

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
REGULAR MEETING MINUTES
Thursday, November 18, 2021

The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, November 18, 2021, in the Lakeview Room-Ronald Reagan Lodge at Voice of America MetroPark, 7850 VOA Park Drive, West Chester Township, OH 45069-2938.

I. - Call to Order

The meeting was called to order at **8:30 a.m.**, by **Ms. Trokhan**.

II. - Roll Call and Agenda

Members present for purposes for roll call were: **Ms. Cynamon Trokhan and Mr. Greg Amend. Mr. Daryl Nelson was absent at this meeting.**

The Board worked from the following agenda:

AGENDA

- I. Call to Order –8:30 a.m.**
- II. Roll Call**
- III. Public Comment Regarding Agenda Items ***
- IV. Approval of Minutes – November 12, 2021 Special Meeting**
- V. Consent Agenda ****
 - a. Financial Reports
 - (1) Donations Report
 - (2) Cash Summary and Forecast Q3 2021 - Delayed
 - (3) Summary of Transfer and Budget Modifications – Sept. 2021 & Oct. 2021
 - (4) Stander Legacy Fund Report Sept. 2021, Oct. 2021 – Delayed
 - (5) Revenue Summary & Comment Oct. 2021 - Delayed
 - (6) Expenditure Summary & Comment Oct. 2021 - Delayed
 - b. Schedule of Payables
 - c. Employment Activity Reports
 - d. Special Event Contracts and Athletic Field Use Licenses
 - e. Notice of Closure of Shelter #1 Area at Elk Creek MetroPark
 - f. Rescinded Notice of Closure of the Gilmore Road Entrance and Surrounding Areas of Gilmore MetroPark – Oct. 2021
 - g. Notice of Closure of the West end of the Pumpkin Vine Trail in Rentschler Forest MetroPark – Oct. 2021
 - h. Other-Miscellaneous from Board or Administration

VI. Old Business

- a. Monthly Public Safety Activity Summary Report
- b. Monthly Community and Park Relations Summary Report
- c. Monthly Operational Services, Park Connections and Visitor Services Summary Report
- d. Monthly Workplace Talent Management Summary Report
- e. Bi-Monthly Capital Improvement Projects - Update
- f. Other-Miscellaneous from Board or Administration

VII. New Business

- a. Revision to Employee Handbook – Paid Holidays Section
- b. Authorization for MetroParks Employee Awards and Provision of Refreshments – Resolution to Up-date and Replace Current Similar Policies
- c. DRAFT Strategic Planning Update Summary
- d. Other-Miscellaneous from Board or Administration

VIII. Executive Session

- a. Land Acquisition/Purchase and/or Sale of Real Property
- b. Personnel Matters – Employment, Compensation and/or Promotion of a Public Employee
- c. Pending Litigation

IX. Miscellaneous Relative to Executive Session

X. Adjournment

III. - Public Comment Regarding Agenda Items – None

No members of the general public were present. A Board member stated that we need to start renting out the Lodge. There was a short conversation regarding the current limited available use at the Reagan Lodge, and an upcoming business plan for the facility and potential other uses. Deputy Director Chad Smith said that a RFP for the Lodge was being prepared that at least an outline of it would be available at the next Board meeting. Mr. Smith commented that the new flooring and interior painting of the Lodge will occur soon.

Mr. Latham introduced Joe Bruns to the Board as the newly hired Assistant Project Manager. Since he started, has been hard at work in the field overseeing construction projects at the GMRT, Sebald Bridge project. In previous employment, Mr. Bruns worked with the MetroParks on the acquisition of some of our newer properties performing phase one environmental reviews.

IV. - Approval of Minutes

November 12, 2021 Special Meeting

MOTION: To approve the minutes of the November 12, 2021 Special Meeting as drafted and which the Members of the Board had received in their pre-meeting packet and was presented by staff to the Board. See motion below.

Mr. Amend moved to approve the minutes. Ms. Trokhan seconded the motion.

Motion No. 105.21

Vote:

Mr. Nelson - Absent
Ms. Trokhan - Aye
Mr. Amend – Aye

There was short discussion regarding the Delayed financial reports. Mr. Granville stated that they will be presented to the Board at a future meeting. Ms. Susan Bolser commented that she is working to retrieve and collect the information and learning how to create the delayed reports now that she has resolved an IT issue which was preventing access to the County Auditor's accounting software. A Board member noted that the Board would approve the items (reports) which were available and presented today.

The presiding officer declared the motion carried unanimously.

V. - Consent Agenda

MOTION: Following discussion, **to enact the blanket approval, acceptance, acknowledgment of receipt, and/or ratification of all items listed** in the Consent section of the meeting agenda for the November 18, 2021, Board meeting which have not previously or more specifically been approved or accepted, acknowledged, and/or ratified otherwise by the Board; including, but not limited to, motions listed and any modifications to those motions made during this meeting; including any actions on budget modifications (account transfers within a Fund) and/or changes to employee status or compensation previously taken by the Executive Director and the Executive Director's previous actions related to payments and/or contracts all as recorded in the minutes adopted by the Board or on documents referred to in these minutes hereinafter, including Agenda Items **V.a. through V.h.** (a.k.a. the Consent Agenda); except those items marked on the meeting agenda as delayed and finally, instructing the Executive Director to take such actions as are necessary to implement the intent of the Board in any and all of these matters. See documents in the Proceedings Book of the Board all of which had been provided to the Board in its pre-meeting packet for more details.

Discussion During the Meeting: Ms. Bolser is still working on getting the reports fine tuned for presentation to the Board.

Mr. Amend moved for approval of the items on the Consent Agenda. Ms. Trokhan seconded the motion.

Motion No. 106.21

Vote:

Mr. Nelson - Absent
Ms. Trokhan - Aye
Mr. Amend - Aye

The presiding officer declared the motion carried unanimously, thereby approving and/or ratifying and placing on file the following:

- V.a. - (1) Donations Report- **Approved - no separate action.****
- V.a. - (2) Cash Summary and Forecast Q3 2021 – **Delayed and not approved .****
- V.a. - (3) Summary of Transfer and Budget Modifications – Sept. 2021 & Oct 2021 - **Approved - no separate action.****
- V.a. - (4) Stander Legacy Fund Report Sept. 2021 - **Approved – no separate action.** Oct. 2021 - Delayed and not approved**
- V.a. - (5) Revenue Summary and Commentary Oct. 2021- **Delayed and not approved.****
- V.a. - (6) Expenditure Summary and Commentary Oct. 2021 – **Delayed and not approved.****
- V.b. - Schedule of Payables (August 2021) - **Approved - no separate action.****
- V.c. - Employment Activity Reports- **Approved - no separate action.****
- V.d. - Special Event and Contracts and Athletic Field Use Licenses – **Approved -No separate action also to approve, ratify and/or place on file the following:****

d. Special Event Contracts and Athletic Field Use Licenses

- (1) Special Event Contracts and/or Associated Sales or Commercial or Other Permits Pending Board Action – NONE (newly executed in October, 2021)
- (2) Approved Special Event Contracts-Information ONLY
 - (a) Lakota Local School District – GMC Championship, October 16, 2021 (Repeat)
 - (b) Huntington’s Disease Society of America – HDSA Team Hope Walk, October 17, 2021 (Repeat)
 - (c) Lakota Local School District – Southwest District XC Championship, October 23, 2021 (Repeat)
 - (d) Dayton Disc Golf Association – Disc Golf Tournament, October 30, 2021 (New)
- (3) Approved VOA Athletic Complex License Contracts-Information ONLY
 - (a) Kings Hammer – Blue Chip Invitational, October 9 & 10, 2021 (Repeat)
 - (b) Cincinnati United – Fall Finale, October 30 & 31, 2021 (Repeat)
- (4) Approved Practice Field Contracts-Information ONLY-NONE (newly executed in October, 2021)

V.e. – Notice of Closure of Shelter #1 Area at Elk Creek MetroPark, Sebald Area for Bridge Construction Closure order #9.21.

Discussion during meeting: None.

In written information about this agenda item above that had been prepared and provided to the Board in the current pre-meeting information packet, Executive Director, Mr. Granville wrote that Board approval, ratification and/or acknowledgment of receipt is required for most items included on the Consent Agenda section of the meeting agenda if only so that the official record reflects Board intent and/or staff compliance with internal and external rules or policies.

V.f. – Notice of the Temporary Closure of the Gilmore Road Entrance and Surrounding Areas at Gilmore MetroPark – Phase 1, Rescinded Closure Order #5.21

Discussion during meeting: None.

In written information about this agenda item above that had been prepared and provided to the Board in the current pre-meeting information packet, Executive Director, Mr. Granville wrote that Board approval, ratification and/or acknowledgment of receipt is required for most items included on the Consent Agenda section of the meeting agenda if only so that the official record reflects Board intent and/or staff compliance with internal and external rules or policies.

V.g. – Notice of the Temporary Closure of the West End of the Pumpkin Vine Trail in Rentschler Roest MetroPark, Reigart Road Area, for Bridge Construction. Closure Order #10.21.

Discussion during meeting: None.

In written information about this agenda item above that had been prepared and provided to the Board in the current pre-meeting information packet, Executive Director, Mr. Granville wrote that Board approval, ratification and/or acknowledgment of receipt is required for most items included on the Consent Agenda section of the meeting agenda if only so that the official record reflects Board intent and/or staff compliance with internal and external rules or policies.

VI. - Old Business

VI.a. Monthly Public Safety Activity Summary Report

Discussion During the Meeting: Chief Ranger, David VanArsdale provided comments regarding a monthly Division of Public Safety Report a copy of which was included in the pre-meeting packet that was distributed to Board Members prior to the meeting.

Chief VanArsdale stated that there have been no significant challenges dealt with by the Division of Public Safety over the previous month (October 2021).

See Chief VanArsdale's report which provides statistics from October, 2021 in the Proceedings Book of the Board.

VI.b. Monthly Community and Park Relations Summary Report

Discussion During the Meeting: Supervisor of Community and Park Relations, Katie Ely-Wood provided a monthly Division Report which was included in the pre-meeting packet and which was distributed to Board Members prior to the meeting.

Ms. Ely-Wood summarized her report and highlighted some of the other projects from October, 2021. Ms. Ely-Wood stated that the Trunks and Treats program that MetroParks partnered with the Hamilton Parks Conservancy was a success despite the rain which dampened the festivities. Ms. Ely-Wood also stated that the digital billboard contracts and program advertising MetroParks and Programs in multiple locations in Butler County is complete. She also mentioned there were many published articles that referenced MetroParks in October and she noted that they were provided as part of her monthly report.

Ms. Ely-Wood then distributed data from the OuterSpatial trail digital application software. The data showed how the app is being used and allows MetroParks to target marketing to those areas, she said. The data indicates that there is high use of the trails aspect of the app at Elk Creek MetroPark as well as at Rentschler Forest MetroPark. At Chrisholm MetroPark, the majority of the usage has been regarding the programming feature of the app.

A Board member asked about precinct results data from the MetroParks levy which passed with about 67% in favor on November 2, 2021. Mr. Granville stated that the Board of Elections will post certified election results to the internet soon.

See Ms. Ely's report in the Proceedings Book of the Board.

VI.c. Monthly Operational Services, Park Connections and Visitor Services Summary Reports

Discussion During the Meeting: Deputy Director Chad Smith commented on the highlights of the monthly Operational Services, Park Connections and Visitor Services Summary report copies of which were included in the Board's pre-meeting packet prior to the meeting.

In summarizing the reports, Mr. Smith said, that one of the athletic fields at the Line Hill Area of Rentschler Forest MetroPark was dragged to remove more of the rocks left from the original grading of the area, soil added and then reseeded recently. The field will be out of service for about a year to allow the grass seed to grow. The new hoop greenhouse at the Forest Run Operations Center now has a foundation, and that native seed propagation will begin there this winter.

Mr. Smith continued saying that the Park Connections Division had a successful October. The Pioneer Life special event at Governor Bebb MetroPark, Pioneer Village had roughly 628 participants/attendees and that the Howl program at Voice of America MetroPark had 250 participants/attendees. A Board member commented on the current parking accommodations at Governor Bebb MetroPark as the limited hard surface parking there has caused issues in the past. It was noted that the current and recently adopted Vision Plan for Governor Bebb MetroPark calls for grass infused pavers versus blacktopping the overflow parking area north of the Village and that until such expensive parking improvements are made, overflow parking on grass, which often becomes wet and unusable, is the only option to accommodate large events.

See Mr. Smith's monthly report in the Proceedings Book of the Board.

VI.d. Monthly Workplace Talent Management Summary Report

Discussion During the Meeting: Supervisor of Workplace Talent Management Jaime Kimbrough had submitted the Executive Director a monthly Division Report. A copy of that report was included in the Board's pre-meeting packet.

Ms. Kimbrough stated that the majority of her time was spent in October, 2021 on IT issues. 20 computers were replaced this past month which was as soon as they arrived following an order which had been placed months before. NeoGov (H.R. software) installation and training were finalized and were recently used for the recruitment and hiring of several staff positions. Training on the software has begun for managers. Once fully implemented the program will save lots of time it was noted.

Ms. Kimbrough continued by saying that migration to the Cloud of all MetroParks digital files had begun. The main shared drive (M) migration will begin in December she stated. Mr. Granville reminded the members of the Board that the migration to the Cloud was necessary as the software in the servers owned by MetroParks is no longer supported by Microsoft.

See Ms. Kimbrough's monthly report in the Proceedings Book of the Board.

VI.e. Bi-Monthly Capital Improvement Projects - Update

Discussion During the Meeting: Park Planner/Project Manager Matt Latham submitted a bi-monthly Capital Project Update which was included in the Board's pre-meeting packet prior to the meeting for review by the Board.

Mr. Latham stated that the work on the GMRT project at Timberhill work is almost complete. Base layer of gravel should be in by the coming winter. The work on the expansion of fields #23 & #24 at the VOA Athletic Complex is also almost complete. The gravel backfill along the recently paved main interior drive will occur in the near future, he noted.

Mr. Latham continued by saying that the Miami to Miami Trail Construction project at Gilmore MetroPark should be going out to bid soon and that the Butler County Engineer's Office will manage the project for fees lower than otherwise possible. If all goes as planned, the Construct Contract for the project should be awarded in February with tree removal to start shortly thereafter. The City of Hamilton's sewer project, that is also at Gilmore MetroPark, is moving along, Mr. Latham concluded.

Mr. Granville commented on the need to cross a Texas Eastern natural gas line in relation to the project and that permission to do so was being sought. He noted that this matter would require Board approval in the near future during 2022. A Board member asked about the status of a pending Clean Ohio Trail Grant for the project. Mr. Latham stated that there still no word on who will be awarded. Mr. Latham said that he was unsure if MetroParks would receive the grant since the work at Timberhill funded by an earlier grant is still not complete.

He then continued by stating that the Elk Creek bridge repair project almost complete and that he was working with a consultant on the Meadow Ridge clubhouse project. A proposal for the preliminary design for the project should arrive soon.

Mr. Latham then reported that a gravel parking area would be going in soon at the Forest Run MetroPark, Green Heron Preserve Area and that the work to complete the Stander memorial is complete.

Mr. Latham finished by saying that the Angst barn stabilization work should begin in the new year.

A Board Member mentioned that MetroParks has completed a lot of projects in 2021. Mr. Granville stated that the Park System would apply for another State capital grant funding in December and that MetroParks should include some of the projects that were in the rural areas' proposal to the County Commissioners for use of ARPA funds. The State Capital Grant Funds could supplement the project should we receive the ARPA funds requested, he noted.

There was comment on the awarding of the ARPA funds that MetroParks has requested. Mr. Granville stated that there is still no schedule for the award of funds or scoring of applications by the County Commissioners who hold the dollars. There is the possibility that the process may carry over into 2022.

See Mr. Latham's bi-monthly status chart and associated materials in the Proceeding book of the Board.

VI.f. Other-Miscellaneous from Board or Administration

None.

Mr. Granville commented on the Special Revenue Bond Refinancing process. Initial closing on the lock forward deal with PNC should happen next week, he said. He also noted that final paperwork on the refinancing would need to be signed in 2022 when the refinancing process would be complete with issuance with a new 2022 Special Revenue Bond.

VII. – New Business

VII.a. Revision to Employee Handbook – Paid Holidays Section

Motion: to **adopt** and **approve** a revision to the Holiday section of the Employee Handbook as presented to the Board by Administrative staff, thereby adding “Juneteenth Day” as an official paid holiday off for MetroParks employees; and further to instruct the MetroParks Executive Director to take such actions as are necessary to implement the intent of the Board in this matter.

Discussion During the Meeting: Mr. Granville commented that MetroParks would be following Federal, State and County governments in this matter if the Board adopts Juneteenth Day as a paid holiday. He also stated that to stay competitive in the job market that MetroParks needed to add Juneteenth Day to the paid holiday schedule for it's employees.

Ms. Trokhan moved for approval. Mr. Amend seconded the motion.

Motion No. 107.21

Vote:

Mr. Nelson - Absent
Ms. Trokhan - Aye
Mr. Amend – Aye

The presiding officer declared the motion carried unanimously

VII.b. Authorization for MetroParks Employee Awards and Provision of Refreshments – Resolution to Up-date and Replace Current Similar Policies

MOTION: to **approve** and **adopt** the resolution presented to the Board by Administrative staff, thereby up-dating, replacing and consolidating similar existing policies and tying spending limits regarding costs for Employee Awards and provision of refreshments at public events, etc. to line items in each then current MetroParks annual budget as approved by the Board in coming years. Further to instruct the MetroParks Executive Director to take such actions as are necessary to implement the intent of the Board in this matter.

Discussion During the Meeting: None.

Mr. Amend moved for approval of the above motion. Ms. Trokhan seconded the motion.

Motion No. 108.21

Vote:

Mr. Nelson - Absent
Ms. Trokhan - Aye
Mr. Amend – Aye

The presiding officer declared the motion carried unanimously

VII.c. DRAFT Strategic Planning Update Summary

MOTION: None anticipated.

Discussion During the Meeting: Mr. Latham commented that components of the Draft Strategic Plan Summary had been discussed at several Board meeting over the past few years. In the upcoming months, the recently acquired Angst Nature Preserve MetroPark will need to be added to the documents Mr. Latham has compiled, Mr. Granville commented and that the documents in the packet will need periodic updates, but that he was impressed with effort which he noted will once adopted by the Board, be a valuable tool in the future. This draft version currently in the hands of the Board he also noted, was created prior to the levy passing, so the financial material will need updated. A Board member commented that with the new Executive Director and Board member(s) in coming years will need to review the documents in the package to stay on top of future plans. Another Board Member stated that it was great information. The final version will be presented to the Board in 2022.

VII.d. Other-Miscellaneous from Board or Administration

December 2021 Board Meeting Schedule.

Discussion during meeting: There was a short discussion regarding moving the December 9th Board meeting to another date and/or time. Mr. Granville stated that the December Board meeting has usually been scheduled for earlier in December than the standard third Thursday to avoid scheduling conflicts around the holidays. Typically, at the December meeting, the next years' budget has been approved, he stated, but this year there might be a need for action on several other last of the year topics.

Ms. Bolser, Acting Supervisor of Financial Services stated that with closing of current fiscal years books by the County Auditor's office looming the 9th works best for her. There was discussion about moving the meeting to earlier in the day on December 9th and since Greg Amend said he would be out of the County in most of December and Daryl Nelson was not present it was decided by consensus to hold the meeting in December whenever both Cynamon Trokhan and Daryl Nelson could be present. Assistant Board Secretary Amy Pellman will poll the Board and let its members know when a quorum would be available.

VIII. Executive Session

MOTION: To enter Executive Session at 9:18 am for the purposes noted as follows

Mr. Amend moved for a roll call vote to enter Executive Session, seconded by Ms. Trokhan for the purpose of discussions involving:

- a. Land Acquisition/Purchase and/or Sale of Real Property
- b. Personnel Matters – Employment, Compensation and/or Promotion of a Public Employee
- c. Pending Litigation

Motion No. 109.21

Vote:

Mr. Nelson – Absent

Ms. Trokhan - Aye

Mr. Amend - Aye

The President declared the motion carried unanimously and the Board then entered into Executive Session at 9:18 a.m. The Board returned to Regular Session at 10:01 a.m.

IX. - Actions Relative to Executive Session

No Board action was taken in this section of the agenda other than adjournment which follows.

X. - Adjournment

MOTION: To adjourn the meeting.

Mr. Amend moved to adjourn the meeting. Ms. Trokhan seconded the motion.

Motion No. 110.21

Vote:

Mr. Nelson – Absent

Ms. Trokhan - Aye

Mr. Amend - Aye

The presiding officer declared the motion carried unanimously and the meeting adjourned at 10:02 a.m.

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

Unless rescheduled or relocated, the next regular business meeting of the Board of Park Commissioners is scheduled for December 9, 2021, at 8:30 a.m.