and revenue versus costs. Mr. Gersbach felt projected fuel costs for the year may be too low.

There was a short discussion regarding end of year budget surplus and carryover. Ms. O’Connell stated that unfunded projects were removed from the budget this year. The line items that are in the budget were evaluated by each department head and are all things that should be able to be completed this year.

Ms. Trokhan suggested that we continue to refer to the Strategic Initiatives throughout the year. Likes the icons and would like to see packets, fliers, etc. coded to align with them and would make the Strategic Initiatives relevant throughout the year.

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

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

Resolution No. 14.22

e. Resolution Delegating Authority for Purchase of Goods and Services as Approved in Annual Budget

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

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

Resolution No. 10.22

X. Commissioner Reports - None

XI. Executive Session

Mr. Gersbach moved for a roll call vote to enter Executive Session, seconded by Ms. Trokhan.

Vote: Aye: Ms. Trokhan, Mr. Gersbach. The Board entered into Executive Session at 9:24 a.m. The Board returned to Regular Session at 9:54 a.m.

XII. – Adjournment

Mr. Gersbach moved to adjourn the meeting at 9:54 a.m. Ms. Trokhan 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:

Cynamon Trokhan,
Presiding Officer of the Board

Jacqueline O’Connell,
Executive Director/Secretary

Date