

METROPARKS OF BUTLER COUNTY  
BOARD OF PARK COMMISSIONERS  
REGULAR MEETING MINUTES  
Thursday, December 8, 2022

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The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, December 8, 2022, at the Ronald Reagan Lodge at Voice of America MetroPark, 7850 VOA Park Drive, West Chester Township, Ohio 45069-2938.

**Call to Order**

The meeting was called to order at 8:30 a.m. by Mr. Daryl Nelson.

**I. Roll Call and Agenda**

Members present: Mr. Larry Gersbach, Mr. ~~Larry Daryl~~ Nelson, Ms. Cynamon Trokhan, arrived at 8:45am.

Staff present: Lisa Batchelder, Katie Ely-Wood, Jaime Kimbrough, Matt Latham, Jackie O'Connell, Chris Otto, Scott Reeve, Chad Smith

**II. Public Comment Regarding Agenda Items** – None

**III. Approval of Minutes**

Approval of the November 17, 2022 Regular Meeting minutes.

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

**IV. Consent Agenda**

**a. Donations – November**

**b. 2023 Regular Schedule of Board Meetings**

Brief discussion regarding the 2023 Board Meeting locations.

Mr. Nelson moved to approve the consent agenda; Mr. Gersbach seconded.  
Motion Passed. Vote: Aye: Mr. Nelson, Mr. Gersbach

**V. Special Presentations** - none

**VI. Finance**

**a. Schedule of Payables**

Mr. Gersbach moved to approve; Mr. Nelson seconded.  
Motion Passed. Vote: Aye: Mr. Nelson, Mr. Gersbach  
*Resolution No. 34.22*

**b. Monthly GL Cash Summary Report**

**c. Monthly Revenue & Expense Report**

## **VII. Administrative Reports**

**Planning** – Mr. Matt Latham stated the Timberhill entrance at Rentschler Forest is closed to the public for the rest of the year due to construction. There is temporary access for staff only. Mr. Latham said the new park access would open in the spring.

**Administration** - Ms. O’Connell stated MetroParks was awarded ARPA funds from the Butler County Board of County Commissioners - \$2.5M for the GMRT and \$450,000 for Rural Park Enhancements. Ms. O’Connell said MetroParks will need to have further discussion with the Commissioners’ office for clarification on the use of the Rural Park Enhancement award. MetroParks has also received \$1.2M from OKI and \$200,000 in State Capital Funds for the Middletown to Monroe segment (\$1.8M project estimate). Mr. Latham stated there were spending deadlines on all of the awards – State Capital money should be spent by June 20, 2024; OKI money can’t be spent until 2025; ARPA money should be spent by 2026. The Monroe to Rentschler segment is estimated to be \$3.7M. Mr. Latham stated there are other funding sources that can be applied to for the difference. Ms. Trokhan mentioned MetroParks will need to also contribute to round out the funding. Mr. Latham shared we have contributed over \$600,000 since 2015 for the GMRT. Ms. O’Connell doesn’t foresee an issue bridging the funding gap due to support within the county and the benefits the trail brings.

## **VIII. Old Business** - None

## **IX. New Business**

### **a. 2023 Budget & Appropriations**

Ms. O’Connell discussed that we have a very conservative budget and said we would continue to monitor. Ms. O’Connell stated that we will have a cash carryover due to issues with staffing vacancies, supply chain and project delays. Ms. O’Connell stated that pass-through grants will be budgeted in a separate fund in 2023. Ms. O’Connell discussed that there was a 5-year forecast for capital budget to help keep track of where money is going.

Mr. Nelson moved to approve; Mr. Gersbach seconded.  
Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Nelson, Mr. Gersbach  
*Resolution No. 35.22*

### **b. Appropriations to Cover Direct-Pay Grant Projects**

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

### **c. Appropriations for Bonds**

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

### **d. Dry Fork Streambank Stabilization Contract**

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

### **e. Duke Energy Easement**

Mr. Latham stated we are awaiting ODNR approval to grant Duke an easement in exchange for moving the guy wire.

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

### **f. Purchase-Sale Agreement for Clean Ohio Greenspace Grant Fulfillment**

Mr. Latham stated that 75% of the funds came from Clean Ohio Grant and the rest from the property owner and MetroParks of Butler County. The section of land will reflect donor’s name.

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

**Commissioner Reports**

**X. Executive Session to discuss business strategy**

Ms. Trokhan moved for a roll call vote to enter Executive Session, seconded by Mr. Nelson.

Vote: Aye: Ms. Trokhan, Mr. Nelson, Mr. Gersbach.

The Board entered into Executive Session at 9:24 a.m.

**XII. – Adjournment**

The Board returned from Executive Session at 10:05 a.m.

Mr. Nelson moved to adjourn the meeting at 10:06 a.m., Mr. Gersbach seconded.

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

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

Approved:

Attest:

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Cynamon Trokhan,  
Presiding Officer of the Board

\_\_\_\_\_  
Jacqueline O’Connell,  
Executive Director/Secretary

\_\_\_\_\_  
Date