

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
REGULAR MEETING MINUTES
Thursday, February 16, 2023

The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, February 16, 2023, at the Voice of America MetroPark – Fireside Lounge 7850 VOA Park Drive, West Chester, Ohio 45069.

Call to Order

The meeting was called to order at 8:32 a.m. by Ms. Trokhan

I. Roll Call and Agenda

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

Staff present: Katie Ely-Wood, Scott Gaviglia, Jaime Kimbrough, Jackie O’Connell, Chris Otto, Amy Pellman, Chad Smith

II. Public Comment Regarding Agenda Items – None

III. Approval of Minutes

Approval of the January 26, 2023 Regular Meeting Minutes

Approved with the correction to the sentence “The Board is not prepared to declare it unnecessary property.” To “The Board is not inclined to declare it unnecessary property.”

Mr. Nelson moved to approve; Mr. Gersbach seconded.

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

IV. Consent Agenda - none

V. Special Presentations – none

VI. Finance

a. Schedule of Payables

Mr. Nelson moved to approve; Mr. Gersbach seconded.

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

Resolution No. 04.23

b. Monthly Revenue & Expense Report

There was a short conversation clarifying encumbrances. It was explained that encumbrances are purchase orders opened for specific purchases. Once funds are spent they move to the “actuals” column. Encumbrances will drop as bills are paid. Discussed funds left at the end of the year. Would like an additional column added to the report showing the actual to budget without encumbrance as a percentage of the budget and a note explaining future expenses. Explained how pass-through grants aren’t reflected in the budget like they were in the past. Created a separate fund for these types of grant situations.

VII. Administrative Reports

There was a short discussion on reporting and regularity; Ms. O’Connell will share the reporting schedule with the Board. Pictures were shared of the recent installation of the pedestrian bridge at Gov Bebb MetroPark.

Discussed Stakeholder survey that was distributed at last month’s meeting; division heads have identified things we can address as an organization and by division. Visits to political subdivisions and other organizations will begin this spring to share organizational information on ways we can partner with the community. All felt the information in the survey gave us very good feedback.

VIII. Old Business –

Briefly discussed the Antenen property. Mr. Smith shared the discussion from the last meeting with Ms. Antenen but hasn’t heard back. A Board member asked if a conservation easement or deed restriction could be placed on the property. Mr. Smith commented that it adds no value since we already own the property. If we don’t hear a response by April about intent to move forward with funding an estimate with a MetroParks recommended contractor to rehab or move the house, we will move forward with plans for demolition.

IX. New Business

a. Approving Advance of Property Tax

Receiving the property tax funds in advance gives MetroParks 75% of the funds upfront and potentially will generate interest income. The Auditor’s office is aware of the ask and informed us of what we will need to provide.

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

Resolution No. 05.23

b. Election of 2023 Officers

Mr. Nelson was nominated for the role of President, Ms. Trokhan for Vice President.

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

X. Commissioner Reports – A Board member asked about the repairs at the Forest Run Welcome Center. Ms. O’Connell commented that the plan is to be back in the building late spring.

XI. Executive Session - none

XII. – Adjournment

Mr. Gersbach moved to adjourn the meeting at 9:07 a.m., Ms. Trokhan 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:

Presiding Officer of the Board

Jacqueline O’Connell,
Executive Director/Secretary

Date