

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
REGULAR MEETING MINUTES
November 22, 2019

The MetroParks of Butler County Board of Park Commissioners met in regular session on Friday, November 22, 2019, in the Trophy Room - Ronald Reagan Lodge at 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 8:15 a.m. by President Cynamon Trokhan.

II. - Roll Call and Agenda

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

The Board worked from the following agenda:

REVISED AGENDA

VII.e. - Removed

- I. **Call to Order –8:00 a.m.**
- II. **Roll Call**
- III. **Public Comment Regarding Agenda Items ***
- IV. **Approval of Minutes - October 17, 2019, Regular Meeting**
- V. **Consent Agenda ****
 - a. Financial Reports
 - a. Financial Reports
 - (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. Cincinnati Hills Christian Academy-Cross Country Invitational - October 1, 2019
VOA
 - b. Cincinnati Cyclones Special Hockey-Cincinnati Cyclones Special Hockey-

- October 5, 2019-VOA
- c. Hydrocephalus Association-Walk to End Hydrocephalus-October 6, 2019-VOA
- d. Lakota School District-G.M.C. Cross Country Championships-October 12, 2019-VOA
- e. Huntington's Disease Society of America, Inc.-Team Hope Walk-October 12, 2019 -VOA
- f. Lakota School District-OHSAA Cross Country Championships-Saturday, October 19, 2019 - VOA
- g. Great American Bike Rally/Hamilton Community Foundation - Great American Bike Rally - Saturday, October 19, 2019 - Rentschler Forest
- (3) Approved VOA Athletic Complex License Contracts – Information Only
 - a. Kings Hammer Soccer LLC-Blue Chip Invitational-Saturday, October 12-Sunday, October 13, 2019 - VOA
 - b. SBD-SBD Halloween Havoc-Saturday, October 19 - Sunday, October 20, 2019 - VOA
 - c. Cincinnati United-Cincinnati United Fall Finale-Saturday, October 26-Sunday, October 27, 2019-VOA
- e. Resolution Authorizing the Purchase of Road Salt - Winter 2019-20
- f. Acknowledge Receipt of Notice of Re-Opening/Rescindment of Closure Order for Sycamore Bluffs MetroPark
- g. Ratify Second Amendment of Purchase/Sale Agreement with Happy Hill Farm for Future Carl Hesselbrock Preserve
- h. Ratify Nomination of Chad Smith to Serve as a Member of the Clean Ohio Grant Conservation Program District 10 Natural Resources Assistance Council (NRAC)
- i. Acknowledge Receipt of Updated VOA Athletic Field Complex Policy and Fees

VI. Old Business

- a. Bi-Monthly Capital Projects Update
- b. Monthly Public Safety Activity Summary Report
- c. Monthly Community and Enterprise Initiatives Summary Report
- d. Monthly Operational Services, Visitor Services, and Park Connections Summary Report
- e. Monthly Workplace Talent Management Summary Report
- f. New Rates and Policies for Rentschler Forest and VOA Practice Field Locations
- g. Other – Miscellaneous from Board or Administration

VII. New Business

- a. VOA Athletic Complex State Grant Improvements Project Scope and Board Resolution Authorizing Project Submittal
- b. Designation of Bodies of Water at Gilmore MetroPark for Use by Hand-carried and/or Non-Motorized Watercraft, Etc. - Ref. MetroParks Rule 1545.09 7g
- c. Additional Appropriations of 2018 Carryover Amounts for 2019 Budget Use
- d. Easement Agreements (3) for Access Rights from City of Hamilton to MetroParks to Enable Gilmore MetroPark Trail (Miami-2-Miami) Project
- ~~e. Easement Agreement (1) for Access Rights from CA-Telleo Four, LLC, to MetroParks to Enable Gilmore MetroPark Trail (Miami-2-Miami) Project~~
- f. 2020 Budgeting Schedule and Process
- g. Regular Schedule of 2020 Board Meeting Dates
- h. Strategic Planning Review - Improvement Priorities at Reserved Locations by Park, Location, Etc.
- i. 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**

No comments were offered.

IV. - Approval of Minutes

October 17, 2019, Regular Meeting

MOTION: To approve the minutes of the October 17, 2019, Regular Meeting as presented by staff to the Board. Mr. Amend moved, seconded by Ms. Trokhan. *Motion No. 77.19*
(see documents in Proceedings Book)

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

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 November 22, 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 (account transfers within a Fund) 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.i.** (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. Amend moved, seconded by Ms. Trokhan. *Motion No. 78.19*
(see documents in Proceedings Book)

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

The President declared the motion carried unanimously.

- V.a. - (1) Donations Report for September - Approved - no separate action.**
V.a. - (2) Summary of Transfers & 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 & VOA Athletic Complex Licenses Approved by Administration & Provided for the Official Record - Approved - no separate action on items in the V.d. section.

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. Cincinnati Hills Christian Academy-Cross Country Invitational - October 1, 2019 VOA
 - b. Cincinnati Cyclones Special Hockey-Cincinnati Cyclones Special Hockey-October 5, 2019-VOA
 - c. Hydrocephalus Association-Walk to End Hydrocephalus-October 6, 2019-VOA
 - d. Lakota School District-G.M.C. Cross Country Championships-October 12, 2019-VOA
 - e. Huntington's Disease Society of America, Inc.-Team Hope Walk-October 12, 2019 -VOA
 - f. Lakota School District-OHSAA Cross Country Championships-Saturday, October 19, 2019 - VOA
 - g. Great American Bike Rally/Hamilton Community Foundation - Great American Bike Rally - Saturday, October 19, 2019 - Rentschler Forest
- (3) Approved VOA Athletic Complex License Contracts – Information Only
 - a. Kings Hammer Soccer LLC-Blue Chip Invitational-Saturday, October 12-Sunday, October 13, 2019 - VOA
 - b. SBD-SBD Halloween Havoc-Saturday, October 19 - Sunday, October 20, 2019 - VOA
 - c. Cincinnati United-Cincinnati United Fall Finale-Saturday, October 26-Sunday, October 27, 2019-VOA

V.e. - Resolution Authorizing the Purchase of Road Salt - Winter 2019-20

MOTION (If a separate motion is required): To adopt the resolution as presented by MetroParks Administration authorizing the purchase of rock salt from the Butler County Engineer for use on park roadways, drives, and parking lots during the winter of 2019-20 at the price(s) and up to the maximum amounts contained in the

aforementioned resolution. 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 the County Engineer offers a consistent supply of rock salt at the best area prices and location(s). See more details below. A memo and draft Board resolution had been provided to the Board in the pre-meeting Board packet.

Mr. Granville further noted that the County Engineer has requested that the policy Boards of all political subdivisions wishing to purchase from the supplies he stockpiles approve an official standard resolution to obtain rock salt each year, and further commenting that an arrangement with the County Engineer offers a lower overall price and a more dependable source over other possible vendors in the volumes needed by the MetroParks.

V.f. - Acknowledge Receipt of Notice of Re-Opening/Rescindment of Closure Order for Sycamore Bluffs MetroPark

MOTION: To accept and place on file a notice from the Executive Director informing the Board that he has re-opened for public use the area of Sycamore Bluffs Preserve of Four Mile Creek MetroPark which he had previously closed on February 6, 2019, under the authority previously delegated to him by the Board of Park Commissioners contained in the Rules and Regulations of the MetroParks. 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 the park area which had been previously closed for County bridge construction purposes has been re-opened. According to the MetroParks Rules and Regulations, whenever the Executive Director opens or closes a park area to public use, he is to notify the Board of his actions. A Notice of Re-opening with pertinent map had been provided to the Board in the pre-meeting Board packet.

Mr. Granville further noted that failure to keep the records required by the Board-approved MetroParks Rules and Regulations can result in an inability to enforce park rules. To avoid this potential, action to note Board receipt and to place the Notice provided by the Executive Director on file eliminates the possibility that park rules enacted for the purpose of public safety and/or good order in the parks might not be enforceable for lack of a record which indicates proper procedures were followed.

V.g. - Ratify Second Amendment of Purchase/Sale Agreement with Happy Hill Farm for Future Carl Hesselbrock Preserve

MOTION: To ratify and approve for the official record the **Second Amendment to the Purchase and Sale Agreement with Happy Hill Farms, LLC.**, for the purchase by MetroParks of the land which is planned to become the Carl Hesselbrock Preserve MetroPark, thereby extending the time to close on the purchase transaction to be December 31, 2019. And further, to instruct the Executive Director to take whatever action necessary to implement the intent of the Board in this matter.

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 process to release Clean Ohio Grant funds was not yet complete as Three Valley Conservation Trust has not yet approved the necessary amendments to the existing Agricultural Conservation Easements which encumber the property. The amendments are necessary to remove conflicts between Clean Ohio Grant Program requirements and the existing easements and to enable use of the land as a nature preserve owned and operated by MetroParks of Butler County. Ratification by the Board of the Executive Director's action to execute the Amendment to provide additional time to close is a best practices action so that there will never be a question regarding the validity of the Executive Director's previous action. An executed Amendment in counterparts had been provided to the Board in the pre-meeting Board packet.

V.h. - Ratify Nomination of Chad Smith to Serve as a Member of the Clean Ohio Grant Conservation Program District 10 Natural Resources Assistance Council (NRAC)

MOTION: To ratify and approve for the record the nomination of **Donald (Chad) Smith, Deputy Director**, by the Board of Park Commissioners to serve as a member of the District 10 Natural Resources Assistance Council (NRAC) which ranks Clean Ohio Grant applications for the approval of the Clean Ohio Grant Green Space Conservation Program operated by the Ohio Public Works Commission and authorizing his participation as a work assignment if seated. 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 the OWPC may require an official record that the Board of Park Commissioners officially approved Chad Smith's nomination if he is selected to serve on the NRAC for OPWC District 10, and if so, the above recommended action would provide such proof. An NRAC Nomination Form and associated information had been provided to the Board in the pre-meeting Board packet.

V.i. - Acknowledge Receipt of Updated VOA Athletic Field Complex Policy and Fees

MOTION: To acknowledge receipt and place on file an updated VOA Athletic Field Complex Policy and Fees document approved by the Executive Director on November 7, 2019. And 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 at a previous meeting of the Board, the Board acted to delegate authority to the Executive Director to update the policy and fees with the requirement that the Executive Director shall provide the Board with copies of the revised document promptly thereafter. The only substantial changes made in the updated version were to clarify that the Press Box Room is available free of charge to tournament users regardless of what time of year their tournament occurs at the VOA Athletic Complex and minor changes were made to recognize the potential for multi-year use contracts. An updated VOA Athletic Field Complex Policy and Fees dated 11/7/2019 had been provided to the Board in the pre-meeting Board packet.

Mr. Granville noted that based on the conditions of the authority delegated to the Executive Director, an action to acknowledge and to place on file the update is appropriate and would remove any possible question which might arise regarding which version of the policy and the fees within it currently apply to any use contract negotiated after its approval on November 7, 2019, by the Executive Director.

VI. - Old Business

VI.a. - Bi-Monthly Capital Projects Update

Discussion During the Meeting: Park Planner/Project Manager Matt Latham briefly discussed the status of plans to renovate the upper floor at Forest Run Welcome Center. He gave verbal updates regarding several on-going capital projects noting that the Great Miami Trail Timberhill Connection Project, Phase 2, now augmented by an ODOT Safety Grant, had lots of bureaucratic steps to go through because it is grant driven. A Board member inquired what was happening about the funds not used in 2019 and was told that they would be carried forward and earmarked for the project. Regarding the Miami-2-Miami Connection at Gilmore MetroPark, Mr. Latham said he was putting out an RFQ for design and surveying on Monday, November 25th. Construction is planned to start in 2022. He said that repairs to Elk Creek Bridge at the Sebald Park Area will be needed next year (2020) as the steel pilings under the bridge may have some damage and may need to be replaced. For the time being the bridge

remains safe to use. A Board member asked about alternatives to standard bridge designs, noting that historical bridges are stockpiled by the State and could be used in the park system. Mr. Latham said that he would keep such options in mind.

The Mark Valentine Memorial Dock project paid for by designated funds held by the West Chester-Liberty Community Foundation (WC-LCF) will be starting soon after Thanksgiving. Construction on the Athletic Complex-Museum Connector path, which is a joint project with the VOA Museum and is funded by a grant from the WC-LCF, is planned to begin next summer.

The Pollinator Power Place project is a pollinator garden installation and is being funded by a \$10,000 grant from the Duke Energy Foundation. Site preparation work is going on now at the Timberman Ridge Area of Forest Run MetroPark. Actual planting will be in the spring of 2020. (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 noted that every two months a general status review of all major improvement projects is provided to the Board. Park Planner/Project Manager Matt Latham will provide details of the improvement projects at the meeting by answering questions posed to him by members of the Board.

VI.b. - Monthly Public Safety Activity Summary Report

Discussion During the Meeting: In addition to the monthly Division of Public Safety Report which had been included in the Board's meeting packet for this meeting, Chief Ranger David VanArsdale reported that during the last month the parks had been very safe and that there were no public safety problems of note. He recounted staff turnover with PSA's (Public Safety Assistants) was ongoing because of their part-time status. There was a brief discussion of wage rates for part-time workers in the current tight labor market. (see document 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 noted that a written monthly report regarding the Division statistics on a document provided to the Board on the activity of the employees of the MetroParks Public Safety Division (a.k.a. Ranger Department) is provided to allow the members of the Board and administration to assess the quality of a park visitor's experience in respect to security and safety. David VanArsdale, Chief of the Division of Public Safety, will be present at the meeting to address any questions members of the Board may pose to him regarding the report.

VI.c. - Monthly Community & Enterprise Initiative Summary Report

Discussion During the Meeting: Division of Community and Enterprise Initiatives Supervisor Kelly Barkley had submitted the monthly Division Report which had been included in the Board's meeting packet for this meeting. Mr. Granville noted that she was studying operations at the Ronald Reagan Lodge in order to increase profitability and would share her findings and recommendations at the January 2020 Board meeting. (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 noted that to keep the Board advised as to general activities in the park system, Supervisor of Community and Enterprise Initiatives Kelly Barkley has provided a written monthly report regarding the above agenda topic.

VI.d. - Monthly Operational Services, Visitor Services, and Park Connections Summary Report

Discussion During the Meeting: In addition to the monthly Operational Services, Visitor Services, and Park Connections Summary Report which had been included in the Board's meeting packet for this meeting, Deputy Director Chad Smith said Operations staff was busy getting everything winterized and was prepared for snow removal. Visitor Services was re-doing some reservation policies and contracts.

A Board member inquired about the status of and staff procedures for invasive plant removal. There was a short discussion about the need to notify and educate neighbors close by to invasive plant removal areas. (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 noted that to keep the Board advised as to general activities in the park system, Deputy Director Chad Smith has provided a short written commentary regarding the above agenda topic and will be present at the Board meeting to answer questions posed to him by the members of the Board.

VI.e. - Monthly Workplace Talent Management Summary Report

Discussion During the Meeting: Supervisor of Workplace Talent Management Jaime Kimbrough had submitted the monthly Division Report for the Workplace Talent Management Division which had been included in the Board's meeting packet for this meeting. Mr. Granville noted that volunteers were still very active and that otherwise the report speaks for itself.

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 noted that to keep the Board advised as to human resource issues, etc., Ms. Kimbrough has provided a written monthly report regarding the above agenda topic. (see report documents in Proceedings Book)

VI.f. - New Rates and Policies for Rentschler Forest and VOA Practice Field Locations

MOTION: To adopt and approve the Line Hill Mound Reigart Road and Voice of America Sports Field Daily Use Fees and Policy for Non-Tournament Play document dated November 12, 2019, as presented by MetroParks Administration and, additionally, to authorize the Executive Director to execute field-use contracts based on the document or any updates thereto and to periodically approve and implement updates to the rates and policy as he/she deems necessary in the future to meet then current conditions with the proviso that a copy of any revised updated document approved by the Executive Director shall be provided to the Board at a Board meeting promptly thereafter. And 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. Amend moved, seconded by Ms. Trokhan. (see documents in Proceedings Book)

Motion No. 79.19

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

The President declared the motion carried unanimously.

Discussion During the Meeting: Mr. Granville noted that MetroParks will have three practice field locations shortly which will have consistent quality and standardized fields. The point of the new policy is to enable MetroParks to charge the same price for similar facilities at each location. There was a short discussion about allowing general unscheduled "pick-up" non-organized play on practice fields outside of the VOA Athletic Complex. It was noted that if a field covered by the new policy is empty and available, any small group of persons can play without need for a reservation or the payment of a fee.

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 after relative discussions at the September and October, 2019, Board meetings, staff refined the draft policy. He recommended the Board approve the policy so that MetroParks could begin to accept use reservations pursuant to the policy for 2020 and beyond. Adoption will also enable staff to make the minor physical changes needed to provide consistent quality and field sizes at each of the three practice sites, he noted. A draft of the new policy dated 11/12/2019, price support comparison research, and the track changes document showing revisions made following previous Board input had been provided to the Board in the pre-meeting Board packet.

VI.g. - 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.

VII. New Business

VII.a. - VOA Athletic Complex State Grant Improvements Project Scope and Board Resolution Authorizing Project Submittal

MOTION: To approve the filing of an application with ODNR for use of State Capital Grant Funds allocated by the Ohio Legislature for turf field improvements at the Voice of America MetroPark Athletic Complex as described and presented to the Board by MetroParks Administrative Staff, and additionally, instructing the MetroParks Executive Director to execute, draft, and/or approve all documents she/she deems necessary to facilitate the project within existing financial constraints and to implement the intent of the Board regarding this project. Mr. Amend moved, seconded by Ms. Trokhan. *Motion No. 80.19*
(see documents in Proceedings Book)

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

The President declared the motion carried unanimously.

Discussion During the Meeting: There was a short discussion to clarify the scope of the project which would be submitted and Board members were directed to the materials provided in the pre-meeting packets. A Board member commented that MetroParks should make sure that the community understands we are using State funds, not local tax payer money, to pay for these fields.

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 State requirements have been implemented which require official Board action before MetroParks can implement the project and use the \$350,000* allocated. The project as currently defined is the same as was previously discussed by the Board and which was approved in September by Board consensus. A memo and Capital Improvement Community Park Recreation-Conservation Project Contract and associated map and other materials had been provided to the Board in the pre-meeting Board packet.

* Minus the 2% fee ODNR will pull off for administrative costs.

Mr. Granville noted that the MetroParks could explore other project scopes. However, to do so would likely cause MetroParks to miss the grass seeding window and/or, in the extreme, cause loss of the funds without additional action by the Ohio Legislature to reallocate the dollars in the next Capital Budget Bill. He recommended that MetroParks proceed with the project as presently planned.

VII.b. - Designation of Bodies of Water at Gilmore MetroPark for Use by Hand-carried and/or Non-Motorized Watercraft, Etc. - Ref. MetroParks Rule 1545.09 7g

MOTION: To declare, unless otherwise determined by the Board in the future, pursuant to MetroParks Rule 1545.09 7g, that the **bodies of water located entirely within the boundaries of the Gilmore MetroPark**, specifically King Fisher Pond, Cattail Marsh, and Smartweed Flats, **are hereby designated by the Board of Park Commissioners** (excluding the Old Ice Pond(s) and remnant sections of the Miami and Erie Canal) **as bodies of water where persons may, without first obtaining a special permit from the Executive Director of MetroParks or his/her designee, launch and operate a non-motorized, human or wind-powered watercraft** in a manner which is compliant with all other applicable rules of the MetroParks, the State of Ohio, and the regulations of the United States, and which include, but is not limited to, those MetroParks rules governing the manner in which a watercraft may be delivered to the MetroParks-owned lake and/or pond at Gilmore MetroPark, and noting additionally, that the Executive Director's authority to close or re-open the designated areas under other sections of the Rules and Regulations is not abridged by this Board action. 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. Amend moved, seconded by Ms. Trokhan.

(see documents in Proceedings Book)

Motion No. 81.19

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

The President declared the motion carried unanimously.

Discussion During the Meeting: Mr. Granville said that this issue had come up because Gilmore has more standing and open water than in the past. A Board member inquired if signage would be put up that indicated where and where not such watercraft could be used. The response from the Executive Director was that there would be signage installed on site similar to that of the ponds located at the Meadow Ridge Area of Elk Creek MetroPark.

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 in response to recent public interest, staff proposes that those willing to hand-carry or otherwise convey through non-

motorized means their canoe, kayak, raft, row boat, paddle board, or other similar kinds of watercraft would be permitted to operate a small non-powered watercraft at the Gilmore MetroPark to enhance public passive recreational opportunities there during daylight hours. A map of Gilmore MetroPark had been provided to the Board in the pre-meeting Board packet.

Mr. Granville further noted that the Rules and Regulations (Section 1545.09 7g) of the MetroParks require Board action to allow small watercraft to be routinely operated by the public on the bodies of water at Gilmore without a special permit.

Mr. Granville further commented that MetroParks' long experience with park system areas on the Great Miami River where small watercraft is often launched would indicate that there should be few problems in allowing them at Gilmore because of the distance from public parking and speculating that only the most determined boater will carry his/her watercraft the necessary distance to reach floatable water at Gilmore. Board action would also facilitate use of the bodies of water for MetroParks own future nature oriented programming employing small watercraft to explore the MetroPark.

VII.c. - Additional Appropriations of 2018 Carryover Amounts for 2019 Budget Use

MOTION: To approve and adopt the additional appropriations from the available unappropriated balance as indicated on a resolution prepared by Supervisor of Financial Services Yamini Patel, dated November 8, 2019, which has been provided to the Board. And 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. Amend moved, seconded by Ms. Trokhan. (see documents in Proceedings Book) *Motion No. 82.19*

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

The President declared the motion carried unanimously.

Discussion During the Meeting: Ms. Yamini Patel, Supervisor of Financial Services, commented that this was yearly task to be done to enable the current use of unspent dollars carried over from the previous 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 as a standard boiler plate action , each year the Board is asked to take action as described above to make unspent funds from a previous year (2018 in this case) officially available for use in the following year as planned, in this case when the 2019 MetroParks budget was adopted. This action is needed due to the accounting rules of the State and County Auditor's instructions and policies. A

Resolution for Additional Appropriations had been provided to the Board in the pre-meeting Board packet. Mr. Granville further noted that the accounting rules of the State provide that only the Board can appropriate from the unappropriated balance and that this function cannot be delegated to staff.

VII.d. - Easement Agreements (3) for Access Rights from City of Hamilton to MetroParks to Enable Gilmore MetroPark Trail (Miami-2-Miami) Project

MOTION: To approve and enter into three Easement Agreements between the City of Hamilton and MetroParks, all of which have been presented to the Board by MetroParks Administrative Staff, thereby enabling the transfer of land use rights held by the City for multipurpose trail construction at Gilmore MetroPark by the MetroParks. And 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. Amend moved, seconded by Ms. Trokhan.

(see documents in Proceedings Book)

Motion No. 83.19

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

The President declared the motion carried unanimously.

Discussion During the Meeting: Mr. Granville commented that MetroParks would soon be granting easements to the City of Hamilton for their part of the multi-purpose trail construction at Gilmore MetroPark pursuant to the existing agreement with the City.

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 pursuant to the existing Interagency Agreement previously approved by the MetroParks and the City, it is necessary for the Board to take the action proposed above. Approval of the Easement Agreements will, after several conditions in the Agreement are satisfied, give MetroParks the access rights to City-owned property at Gilmore MetroPark; access rights which are necessary in order to use state grant funds to construct the Gilmore section of the Miami-2-Miami Trail. Mr. Granville added that MetroParks counsel (John Reister) drafted them and they have already received approval by City Council. He further noted that after the Board approved, he would execute each and then forward the documents to the City Manager for his execution. Pursuant to a condition in the Agreements, Mr. Granville said he would meet with Probate Court Judge Rogers to get his official approval of the donation of the easements. The Easements Agreements with Exhibits had been provided to the Board in the pre-meeting Board packet.

Mr. Granville further noted that like any land transaction (usually called a "Purchase/Sale Agreement") the Easement Agreements establish the steps each party will take to facilitate the transfer of land access rights and in this case, also clarify MetroParks intent and ability to control activities on easements once conveyed. As a real estate related transfer, Board action

is required. In order to stay on track with the grant deadline-driven project schedule, Board action to approve was necessary at the November 22, 2019, meeting.

VII.e. - Easement Agreement (1) for Access Rights from CA-Telco Four, LLC, to MetroParks to Enable Gilmore MetroPark Trail (Miami-2-Miami) Project

This item had been removed from the agenda prior to the meeting.

VII.f. - 2020 Budgeting Schedule and Process

Discussion During the Meeting: Ms. Patel said she anticipated bringing a full budget for 2020 to the December 12, 2019, Board meeting. A Board member asked if she would be sending the Budget out ahead of time and was assured that this would be the intention. The Board members present indicated that they did not want to schedule a special work session for the Budget at this time as the budget that they will likely adopt at the December 12th Board meeting can be revised and/or amended any time during 2020.

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 a motion was not anticipated, noting however, that a consensus regarding the question of holding a budget work session or not should be determined at the November 22, 2019, meeting.

Mr. Granville further commented that the Ohio Revised Code requires that before the MetroParks may make any expenditure in the new calendar (and budget year) which starts on January 1, 2020, the Board must either have adopted a final budget for 2020 or have adopted interim appropriations providing for spending during the 1st quarter of the New Year only. He noted it has been the recent custom here at MetroParks that the Board receives a balanced or almost balanced final budget crafted by park system administration which is provided to the Board for comment, revision and adoption at the December Board meeting (scheduled currently for a short session on December 12). Prior to the 2016 budgeting process, the Board simply passed interim appropriations in December of the current year for use during the First Quarter of the coming year and then adopted a final budget narrative in March of the New Year. Staff prefers the adoption of a final budget in December, if possible. Administration, unless the Board otherwise directs, will therefore endeavor to present the Board with a draft Final 2020 Budget at the scheduled December 12, 2019, Board meeting.

Mr. Granville asked if the members of the Board wanted to schedule one or more dedicated 2020 budget work session meeting(s), noting that any such meeting would need to be scheduled soon in order to ensure a quorum at the work session, which, like all Board meetings, must be publicly announced in advance.

VII.g. - Regular Schedule of 2020 Board Meeting Dates

MOTION: To Adopt the regular monthly meeting schedule of the Board of Park Commissioner's for 2020 as presented by staff. Mr. Amend moved, seconded by Ms. Trokhan. (see documents in Proceedings Book) *Motion No. 84.19*

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

The President declared the motion carried unanimously.

Discussion During the Meeting: The Board requested that approval of the 2020 Board meeting schedule by Board member Daryl Nelson, who was not present, be obtained before sending out calendar drop-in notices.

*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 presented schedule would help to ensure as much as possible at this time that a quorum * of the Board is available at regular monthly meetings during the upcoming year and would allow interested members of the public to more easily anticipate when they might attend a meeting of the Board of Park Commissioners should they wish to do so. Adopting a regular schedule of pre-established meeting times and dates is not binding on the Board as personal and business schedules of its volunteer members are subject to change. Often the meeting schedule changes due to circumstances beyond the control of the Board members. A Board meeting schedule for 2020 had been provided to the Board in the pre-meeting Board packet.*

Mr. Granville added that though generally discussed at the December meeting (usually the last regular meeting of the current year), this topic was placed on the current (November) agenda as requested by consensus of the Board at the October 2018 Board meeting.

* A quorum of the majority of members of the Board (two in this case) is required according to state law in order to conduct the official business of the body. Members must be physically present at the announced time and place of a meeting in order to be counted for a quorum or to officially participate in the business of the Board.

VII.h. - Strategic Planning Review - Improvement Priorities at Reserved Locations by Park, Location, Etc.

Discussion During the Meeting: Mr. Latham said he had looked at the major MetroParks park areas not yet open to the public and found that the most populated areas not served by the

park system are in the general area of the City of Oxford. For purposes of planning order, he asked for Board input regarding MetroParks priorities for opening park properties currently not open on a daily basis to the people.

Mr. Latham noted that Sycamore Bluffs and Davidson Woods have the most scenery, while Mill Race Preserve area has the best proximity to the new Oxford Area Trail.

Mr. Granville noted that opening more of the Sycamore Bluffs Area daily would be the easiest, least expensive park area to open. He said that the residents of Oxford would likely want to be connected to the Mill Race Area but that Sycamore Bluffs has more scenic value and Davidson Woods Area has an 80-foot bluff which offers a fantastic scenic view of the Four Mile Creek Valley.

A Board member commented that another thing that might be helpful to know regarding Davidson Woods is whether or not opening it would impact any other neighbors within the Four Mile Creek area? A Board member commented that Four Mile Creek should be looked at before the Layhigh Road property. A Board member mentioned that a goal was to have regional parks and asked what was the least expensive thing that could be done to open a park?

Mr. Granville said that installing a parking lot and natural surface trails would be most helpful at most of the sites mentioned at the meeting. A Board member said costs for mowing an area and adding a picnic shelter should be considered as these were important basic park amenities. Mr. Granville noted that a former dairy barn at Davidson Woods could be used as a picnic shelter.

Mr. Latham summarized by saying what he was gathering from the discussion that it was the consensus of the Board that the Four Mile Creek Corridor should be the priority; that there were 468 acres on each side of the Creek at the Davidson-Hueston Farm property. This site was supposed to be our biggest regional park in the Four Mile Creek Corridor, a Board member commented. It was the consensus of the Board that Davidson Woods should have the present highest priority for opening to the public.

VII.i. - 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

MOTION: To enter into Executive Session at 9:29 a.m. Mr. Amend 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. 85.19

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

The President declared the motion carried unanimously.

The Board returned from Executive Session at 10:21 a.m.

IX. - Miscellaneous Relative to Executive Session

Other - Changes to Executive Director's Employment Contract

Following a positive performance review and considering several recent compensation studies for similar positions, Mr. Amend moved, seconded by Ms. Trokhan, to **approve an amendment to the employment contract between MetroParks of Butler County for Jonathan Granville**, serving as Executive Director, that effective November 23, 2019, the employment contract be amended to increase Jonathan Granville's annual salary to \$95,992; that he be awarded a one-time performance bonus of \$5,000; that the duration of the contract be extended through January 14, 2022; and, finally, that all other provisions of the existing employment contract not altered by the aforementioned revisions remain unchanged. And further, that the President of the Board of Park Commissioners is empowered to take such actions as are necessary to implement the intent of the Board in these matters.

Motion No. 86.19

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

The President declared the motion carried unanimously.

X. - Adjournment

MOTION: To adjourn the meeting at 10:23 a.m. Mr. Amend moved, seconded by Ms. Trokhan. *Motion No. 87.19*

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

Unless rescheduled or relocated, the next regular business meeting of the Board of Park Commissioners is scheduled for 11:00 a.m. on December 12, 2019, in the Community Room - Ronald Reagan Lodge-Voice of America MetroPark, 7850 VOA Park Drive, West Chester Township, OH 45069-2938.