

METROPARKS OF BUTLER COUNTY  
BOARD OF PARK COMMISSIONERS  
REGULAR MEETING MINUTES  
Thursday, April 15, 2021

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The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, April 15, 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 **President Daryl Nelson**.

**II. - Roll Call and Agenda**

Members present for purposes for roll call were **Mr. Daryl Nelson, Ms. Cynamon Trokhan and Mr. Gregory Amend**.

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 – February 26, 2021, Regular Meeting; Revised January 29, 2021 Regular Meeting**

**V. Consent Agenda \*\***

- a. Financial Reports
  - (1) Cash Summary Report
  - (2) Cash and Expenditure Forecast
  - (3) Donations Reports (February & March 2021)
  - (4) Summary of Transfers and Budget Modifications (February & March 2021)
  - (5) Revenue and Summary Commentary
  - (6) Expenditure Summary and Commentary
  - (7) VOA Cost Center Receipts and Disbursements
  - (8) Stander Legacy Fund Report
- b. Schedule of Payables (February & March 2021)
- c. Employment Activity Reports (February & March 2021)
- d. Special Event Contracts and Athletic Field Use Licenses (February & March 2021)
- e. Revised Apiculture Agreement for 2021-Forest Run
- f. Ratify Contract Amendment #02 Re: Gilmore M2M Engineering Agreement
- g. Ratify Change Order #04 Re: VOA North Fields Project Construction Agreement
- h. Special Permit-Solicitation of Donations in/at MetroParks Facilities by Friends of

MetroParks of Butler County

- i. Special Permit-Solicitation of Donations in/at a MetroParks Facility by Arrow Adventure

#### **VI. Old Business**

- a. Monthly Public Safety Activity Summary Report (February & March 2021)
- b. Monthly Community and Enterprise Initiatives Summary Report (February & March 2021)
- c. Monthly Operational Services, Park Connections and Visitor Services Summary Report (February & March 2021)
- d. Monthly Workplace Talent Management Summary Report (February & March 2021)
- e. Bi-Monthly Capital Projects Update
- f. Use of VOA and Rentschler Forest MetroParks-Revised M.O.U. with Great Miami Rowing Center
- g. Revised Authorization to Purchase and/or Contract for Selected Items in 2021- Re-allocate Funding for "Gator" and "Skidsteer"
- h. Other-Miscellaneous from Board or Administration

#### **VII. New Business**

- a. 2020 Schedule of Gifts, Grants and Donations
- b. Fund to Fund Transfer Resolution for Semi-Annual Bond Payment
- c. Additional Appropriation for Public Records Request Costs, etc.
- d. Ratify Food and Beverage Concessionaire Selection for UC Health-West Chester Hospital Fieldhouse at VOA Athletic Complex- Award and Contract
- e. Resolution-Participation in the ODOT Road Work Grant Program-State FY 2022-2023
- f. Ratify 2021 Park Area Mowing Contracts 1-5 (All Areas except VOA)
- g. Award 2021 Park Area Mowing Contracts 6 & 7 (VOA Areas)
- h. Revised VOA Fishing Fees and Policies (Stocked Lake only)
- i. Possible use of Federal COVID-19 Relief Funding
- j. Financial Review- 1<sup>st</sup> Quarter of 2021
- k. Resolution Reauthorizing Participation in the ODOT Cooperative Purchasing Program
- l. 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**

Susan Koeninger of 5408 Sanctuary Pl. Liberty Township, Butler County, Ohio was recognized and addressed the Board. Ms. Koeninger recounted that the Girl Scouts of Western Ohio had used the Timberhill Area of Rentschler Forest MetroPark for Girl Scout Day Camp every year, and stated that the organization is excited to use the facility again in 2021. Ms. Koeninger thanked the Board for allowing the Girl Scouts to use the Timberhill Area for Day Camp again in 2021. Prior to the Board Meeting, earlier discussions with MetroParks staff had, because of pandemic considerations and other factors, left some doubt as to whether Day Camp could be held at Timberhill as planned this year. However, before the Board meeting occurred, the terms of use had been worked out in principle.

With the public comment section of the meeting having ended with no additional persons wishing to address the Board, the Board moved to its regular order of business.

#### **IV. - Approval of Minutes** **February 26, 2021 Meeting and Revised January 29, 2021 Meeting**

**MOTION:** To approve the minutes of the February 26, 2021 Meeting and revised minutes of the January 29, 2021 Meeting as presented by staff to the Board.

**Mr. Amend moved, seconded by Ms. Trokhan.**

*Motion No. 18.21*

Vote:

Mr. Nelson - Aye

Ms. Trokhan - Aye

Mr. Amend - Aye

**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 April 15, 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.i.** (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 the Proceedings Book of the Board.

**Discussion During the Meeting:** A Board member inquired about the Apiculture Agreement with Windy Fields Bee Farm, and if MetroParks had held any programming in the past related to bees at Forest Run MetroPark. Deputy Director Chad Smith responded that in the past, MetroParks did have programming related to bees at Forest Run MetroPark before the onset COVID-19 Public Health Emergency indicating that Windy Fields had performed programming pursuant to its earlier contract with the MetroParks.

**Ms. Trokhan moved for approval of the Consent Agenda, seconded by Mr. Nelson.**

**Motion No. 19.21**

Vote:

Mr. Nelson - Aye  
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) Cash Summary Report- **Approved - no separate action.****
- V.a. - (2) Cash and Expenditure Forecast - **Approved - no separate action.****
- V.a. - (3) Donations Reports (February & March 2021) - **Approved - no separate action.****
- V.a. - (4) Summary of Transfers and Budget Modifications (February & March 2021) - **Approved - no separate action.****
- V.a. - (5) Revenue and Summary Commentary - **Approved - no separate action.****
- V.a. - (6) Expenditure Summary and Commentary - **Approved - no separate action.****
- V.a. - (7) VOA Cost Center Receipts and Disbursements - **Approved – no separate action.****
- V.a. - (8) Stander Legacy Fund Report - **Approved - no separate action.****
- V.b. - Schedule of Payables (February & March 2021) - **Approved - no separate action.****
- V.c. - Employment Activity Reports (February & March 2021) - **Approved - no separate action.****
- V.d.- Special Event and Contracts and Athletic Field Use Licenses (February & March 2021) – **Approved-no separate action.****

**To ratify and place on file:**

- 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-**See Agenda items V.h. and V.i.**
  - (2) Approved Special Event Contracts-NONE
  - (3) Approved VOA Athletic Complex License Contracts-Information ONLY
    - (a) Ohio Elite Soccer Academy- Ohio Elite Collegiate Showcase-Friday, February 26-Sunday, February 28, 2021-VOA (Repeat)
    - (b) Kings Hammer Soccer Club-Kings Hammer Boys Turf Classic-Friday, March 5-Sunday, March 7, 2021-VOA (New)
    - (c) Kings Hammer Soccer Club-Kings Hammer Elite Spring Thaw-Friday, March 12-Sunday, March 14, 2021-VOA (New)
    - (d) Kings Hammer Soccer Club-Kings Hammer Girls Turf Classic-Friday, March 19-Sunday, March 21, 2021-VOA (New)
  - (4) Approved Practice Field Contracts-Information ONLY
    - (a) Lakota Sports Organization (Lakota FC)-Daily Use Various Dates/Times-February 8-December 31, 2021-VOA (Repeat)
    - (b) Kings Hammer Soccer-Daily Use Various Dates/Times-February 13-December 31, 2021-VOA (Repeat)
    - (c) Lakota Lacrosse-Daily Use Various Dates/Times-February 22-December 31, 2021 VOA (Repeat)
    - (d) Lakota Sports Organization (Lakota FC)-Daily Use Various Dates/Times-April 24-June 30, 2021-Line Hill Mound/Rentschler Forest (New)

- (e) Gotham Soccer-Daily Use Various Dates/Times-March 17-December 31, 2021-VOA (Repeat)
- (f) Cincinnati United-Daily Use Various Dates/Times-April 15-October 31, 2021-VOA (Repeat)
- (g) Cincinnati United-Daily Use Various Dates/Times-March 26-December 31, 2021-VOA (Repeat)

*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, he noted that any Consent Agenda item may be removed from group approval at the request of any Board Member and considered separately.*

At the meeting Mr. Granville noted that no items were considered separately, but had any item in the Consent Agenda been acted on separately the draft motions and information below which all now stand approved or ratified and/or placed on file, would have supplied the basis for Board discussion.

#### **V.e. – Revised Apiculture Agreement for 2021-Forest Run**

**MOTION:** To revise for 2021 the existing relationship between the MetroParks and Windy Fields Bee Farm as provided for in the revised (amended) agreement presented by MetroParks Administrative Staff or another agreement which the Executive Director deems to be substantially similar. Further, to instruct the Executive Director to take such action(s) 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 packet, Mr. Granville wrote the original term of this agreement expired at the end of 2018, and in one form or another, has been automatically renewed year to year pursuant to its language. A new (revised) agreement will continue to further a MetroParks educational objective and a conservation goal to maintain and increase the presence of pollinating insects, whose natural populations continue to decline. In the future, we will continue to work with this contractor, staff, or others toward adding pollinators to other suitable park locations. This agreement which was previously approved by Board action. As such, best practices require that any revised version go back to the Board for approval.*

#### **V.f. – Ratify Contract Amendment #02 Re: Gilmore M2M Engineering Contract**

**MOTION:** To ratify and approve for the record Contract Amendment #02 Re: Gilmore M2M Engineering Project thereby increasing the total cost of the project and related engineering work by \$4,987.02 for the purpose of providing additional environmental

services related to protecting the endangered Kirtland Snake which earlier research indicates may be present in and around the area of the future trail. Further, to instruct the Executive Director to take such action(s) as he deems 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 packet, Mr. Granville wrote that efforts to research and protect Kirtland Snake habitat are mandated as a consequence of grant funding and as a conservation priority. Utilizing standing Board delegated authority, the Executive Director approved the changes recommended by MetroParks' consultant and Park Planner/Project Manager, Matt Latham. As a best practices' standard, since the Board awarded the original contract, Board action to ratify the Contract Amendment which the Executive Director executed is requested for the official record.*

**V.g. – Ratify Change Order #04 Re: VOA North Fields Project Construction Agreement**

**MOTION:** To ratify and approve for the record Contract Amendment #04 Re: VOA North Fields Project Construction Agreement thereby increasing the total cost of the project and related work by \$9,461.00 for the purpose of adding an additional application of hydroseeded grass seed on the permitted of playing field #25. Further, to instruct the Executive Director to take such action(s) as he deems 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 packet, Mr. Granville wrote that utilizing standing Board delegated authority, the Executive Director approved the changes recommended by MetroParks' consultant and Park Planner/Project Manager, Matt Latham. Note that since new Field #25 is planned for first use in June 2021, pursuant to a contract with the Butler County Visitors Bureau. As a best practices' standard, since the Board awarded the original contract, Board action to ratify the change order which the Executive Director approved and executed is requested for the official record.*

**V.h. – Special Permit- Solicitation of Donations in/at MetroParks Facilities by Friends of MetroParks of Butler County**

**MOTION:** (if an individual Motion is required): to approve the renewal of a permit to solicit donations pursuant to the terms and conditions detailed on a draft special permit which was presented to the Board by MetroParks Administration. Finally, to instruct the Executive Director to take such action(s) as he deems 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 packet, Mr. Granville wrote in respect to the proposed special permit for the Friends of MetroParks of Butler County group, the recommended renewal of the permit would extend the right for this MetroParks affiliated non-profit to collect donations in the parks for their use at most times, similar to the standing authorizations given to the Friends of Chrisholm. All dollars collected by these non-profits ultimately will be spent on projects directly or indirectly benefiting the MetroParks' facilities and programs. As a solicitation of donations activity, MetroParks Rules and Regulations indicate that Board approval is required as opposed to action by the Executive Director alone.*

#### **V.i. – Special Permit- Solicitation of Donations in/at a MetroParks Facility by Arrow Adventure**

**MOTION:** (if an individual Motion is required): to approve the application of Arrow Adventure to solicit donations pursuant to the terms and conditions detailed on a draft in a special permit which was provided to the Board by MetroParks Administration. Finally, to instruct the Executive Director to take such action(s) as he deems necessary to implement the intent of the Board in this matter.

*In respect to the proposed special permit for the Arrow Adventure group, the recommended permit would allow this unaffiliated group to collect donations at Rentschler Forest MetroPark for the Timberhill Fund via the Hamilton Community Foundation. All dollars collected by these non-profits ultimately will be spent on projects directly or indirectly benefiting the MetroParks' facilities and programs. As a solicitation of donations activity, MetroParks Rules and Regulations indicate that Board approval is required as opposed to action by the Executive Director alone.*

### **VI. - Old Business**

#### **VI.a. Monthly Public Safety Activity Summary Report (February & March 2021)**

Discussion During the Meeting: Chief Ranger, David VanArsdale provided a monthly Division of Public Safety Report which was included in the Board's pre-meeting packet prior to this meeting. Chief VanArsdale stated that the Division Public Safety (DPS) had started work on the DPS a.k.a. Ranger substation at Governor Bebb MetroPark. A Board member inquired how activity in the parks compared from March 2020 to March 2021. Chief VanArsdale responded that the parks have continued to see high visitation in 2021. Park Planner/Project Manager Matt Latham said that MetroParks has seen a 10% increase this year in vehicle traffic as compared to the Spring of 2020.

Separately, a Board Member mentioned that MetroParks staff needed to look into potential drainage issues at the Voice of America MetroPark Wiggly Field dog park to alleviate visitor

concerns about muddy conditions there. Another Board Member inquired if there was still money from the West Chester Foundation slated toward improvements at Wiggly Field. Kelly Barkley, Supervisor of Community and Park Connections indicated that there was indeed money left in the fund and said that MetroParks would reach out to the donors to see if there are any other improvements that they wanted to see made to Wiggly Field.

See Chief Van Arsdale's monthly report in the Proceedings Book of the Board.

#### **VI.b. Monthly Community and Enterprise Initiatives Summary Report (February & March 2021)**

Discussion During the Meeting: Supervisor of Community and Enterprise Initiatives, Kelly Barkley, submitted a monthly Division Report which was included in the Board's pre-meeting packet prior to this meeting. A Board Member asked Ms. Barkley why she thought no other concessionaires (other than one) had submitted bids for the VOA Athletic Field Complex UC Health/West Chester Hospital concession R.F.P. Ms. Barkley stated that she did not know for certain why there wasn't more interest but suspected that a longer R.F.P. bid period may have resulted in more competitive bids. A Board Member also asked if the concessionaire would be providing concessions for the UC Health/West Chester Hospital Hump Day Concert Series which for the first time was scheduled to be held west of the Fieldhouse this year. Ms. Barkley responded that the Athletic Complex concessionaire indicated that he would not be available to provide concessions at those events, but that MetroParks might be able to utilize food trucks instead for refreshments. Ms. Barkley mentioned that UC Health was happy that the Hump Day concerts would be closer to the UC Health/West Chester Hospital Fieldhouse because that facility and UC Health would have more visibility.

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

#### **VI.c. Monthly Operational Services *with* Status Chart, Park Connection and Visitor Services Summary Reports (February & March 2021)**

Discussion During the Meeting: Deputy Director Chad Smith submitted a monthly Operational Services *with* Status Chart, Park Connections and Visitor Services Summary report which was included in the Board's pre-meeting packet prior to this meeting. Mr. Smith stated that the Division of Operations had started a seed propagation program in the Bothwell House, and were currently using the sunroom of that facility as a greenhouse. Mr. Smith also said that the Division of Operations was working on reopening some previously closed trails in the park system in time for National Trails Day in June 2021.

Mr. Smith stated that the Division of Visitor Services has been busy with contracts for a number of small tournaments in February and March 2021, and were preparing for a busy Spring 2021 tournament season. Finally, Mr. Smith stated that Park Connections has been working on programming for Spring of 2021. A Board Member inquired if any schools had expressed



interest in attending programs at the Pioneer Village at Governor Bebb MetroPark this year. Mr. Smith responded that there had not been much interest in field trips to Governor Bebb MetroPark yet this year, but that he suspected that there might be more interest in field trips from local schools in the Fall of 2021 when more schools return to in-person education.

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 submitted a monthly Division Report which was included in the Board's pre-meeting packet prior to this meeting. Ms. Kimbrough mentioned that MetroParks saw a large increase recently in the number of volunteer hours and volunteer projects in various parks. Ms. Kimbrough stated that in March of 2021, volunteers provided over 500 hours of service to MetroParks.

A Board Member stated that she had concerns about MetroParks ability to fill currently vacant positions. Ms. Kimbrough agreed that staffing had been a challenge, and responded that she and the Supervisor of Operations, Tony Carpenter, were working on a restaffing plan that would focus on utilizing seasonal positions, which would help MetroParks Operations staff through their busiest season. A Board Member responded that she would like to see some part-time positions combined and changed into full-time positions in order to help with staff recruitment and retention and would help alleviate some of MetroParks current staffing issues. This Board Member also stressed that MetroParks needed to think through staffing issues differently than in the past, in order to meet the needs of the park system during the COVID-19 Public Health Emergency. Jonathan Granville, Executive Director noted that MetroParks is not the only park agency that has suffered from staff shortages due to the COVID-19 pandemic, noting that all seasonal and part-time employers are having the same problem.

A Board Member asked about the Division of Workplace Talent Management's proposal for the Glades Property as a "Food Forest" which was included in the Board's pre-meeting packet. Ms. Kimbrough responded that multiple staff members from several divisions helped create the Glades proposal, and that MetroParks intends to work closely with Butler Tech to provide the labor needed to get the program started. Mr. Smith noted that the neighbors would be notified about work that will be done at the Glades Property, which in the near future, would primarily be invasive honeysuckle removal. A Board Member agreed that he liked the idea of managing the property as a forested area, which would require less maintenance from MetroParks.

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

#### **VI.e. Bi-Monthly Capital Projects Update**

Discussion During the Meeting: Park Planner/Project Manager Matt Latham submitted a bi-monthly Capital Projects Update was included in the Board's pre-meeting packet prior to this meeting. Mr. Latham stated that he is waiting on federal approval of bid documents to bid out

the GMRT extension construction project at Timberhill. Mr. Latham said that this project had been pushed back a few times already, and that if the project has not been awarded by June of 2021, that MetroParks may need to return the \$500,000 grant for trail construction to ODOT. A Board member asked if grant funds MetroParks received would cover all of the construction costs related to GMRT extension project at Timberhill. Mr. Latham stated that he hoped that the total amount budgeted would cover construction costs, and that MetroParks could spread these costs out over the 2021 and 2022 budget cycles. Mr. Granville noted that the National Park Service has some federal oversight at Timberhill, and that MetroParks would need to have a conversation with the National Park Service about an easement regarding any newly proposed use of the driveway at Timberhill. Mr. Granville also said that Timberhill would be closed to the public after the Girl Scout's Day Camp in June of 2021 in order to facilitate trail construction there.

A Board Member asked Mr. Latham about the status of the VOA North Athletic Field Project. Mr. Latham responded that MetroParks would need to file for an extension with ODOT for that grant-driven project, as construction will extend past June of 2021. Mr. Latham said that re-hydroseeding on the new field was completed, and that conditions were optimal for good grass growth on new Field 25. Mr. Latham also stated that there was a long awaited plan to improve the pavement on the road leading back to the VOA Athletic Complex, and that MetroParks would use the ODOT Biennium Roadwork funds for 2020-2021 and other funds to repave that stretch of road prior to the President's Cup in June 2021.

Mr. Latham added that the City of Hamilton's sewer relocation project at Gilmore MetroPark has paused temporarily, and that construction will begin again in July of 2021. Mr. Latham said that MetroParks will start construction on the M2M Trail at Gilmore MetroPark in 2022.

Mr. Latham said that bids for the Elk Creek Bridge repair at Sebald MetroPark would be due soon. Elk Creek MetroPark Meadow Ridge Area clubhouse will also have a feasibility study done to see if the proposed shelter conversion project will be cost-effective.

Mr. Latham added that MetroParks received preliminary approval of a \$350,000 grant for a new foot bridge and trail at Governor Bebb MetroPark. A Board member stated that he would like to see the proposed Governor Bebb Master Plan revised to include additions that the local community would like to see implemented in that park. Staff indicated that a third draft plan would be put out for public comment soon and that in-person listening sessions would be held at Governor Bebb in May 2021.

Finally, Mr. Latham stated that MetroParks is still working on plans for specific use of the \$400,000 in State grant funds that MetroParks received for Timberman Ridge and were looking into the possibility of converting a barn on the property into a shelter-like structure.

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

## **VI.f. Use of VOA and Rentschler Forest MetroParks-Revised M.O.U. with Great Miami Rowing Center**

**MOTION:** To approve the Amended Memorandum of Understanding (M.O.U.) with the Great Miami Rowing Center for programming and use of parts of Rentschler Forest and Voice of America MetroParks as presented by MetroParks Administrative Staff or another M.O.U. which the MetroParks Executive Director deems to be substantially similar. Further, to instruct the Executive Director to take such action(s) as he deems necessary to implement the intent of the Board in this matter.

**Discussion During the Meeting:** Mr. Smith relayed that the Great Miami Rowing Center (GMRC) lost their current base of operations in Hamilton and were looking to use Rentschler Forest and VOA MetroParks for some of their programs. GMRC plans to use Camp Campbell Gard as a temporary base for the time being but are still interested in providing MetroParks with some programming and will temporarily anchor a dock at Rentschler Forest to aid in that programming effort.

**Mr. Nelson called for a roll call vote, seconded by Mr. Amend, for the purposes of voting on the approval of the Use of VOA and Rentschler Forest MetroParks-Revised M.O.U. with the Great Miami Rowing Center:**

***Motion No. 20.21***

Vote:

Mr. Nelson – Aye

Ms. Trokhan – Abstain (due to a potential conflict of interest)

Mr. Amend – Aye

**The presiding officer declared the motion carried unanimously.**

*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 to continue and expand the relationship between GMRC and MetroParks, I recommend the Board approve the attached M.O.U. Since this could be a long-term and potentially growing relationship, best practices require Board action to adopt the Amended M.O.U.*

**VI.g. Revised Authorization to Purchase and/or Contract for Selected Items in 2021-Re-allocate Funding for “Gator” and “Skidsteer”**

**MOTION:** To revise a list of items approved by the Board on December 17, 2020 for which the Executive Director was authorized to purchase or pay by replacing the “Gator” and “Skidsteer” for the Division of Operations with two ½ ton or 3/4 ton pickup trucks for not more than what was originally approved. And further, to instruct the Executive Director to take such action(s) as he deems necessary to implement the intent of the Board in this matter.

**Discussion During the Meeting:** Mr. Granville noted that this is the second revision of this document, and that because of the age of the current Operations vehicles, it would be the

most fiscally responsible decision for MetroParks to purchase newer used trucks for the Division of Operations.

**Mr. Amend moved, seconded by Ms. Trokhan.**

*Motion No. 21.21*

Vote:

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

**The presiding officer declared the motion carried unanimously.**

*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 requested by Chad Smith in order to have reliable transportation to perform the division’s assigned tasks, the Division of Operations needs to acquire two ½ ton or 3/4 ton pickup trucks rather than a “Gator” and a “Skidsteer”. I agree as a recent inventory shows our vehicle fleet is too old to be reliable and as a result, repair costs are too high. Chad Smith will be present at the Board meeting and can answer questions from the Board about this topic. Since the standing purchasing authority of the Executive Director in reference to equipment does not include an expense exceeding \$15,000.00, Board action on this matter is required.*

**VI.h. Other-Miscellaneous from Board or Administration**

None.

**VII. – New Business**

**VII.a. 2020 Schedule of Gifts, Grants and Donations**

**MOTION:** To accept, pending Probate Court final approval, the Schedule of 2020 Gifts, Grants, and Donations as presented to the Board by Administrative Staff. Further, to instruct the Executive Director to take such action(s) as he deems are necessary to implement the intent of the Board in this matter, and to direct that the report be filed with the Court and placed on file as a public record once approved by the Court.

Discussion During the Meeting: None.

**Mr. Amend moved, seconded by Mr. Nelson.**

*Motion No. 22.21*

Vote:

Mr. Nelson - Aye  
Ms. Trokhan - Aye

Mr. Amend - Aye

**The presiding officer declared the motion carried unanimously.**

*In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting packet, Mr. Granville wrote that the Ohio Revised Code Section 1545.11 required the terms of all donations to the MetroParks be approved by the Probate Court. Although the Board has previously tentatively accepted or otherwise acted on most of the individually listed donations, gifts, or grants in the report, an inclusive annual report allows the Board an opportunity for a comprehensive review of activity in 2020 and a comparison with previous year and helps fulfill the Revised Code mandate in a practical way.*

### **VII.b. Fund to Fund Transfer Resolution for Semi-Annual Bond Payment**

**MOTION:** To adopt a resolution as presented to the Board by MetroParks Administrative Staff detailing the Fund to Fund Transfer of \$280,731.40 to enable a bond payment as presented by Administrative Staff as necessary and planned. Further, to instruct the Executive Director to take such actions(s) as he deems necessary to implement the intent of the Board in this matter.

Discussion During the Meeting: None/

**Ms. Trokhan moved, seconded by Mr. Amend.**

*Motion No. 23.21*

Vote:

Mr. Nelson - Aye

Ms. Trokhan - Aye

Mr. Amend - Aye

**The presiding officer declared the motion carried unanimously.**

*In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting packet, Mr. Granville wrote that because MetroParks has a contractual obligation to pay its outstanding debts on time, I recommend we make the transfer as provided for above in order that we may do so pursuant to the current budget and the procedures required by State accounting rules.*

### **VII.c. Additional Appropriations for Public Records Request Costs, etc.**

**MOTION:** To approve the draft resolution presented by the Board by MetroParks administration thereby authorizing additional appropriations from the unappropriated balance totaling \$10,000.00 for the purpose of covering costs related to Public Records Requests, etc. Further, to instruct the Executive Director to take such action(s) as he deems necessary to implement the intent of the Board in this matter.

Discussion During the Meeting: None.

**Mr. Amend moved, seconded by Ms. Trokhan.**

***Motion No. 24.21***

Vote:

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

**The presiding officer declared the motion carried unanimously.**

*In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting packet, Mr. Granville wrote that additional appropriations from MetroParks unappropriated balance are needed to cover legal costs related to public records requests, etc. The number of requests for public records on a multitude of different topics, has about quadrupled over the last five years. I attribute this to park system growth, and the impact of the pandemic forcing commerce on to the internet, general distrust in government and the lack of universally trusted news sources.*

**VII.d. Ratify Food and Beverage Concessionaire Selection for UC Health-West Chester Hospital Fieldhouse at VOA Athletic Complex-Award and Contract**

**MOTION:** Having determined that Taste Great Concessions LLC offered the best terms to the MetroParks of all respondents, to ratify a contract between MetroParks and Taste Great Concessions LLC as presented by Administrative Staff to the Board, or a contract deemed substantially similar by the Executive Director for the purpose of providing for sale to park visitors food and beverages in the defined concession area within and adjacent to the UC Health-West Chester Hospital Fieldhouse located at the Voice of America Athletic Complex and noting that the award of a contract for this purpose includes authorization for commercial activity relative to the requirements of the Rules and Regulations of the MetroParks. Further, to instruct the Executive Director to take such action(s) as he deems necessary to implement the intent of the Board in this matter.

Discussion During the Meeting: None.

**Mr. Amend moved, seconded by Ms. Trokhan.**

***Motion No. 25.21***

Vote:

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

**The presiding officer declared the motion carried unanimously.**

*In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting packet, Mr. Granville wrote that since the March Board meeting was*

*not held and the tournament season was about to begin, I executed the contract with the only respondent to the RFP process. The selected respondent has operated the Fieldhouse concession stand for several years and we've received no customer or staff complaints about his operations. I recommend the Board ratify the contract for concession stand operations awarded to Taste Great Concessions LLC as the most (and actually only) responsive party to submit a proposal in the 2021 process and because they offer a good return on investment to MetroParks for the purposes of providing for the comfort and convenience of park visitors and to produce revenue needed to offset operational expenses at VOA MetroPark. Supervisor of Community and Park Connections, Kelly Barkley provided oversight on the selection process and will be available to comment if necessary. A competitive legal R.F.P. process was followed by Staff, resulting in the recommendation above. The contract contains the lengthy provisions and information that the National Park Service requires be present in a concessions contract at VOA.*

**VII.e. Resolution-Participation in the ODOT Road Work Grant Program-State FY 2022-2023**

**MOTION:** To adopt the resolution presented by Administrative Staff, thereby agreeing to participate in the ODOT Roadwork Grant Program during the State 2022-2023 Biennium Budget period. Fruther, to instruct the Executive Director to take such action(s) as he deems necessary to implement the intent of the Board in this matter.

Discussion During the Meeting: None.

**Mr. Amend moved, seconded by Ms. Trokhan.**

***Motion No. 26.21***

Vote:

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

**The presiding officer declared the motion carried unanimously.**

*In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting packet, Mr. Granville wrote that MetroParks access to potentially more than \$182,000.00 in grant revenue over a two-year period from dollars derived from state gasoline taxes is dependent on approval of the resolution by the Board. The funds will then be available from ODOT to make interior roadway, parking lot, and other repairs or improvements related to public motor vehicle traffic on properties owned by or under the long-term control of the Board of Park Commissioners and/or to use the funds to purchase materials for repairs and improvements to MetroParks' roads (but not trails). The draft resolution presented contains language similar to prior MetroParks Board resolutions on this same grant source for previous State Biennium periods and meets the standards for the program. The language of the draft Resolution is largely mandated by ODOT and/or the Ohio Parks and Recreation Association which manages the roadwork grant program under contract with ODOT. The terms and conditions of the grant program have not changed from previous years. In order to remain*



eligible for our small share of state gasoline tax receipts, the Board of Park Commissioners must adopt the resolution provided or a similar resolution before the end of May 2021. The Exhibit A priorities list attached as part of the resolution, however, can be modified by the Board if the spending priorities listed therein are not agreeable to the Board. I note that the park system will have no trouble spending the allocation and more as the costs of pavement has risen exponentially over the last few years.

#### **VII.f. Ratify 2021 Park Area Mowing Contracts 1-5 (All Areas except VOA)**

**MOTION:** Having determined that they are the lowest and best of the responsive proposals receive, the Board of Park Commissioners hereby ratifies and approves the awards for 2021 mowing contracts 1-5 pursuant to the documents provided by Administrative Staff, the 2021 Park Area Mowing Contracts recommended by the Executive Director or contracts deemed to be substantially similar by the Executive Director. Further, to instruct the Executive Director to take such action(s) as he deems necessary to implement the intent of the Board in this matter.

**Discussion During the Meeting:** Mr. Smith stated that the five contracts before the Board are for all park areas except for VOA MetroPark, as the only bid returned for VOA Park Area Mowing had not been accepted by MetroParks and those areas were put back out to bid separately.

**Ms. Trokhan moved, seconded by Mr. Amend.**

***Motion No. 27.21***

Vote:

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

**The presiding officer declared the motion carried unanimously.**

*In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting packet, Mr. Granville wrote that since the March Board meeting was not held and the mowing season was about to begin, I executed contracts 1-5 based on the analysis and recommendations of staff. I recommend ratifying the 2021 mowing contract for Zones 1-5 to the lowest bidder, which in each case is Accurate Outdoor Services. Although some authority to execute the individual mowing contract (see Chard in Memo) was delegated to the Executive Director by the Board at a previous meeting, for the official record Board action is requested due to the high aggregate cost and the fact that staff recommended contracts 6 and 7 to be rebid. Deputy Director Chad Smith will be present at the meeting to answer any questions the members of the Board might have regarding the contractor selection process which he/and or his team has/have overseen. The recommendations for contract selection were conducted in a clear, fair and legal fashion. Alternative selections are possible but are not recommended without clear justification and in this case, would result in a disruption in the on-going mowing process.*

#### **VII.g. Award 2021 Park Area Mowing Contracts 6 & 7 (VOA Areas)**



**MOTION:** Having determined their response to an R.F.P. notice is lowest and best, to award a contract for 2021 seasonal mowing contract 6 and 7 (VOA areas) to Kings Lawn Care and Snow Removal, LLC and rejecting all other 2021 RFP responses for the same contracts the Board instructs the Executive Director to execute contracts 6 and 7 as presented to the Board or other contracts which the Executive Director deems to be substantially similar, and to take such other action(s) as he (the Executive Director) deems are necessary to implement the intent of the Board in this matter.

Discussion During the Meeting: Mr. Smith stated that Park Area Mowing Contracts 6 & 7 were put back out to bid after MetroParks rejected a bid for Areas 6 & 7 in a previous R.F.P. process. Mr. Smith added that he recommended that the Board award the 2021 seasonal mowing contract to Kings Lawn Care and Snow Removal, LLC.

**Ms. Trokhan moved, seconded by Mr. Amend.**

*Motion No. 28.21*

Vote:

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

**The presiding officer declared the motion carried unanimously.**

*In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting packet, Mr. Granville wrote that after receiving responses from a reposting of an R.F.P. for contracts 6 and 7, I recommend ratifying the 2021 mowing contracts for Zones 6 and 7 to the lowest and only responsive bidder, which is Kings Lawn Care and Snow Removal, LLC. Although authority to execute the individual mowing contracts was delegated to the Executive Director by the Board at a previous meeting, for the official record Board action is requested due to the high aggregate cost. Deputy Director Chad Smith will be present at the meeting to answer any questions the members of the Board may have regarding the contractor selection process which he/and or his team has/have overseen. The recommendations for contract selection were conducted in a clear, fair, and legal fashion. Alternative selections are possible but are not recommended without clear justification. The award of these contracts does not clearly fall into the authority previously delegated to the Executive Director, and therefore is presented for Board action.*

## **VII.h. Revised VOA Fishing Fees and Policies (Stocked Lake only)**

**MOTION:** To adopt and approve the revised fishing fees and policies recommended and presented by Administration to the Board or another set of fishing fees and policies deemed substantially similar by the Executive Director, thereby replacing all previous fishing fees and policies. Further, to instruct the Executive Director to take such action(s) as he deems are necessary to implement the intent of the Board in this matter.

Discussion During the Meeting: A Board Member inquired what fish would be stocked in the lake (see the VOA Fishing Fees and Policy for a complete list of fish available and placed in the

lake). A Board Member stated that she thought the proposed fishing fees were an aggressive increase from what the fees had been historically. Ms. Barkley responded that the proposed fees were in line with what other local pay lakes currently charge their visitors. Ms. Barkley also stated that the new Fishing Policy will implement a reward for returning daily fishing catch reports to the Division of Visitor Services. A Board member recommended having some talking points that the Division of Visitor Services staff could use if people inquire about the change in price. Mr. Granville noted that although the lake at VOA was originally modeled after Lake Isabella within the Great Parks of Hamilton County park system, that the VOA lake and park had evolved to be much more than a fishing destination. Lake Isabella regularly hosts competitive fishing tournaments and is able to restock their lake multiple times a month, Ms. Barkley recounted, as its primary function is to serve as a fishing site.

**Ms. Trokhan moved, seconded by Mr. Nelson.**

***Motion No. 29.21***

Vote:

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

**The presiding officer declared the motion carried unanimously.**

*In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting packet, Mr. Granville wrote that as we reopen/reactivate facilities and activities which have been shut down for the last year due to the pandemic, now is the appropriate time to reexamine and update related fees and policies. After studying the market and reviewing costs, Kelly Barkley has made some recommendations which I support and request that the Board approve. See the memo and associated documents which are attached. Kelly will be available at the Board meeting to respond to any questions from the Board. Although the Board has previously delegated authority to Administration to set retail prices for items for sale and prices charged for programs, changes in policy have not been delegated to the Executive Director to determine. Hence this matter is currently presented for Board action.*

## **VII.i. Possible Use of Federal COVID-19 Relief Funding**

**MOTION:** None at this time.

Discussion During the Meeting: Mr. Granville noted that no Federal COVID-19 Relief Funding had been guaranteed to MetroParks by the federal government or the County Commission, but that MetroParks was encouraged by County Officials to ask for a share of the funding. Mr. Granville noted that the items provided on the current list in the Board's pre-meeting packet were the most likely to be funded of all those previously discussed and/or suggested by MetroParks senior staff.

*In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting packet, Mr. Granville wrote that in a recent discussion with Butler County Administrator Judi Boyko, MetroParks was encouraged to submit a list of*

*potential projects and costs which might be eligible for a share of the federal COVID-19 Relief Funds sent or soon to be sent to the Butler County Commissioners. She was careful to make no promises. However, as you may know, special units of government like Ohio's park districts were not deemed eligible by Congress for a direct share of these funds in 2020 or in 2021. Several Ohio park districts have received some funding from their county commissioners for specific COVID related projects and expenses. The draft list provided to the MetroParks Board is not cast in stone. Administration is looking for board input on this matter. However, whatever our eligibility or the priority given for suggested projects we can be certain that if you don't ask, you will not receive. I have directed staff to fill in the blanks on this list by May 1<sup>st</sup>.*

### **VII.j. Financial Review-1<sup>st</sup> Quarter 2021**

**MOTION:** None anticipated at this time.

**Discussion During the Meeting:** Supervisor of Financial Services, Yamini Patel stated that overall, receipts in Q1 of 2021 were down 92% compared to Q1 of 2020, which is likely due to when MetroParks received its tax settlement from the County in 2021. Mr. Granville noted that the County tax settlement was slightly larger than anticipated in the 2021 budget, and that apparently COVID-19 had not impacted economics in Butler County as much as some other counties. A Board Member questioned the \$3 million carryover balance that MetroParks staff projected for 2021, and cautioned about asking for a tax levy when MetroParks apparently has funds to spend. This Board Member stated that she would like to see more of these funds allocated to help solve MetroParks staffing shortages, and to projects where the money may make the greatest positive impact to MetroParks customer-owners.

*In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting packet, Mr. Granville wrote that the Board has requested standing quarterly reviews regarding finances at the Board meeting following the end of each quarter. Yamini Patel, Supervisor of Financial Services, has prepared the information about the financial status of the park system and will answer any questions posed to her by members of the Board. Cash flow, revenue and expenditures as measured against annual budget is important to ensure liquidity so that improvement projects, as well as regular operational expenditures, are sufficiently provided for within the present financial year and beyond.*

### **VII.k. Resolution Reauthorizing Participation in the ODOT Cooperative Purchasing Program**

**MOTION:** To adopt the resolution presented by Administrative Staff, thereby agreeing to participate in the ODOT Cooperative Purchasing Program. Further, to instruct the Executive Director to take such action(s) as he deems are necessary to implement the intent of the Board in this matter.

Discussion During the Meeting: None.

**Mr. Amend moved, seconded by Ms. Trokhan.**

***Motion No. 30.21***

Vote:

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

**The presiding officer declared the motion carried unanimously.**

*In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting packet, Mr. Granville wrote that in order to access the ODOT Contracts pre-bid and awarded by the State of Ohio and thereby enjoy the cost savings therein, I recommend that the Board act to approve the resolution attached. A standard authorizing resolution must be passed every two years by the Board according to state policy. The previous Board resolution authorizing participation has expired. Matt Latham has requested Board action so that paving may be accomplished at VOA as soon as possible. Matt will be available to provide details.*

#### **VII.i. Other-Miscellaneous from Board or Administration**

A Board Member stated that the Board would need to assess the potential for a future tax levy at an upcoming meeting.

### **VIII. Executive Session**

**MOTION: To enter Executive Session at 9:55 a.m.**

**Mr. Nelson called for a roll call vote, seconded by Ms. Trokhan, for the purpose of discussions involving:**

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

***Motion No. 31.21***

Vote:

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

**The presiding officer declared the motion carried unanimously.**

**The Board returned to regular session at 11:00 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 at 11:01 a.m.

**Ms. Trokhan moved, seconded by Mr. Amend.**

*Motion No. 32.21*

Vote:

Mr. Nelson - Aye

Ms. Trokhan - Aye

Mr. Amend - Aye

**The presiding officer declared the motion carried unanimously.**

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 May 20, 2021, at 8:30 a.m.