

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
REGULAR MEETING MINUTES
Wednesday, October 19, 2022

The MetroParks of Butler County Board of Park Commissioners met in regular session on Wednesday, October 19, 2022, at the Ronald Reagan Lodge at Voice of America MetroPark, 7850 VOA Park Drive, West Chester Township, Ohio 45069-2938.

Call to Order

The meeting was called to order at 8:27 a.m. by Ms. Trokhan

I. Roll Call and Agenda

Members present: Ms. Cynamon Trokhan, Mr. Larry Gersbach

Staff present: Rhiana Barrero, Tony Carpenter, Katie Ely-Wood, Jaime Kimbrough, Jen Kruger, Matt Latham, Jackie O'Connell, Chris Otto, Amy Pellman, Chad Smith, Becky Vanderpool

II. Public Comment Regarding Agenda Items - none

III. Approval of Minutes

Approval of the September 15, 2022 Regular Meeting minutes.

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

IV. Consent Agenda

a. Donations – September

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

b. Fund-to-Fund Transfer

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

~~Resolution No. 29.22~~ (action does not need a resolution. #29.22 was skipped)

V. Special Presentations - none

VI. Finance

a. Schedule of Payables

There was a short discussion on encumbrances and the new layout of the report.

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

~~Resolution No. 30.22~~

b. Cash Summary Report

There was a correction regarding the name of the report on the agenda – it is monthly not quarterly.

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

c. Quarterly Stander Report

Question on expenditures out of the fund. Mr. Latham commented that it was for the bridge. It was requested to state what the expenditure was for on future reports.

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

d. Quarterly Revenue and Expenditures Report

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

VII. Administrative Reports

Community & Park Relations – Ms. Ely-Wood

UC Bike Rally had approximately 200 in attendance. A storm shut things down early.

The Primary Health Fall Challenge has kicked off.

Currently shooting videos for social media shorts and staff welcome videos. Look for those to be posted soon. Staff have been attending local and regional table marketing events. In August signed a one-year contract with Miami University for posts on the Redhawk social media account(s).

Feedback Meetings with Local Government Consultants will occur October and November in Hamilton, Middletown, and Oxford. A public notice was posted with details. The purpose of the meetings is to collect feedback that will be applied toward 2023 strategic planning.

The Friends of Chrisholm have established a scholarship fund of \$2,500 for field trips to Chrisholm MetroPark. They have applied for a matching Smith Grant. Staff is working internally on an application for the scholarships. Ms. Trokhan suggested applying for a Youth Philanthropy grant through the Hamilton Community Foundation.

Operations - Mr. Carpenter reviewed the information in the quarterly report. He stated that we maintain 87.5 miles of trails and have spent approximately 21 hours per mile on maintenance year to date.

The greenhouse at the Land Stewardship office should be completed next week.

The re-route of the Pumpkin vine trail is scheduled to be completed by the end of October

A new trail should be created at Sycamore bluffs by the end of the year.

The work at the Forest Run Welcome Center will be a multi-phase project. A contractor has been hired to complete the first phase of sealing the building before winter. Work on the interior of the building will occur over the winter. The plan is to do some non-conform work to better utilize the interior space. The goal is to complete the project by end of the first quarter 2023.

Park Connections – Ms. Vanderpool gave a quick update on summer programs. There were approximately 1600 participants/attendees at Mud Mania. The summer partnership programs with Butler Soil & Water and the OSU Extension Office were successful.

Recently received a Duke energy grant of \$10,000 for an outdoor classroom.

Visitor Services Report – Ms. Barrero commented that there were approximately 4,000 spectators and participants at USAT this summer. There are five soccer tournaments left this year and the 2023 schedule is full. MetroParks will host two large events in 2023 - the Midwest Presidents Cup and DPL tournament (new event). Ms. Barrero commented that the lower MVP sales were due to the turf rest period (no tournaments). There have been over 1 million visitors to the parks so far this year.

There was a question on the Rentschler athletic fields and their use as a tournament venue (9 fields). Ms. Barrero commented that a West Chester club is utilizing the fields for practices as well as games.

Workplace Talent Management – Ms. Kimbrough stated MetroParks is currently interviewing for the Chief position and a part-time farm coordinator position. Currently have 4 openings in operations and 1 in visitor services.

The MetroParks conversion rate is better than the national average. Currently working on training and development for staff. DEI training has been completed. CPR and Active Shooter training are ongoing.

The time and attendance software (Kronos) should be ready to go the end of December for use beginning in January 2023. The software will save approximately 40 hours of labor per pay period – which will allow time to plan and execute staff training and development programs. Kronos training for managers will begin in November with the rest of staff in December. Ms. Kimbrough commented that she and her staff are working on expanding the recognition program, adding training and development, increasing pay, etc.

Administration – Ms. O’Connell stated that the County Music Fest at VOA Museum next summer should be announcing the concert lineup soon. Currently working on an agreement for parking and Field House use for the event.

Working on a maintenance agreement with the County Commissioners for the Miami 2 Miami trail for MetroParks to maintain/manage it.

Presentations for the 2023 budget are underway. This year, starting with actual versus budgeted numbers. Ms. O’Connell said this is more efficient and a better process.

VIII. Old Business - None

IX. New Business

a. Approve Special Revenue Refunding Bonds

The interest rate decreased to 2.85% from 4.10%. Mr. Otto stated that the Bond will be refinanced and paid off in 6 years.

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

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

Resolution No. 31.22

b. Approve revision to Rules & Regulations removing Motor Vehicle Permit requirement

The changes were posted in the paper for public comment or feedback. None were received. Staff is working on rolling out the changes. The removal of the MVP requirement will allow easier access to the parks for recreational use.

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

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

c. Approve Application to Land and Water Conservation Fund and Resolution for Indian Creek Pedestrian Bridge

Mr. Latham stated that original funding for the project was cut so MetroParks withdrew the application. The Land and Water Conservation Fund will cover up to 50% of the cost of the bridge. This will allow the Stander funds to go further. The proposed bridge will be installed where the old bridge was.

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

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

Resolution No. 32.22

d. Approve Termination and Release of Easement for Timberhill Access Easement

Mr. Latham stated that this is a procedural step with MI Homes - MetroParks will give up the current access drive for a new access drive into the park area. MetroParks will sign the document when M/I completes their portion of the agreement. NPS has the agreement and is reviewing.

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

e. Approve Irrigation Project at Voice of America Athletic Complex

Mr. Carpenter stated that we will be partnering with the Butler County Visitor’s Bureau to install an irrigation system for the center 9 fields. The RFP for the installation work was posted today for 14 days. There was a question on the sprinkler heads. Mr. Carpenter stated that they are below the surface and will raise when activated. Currently, water wheels are used to irrigate the fields. This is not efficient for labor or water absorption. Fields 10-21 will still use the water wheels. There was a question on irrigation at the Line Hill Fields. Mr. Carpenter stated that there isn’t a water source at Line Hill so the fields there aren’t watered. Ms. O’Connell stated that the irrigation project was not in the original budget and that is why it was brought to the board for approval.

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

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 9:12 a.m. The Board returned to Regular Session at 9:39 a.m.

XII. – Adjournment

Mr. Gersbach moved to adjourn the meeting at 9:39 a.m., Ms. Trokhan seconded.
Motion passed. Vote: Aye: 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:

Cynamon Trokhan,
Presiding Officer of the Board

Jacqueline O’Connell,
Executive Director/Secretary

Date