

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
REGULAR MEETING MINUTES
March 19, 2020

The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, March 19, 2020, 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 8:22 a.m. by Vice President Daryl Nelson. Given the Covid-19 public health emergency and the social distancing orders in effect, only 4 staff members were present. With the wall between the Trophy Room and Lakeview Room removed, the meeting spilled out for extra space into the adjacent Lakeview Room and chairs were spaced out about 8 feet apart from one another. Hand sanitizer was provided.

II. - Roll Call and Agenda

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

The Board worked from the following agenda:

AGENDA

- I. Call to Order –8:00 a.m.**
- II. Roll Call**
- III. Public Comment Regarding Agenda Items ***
- IV. Approval of Minutes - February 20, 2020, Regular Meeting**
- V. Consent Agenda ****
 - 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
 - a. Renew Special Permit - Solicitation of Donations in/at MetroParks Facilities by Friends of MetroParks of Butler County
 - (2) Approved Special Event Contracts-Information ONLY
 - a. All Community Events/Cincinnati Cocoa Classic 5k-Saturday, February 15, 2020-VOA

(3) Approved VOA Athletic Complex License Contracts-Information ONLY

- a. Cincinnati United- Daily Use Contract-Variou Dates/Times January 1-December 31, 2020-VOA
- b. Ohio Elite-Daily Use Contract-Variou Dates/Times January 1-December 31, 2020-VOA
- c. Velocity Lacrosse-Daily Use Contract-Variou Dates/Times January 1-December 31, 2020-VOA
- e. Schedule of 2019 Gifts, Grants and Donations
- f. National Cooperative Purchasing Alliance (NCPA) Membership
- g. 2020 Park Area Mowing Contracts
- h. Notice of Termination of Memorandum of Understanding for Use of River Center, Etc., with Three Valley Conservation Trust
- i. 2019 Annual Financial Report

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, Park Connections and Visitor Services Summary Reports
- e. Monthly Workplace Talent Management Summary Report
- f. Revised Line Hill Mound Reigart Road and VOA Practice Fields Daily Use Fees and Policy for Non-Tournament Play - Includes Local Preference Provision
- g. VOA Lodge Business Plan
- h. Other – Miscellaneous from Board or Administration

VII. New Business

- a. Fund to Fund Transfer Resolution for Semi-Annual Bond Payment
- b. Continuity of Operations Plan - Public Health Emergency Infectious Disease Control Policy
- c. Designation of Memorial Place Name - Elk Creek MetroPark, Meadow Ridge Area
- 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**

None.

IV. - Approval of Minutes

February 20, 2020, Regular Meeting

MOTION: To approve the minutes of the February 20, 2020, Regular Meeting as presented by staff to the Board. Ms. Trokhan moved, seconded by Mr. Nelson. *Motion No. 16.20*
(see documents in Proceedings Book)

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

The presiding officer (Mr. Nelson) 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 March 19, 2020, 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. Ms. Trokhan moved, seconded by Mr. Nelson. *Motion No. 17.20*
(see documents in Proceedings Book)

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

The presiding officer (Mr. Nelson) declared the motion carried unanimously.

Discussion During the Meeting: There was a general discussion between the Board and Administration about steps that had been taken regarding employee safety and facility reservations with regard to the effects of the coronavirus. During a discussion of the effects of the virus on MetroParks public programming, a Board Member inquired if doing programming on line had been considered to which Mr. Granville replied that staff was looking into that possibility.

A Board Member inquired about the Special Permit listed as Agenda Item V.d.(1)(a) - Renew Special Permit - Solicitation of Donations in/at MetroParks Facilities by Friends of MetroParks of Butler County - and Mr. Granville explained that the "Friends" group permit was a proposed renewal of a previously held permit that would extend the right for this affiliated non-profit to collect donations in the parks for their use, similar to the standing authorization given to the Friends of Chrisholm at that location. He added that in both cases, all dollars collected by these non-profits ultimately will be/must be spent on projects directly or indirectly benefiting the MetroParks' facilities and programs. He continued saying that several years ago, Reagan Lodge Bar "tip jar" revenue was originally designated by the Board to be collected for and deposited in MetroParks' public accounts and set aside to provide for ADA accessible play equipment at VOA. He added that public employees are not permitted by state law to accept

gratuities in the connection with their public employment but since lodge patrons often still insist on making a contribution related to good service they have received, a donation jar has been maintained at the Lakeview Room bar. Under the previously issued special permit, the Friends of MetroParks Non-profit had been collecting the "tip jar" donations and depositing the contents in their own accounts. The renewal of the special permit would allow "tip jar" donations, among other donation collections, to continue.

A Board member inquired about the soccer fields that had been scheduled for use by Cincinnati United Soccer Club and Mr. Granville replied that Cincinnati United had decided the Club would use the new fields at Line Hill Mound for practice at least this spring.

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 Board approval, ratification and/or acknowledgment of receipt is required for most items included on the Consent Agenda section of the meeting agenda if only so that the official record reflects Board intent and/or compliance with internal and external rules or policies. However, any Consent agenda item may be removed from group approval at the request of any Board Member and considered separately.

V.a. - (1) Donations Report - 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 –
 - a. Renew Special Permit - Solicitation of Donations in/at MetroParks Facilities by Friends of MetroParks of Butler County
- (2) Approved Special Event Contracts-Information ONLY
 - a. All Community Events/Cincinnati Cocoa Classic 5k-Saturday, February 15, 2020-VOA
- (3) Approved VOA Athletic Complex License Contracts-Information ONLY
 - a. Cincinnati United- Daily Use Contract-Variou Dates/Times January 1-December 31, 2020-VOA
 - b. Ohio Elite-Daily Use Contract-Variou Dates/Times January 1-December 31, 2020-VOA
 - c. Velocity Lacrosse-Daily Use Contract-Variou Dates/Times January 1-December 31, 2020-VOA

V.e. - Schedule of 2019 Gifts, Grants and Donations

Approved as part of the blanket Motion: To accept, pending Probate Court final approval, the **Schedule of 2019 Gifts, Grants, and Donations as presented 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 and to direct that the report be filed with the Court and placed on file as a public record once approved by the Court.

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 Ohio Revised Code Section 1545.11 requires the terms of all donations to the MetroParks be approved by the Probate Court. Although the Board has previously tentatively accepted or otherwise act on all individual listed donations, gifts, or grants in the report, an inclusive annual report allows the Board an opportunity for a comprehensive review of activity in 2019 and a comparison with previous years. The Schedule of 2019 Gifts, Grants and Donations had been provided to the Board in the pre-meeting Board packet.

V.f. - National Cooperative Purchasing Alliance (NCPA) Membership

Approved as part of the blanket Motion: To approve the enrollment of the MetroParks of Butler County as a member of the National Cooperative Purchasing Alliance. 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 since there is no fee to join or remain enrolled and services, materials, and equipment can be secured at a potential cost savings, he was recommending the Board authorize enrollment in the program. NCPA Information Sheet and Section 9.48 had been provided to the Board in the pre-meeting Board packet.

Mr. Granville added that MetroParks custom and best practices indicate that Board action to approve is appropriate as clear authority to do so has not been delegated to Administration. Multiple similar cooperative purchasing programs exist, but since there is no mandate to solely buy through any membership in this program or other similar membership simply improves the MetroParks ability to shop smartly.

V.g. - 2020 Park Area Mowing Contracts

Approved as part of the blanket Motion: Having determined that they are the lowest and best of the responsive proposals received, **the Board of Park Commissioners hereby ratifies and approves the awards for contracts pursuant to the documents provided** by administrative staff the 2020 Park Area Mowing Contracts previously approved and/or recommended by the Executive Director. 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 he had or would shortly award all the 2020 mowing contracts to the lowest bidder which in each case is BrightView Landscape Services. He noted that although authority to execute the individual mowing contracts (see Chart in Memo) was delegated to the Executive Director by the Board at a previous meeting, for the purposes of the official record Board ratification was being requested. He added that Deputy Director Chad Smith would be present at the meeting to answer any question the members of the Board might have regarding the contractor selection process which he and/or his team had overseen. A Memo with RFP Response (Bid) Summary had been provided to the Board in the pre-meeting Board packet.

Mr. Granville summarized by saying that contract selection had been conducted in a clear, fair, and legal fashion and that alternative selections were possible but were not recommended without clear justification.

V.h. - Notice of Termination of Memorandum of Understanding for Use of River Center, Etc., with Three Valley Conservation Trust

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 notice was being provided to the Board of the termination of the contract as a protocol matter since the Board approved the MOU at the time it was executed. He noted that no Board action was currently required. A memo and letter had been provided to the Board in the pre-meeting Board packet.

V.i. - 2019 Annual Financial Report

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 during the first quarter of each fiscal (in MetroParks case, same as calendar) year, every political subdivision of the State of Ohio is required to complete and file with the State Auditor's Office an annual financial report for the previous year. He said that provided for the Board's information was the unaudited annual 2019 Financial Report for MetroParks of Butler County, noting that as required by law, it had been filed with the Auditor of State's Office before the end of February, 2020. The 2019 Annual Financial Report had been provided to the Board in the pre-meeting Board packet.

VI. - Old Business

VI. a. - Bi-Monthly Capital Projects Update

Because of the public health concerns over the coronavirus outbreak, staff attendance at the Board meeting was limited. Park Planner/Project Manager Matt Latham who usually discusses

this bi-monthly update was absent. Mr. Latham had provided to the Board in the pre-meeting Board packet a bi-monthly report/chart which indicated project status. There were no comments from the Board or motions during the meeting about this agenda item. (see documents in Proceedings Book)

VI. b. - Monthly Public Safety Activity Summary Report

Discussion During the Meeting: Chief Ranger David VanArsdale had provided a monthly Division of Public Safety Report which had been included in the Board's meeting packet for this meeting. He commented that the parks had been safe during the month of February, 2020, with no unusual issues to report. A Board member asked if Mr. VanArsdale was concerned at all about the possibility of increased vandalism during the public response to the coronavirus pandemic and Mr. VanArsdale said there had been no increase in depreciative behavior observed as yet, but, he noted, there had been increased usage by the public of park trails. (see document in Proceedings Book)

VI.c. - Monthly Community and Enterprise Initiatives Summary Report

Division of Community and Enterprise Initiatives Supervisor Kelly Barkley was not present at the meeting, but had submitted the monthly Division Report which had been included in the Board's pre-meeting packet for this meeting. There were no comments from the Board or motions during the meeting about this agenda item. (see documents in Proceedings Book)

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

Because of the public health concerns over the coronavirus outbreak, staff attendance at the Board meeting was limited. Deputy Director Chad Smith was not present but had submitted the monthly Division Reports which had been included in the Board's pre-meeting packet for this meeting. There were no comments from the Board or motions during the meeting about this agenda item. (see document in Proceedings Book)

VI.e. - Monthly Workplace Talent Management Summary Report

Supervisor of Workplace Talent Management Jaime Kimbrough was not present at the meeting, but had submitted the monthly Division Report for the Workplace Talent Management Division which had been included in the Board's pre-meeting packet for this meeting. There were no comments from the Board or motions during the meeting about this agenda item. (see document in Proceedings Book)

VI.f. - Revised Line Hill Mound Reigart Road and VOA Practice Fields Daily Use Fees and Policy for Non-Tournament Play - Includes Local Preference Provision

MOTION: To adopt, approve, and implement immediately for any newly proposed license contract use the fees and policies presented to the Board by Administrative staff dated 3/5/20 proposed to pertain to Line Hill Mound Area Reigart Road Area and Voice of America Practice Field Daily Use for Non-Tournament Play, and further, to authorize the Executive Director to update the fees and policies as he/she deems necessary to meet changing conditions. Additionally, 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. 17.20.a*

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

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

The presiding officer (Mr. Nelson) declared the motion carried unanimously.

Discussion During the Meeting: A Board member inquired about reservations in the proposed policy being established in blocks of 3 hours each and asked if that 3-hour block was necessary. Mr. Granville said yes, that when the time for play, traffic in and out, parking, walking to and from the parking lots, etc., were considered, 3-hour time blocks have proven expedient in order to allow enough time to change over from one reservation to the next at the location covered by the policy.

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 during the last four months, there has been much Board discussion and public input regarding the MetroParks' pending incorporation of a local-preference provision in regard to the allocation of MetroParks' playing fields.

Mr. Granville reminded those present that an existing contract with the Butler County Visitors Bureau somewhat restricts the MetroParks' ability to employ a local preference provision within the VOA Athletic Complex during the duration of the contract, but that the MetroParks enjoys independent control of playing field policy for use of sports practice facilities at localities outside of the Athletic Complex. He added that MetroParks staff had worked diligently to craft a policy that recognized a local preference for the practice fields to be covered by the proposed policy and he was recommending its adoption.

Mr. Granville noted that because a local preference has never been included before by MetroParks and therefore such a policy was beyond being just an update that the Executive Director is empowered to make, the Board of Park Commissioners was being asked to approve the proposed policy. He added that there were multiple different ways of incorporating a local preference but that the version included in the draft policy seems fair to all and is easiest to

administrative. A Memo and Proposed Fees and Policies Document had been provided to the Board in the pre-meeting Board packet.

VI.g. - VOA Lodge Business Plan

Discussion During the Meeting: Mr. Granville said that since this agenda item was an informational and discussion item only and did not currently require Board action and the need for brevity due to the public health emergency, this agenda item could be postponed until a future meeting. That being the case, this opened the possibility of Part 2 of the plan being ready for Board discussion and/or action also by that time, he concluded.

(see documents in Proceedings Book)

In agreement, the presiding officer (Mr. Nelson) moved forward to the next item on the agenda.

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 Kelly Barkley had researched statistics and discovered a downward trend in utilization of the Lodge. She had prepared a report entitled "Ronald Reagan Lodge Venue Business Plan - Part 1" which had been provided to the Board in the pre-meeting Board packet in which she made several recommendations regarding the future of the Reagan Lodge. She will lead a short discuss at the Board meeting. Board input is requested as we explore a re-focusing of the operations of the facility.

VI. h. - 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. - Fund to Fund Transfer Resolution for Semi-Annual Bond Payment

MOTION: To adopt a resolution detailing and approving the Fund to Fund Transfer of \$289,953.30 to enable the timely scheduled installment payment on a park improvement bond payment as presented by Administrative Staff as necessary and planned. Further, that the Executive Director is instructed to take such actions as are necessary to implement the intent of the Board in these matters. Ms. Trokhan moved, seconded by Mr. Nelson. *Motion No. 18.20*

(see documents in Proceedings Book)

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

The presiding officer (Mr. Nelson) 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 because MetroParks has a contractual obligation to pay its outstanding debts on time, he was recommending that MetroParks make the transfer in order to do so pursuant to the procedures required by State accounting rules. A Memo and Draft Resolution had been provided to the Board in the pre-meeting Board packet.

VII.b. - Continuity of Operations Plan - Public Health Emergency Infectious Disease Control Policy

MOTION: To approve and adopt the Public Health Emergency Infectious Disease Control Policy dated 3/12/2020 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. Ms. Trokhan moved, seconded by Mr. Nelson. *Motion No. 19.20*
(see documents in Proceedings Book)

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

The presiding officer (Mr. Nelson) declared the motion carried unanimously.

Discussion During the Meeting: This subject being foremost on everyone's mind, discussion regarding this topic had taken place at the beginning of the meeting under the "Consent Agenda" section of these minutes.

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 he was recommending adoption of the policy to enable flexibility to our employees as we deal with the unusual circumstances presented by the COVID-19 outbreak. In addition to the proposed policy, he said there were increased sanitation activities and each MetroParks staff Division Head had provided Administration with a list of park system functions which may be performed remotely and which cannot be. As always, knowledge is power, he noted. He added that Administration will be paying close attention to local conditions and government orders during the current public health emergency.

Mr. Granville added that with adoption of the draft policy and the standing authorities already delegated by the Board to the Executive Director to open and/or close public facilities and to consider unusual circumstances in regard to the collection and/or refund of fees, the MetroParks would be fairly well equipped to deal with the current health emergency. He noted that Administration expects that park system revenue will be negatively impacted and that a close eye would be kept on it as MetroParks works through the outbreak. A Memo, Draft Policy, and recent Ohio Department of Health Director's Order issued pursuant to the Governor's

Declaration of a State of Emergency had been provided to the Board in the pre-meeting Board packet.

**VII.c. - Designation of Memorial Place Name - Elk Creek MetroPark,
Meadow Ridge Area**

MOTION: To re-designate the current Grandview Trail at the Meadow Ridge Area of Elk Creek MetroPark as "Dave's Trace" in memory of David J. Vasarhelyi (1967-2020), whose diligent efforts and the hard work of the Trust for Public Land, secured the Meadow Ridge Area for public enjoyment in perpetuity. Further, that the Executive Director is instructed to take such actions as are necessary to implement the intent of the Board in these matters.

Ms. Trokhan moved, seconded by Mr. Nelson. (see documents in Proceedings Book) *Motion No. 20.20*

Vote: Mr. Amend - Absent

Mr. Nelson - Aye

Ms. Trokhan - Aye

The presiding officer (Mr. Nelson) declared the motion carried unanimously.

Discussion During the Meeting: There was a discussion of Mr. Vasarhelyi's work on behalf of the MetroParks and Mr. Granville commented that it was due in large part to Mr. Vasarhelyi's outstanding efforts that MetroParks across the state had obtained many of their park properties in recent years, including 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 2018 the Board approved the conditions under which park facility names could be officially adopted. He noted that David Vasarhelyi's efforts (and his recent untimely demise) qualified him for such recognition and recommended the re-naming of the Grandview Trail in David's memory as proposed above. Mr. Vasarhelyi's obituary and a trail map of Elk Creek MetroPark had been provided to the Board in the pre-meeting Board packet.

Mr. Granville further commented that honoring those who have contributed to the lasting success of the MetroParks not only memorializes their efforts, but provides interesting and meaningful place names. He pointed out that David Vasarhelyi performed very difficult but successful negotiations which ultimately placed the 350-plus acres of the former Weatherwax Golf Course into MetroParks' hands. He further noted that Mr. Vasarhelyi's successful efforts to acquire the former Golf Course, when joined to the adjacent Sebald Park Area, which was already in MetroParks ownership, resulted in the largest contiguous single location land holding in the MetroParks. He summarized by saying that Board action was required in order to recognize David's contribution to the MetroParks and that the costs to re-name the trail as proposed was estimated at \$150.00.

VII.d. - Other – Miscellaneous from Board or Administration

By consensus, the regular starting time of day for each monthly Board Meeting was changed to 8:30 a.m. There were no other items/topics discussed or acted upon by the Board in this section of the meeting agenda.

VIII. - Executive Session

No motion to enter into private session was offered. Therefore, an Executive Session was not held at the meeting.

IX. - Actions Relative to Executive Session

None. There was no action since an Executive Session was not held at this meeting.

X. - Adjournment

MOTION: To adjourn the meeting at 8:50 a.m., Ms. Trokhan moved, seconded by Mr. Nelson. *Motion No. 21.20*

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

The presiding officer (Mr. Nelson) 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

Date

Executive Director/Secretary

Date

Vice President
Title

Unless rescheduled or relocated, the next regular business meeting of the Board of Park Commissioners is scheduled for 8:30 a.m. on Thursday, April 16, 2020, in the Trophy Room - Ronald Reagan Lodge - Voice of America MetroPark, 7850 VOA Park Drive, West Chester Township, OH 45069-2938.