

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
REGULAR MEETING MINUTES
September 25, 2020

The MetroParks of Butler County Board of Park Commissioners met in regular session on Friday, September 25, 2020, and, because of the Coronavirus Public Health Emergency and the social distancing orders in effect, the meeting was held as a *Zoom Virtual Meeting* pursuant to recent amendments to Chapter 121 of the Ohio Revised Code temporarily allowing remote participation at a public meeting of the Board.

I. - Call to Order

The meeting was called to order at 8:36 a.m. by President Gregory Amend.

II. - Roll Call and Agenda

Members present for purposes of roll call were Gregory T. Amend and Daryl Nelson

* Board member Ms. Trokhan joined the meeting at 8:42

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 – July 16, 2020 and August 20, 2020 Regular Meetings**
- V. Consent Agenda ****
 - a. Financial Reports
 - (1) Donations Report
 - (2) Summary of Transfers and Budget Modifications
 - b. Schedule of Payables
 - c. Employment Activity Report
 - d. Special Event Contracts, VOA Athletic Complex Licenses and Practice Field Licenses
 - (1) Special Event Contracts and/or Associated Sales or Commercial or Other Permits Pending Board Action – NONE
 - (2) Approved Special Event Contracts-NONE
 - (3) Approved VOA Athletic Complex License Contracts- NONE
 - (4) Approved VOA Practice Field License Contracts-Information ONLY
 - a. Kings Hammer-Daily Use Contract/August 15-October 31, 2020-VOA (Repeat)
 - b. Lakota East-Daily Use Contract/August 17-December 31, 2020-VOA (Repeat)

- e. Notice of Temporary Closure and Reopening of an Unimproved Section of GMRT at Rentschler Forest MetroPark
- f. Change Order #01 Re: VOA North Fields Project – Contract #2020-002

VI. Old Business

- a. Monthly Public Safety Activity Summary Report
- b. Monthly Community and Enterprise Initiatives Summary Report
- c. Monthly Operational Services, Park Connections and Visitor Services Summary Reports
- d. Monthly Workplace Talent Management Summary Report
- e. Bi-Monthly Capital Projects Update
- f. Options for Future Ronald Reagan Lodge Management or Building Use
- g. Other – Miscellaneous from Board or Administration

VII. New Business

- a. Acceptance of the Amounts and Rates, etc. Determined by the Budget Commission for 2021
- b. Authorization to Make Drainage Improvements at Rosemont Park
- c. Strategic Planning – Financial Review Part III
- d. Pending Staffing Changes, etc.
- e. Preliminary Master Plan for Gov. Bebb MetroPark
- f. Other – Miscellaneous from Board or Administration

VIII. Executive Session

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

IX. Miscellaneous Relative to Executive Session**X. Adjournment**

III. - Public Comment Regarding Agenda Items

No comments were offered.

IV. - Approval of Minutes

July 16, 2020 and August 20, 2020 Meetings

MOTION: To approve the minutes of the July 16, 2020 and August 20, 2020 Regular Meetings as presented by staff to the Board. Mr. Nelson moved, seconded by Mr. Amend *Motion No. 69.20*

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

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 September 25, 2020, 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.f.** (a.k.a. the Consent Agenda); 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 Proceedings Book)

Mr. Nelson moved, seconded by Mr. Amend.

Motion No. 70.20

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

The President Greg Amend declared the motion carried unanimously.

Discussion During the Meeting: No further discussions.

In written information about this agenda item 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 compliance with internal and external rules or policies. However, any Consent agenda item may be removed from group approval at the request of any Board Member and considered separately.

V.a. - (1) Donations Report - Approved - no separate action.

V.a. - (2) Summary of Transfers and Budget Modifications - Approved - no separate action.

V.b. - Schedule of Payables - Approved - no separate action.

V.c. - Employment Activity Report - Approved - no separate action.

V.d. Special Event Contracts and VOA Athletic Complex Licenses Approved by Administration and Provided for the Official Record: - Approved - no separate action on items in the V.d. section below.

To ratify and place on file:

- (1) Special Event Contracts and/or Associated Sales or Commercial or Other Permits
Pending Board Action - NONE
- (2) Approved Special Event Contracts – Information Only - NONE
- (3) Approved VOA Athletic Complex License Contracts - Information Only - NONE
- (4) Approved Practice Field Contracts-Information ONLY
 - a. E-Camps-Daily Use Contract – July 27-30, 2020 – VOA

V.e. – Notice of Temporary Closure and Reopening of an Unimproved Section of GMRT at Rentschler Forest MetroPark

Approved as part of the blanket Motion: To acknowledge receipt of Notices of the Temporary Closure and the Reopening of part of an un-improved section of the Great Miami River Trail at Rentschler Forest MetroPark for the public record. Further to instruct the Executive Director to take such action as he seems is necessary in order to implement the intent of the Board in this matter.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that MetroParks Rules and Regulations require that the Executive Director notify the Board whenever he/she has ordered a closure of park area and/or the reopening which he had closed. Board acknowledgment serves to provide an official record that notice was provided pursuant to the policy.

V.f. – Change Order #01 Re: VOA North Fields Project 0 Contract #2020 – 002

Approved as part of the blanket Motion: To ratify and approve for the record Change Order #01 on the North Fields Project impacting Contract 2020-002 with DER Development Company, LLC and thereby increasing the total cost of the Contract by \$16,996.00 for the purpose of implementing necessary modifications/improvements to the field irrigation system which were in addition to or modifications of the original contract specifications. Further, to instruct the Executive Director to take such actions as he deems are necessary to implement the intent of the Board in this matter.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that Prior to the installation of the automated irrigation system, Park staff became aware of several features which were inadvertently omitted in the original project design specification. Utilizing standing Board delegated authority, the Executive Director approved the changes recommended by MetroParks' consultant and Park Planner/Project Manager, Matt Latham.

VI. - Old Business

VI.a. Monthly Public Safety Activity Summary Report

Discussion During the Meeting: Chief Ranger, David VanArsdale provided a monthly Division of Public Safety Report which had been included in the Board's meeting packet prior to this meeting and offered no additional comments.

(see documents in Proceedings Book)

VI.b. Monthly Community and Park Connections Summary Report

Discussion During the Meeting: Division of Community and Enterprise Initiatives Supervisor, Kelly Barkley, submitted the monthly Division Report which had been included in the Board's meeting packet for the meeting. Ms. Barkley stated that she met with the Timberhill Restoration Coalition. The Coalition has agreed to create a fund for the Hamilton Community Foundation which could accept donations to benefit the MetroParks as a whole. Using the balance of the funds in the Coalition's treasury and other pledged gifts it will deposit the minimum amount of \$5,000 which is required by the Foundation to start a Fund. She also added that while MetroParks and the Foundation will control spending from the new Fund a representative from the park system will need to meet with the Coalition annually to hear their recommendations for use of the dollars.

(see documents in Proceedings Book)

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

Discussion During the Meeting: In addition to the monthly report summarizing the activities of the Divisions which had been included in the pre-meeting packet that the members of the Board had received, Deputy Director, Chad Smith stated that focusing on first-impression items like overgrown trails and general maintenance has been a priority. More specifically, he stated that staff have been clearing vegetation at Rentschler Forest MetroPark to accommodate increased foot traffic. Mr. Smith also said that Visitor Services has started to see more sports tournaments scheduled for the month of October and that the Cincinnati Cricket Club is returning to VOA for matches which were delayed during the ongoing pandemic. Additionally, two MetroParks staff members have been actively working on virtual programming, concentrating mainly on Chrisholm MetroPark.

Mr. Smith also added that the Covid-19 compliance plans for the MetroParks Athletic Complex and other playing fields are coming into play and that the plans were required by the State Health Department. He noted that projected playing field use for fall indicated gross revenue of \$60,000.

Executive Director, Mr. Jonathan Granville stated that motor vehicle permit receipts are not as high as past years due to low spectator attendance at tournaments because of the pandemic.

(see documents in Proceedings Book)

VI.d. Monthly Workplace Talent Management Summary Report

Discussion During the Meeting: Supervisor of Workplace Talent Management Jaime Kimbrough had submitted the monthly Report for the Workplace Talent Management Division

which had been included in the Board's pre-meeting packet for this meeting. She commented that she has been working on standard operations procedures as well as compliance training for the sports complex. In the coming weeks Ms. Kimbrough will be reviewing information regarding health insurance for 2021. Additionally, she reported that MetroParks has had an increase in the number of volunteers over recent months as we learn how to safely function in small groups during the ongoing pandemic.

(see documents in Proceedings Book)

VI.e. Bi-Monthly Capital Projects Update

Discussion During the Meeting: In addition to the Bi-Monthly Capital Projects Chart which had been included in the pre-meeting packet that the members of the Board had received prior to the Board meeting, Matt Latham, Park Planner/Project Manager stated that in mid-October the bid will go out for the Timberhill Extension of the GMRT project that is scheduled to begin in the summer of 2021.

Regarding the new Voice of America North Athletic Field project, which is currently under construction, the irrigation system has just been tested and showed that there is good uniform water distribution, he stated.

Concerning the ongoing Miami2Miami Trail at Gilmore MetroPark project, soil test borings are currently underway, and surveying and stage 1 construction plans are being wrapped up.

Mr. Latham also stated that the Voice of America Museum Walkway project is nearly complete. Sign installation is currently ongoing, and the grand opening is to be determined. Additionally, Mr. Latham stated that he is waiting to receive the grant contract from the State of Ohio regarding the VOA MetroPark ADA Kayak Launch Facility and as soon as the contract is executed, he will be able to start design of the project.

Lastly, he stated that the applications for Land and Water Conservation Fund grants are due in November and that he would be working to submit a project by the deadline.

(see documents in Proceedings Book)

VI.f. Options for Future Ronald Reagan Lodge Management or Building Use

MOTION: To approve the recommendations regarding the future operations of the Ronald Reagan Lodge made by Kelly Barkley, Supervisor of Community and Enterprise Initiatives in a memo to the Executive Director dated September 21, 2020. Further, to instruct the Executive Director to take such actions as he deems necessary to implement the intent of the Board in the matter. (see documents in Proceedings Book)

Mr. Nelson moved, seconded by Ms. Trokhan.

Motion No. 71.20

Vote: Mr. Amend - Aye
Mr. Nelson - Aye
Ms. Trokhan - Aye

The President Greg Amend declared the motion carried unanimously.

Discussion During the Meeting: Ms. Barkley stated that she compared the operations of similar public and private facilities. She said that she found the main areas to reduce costs are labor, materials and supplies, and linens/linen rental services.

Ms. Barkley suggested that having the lessee provide their own set up and tear-down services, food and/or catering, etc. would be the most cost-effective way to rent the Lodge. MetroParks would share duties, such as unlocking/locking the facilities, providing walk-throughs, and check-ins, etc. with renters. MetroParks would be sharing Lodge-related duties between Operations and Visitor Services staff under her new plan. She also said that there would be a security deposit for incidentals and caterers would not have access to the kitchen equipment other than for the ice machine. She also said that MetroParks would keep its liquor license, keeping in mind that MetroParks most likely will hold MetroParks-sponsored events and may want to serve/sell alcohol due to the profit potential. Regarding cleaning: MetroParks would contract these services out through an RFP and defer those costs to each renter. In reference to the 19 reservations already under contract for 2021 & 2022, Ms. Barkley suggested that the MetroParks would honor those commitments, but would reach out to each renter to discuss moving forward with their existing contract or allow them to rent under a new contract with the new guidelines. Additionally, Ms. Barkley stated that allowing renters to bring their own "box lunches" into the lodge will attract business meetings during the week and increase rental use.

Ms. Barkley also said that the Lodge is not physically set up to attract a concessionaire to operate it as a restaurant, specifically in regard to the small kitchen and that this would not be a viable solution for future operations of the Lodge. Additionally, the National Park Service would most likely not approve of a contracted concessionaire that provides services to the general public. She noted that as a consequence of the ownership arrangements for VOA, the National Park Service must approve of all commercial leases on the VOA property.

A Board member asked if MetroParks would still have a staff member on hand under the proposed new operating concept when a Lodge room is rented to which Ms. Barkley answered "Yes" and she said that MetroParks would most likely need to hire a contract-specialist to handle rentals of the Lodge and athletic fields. But that this would be much less expensive than the cost of staffing the Lodge under the current plan. Ms. Barkley will present cost structures and more detailed information at the October Board meeting.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that Although other options might still be explored the extensive research conducted by Ms. Barkley indicated, what I believe to be the best future for the Ronald Reagan Lodge for at least the next several years. Therefore, he requested Board direction/action at the Board meeting to enable implementation of Ms. Barkley's recommendations. Additionally, that Board consensus/direction on future

directions for the Reagan Lodge is necessary at this time in order to best serve our clients and the public and to operate most effectively.

VII. - New Business

VII.a. Acceptance of the Amounts and Rates, etc. Determined by the Budget Commission for 2021

MOTION: To approve the resolution as presented by MetroParks Administration thereby accepting the amounts and rates as determined by the Butler County Budget Commission and authorizing the necessary Tax Levies (Levy) and certifying them to the County Auditor and further to instruct the MetroParks Director to take such actions as are necessary to implement the intent of the Board in the matter. (see documents in Proceedings Book)

Ms. Trokhan moved, seconded by Mr. Nelson.

Motion No. 72.20

Vote: Mr. Amend - Aye

Mr. Nelson - Aye

Ms. Trokhan - Aye

The President Greg Amend declared the motion carried unanimously.

Discussion During the Meeting: No further discussion.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that this boiler plate resolution is annually necessary to enable the collection of any property tax levy in the next year. In our case, not adopting/approving it (and having staff file it by October 1st of the preceding year, 2020) can result in no collection of the levy in 2021. Additionally, the Ohio Revised Code mandates this annual process although the duration of a levy has already been approved by the voters.

VII.b. Authorization to Make Drainage Improvements at Rosemont Park

MOTION: To approve the plans of the City of Monroe as presented by Administrative staff to make drainage improvements at Rosemont Park (a.k.a. Rosemont Nature Preserve) a property owned by MetroParks, but leased to the City, to authorize the City to implement their plans at the location at no cost to MetroParks and to predicate the preceding approval on the City fulfilling the conditions of their lease in regard to the installation of a memorial marker or sign. Further, to instruct the Executive Director to take such actions as he deems necessary to implement the intent of the Board in the matter. (see documents in Proceedings Book)

Ms. Trokhan moved, seconded by Mr. Nelson.

Motion No. 73.20

Vote: Mr. Amend - Aye

Mr. Nelson - Aye

Ms. Trokhan - Aye

The President Greg Amend declared the motion carried unanimously.

Discussion During the Meeting: Since the site does not meet MetroParks' current size standards, a Board member asked: "Why can we not gift this property to the City of Monroe?" Another Board member suggested that there could be some concern with using MetroParks' name at the park if the property is not kept up to MetroParks' standards and that if the City of Monroe completes the existing memorial signage requirements, MetroParks should transfer the property to the City.

Executive Director, Jonathan Granville stated that the legal steps to allow the transfer of real estate from MetroParks to another political subdivision was a multiple-month process and that he would inquire if the City of Monroe was interested in ownership and if so would begin the process after the City had completed the work requested.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that the terms of the long-term lease between the City and MetroParks requires that permanent improvements need the permission of the MetroParks Board before being implemented. Since Park Planner/Project Manager, Matt Latham has investigated and sees no problems with the City plans and because flooding issues at adjacent homes will be alleviated, I recommend the Board of Park Commissioners act quickly to authorize the City to make the proposed improvements.

VII.c. Strategic Planning – Financial Review Park III

Discussion During the Meeting: Yamini Patel, Supervisor of Financial Services presented the third part of the Strategic Planning report. Ms. Patel stated that from now until next year that a decision needs to be made regarding when and what type of levy should go on the next ballot.

Mr. Granville stated that a levy can go on the ballot as early as the spring of 2021, but that he is not confident that is a good idea due to the pandemic and the potential economic downturn some are projecting. Additionally, he stated that a tax levy could bring MetroParks up to date with new tax structures but, depending on its language, may cause the loss of a rebate from the state. He also said that MetroParks can ask for several different millage scenarios from the County Auditor to calculate estimated levy income. Mr. Granville will look into whether or not a ballot can legally be put on in May of 2021.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that about 85% of MetroParks annual revenue comes in from a single multi-purpose, county-wide property tax levy (currently – 0.7 mils) which was most recently passed in the spring of 2016. The present levy runs for 6 years meaning it expires at the end of 2021. In order to insure uninterrupted

*property tax revenue** MetroParks must pass a levy of some sort (renewal, replacement or additional) no later than the fall of 2022.

**According to the Ohio Revised Code, a property tax is the only way a park district acting for itself can purpose and collect tax revenue in Ohio.*

VII.d. Pending Staffing Changes, etc.

MOTION: To approve the draft job description for Executive Assistant and Assistant Board Secretary, dated 09/04/2020, as presented by Administrative staff. Finally, to instruct the Executive Director to take such actions as he deems necessary to implement the intent of the Board in this matter. (see documents in Proceedings Book)

Ms. Trokhan moved, seconded by Mr. Nelson.

Motion No. 74.20

Vote: Mr. Amend - Aye
Mr. Nelson - Aye
Ms. Trokhan - Aye

The President Greg Amend declared the motion carried unanimously.

Discussion During the Meeting: Jaime Kimbrough, Supervisor of Workplace Talent Management said that Barbara Bush, Executive Assistant has elected to not return from medical leave and to retire. Ms. Kimbrough reviewed the job description and found that the position should be full-time due to the increase in work volume which has occurred during the last few years. She also answered a question regarding the cost of converting the part-time position to fulltime. Ms. Kimbrough also reviewed the costs to split the Central Zone and presented those findings to the Board.

Regarding the proposed split of Operations Zones, Chad Smith, Deputy Director said that the current Central Zone covers the most territory and that there has been a vast increase in visitation in the parks within that zone. He also said that the need to keep up with maintenance is imperative to keep up with the MetroParks' standards.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that as general and group activities in the parks steadily increase from a pandemic induced low during March, it is necessary to take action to more efficiently distribute our labor force by bringing back staff and/or filling a few part-time Operational Services positions to deal with growing maintenance needs. Costs and other details are contained in the attached memos provided to the Board. He noted that the plans would cut into the recently projected large carry-over into next year and may require adjustments to appropriations during the last quarter of 2020. If the Board has no objections to the above it need not take action at this, the September 25th meeting he wrote. Board action, however, is requested at this meeting to approve the attached new full-time job description of Executive Assistant and Assistant Board Secretary. It is a long-standing directive from the Board that the job descriptions of staff members who will be direct reports to the Executive Director be approved by the Board. If the Board approves the attached job description, we will endeavor to fill it. First, internal candidates will be interviewed and then , if

necessary, external candidates will be considered.

VII.e. Preliminary Master Plan for Gov. Bebb MetroPark

MOTION: To adopt the draft preliminary master plan dated 9/23/2020 as presented by Administrative staff or another plan which the Executive Director deems to be substantially similar pending public comment and later final plan adoption by the Board of Park Commissioners. Further, to instruct the Executive Director to take such actions as he deems necessary to implement the intent of the Board in this matter. (see documents in Proceedings Book)

Mr. Nelson moved, seconded by Ms. Trokhan.

Motion No. 75.20

Vote: Mr. Amend - Aye
Mr. Nelson - Aye
Ms. Trokhan - Aye

The President Greg Amend declared the motion carried unanimously.

Discussion During the Meeting: In addition to the Preliminary Master Plan for Gov. Bebb MetroPark which had been included in the pre-meeting packet that the members of the Board had received, Park Planner/Project Manager, Matt Latham stated due to the distance of Gov. Bebb, MetroParks needs to offer reasons to make the drive to the park for the majority of the County residents. Modernized camping opportunities and mountain biking would be the first MetroParks site with these features. He stated that the proposed barn/shed structure could honor the Stander family. He explained that a foot bridge is needed to access the west side of the park over the creek (a.k.a. the Dry Fork of the Whitewater River). Additionally, he stated that there are many natural features to showcase in this area like a 60' bluff overlook, a waterfall with flood channel, and more. Mr. Latham added that without a bridge there is no easy way to access those assets from the rest of the park.

Mr. Granville stated that it is possible to reach out to neighboring property owners for input and that staff do so in coming months.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that as MetroParks approaches the possible sale of the Stander property it is appropriate to adopt a plan showing where and how funds derived from the transaction could be put to use. Note that several features on the draft plan recognize the Stander connection. Additionally, Probate Court Judge Randy Rogers has specifically requested certain features shown on the plan be included and has asked that the Stander family connection be celebrated through visible labels on such features and/or signage on the grounds near them whenever funds from the sale of the Stander property were used. The Executive Director noted that given previous Board action those funds would be spent in west-side parks only.

MISCELLANEOUS

Exploring a Partnership with GMRC

A Board member asked: "Have we reached out to the Great Miami Rowing Club to discuss them using Rentschler Forest? Mr. Smith answered that he has had Zoom meetings and email conversations with the club and will meet again for further discussions. Mr. Smith said that it looks positive for a MOU.

VIII. - Executive Session

MOTION: To enter into Executive Session at 10:32 a.m., Mr. Amend moved, seconded by Mr. Nelson, for the purpose of discussions involving:

- a. Land Acquisition/Purchase and/or Sale of Property
- b. Personnel Matter – Employment Compensation
- c. Pending Litigation

The Board returned to regular session at 10:47 a.m. Due to a pressing business engagement Mr. Amend exited the meeting at this time.

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 at 10:48 a.m.

Mr. Nelson moved, seconded by Ms. Trokhan.

Motion No. 76.20

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

Mr. Nelson acting as presiding officer declared the motion carried unanimously and the meeting was adjourned.

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 October 15, 2020, at 8:30 a.m. in the Trophy Room - Ronald Reagan Lodge-Voice of America MetroPark, 7850 VOA Park Drive, West Chester Township, OH 45069-2938.