

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
REGULAR MEETING MINUTES
Thursday, April 21, 2022

The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, April 21, 2022, at Ronald Reagan Lodge at Voice of America MetroPark, 7850 VOA Park Drive, West Chester Township, OH 45069-2938.

Call to Order

The meeting was called to order at 8:40 a.m. by Ms. Trokhan

I. - Roll Call and Agenda

Members present:

Ms. Trokhan, Mr. Gersbach

Staff present:

Chris Otto, Jaime Kimbrough, Matt Latham, Jackie O'Connell, Amy Pellman, Chad Smith, David VanArsdale, Katie Ely-Wood, Susan Bolser, Tony Carpenter, Rhiana Barrero, Becky Vanderpool

II. - Public Comment Regarding Agenda Items

None

III. - Approval of Minutes

Approval of the March 17, 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 Report

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

V. - Special Presentations - None

VI. - Finance

a. Schedule of Payables

Short discussion on payables.

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

Resolution No. 15.22

b. Stander Report

The Stander Legacy Account is a fund set up with proceeds from the sale of the Stander property. The funds are to be used for expenditures on the west side of the county. There was a short discussion on how to publicize projects/work specifically in the Riley area. Funds in the Legacy Account will be used to supplement grant funds for the pedestrian bridge at Governor Bebb MetroPark and potentially the Indian Creek MetroPark pedestrian bridge. When projects are started, plan is to announce that the funds came from the Stander Legacy Account. Will include residents from the Riley area for input/comment on future projects on the west side. Support in the Riley area has never been high. The levy hasn't passed there in either of the two past levies.

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

c. Fund to Fund Transfer

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

Resolution No. 16.22

VII. – Administrative Reports

Katie Ely-Wood, Supervisor of Community & Park Relations commented on market research study by Jenn Sivak. Elk Creek, Rentschler, VOA parks were included. Information gained in the study will lead to Brand and Identity and Marketing campaigns. The social media campaign has been very successful with positive uptick on both Facebook and Instagram. Work continues on strategic partnerships with UC Health and Primary Health Solutions.

Tony Carpenter, Supervisor of Operational Services reviewed chart included in 1Q report. Stated that the higher percentage of administrative work in 1Q is normal. Managers typically utilize the winter months to plan for the upcoming busy season. Two projects currently underway are the construction of new trails at Green Heron & Salamander Run. Both are scheduled to open June 4, 2022-National Trails Day. The plan is to open Sycamore Bluff trail work to overlook in the fall. All of this trail work is being done in-house. New equipment has been ordered but due to supply chain issues we don't anticipate receiving until mid-summer or early fall.

Recent staffing changes: Adam Mathews has been promoted to Sr. Park Manager for West Zone with Drew Sackenheim being promoted to Asst. Mgr. New Asst manager in north zone, Chris Schuster, starts April 25, 2022.

Director of Finance, Chris Otto reported that the Finance department attended Budget training at the Butler county auditor's office.

Becky Vanderpool, Sr. Manager of Park Connections stated that not too much programming in the first quarter. In the spring, programs and events typically ramp up.

David VanArsdale, Chief of Public Safety commented on the increase of contacts from February to March.

Rhiana Barrero, Supervisor of Visitor Services briefly reviewed tournaments, increase in daily use, and rental facilities. The first 3-day tournament will be held April 22 - 24, 2022. Tournaments are booked up through fall. Working on updating special event & daily use policies for 2023 to be more competitive. Currently hiring for Visitor Services attendant for the gate and Seasonal Rental Associate for the Wheelhouse. Plan is to open the Wheelhouse by Memorial Day weekend. Lake was stocked this week for the first time in two years.

Short discussion on the facility revenue and shelter rental charts.

Jaime Kimbrough, Supervisor of Workplace Talent Management commented that the applicant tracking system allows us to track views versus applicants. Difference is dramatic- data indicates that we may need to look at job descriptions. With revisions may turn looks into applications. Short discussion on the graph and what it means for us. Volunteer hours up this year from past 2 years. Discussed the revised format for the Employment activity report. Things of note should be included, but don't need to see everything. On this months report, there are only new positions to state.

Chad Smith, Deputy Director stated that the Ronald Reagan Lodge Operating Plan RFP has been posted again. Currently running with a self-service model. Received one proposal that we are reviewing now. MetroParks Liquor permit expires in May. We have a D5 liquor license and learned that it can be transferred. Management company could take it over. The cost is \$4500 annually. There are no more D5 liquor license available in our area. There was a short conversation on potentially selling it. We have also held a food service permit.

Mr. Smith briefly talked about the recent special permit issued to Luke 5 Adventures to lead hikes in our parks. Staff will meet in early May to discuss partnership opportunities.

Jackie O'Connell, Executive Director, commented that she and staff continue to meet with community members/leaders. At a recent all staff meeting, shared the Strategic Initiatives. Task forces have been established to work on the initiatives.

Comment on quarterly reporting. Would like to see some information more often but really like the charts versus narratives.

VIII. Old Business - None

IX. New Business

a. Duke Energy Encroachment Agreement (for Miami 2 Miami Trail Project)

Mr. Latham commented on agreement. Duke is asking to have an insurance component added. They are asking for 5 mil per occurrence. That amount is not in line with current insurance levels, so MetroParks will push back.

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

b. Bylaws Review

Ms. O'Connell discussed how MetroParks is governed by the Ohio Revised Code. The bylaws haven't been updated since 2010. Some of the bylaws were created when the Board was an Operational Board whereas now they are more of a Policy Board. The current bylaws were sent to the Board for feedback/suggestions. Will provide redlined or revised version next month.

Ms. Trokhan liked the visionary model. Most concerned with items where the Board is responsible for something per the ORC.

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

c. Approve Revisions to Section 6.2 in Employee Handbook

Ms. Kimbrough talked about ORC requirement to give fulltime employees vacation after a year. Proposing to drop this requirement to 6 months in the hopes this will help in recruitment/retention. There was a question regarding time off before 1st anniversary. If someone starts employment with MetroParks and had plans in first year, time could be taken off without pay. Prior public service would allow staff members to take vacation immediately. Also included in these revisions is a change in vacation carry forward accruals. ORC recently changed to allow for 3 years of vacation carry over. Current handbook stated just 2 years.

The probationary period for all staff is a year. This revision won't allow staff to take anything they haven't accrued.

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

X. Commissioner Reports - None

There was a short discussion regarding the recent boundary surveys specifically the one done at 4-Mile Creek. Also discussed the boundary line between MetroParks and Dallas Butterfield. The boundary goes down center of driveway. Will work to exchange easements to utilize the property.

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 9:38 a.m. The Board returned to Regular Session at 10:29 a.m.

IX. d. Timberhill Agreement with MI Homes

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

XII. – Adjournment

Mr. Gersbach moved to adjourn the meeting at 10:34 a.m. Ms. Trokhan seconded.
Motion passed.

Adoption: The above minutes are a true and accurate record of the meeting as adopted by the Board of Park Commissioners, MetroParks of Butler County.

Approved:

Attest:

Cynamon Trokhan,
Presiding Officer of the Board

Jacqueline O'Connell,
Executive Director/Secretary

Date