

METROPARKS OF BUTLER COUNTY  
BOARD OF PARK COMMISSIONERS  
REGULAR MEETING MINUTES  
August 15, 2019

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The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, August 15, 2019, in the Trophy Room - Ronald Reagan Lodge-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 Vice President Gregory Amend.

**II. - Roll Call and Agenda**

Members present for purposes of roll call were Park Commissioners Gregory T. Amend and Daryl Nelson. Cynamon T. Trokhan 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 - June 20, 2019, Regular Meeting**
- V. Consent Agenda \*\***
  - a. Financial Reports
    - (1) Cash Summary Report
    - (2) Cash and Expenditure Forecast
    - (3) Donations Report - June and July
    - (4) Summary of Transfers and Budget Modifications - June and July
    - (5) Revenue Summary and Commentary
    - (6) Expenditure Summary and Commentary
    - (7) VOA Cost Center Receipts and Disbursements Monthly Statement
  - b. Schedule of Payables - June and July
  - c. Employment Activity Report – June and July
  - d. Special Event Contracts and VOA Athletic Complex Licenses - June and July
    - (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. USA Triathlon-August 3-4, 2019-VOA
    - (3) Approved VOA Athletic Complex License Contracts – Information Only
      - a. Major Force Lacrosse– Daily Use Contract – Various Dates/Times June 17-December 31, 2019 – VOA

b. Ohio South Youth Soccer Association – ODP Sub-Regional Event – Thursday-Sunday, June 27-30, 2019 – VOA

c. 3v3 Live Soccer – 3v3 Live – July 13 and July 27-28, 2019– VOA

e. Ratify Bulk Electric Service Contract

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

- a. Bi-Monthly Capital Projects Update - Scheduled July 2019 Report
- b. Public Safety Activity Summary Report - Scheduled June and July 2019 Reports
- c. Monthly Community and Enterprise Initiatives Summary Report - Scheduled June and July 2019 Reports
- d. Monthly Operational Services and Visitor Services Summary Report - Scheduled June and July with Status Chart - 2019
- e. Monthly Workplace Talent Management Summary Report - June and July 2019 Reports
- f. Other – Miscellaneous from Board or Administration

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

- a. Financial Review - 2nd Quarter of 2019
- b. Liability and Property Insurance - Review Proposals and Select Provider
- c. Planned Transfer Resolution to Enable Park Improvement Bond Payment
- d. Other – Miscellaneous from Board or Administration

#### **VIII. Executive Session - None Anticipated**

#### **IX. Miscellaneous Relative to Executive Session - None Anticipated**

#### **X. Adjournment**

### **III. - Public Comment Regarding Agenda Items**

No comments were offered.

### **IV. - Approval of Minutes**

June 20, 2019, Regular Meeting

**MOTION:** To approve the minutes of the June 20, 2019, Regular Meeting as presented by staff to the Board. Mr. Nelson moved, seconded by Mr. Amend.

*Motion No. 52.19*

(see documents in Proceedings Book)

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

The President 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 August 15, 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.e. (a.k.a. the Consent Agenda) for the meeting as previously shown in these minutes; 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 Mr. Amend. *Motion No. 53.19*  
(see documents in Proceedings Book)

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

The President declared the motion carried unanimously.

*Discussion During the Meeting: There were brief remarks on the subject of Agenda Item V.e. - Ratify Bulk Electric Service Contract and the potential cost saving offered through the bulk electric contract, which the Executive Director had executed prior to the meeting.*

*There was a brief discussion of current negotiations with King's Hammer Soccer Club which is interested in a three-year contract to use the VOA fields for tournaments. A Board member commented, urging caution, that heavy usage could destroy the quality of the playing fields. Mr. Granville noted that the King's Hammer organization had proposed to provide some Capital Improvements money beyond the regular fees and charges for field usage and that any long-term contract would have the same provisions to protect the quality of the fields from excessive wear as current single-use contracts do today. He noted that the proposed contract would be brought to the Board for consideration at the next Board meeting and that it would require Board approval before execution.*

- 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 Report for June and July - Approved - no separate action.**
- V.a. - (4) Summary of Transfers and Budget Modifications - June and July - Approved - no separate action.**
- V.a. - (5) Revenue Summary and 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 Monthly Statement - Approved - no separate action.**
- V.b. - Schedule of Payables - June and July - Approved - no separate action.**
- V.c. - Employment Activity Report - June and July - 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:**

- (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. USA Triathlon-August 3-4, 2019-VOA
- (3) Approved VOA Athletic Complex License Contracts – Information Only
  - a. Major Force Lacrosse– Daily Use Contract – Various Dates/Times June 17-December 31, 2019 – VOA
  - b. Ohio South Youth Soccer Association – ODP Sub-Regional Event – Thursday-Sunday, June 27-30, 2019 – VOA
  - c. 3v3 Live Soccer – 3v3 Live – July 13 and July 27-28, 2019– VOA

**V.e. Ratify Bulk Electric Service Contract**

**MOTION:** To ratify the actions of the Executive Director who, having found the lowest-cost and best provider in a competitively bid process, **entered into a Master Electric Energy Sales Agreement and associated documents with DYNEGY ENERGY SERVICES EAST, LCC**, for selected MetroParks electrical accounts for a period of two years (9/1/2019 to 9/1/2021) pursuant to the Agreement which was provided to the Board 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.

*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 to select a bulk electrical energy supplier at lowest possible price, as was the case during three previous time periods, the MetroParks sought competitive quotes. Although the rates secured were not as low as on previous occasions, Mr. Granville noted, the MetroParks will, nonetheless, save significantly over the coming years as compared to the regular rates offered by Duke Energy. Projected savings over the two-year period are equal to a total of \$10,170.00. Yamini Patel, Manager of Financial Services, supervised the selection process and was present to answer any questions members of the Board might have about this topic at the Board meeting. Mr. Granville added that Board action to ratify is required for the record. A Master Electric Energy Sales Agreement and associated documents had been included in the Board meeting packet for this meeting.*

## **VI. - Old Business**

### **VI.a. Bi-Monthly Capital Projects Update - Scheduled July 2019 Report**

*The material distributed in the pre-meeting Board packet had been originally submitted to the Executive Director for the July 18, 2019, Board meeting, which had been cancelled and that, therefore, the Board was receiving it at this time. A new updated version will be provided at the September 6th Board meeting. There was no significant discussion.*

*(see documents in Proceedings Book)*

### **VI.b. Monthly Public Safety Activity Summary Report**

*The June and July reports distributed in the pre-meeting Board packet had originally been submitted to the Executive Director for the July 18, 2019, Board meeting, which had been cancelled. Chief Ranger David VanArsdale was present at the meeting to address any questions members of the Board might have regarding the reports. There was no significant discussion. (see documents in Proceedings Book)*

### **VI.c. Monthly Community and Enterprise Initiatives Summary Report - Scheduled June and July 2019 Reports**

*The June and July reports distributed in the pre-meeting Board packet had been submitted for the July 18, 2019, Board meeting, which had been cancelled. Kelly Barkley, Supervisor of Community and Enterprise Initiatives, was present at the meeting to address any questions members of the Board might have regarding the reports. Ms. Barkley made a brief verbal report regarding the 2019 Crazy Cardboard Regatta which had taken place in July. (see documents in Proceedings Book)*

### **VI.d. Monthly Operational Services and Visitor Services Summary Report - Scheduled June and July with Status Chart - 2019**

*Discussion During the Meeting: The June and July reports distributed in the pre-meeting Board packet had been submitted for the July 18, 2019, Board meeting, which had been cancelled. Tony Carpenter, Supervisor of Operations, was present at the meeting to address any questions members of the Board might have regarding the reports. Mr. Carpenter remarked that all projects were running on time and that opening the new Line Hill Mound Area practice playing fields was the next big project coming up. He mentioned that grass was being cut higher (no less than 3 inches) on all playing fields when mowed because of the hot and dry summer weather. (see documents in Proceedings Book)*

### **VI.e. Monthly Workplace Talent Management Summary Report June and July 2019 Reports**

*Discussion During the Meeting: The June and July reports distributed in the pre-meeting Board packet had been submitted for the July 18, 2019, Board meeting, which had been cancelled. Jaime Kimbrough, Supervisor of Workplace Talent Management, was present at the meeting to address any questions members of the Board might have regarding the reports. She noted that at the moment, all currently funded employee positions were full and no vacant positions were posted as open for employment applications. Mr. Carpenter, however, then remarked that he had recently learned that a part-time land stewardship employee was leaving and a replacement would need to be sought. Ms. Kimbrough also then noted that Ken Ecoffey, part-time Budget & Financial Reporting Analyst, had submitted his notice. Both departing employees had reported that they were leaving for full-time positions with a different employer. (see documents in Proceedings Book)*

## VI.f. Other – Miscellaneous from Board or Administration

*Discussion During the Meeting:* There was brief mention of the status of the VOA Master Plan Refresh and the status of adjacent township lands that might be available or more available for park use. Mr. Granville asked the Board what input it wanted on the selection of a new Deputy Director. The members present requested that they be sent the resumes of the top three candidates and have the opportunity to meet the candidate the Executive Director deemed most qualified.

## VII. - New Business

### VII.a. Financial Review - 2nd Quarter of 2019

*There was no motion for this agenda item, only some discussion.*

*Discussion During the Meeting:* Yamini Patel, Manager of Financial Services, said that receipts were down \$320,000 in Quarter 2 compared to last year, noting that reservations were down \$36,000 as there had been cancellations for various reasons. She expressed the opinion that there might be a need to update MetroParks cancellation process as only 10% of a reservation fee is charged for a cancellation which, noted members of the Board, was not a comparable rate to similar facilities in the regional market place. Weddings and Athletic Complex reservations are treated the same way, Ms. Patel added, noting that the refund policy needs to be revised as MetroParks was being too lenient which sometimes resulted in a facility not being occupied and revenue not realized due to cancellations. Mr. Granville said that policy changes would be coming up at a future Board meeting to address the issue.

*(see documents in Proceedings Book)*

*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 Board had requested standing quarterly reviews regarding finances at the Board meeting following the end of each quarter. Yamini Patel, Manager of Financial Services, was present to present financial status of the park system information and answer questions posed to her by members of the Board. Basic financial document had been included in the Board meeting packet for this meeting; however, Mr. Granville said that additional document(s) might be provided at the meeting.*

Mr. Granville noted that cash flow, revenue and expenditures as measured against annual budget were important to insure liquidity so that improvement projects, as well as regular operational expenditures, are sufficiently provided for within the present financial year and beyond.

### VII.b. Liability and Property Insurance - Review Proposals and Select Provider

**MOTION:** To renew MetroParks' property and comprehensive general liability insurance coverage, etc., with Ohio Plan Risk Management, Inc., for the period of September 1, 2019, through August 31, 2022, at an annual projected cost of \$47,402.00.\* Further, that the

Executive Director is instructed to take such actions as are necessary to implement the intent of the Board in these matters.

\* Cost quoted assumes no additional coverage added during the term pursuant to MetroParks request. Additional property acquired and added to the insurance coverage may result in additional costs. Provider may include MetroParks or other pool members' loss histories to compute the second year premium.

Mr. Nelson moved, seconded by Mr. Amend. (see documents in Proceedings Book) *Motion No. 54.19*

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

The President declared the motion carried unanimously.

*Discussion During the Meeting: Mr. Granville noted that this agenda item was the main reason for holding this meeting on August 15, 2019, as MetroParks' insurance ends at the end of August and that Board action to renew or extend until additional quotes might be received is required. However, only one response (this one) was received by the MetroParks so that there was a chance if another RFP were sent out, there was the possibility that MetroParks would receive the same response. He speculated that no other provider had responded because all were aware that they were unlikely to beat the present group insurance pool coverage offered by the Ohio Plan. He explained that the insurance company would be sending MetroParks an application for the second year but that MetroParks would have the option to look elsewhere for coverage. He added that this insurance proposal was for "per occurrence" insurance as opposed to "claims made" insurance.*

*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 only one response to our RFP notice was received, that being a quote from our current group insurance pool provider Ohio Plan Risk Management, Inc., as sold and managed by Hylant Administrative Services, LLC. He said the package recommended for renewal provides all current insurance coverages presently received by the MetroParks and did not provide employee life, health, dental and optical coverages as those coverages are provided by a different insurer through a different process. He further noted that service from/by the present provider has been good on the few claims the MetroParks has had since 2009 when the organization first enrolled. A memo dated August 12, 2019, and coverage information had been included in the Board meeting packet for this meeting.*

### **VII.c. Planned Transfer Resolution to Enable Park Improvement Bond Payment**

**MOTION:** To authorize a Fund to Fund Transfer pursuant to a Resolution prepared by MetroParks Administrative staff which was provided to the Board, thereby moving \$294,564.25 out of the General Fund Other Expense Account into the Bond Retirement Fund Transfer-In

Account. 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. 55.19*

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

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

The President 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 the transfer was planned and is necessary to pay the next installment on the 2017 Park Improvement Bond as scheduled. Yamini Patel, Manager of Financial Services, was present at the Board meeting to answer any questions members of the Board may have about this topic. A memo and draft resolution had been included in the Board meeting packet for this meeting.

Mr. Granville further noted that state account regulations require Board action to approve a Fund to Fund Transfer prior to the transfer being made.

#### **VII.d. Other – Miscellaneous from Board or Administration**

There were no items/topics discussed or acted upon by the Board in this section of the meeting agenda.

#### **VIII. - Executive Session**

An Executive Session was not held at this meeting.

#### **IX. - Actions Relative to Executive Session**

There was no action since an Executive Session was not held at this meeting.

#### **X. - Adjournment**

**MOTION:** To adjourn the meeting at 9:30 a.m. Mr. Nelson moved, seconded by Mr. Amend. *Motion No. 56.19*

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

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

Unless rescheduled or relocated, the next regular business meeting of the Board of Park Commissioners is scheduled for September 6, 2019, at Chrisholm MetroPark, 2070 Woodsdale Road, Trenton, Ohio 45067.