

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
REGULAR MEETING MINUTES
February 21, 2019

The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, February 21, 2019, at the Welcome Center, Forest Run MetroPark, 1976 Timberman Road, Hamilton, Ohio 45013.

I. - Call to Order

The meeting was called to order at 8:33 a.m. by President Cynamon T. Trokhan.

II. - Roll Call and Agenda

Members present for purposes of roll call were Daryl Nelson and Cynamon T. Trokhan. Gregory T. Amend was absent.

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 - January 24, 2019, Regular Meeting**
- V. Consent Agenda ****
 - a. Financial Reports - January
 - (1) Donations Report
 - (2) Summary of Transfers and Budget Modifications
 - b. Schedule of Payables
 - c. Employment Activity Report
 - d. Special Event Contracts and VOA Athletic Complex Licenses
 - (1) Special Event Contracts and/or Associated Sales or Commercial or Other Permits
Pending Board Action - NONE
 - (2) Approved Special Event Contracts – Information Only
 - a. All Community Events – Cincinnati Cocoa Classic 5K – Saturday, February 16, 2019 – VOA
 - (3) Approved VOA Athletic Complex License Contracts – Information Only
 - a. Club Ohio Cincinnati – Daily Use Contract – Various Dates/Times
January 1-December 31, 2019 – VOA

- e. Annual MetroBucks Report
- f. Closure Notice - Sycamore Bluffs Preserve

VI. Old Business

- a. Monthly Public Safety Activity Summary Report
- b. Monthly Community and Park Connections Summary Report
- c. Monthly Operational Services with Status Chart, Visitor Services, and H.R. Activities Summary Report
- d. Other – Miscellaneous from Board or Administration

VII. New Business

- a. 2019 Final Budget and Appropriations
- b. Authorization to Enter into Contract and Pay for Specific Non-Capital Items
- c. Strategic Planning - Review of Previous Strategic Results
- d. 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

One visitor was present at the Board meeting. He did not wish to address the Board formally but commented he was pleased that Weatherwax (of Elk Creek MetroPark) would not be a subdivision.

IV. - Approval of Minutes

January 24, 2019, Regular Meeting

MOTION: To approve the minutes of the January 24, 2019, Regular Meeting as presented by staff to the Board with the correction of a minor typographical error having been made (see below). Mr. Nelson moved, seconded by Ms. Trokhan.

Motion No. 09.19

(see documents in Proceedings Book)

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

The president declared the motion carried unanimously.

Correction: The word "do" needed to be added on Page 15, first paragraph, seventh line.

"Therefore, in order to designate the drive "Richard Fitton Way" after Richard Fitton, Board action to **do** so is required."

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 February 21, 2019, Board meeting**; including, but not limited to, motions listed and any modifications to those motions made during this meeting; including any actions on budget modifications 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. Mr. Nelson moved, seconded by Ms. Trokhan. *(see documents in Proceedings Book)* *Motion No. 10.19*

Vote: Mr. Amend - Absent

Mr. Nelson - Aye

Ms. Trokhan - Aye

The president declared the motion carried unanimously.

Discussion During the Meeting:

Consent Agenda - Item V.f. - Closure of Sycamore Bluffs - Mr. Granville said the timing of the County's bridge replacement project on Lanes Mill Road is unknown at this time, but could take as long as two years. The County is using MetroParks' parking lot for construction staging and MetroParks will get some improvements such as more gravel on the parking lot and a concrete walkway beneath the bridge. A Board member asked if park clients were being inconvenienced. Mr. Granville replied that only the stream access had been open for the public and it was lightly used, and that signs were installed directing the public to the Antenen Preserve for access to Four Mile Creek.

Consent Agenda - Item V.e. - Annual MetroBucks Report - A Board member asked if MetroBucks were new? Supervisor of Community and Park Connections Kelly Barkley explained what the discount coupons are used for and noted that previous Board approval allowed their use in an amount up to \$1,000 per year. The use of MetroBucks had fallen off for a while due to staff transitions but the MetroParks had recently began using them again.

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:

Special Event Contracts and VOA Athletic Complex Licenses

- (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
 - a. All Community Events – Cincinnati Cocoa Classic 5K – Saturday, February 16, 2019 – VOA
- (3) Approved VOA Athletic Complex License Contracts – Information Only
 - a. Club Ohio Cincinnati – Daily Use Contract – Various Dates/Times January 1-December 31, 2019 – VOA

V.e. - Annual MetroBucks Report

MOTION: To approve and place on file the Annual Report detailing the use of the MetroBucks Program in 2018 as presented by Administrative staff. Further, that the Executive Director is instructed to take such actions as are necessary to implement the intent of the Board in these matters. **Approved above - no separate action.**

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 when the MetroParks coupon/discount program was originally approved by the Board in 2011, an annual report detailing any use of MetroBucks was mandated. Following a gap of many years when no MetroBucks were issued, the Board is presented for its information a record of program activity in 2019. An annual report allows staff and Board to evaluate the effectiveness of the program, he noted. A 2018 Report and a recent Memo to Staff detailing how the MetroBucks Program is to function had been presented to the Board in the pre-meeting Board packet.

V.f. - Closure Notice - Sycamore Bluffs Preserve

MOTION: To acknowledge receipt of and to place on file notice of a park area Closure Order made by the Executive Director pursuant to MetroParks Rules and Regulations Section 1545.20c impacting part of the Sycamore Bluffs Preserve Area of Four Mile Creek MetroPark, which was effective on February 5, 2019, and that was necessitated by road bridge replacement work by the Butler County Engineer pursuant to the easements and other arrangements previously approved by the Board of Park Commissioners. Further, that the Executive Director is instructed to take such actions as are necessary to implement the intent of the Board in these matters. **Approved above - no separate action.**

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 routine closure of park areas is implemented during construction activities to protect

visitor safety, help prevent potential damage to a contractor's equipment and materials, and to generally allow for efficient and expedited completion of the construction project which, in this case, will take place within the easements which have been conveyed to the Butler County Commissioners for the Lanes Mill Road bridge project. The Executive Director is required to notify the Board if park areas are closed by him/her under MetroParks Rule 1545.20c and to notify the Board when closed areas are re-opened. A Memo of February 5, 2019, and map giving more detail had been presented to the Board in the pre-meeting Board packet.

VI. - Old Business

VI.a. Monthly Public Safety Activity Summary Report

Discussion During the Meeting: Chief Ranger David VanArsdale said that there had been several changes recently in the staffing of his Division and then gave additional details. He also gave a brief summary of a single vehicle crash involving a Ranger Division employee which, while not greatly harming the employee, probably totaled the older MetroParks Ranger vehicle he was driving.

VI.b. Monthly Community and Park Connections Summary Report

Discussion During the Meeting: In addition to providing a written report from her Division, Supervisor of Community and Park Connections Kelly Barkley said that grant funding for bike repair stations on the Great Miami River Trail were being sought from several funders but no decisions had yet been made in respect to those applications. She also reported that U.C. Health-West Chester Hospital had invested or will invest a total of \$90,000 beyond what their contract with MetroParks had required for staffing of the First Aid center at the VOA Fieldhouse and was discussing with MetroParks Administrative Staff for a greater visibility at the VOA Athletic Complex. Flags with the U.C. Health logo and a logo to potentially be placed in the Synthetic turf of one field were being discussed.

VI.c. Monthly Operational Services with Status Chart, Visitor Services and H.R. Activities Summary Report

Discussion During the Meeting: In addition to his written report which had been presented in the pre-meeting packet, Assistant Director Jason Shamblin said at the Board meeting that the mowing contracts would be coming to the next Board meeting for the Board's acknowledgment and that the concessionaire contract for the VOA Fieldhouse was out to bid. A Board member suggested adding green, yellow, and red codes to the Operation Division's project status chart to indicate if the projects are on schedule and a random system code indicating priority would be an assistance to the Board.

VI.d. Other – Miscellaneous from Board or Administration

There were no items/topics discussed in this section of the meeting agenda.

VII. - New Business

VII.a. 2019 Final Budget and Appropriations

MOTION: Upon verification and/or revision of the amounts on the Certificate of Estimated Resources for each Fund by the Executive Director which under State accounting regulations would allow for the total amounts in each Fund to be properly appropriated, the Board hereby approves the amounts shown on the Final Annual 2019 Budget in all Funds as noted in the documents as provided to it by the MetroParks administrative team and also hereby similarly adopts 2019 Appropriations as presented by the MetroParks Administrative team. Further, that the Executive Director is instructed to take such actions as are necessary to implement the intent of the Board in these matters. *Motion No. 11.19*

Mr. Nelson moved, seconded by Ms. Trokhan. (see documents in Proceedings Book)

Vote: Mr. Amend - Absent

Mr. Nelson - Aye

Ms. Trokhan - Aye

The president declared the motion carried unanimously.

Discussion During the Meeting: Manager of Financial Services Yamini Patel discussed various aspects of the proposed 2019 Final Budget. In response to a question from a Board member, she pointed out that the concessionaire at the VOA Athletic Complex had made payments to the MetroParks of about \$15,500 last year. The GMRT trail extension grant was added on the revenue side of the budget and the local match extension had been added to the expense side as had been requested by the Board in January. There was a brief discussion of spending priorities but according to comments by the President and the Executive Director, more discussion on this topic will be done during the Board's upcoming Strategic Planning meetings and/or sessions. Mr. Granville commented that whatever annual budget the Board adopts, it can always be amended as trends are noted throughout the year.

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 Administration was able to recommend the adoption of the budget and appropriations presented, noting however, that difficult choices were made in order to proceed with grant funded projects while paying attention to maintaining necessary unspent carryovers into upcoming years. He noted that items not currently funded at this time may be reconsidered as additional grant funds are awarded and sponsorships arranged during the course of 2019.

VII.b. Authorization to Enter into Contract and Pay for Specific Non-Capital Items

MOTION: To authorize the Executive Director during 2019 to order, contract for and/or to pay upon contract completion new or outstanding MetroParks obligations in amounts over \$15,000, but individually (per contract) less than \$50,000 which are on a list presented to the Board on February 21, 2019, and also to affirm the Executive Director's authority relative to those obligations previously approved by the Board of Park Commissioners during 2019 or earlier for contracts not yet completed or otherwise resolved. Further, that the Executive Director is instructed to take such actions as are necessary to implement the intent of the Board in these matters. Mr. Nelson moved, seconded by Ms. Trokhan. *Motion No. 12.19*

(see documents in Proceedings Book)

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

The president declared the motion carried unanimously.

Discussion During the Meeting: None.

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 equipment and contracts listed are necessary to the efficient and safe operation of the park system. He noted that annual revenue vs. expense projections indicated that funds are available in 2019 to cover these costs. According to Board By-Laws and other actions of the Board, the Executive Director is limited to spending a maximum of \$15,000 per contract on non-capital improvements without having received additional specific authority from the Board, he commented. The list provided is drawn from the draft 2019 Final Budget narrative which administration assumes the Board will approve with these items included before acting on this item. Spending on several items listed was included in the 2019 Interim Budget, but authority to actually spend on each item listed has not yet specifically been authorized by the Board, he said.

Mr. Granville summarized by saying that blanket authority to contract for, spend or pay for non-capital improvements costing over \$15,000, even if budgeted for, has not been delegated by the Board in a manner which does not require specific action of the Board at least once a year. Items listed are those that survived the administrative budgeting process which sorts Division requests through a wants vs. needs vs. available funds process. A Memo with the items listed had been presented to the Board in the pre-meeting Board packet.

VII.c. Strategic Planning - Review of Previous Strategic Results

MOTION: None anticipated.

Discussion During the Meeting: The Executive Director began the discussion by asking the Board their opinion of having special meetings for strategic planning versus having this subject

for approximately 1/2 hour at the end of each Board meeting. The President suggested having one individual start-up session as a special meeting of the Board to put together a framework for the discussions regarding Strategic Planning topics.

A Board Member said that the first meeting should be a special meeting to set up topics for discussion and then meet after regular Board meetings and take the subject on in smaller chunks.

There was consensus to move forward without an outside consultant or facilitator due to the variety of experiences the Board members had had previously with strategic planning. There was also consensus establishing that there would be one special Board meeting when all Board members could be present in order to set up the framework for the discussions following.

A Board member suggested that a source for ideas might be the master plans that other park districts might have posted on their websites and those recent plans already approved by this MetroParks Board as those plans were created with much public input.

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 it would be very advantageous to begin the new Strategic Planning process as soon as possible and scheduling of Board meetings where all our Board members can be present is proving to be very difficult, He proposed that the Board set aside 30 minutes at the end of each regular monthly meeting to discuss the various specific and important topics necessary to reach consensus on the general objectives and the means to achieve those goals during the next five years or longer if the Board wishes.

Mr. Granville noted that the above suggestion to handle a few Strategic Planning items at the end of each regular monthly Board meeting needs Board input. He said that although he preferred separate specific special Strategic Planning meetings as he believes separate special meetings would allow better focus on the future rather than the present, each member is more aware of their own schedule and ability to commit time to the MetroParks better than the Executive Director. He concluded with the question of what can we all commit to? Which approach would result in the consistent participation of all three Board members?

Material from previous Strategic Planning efforts had been presented to the Board in the pre-meeting Board packet.

VII.d. Other – Miscellaneous from Board or Administration

There were no items/topics discussed in this section of the meeting agenda.

VIII. - Executive Session

MOTION: To enter into Executive Session at 9:40 a.m. Mr. Nelson moved, seconded by

Ms. Trokhan, for the purpose of discussions involving:

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

and to call for a roll call vote in order to do so.

Motion No. 13.19

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

The president declared the motion carried unanimously.

The Board returned from Executive Session at 10:36 a.m.

IX. - Actions Relative to Executive Session

No Board action was taken after Executive Session other than adjournment.

X. - Adjournment

MOTION: To adjourn the meeting at 10:37 a.m. Mr. Nelson moved, seconded by Ms. Trokhan.

Motion No. 14.19

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

The president 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

<p>Unless rescheduled or relocated, the next regular business meeting of the Board of Park Commissioners is scheduled for March 21, 2019, at 8:00 a.m. in the Trophy Room - Ronald Reagan Lodge-Voice of America MetroPark, 7850 VOA Park Drive, West Chester Township, OH 45069-2938.</p>
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