

METROPARKS OF BUTLER COUNTY  
BOARD OF PARK COMMISSIONERS  
REGULAR MEETING MINUTES  
April 16, 2020

---

The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, April 16, 2020, and, because of the Coronavirus Public Health Emergency and the social distancing orders in effect, the meeting was held as a *Zoom Virtual Meeting* pursuant to recent amendments to Chapter 121 of the Ohio Revised Code temporarily allowing remote participation at a public meeting of the Board.

### I. - Call to Order

The meeting was called to order at 8:32 a.m. by Vice President Daryl Nelson.

### 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 at the beginning of the meeting.

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** - March 19, 2020, Regular Meeting
- V. **Consent Agenda \*\***
  - a. Financial Reports
    - (1) Cash Summary Report
    - (2) Cash and Expenditure Forecast
    - (3) Donations Report for March
    - (4) Summary of Transfers and Budget Modifications
    - (5) Revenue Summary and Commentary
    - (6) Expenditure Summary and Commentary
    - (7) VOA Cost Center Receipts and Disbursements Monthly Statement
  - 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. Bodies Race Company LLC/Leprechaun Lane 5k-Sunday March 8, 202-VOA
- (3) Approved VOA Athletic Complex License Contracts - Information Only
  - a. Ohio South Youth Soccer Association- Daily Use Contract-Variou  
Dates/Times January 1-December 31, 2020-VOA
- (4) Approved Practice Field Contracts-Information ONLY
  - a. Kings Hammer Soccer-Daily Use Contract-Variou Dates/Times April 15-  
June 30, 2020-VOA
  - b. Velocity Lacrosse-Daily Use Contract-Variou Dates/Times April 15-June 30,  
2020-VOA
- e. Extension Amendment to State Capital Improvement Grant Contract (BUTL-12C) for VOA  
Park Turf Fields

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

- a. Monthly Public Safety Activity Summary Report
- b. Monthly Community and Enterprise Initiatives Summary Report
- c. Monthly Operational Services *with Status Chart*, Park Connections and Visitor Services  
Summary Reports
- d. Monthly Workplace Talent Management Summary Report - Including Effects of the  
Coronavirus Public Health Emergency on Personnel and Personnel Costs
- e. Other – Miscellaneous from Board or Administration

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

- a. Financial Review - 1st Quarter of 2020
- b. Preliminary Revised Financial Projections in Regard to Cononavirus Public Health Emergency
- c. Adoption of Voice of America MetroPark Vision (Master) Plan
- d. Easement Agreements with Board of County Commissioners for Gilmore Miami 2 Miami Trail  
Project
- e. Award Contract for Elk Creek MetroPark – Sebald Park Bridge Improvements (Project No.  
2020-001)
- f. Award Contract for Miami 2 Miami Trail at Gilmore MetroPark - Engineering and Surveying  
Services (PID # 109430)
- g. 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**

March 19, 2020, Regular Meeting

**MOTION:** To approve the minutes of the March 19, 2020, Regular Meeting as presented by  
staff to the Board. Ms. Trokhan moved, seconded by Mr. Nelson. *Motion No. 22.20*  
(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 April 16, 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.e.** (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. 23.20*  
(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 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) Cash Summary Report - Approved - no separate action.**
- V.a. - (2) Cash and Expenditure Forecast - Approved - no separate action.**
- V.a. - (3) Donations Report for September - Approved - no separate action.**
- V.a. - (4) Summary of Transfers & Budget Modifications - Approved - no separate action.**
- V.a. - (5) Revenue Summary & Commentary - Approved - no separate action.**
- V.a. - (6) Expenditure Summary & Commentary - Approved - no separate action.**

**V.a. - (7) VOA Cost Center Receipts & Disbursements Mthly. Statement** - 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. Bodies Race Company LLC/Leprechaun Lane 5k-Sunday March 8, 202-VOA
- (3) Approved VOA Athletic Complex License Contracts - Information Only
  - a. Ohio South Youth Soccer Association- Daily Use Contract-Variou Dates/Times January 1-December 31, 2020-VOA
- (4) Approved Practice Field Contracts-Information ONLY
  - a. Kings Hammer Soccer-Daily Use Contract-Variou Dates/Times April 15-June 30, 2020-VOA
  - b. Velocity Lacrosse-Daily Use Contract-Variou Dates/Times April 15-June 30, 2020-VOA

**V.e. - Extension Amendment to State Capital Improvement Grant Contract (BUTL-12C) for VOA Park Turf Fields**

**Approved as part of the blanket Motion: To approve and ratify the previous actions of the Executive Director** to request and execute an extension (an amendment to the contract) of a grant completion deadline from/with the Ohio Department of Natural Resources for partial funding of park improvements at Voice of America MetroPark, more specifically a pass-through grant Project # BUTL-012C for VOA Park Turf Fields; 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 delays in determining the scope of the project and the support of the Butler County Visitors Bureau (BCVB) for it as well as a slowdown caused by the COVID-19 Public Health Emergency have necessitated the need for an extension of time for the project. A copy of the Executed Grant Contract Amendment had been provided to the Board in the pre-meeting Board packet.

## **VI. - Old Business**

### **VI. a. - Monthly Public Safety Activity Summary Report**

*Discussion During the Meeting: Chief Ranger David VanArsdale 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 March, 2020, with no unusual issues to report. He noted that the parks were very busy but everybody is maintaining social distancing. The biggest complaints received were about dogs off of leashes, he concluded. Mr. Granville said that the car counts were up for many of the parks. Mr. Latham commented that the car count went up dramatically the first week of the "stay-at-home" order.*

*(see document in Proceedings Book)*

*A Board member inquired if all restrooms were closed and the response was "yes, those in buildings remain closed, but that portalets were available and were being cleaned twice a week by Rumpke, the contractor that provides them. A Board member commented on noticing while visiting Rentschler Forest that the park was busy and people looked happy walking around there.*

### **VI.b. - Monthly Community and Enterprise Initiatives Summary Report**

*Discussion During the Meeting: Division of Community and Enterprise Initiatives Supervisor Kelly Barkley was absent on leave and was not present at the meeting; therefore, the monthly Division Report was not created or available for this meeting. She is expected to return mid May.*

### **VI.c. - Monthly Operational Services with Status Chart, Park Connections and Visitor Services Summary Reports**

*Discussion During the Meeting: In addition to providing 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 that a cedar shake roof had been replaced on the Forge at Gov. Bebb; all playgrounds had been promptly closed in accordance with current operating standards; that Visitor Services was still fielding calls and providing information to the public; and that Hump Day concert auditions have been held remotely in preparation for summer concerts at VOA. He concluded by stating that many of the March and April tournaments which had been scheduled for the VOA Athletic Complex, are postponed until May and June.*

*A Board member inquired about refunds. Mr. Smith said that organizers of any tournament that would have been held during the time of the "stay at home order" had received a complete refund if their organizer so requested. Many of them have rescheduled to August. A Board member asked if a motion was needed for the minutes saying that MetroParks will refund*

deposits. Mr. Granville noted that the Board had previously authorized the Executive Director, in a blanket resolution, to be empowered to refund all fees and charges caused by unusual circumstances/situations at his discretion and that he had used that delegated authority to authorize refunds or rescheduling without penalty to those who through no fault of their own were unable to make use of MetroParks facilities. There was further discussion but ultimately no motion on this topic was offered. (see document in Proceedings Book)

#### **VI.d. - Monthly Workplace Talent Management Summary Report**

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 pre-meeting packet for this meeting. Regarding the current Public Health Emergency, she commented that all the legislation that has come out and how to apply it, speaking with lawyers, creating policies and forms, and attending forums on the subject had created an extremely busy time for her Division. She said a lot of cost analysis had been done concerning the consequences if all employees were to need to use both the Emergency Paid Sick Leave and the Emergency Family Medical Leave Act. She noted the cost could be as high as \$224,000 if every single employee took all paid leave that is available to them.

A Board member asked if MetroParks had any staffing needs to which Ms. Kimbrough replied "no", the only openings had been posted before the "Stay At Home Order". She added that of the 24 people that had been laid off, 11 had opted to use vacation time and 13 were not receiving paid time. There have been 7 applications for unemployment as of April 15, 2020. Mr. Granville added that MetroParks has to reimburse the state so when unemployment is claimed, this does not save MetroParks as much money as one might think.

(see document in Proceedings Book)

#### **VI. - Other – Miscellaneous from Board or Administration**

*Discussion During the Meeting:* A Board member inquired if there were construction going on in the park system. Park Planner/Project Manager Matt Latham responded saying that at this time MetroParks doesn't have any active construction projects, noting that construction is considered an essential industry and is not being impacted by the "stay-at-home-order" from the state so MetroParks and future contractors are not restricted in that regard. Mr. Granville said that MetroParks did have to call off some minor repairs having to do with the steps at the Administration building. Mr. Smith said that if it's not an essential or operationally necessary repair, all repair work has been halted. He noted, however, that recently a water line break at Gov. Bebb required an emergency repair in order to provide the park with drinking water. Mr. Latham added that MetroParks is moving ahead with grant-driven improvement projects.

## VII. New Business

### VII.a. - Financial Review - 1st Quarter of 2020

*Discussion During the Meeting: In addition to the monthly Financial Reports which had been included in the Board's meeting packet for this meeting, Supervisor of Financial Services Yamini Patel reviewed for the Board the 1st Quarter Financials for 2020. She noted that receipts had been generally better and attributed that to a tax settlement that came in at the end of March instead of coming in April as it did last year. Mr. Granville said that MetroParks is currently projecting 20% less than was originally thought because, due to the Coronavirus Public Health Emergency, many property taxes, both residential and business, won't be paid on time and, additionally, park use fees won't be collected as expected. Better projections will be available in the future.*

*Ms. Patel continued saying that all vehicle and major equipment purchases were on hold. Mr. Granville noted there may be payments for equipment purchases coming up in the next few months that cannot be stopped as the equipment may have been delivered or the contract covering the purchase can't be easily broken.*

*Ms. Patel noted that MetroParks was looking at a potential loss of \$108,000 in lost revenue due to lost reservations and refunds alone. She noted that \$105,000 worth of projects have been put on hold.*

*Mr. Smith noted that all reservations have been cancelled until May 2, 2020. The next scheduled sports tournament - which will become the first tournament at the VOA Athletic Field Complex this year - is currently scheduled for May 20-22, 2020, which had been rescheduled from an April reservation.*

*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 has requested standing quarterly reviews regarding finances at the Board meeting following the end of each quarter. He said that Yamini Patel, Manager of Financial Services, had prepared the financial status of the park system information and would answer questions posed to her by members of the Board. He noted that cash flow, revenue and expenditures as measured against annual budget is 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. - Preliminary Revised Financial Projections in Regard to Cononavirus Public Health Emergency**

*Discussion During the Meeting:* Mr. Granville noted that the decline in bed tax collections due to travel restrictions may impact the ability of the Butler County Visitors Bureau to pay the payment due to MetroParks this fall. Mr. Smith noted that the Wheel House at VOA is not currently open for bike or boat rentals. Mr. Granville said a new budget may have to be adopted later in the year, recalling that in 2008 the Board had had to adopt several budget revisions due to the economic recession that hit primarily that 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 conveyed that due to the unknown total impact on revenue of the current Public Health Emergency, caution is advised regarding spending. Supervisor of Financial Services Yamini Patel has compiled statistics and made some very preliminary projections. Some staff has been laid off and new hiring has been frozen and a hold has been placed on all pay increases and all optional big purchases until the budget picture is better understood.

### **VII.c. - Adoption of Voice of America MetroPark Vision (Master) Plan**

**MOTION:** Subject to the final approval of West Chester Township in regard to the sections of the plan involving Township property only, to **approve and adopt the Voice of America MetroPark Vision Plan** (aka the Revised VOA Master plan) dated 3/30/2020 as presented by Administrative staff. 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. *Motion No. 24.20*

Ms. 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:* Mr. Latham said that the Vision Plan (as new Master Plan) presented to the Board was the end of a two-year process to update the projections for enhancements to Voice of America MetroPark. He said a committee of various people from the community and staff of the MetroParks had been assembled to guide the process. He noted that besides contacting people in person at community events, additional input was obtained from the public on line.



*Mr. Latham noted a few major highlights of the plan as:*

- *Moving away from baseball/softball fields, which had previously been shown on the earlier plan;*
- *Moving the cricket field closer to the Athletic Complex;*
- *Giving the Athletic Complex a real (and better) demarcation;*
- *Focusing on using the park outside of the Athletic Complex for passive recreation;*
- *Extending the paved trails around the perimeter of the park*

*Mr. Latham noted that a water spray ground was the #1 rated amenity by those who provided comments. Mr. Granville said that consideration also might be given in the future to the fact that MetroParks needs place names, e.g., the big lake at VOA needs a better name and some possibilities might be donors, sponsors, or major contributors. Mr. Granville also noted that the plan is compliant with present agreements with U.C. Health and the Butler County Visitors Bureau (BCVB).*

*A Board member said that the plan was obviously the result of a very thorough process. Mr. Latham said that based on the results of the process, it is clear that more people are interested in passive recreation than sports, etc. A Board member commented that what MetroParks would be specifically doing more for passive recreation in this plan and that should be called out and emphasized so park customers are aware of it.*

*Mr. Granville pointed out that a large amphitheater is no longer part of the plan. A Board member asked that Mr. Latham highlight on his map the next things that should be invested in and constructed. Mr. Latham noted that MetroParks couldn't really commit to investing in any certain thing until there is financial backing for it, although a lot of passive recreation will be a part MetroParks' own annual budgets and commitments. Mr. Granville said these are issues that will have to come back to the Board because of the need to plan for a future levy.*

*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 conveyed that as it represents many hours of public stakeholder and staff input and includes pending improvements for which grant funding has been allocated, he recommended that the Board approve the VOA Vision Plan which will serve as a general guide for improvements at VOA until superseded by future Board action. A Vision Plan Map and Memo from Park Planner/Project Manager Matt Latham had been provided to the Board in the pre-meeting Board packet.*

*Mr. Granville summarized by saying that a master plan is useful to prevent costly misdirections and can serve to foster future grant funding. He noted that MetroParks tradition and to provide clear direction to MetroParks staff, specific Board action to adopt park master plans is required.*

**VII.d. - Easement Agreement with Board of County Commissioners for Gilmore Miami 2 Miami Trail Project**

**MOTION:** To approve two Easement Agreements between the MetroParks and the Butler County Commissioners as presented by Administrative staff, such agreements being determined as necessary for the purpose of constructing and operating a segment of the Miami-2-Miami Trail at Gilmore 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.

Ms. Trokhan moved, seconded by Mr. Nelson. (see documents in Proceedings Book) Motion No. 25.20

Vote: Mr. Amend - Absent

Mr. Nelson - Aye

Ms. Trokhan - Aye

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

*Discussion During the Meeting: Park Planner/Project Manager Matt Latham said these easements which were called for in the Agreements before the Board at this meeting were the last piece of the puzzle needed to implement the Miami-2-Miami Trail through Gilmore MetroPark. He noted that MetroParks staff had been meeting with Butler County staff for several months to work out the terms and conditions of the Agreements. He also explained that the County Commissioners have been concerned about drainage problems at the Butler County Airport and that the Old Miami and Erie Canal has a breach in one of the canal embankments that contributes to flooding on the eastern part of the Airport property. As part of the process for granting the easements, the County wanted MetroParks' help in getting the City of Hamilton to repair the breached embankment as part of the trail project. MetroParks and the City of Hamilton worked together to amend their Intergovernmental Agreement for the trail to include repairs to the canal embankment. The process of having to get that Agreement with the City amended contributed to the delay in finishing the arrangements with the County.*

*Mr. Latham said there was need to move quickly on these easements from the County. Mr. Granville reiterated that since state capital improvement money is less certain due to the Coronavirus' unknown impact on the State's budget, there was a need to move quickly in order to lock in state grant funds as quickly as possible.*

*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 a long delay of almost two months caused by time to negotiate with the Butler County Administrator, the County Engineer, and the City of Hamilton regarding the fine points of the agreements, and as a result pushing the deadline for the use of a state grant, he recommended that the Board approve the Easement Agreements. Copies of the two easement agreements had been provided to the Board in the pre-meeting Board packet.*

Mr. Granville further noted that real estate matters require Board action to approve. He said that multiple options, conditions, and terms were discussed but he was recommending adoption of the agreements as presented as further delay could cost the MetroParks first the state grant and later the federal funds allocated for the project due to missed deadlines.

**VII.e. - Award Contract for Elk Creek MetroPark – Sebald Park Bridge Improvements (Project No. 2020-001)**

**MOTION:** Ms. Trokhan moved, seconded by Mr. Nelson, **to table this agenda item** until the next Board meeting. (see documents in Proceedings Book) *Motion No. 26.20*

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

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

*Discussion During the Meeting: Mr. Latham said the low bid received for this project was under budget by about \$6,000. Mr. Granville suggested asking the low bidder, Sunesis Construction Company, to honor their bid price for another 60 days until the next (May) Board meeting to allow the Board time to receive better projections as to the impacts to 2020 revenue caused by the Coronavirus outbreak. Mr. Latham noted that this is a repair that will have to be done sooner or later.*

*A Board member asked what would be known by the next Board meeting that isn't known now? Mr. Granville responded that the trend of local tax revenue payments would be better known in May. There was further discussion about the potential advantages and disadvantages of delaying the decision to award the repair contract at this time.*

*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 that the MetroParks ask the apparent lowest and best bidder (Sunesis Construction) to hold their bid price until May 31st to give the Board time to learn more about the potential financial impact of the Public Health Emergency on MetroParks finances. He noted that this would let the Board consider awarding the contract or not at its May Board meeting (now scheduled for May 21st).*

Mr. Granville further said although the project does need to be done, because sooner or later the bridge may become unusable, the project, if undertaken, would be 100% funded by MetroParks at a cost of \$104,414.16, and added that these are funds which MetroParks may need for basic operations. If the contractor will not hold his bid price, he recommended the Board not award a contract at its April 16th meeting to anyone and rebid it some time in the

future when revenue projections are more stable. As an additional factor in this decision, he asked the Board to note that any work on the bridge needs to be done at the driest time of year and said this likely means the best time would be in August or September when Elk Creek is at lowest flow. A Memo and Project Engineer's (IBC's) Recommendation had been provided to the Board in the pre-meeting Board packet.

**VII.f. - Award Contract for Miami 2 Miami Trail at Gilmore MetroPark - Engineering and Surveying Services (PID # 109430)**

**MOTION:** Having determined that its RFP response was best, to **award and enter into a contract for Engineering and Surveying Services for the Gilmore MetroPark Miami-2-Miami Trail project (PID # 109430) to/with American Structure Point, Inc.**, as presented by Administrative staff. 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. *Motion No. 27.20*

Ms. 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: Mr. Latham said that the selected bidder was the most qualified potential designer, that the budget for this project was \$110,000 and all of that amount would be covered by state grant monies. He added that MetroParks would be assured that the state capital improvement money was still available before the Executive Director executed any contract with an engineering and surveying firm or firms for work on this project.*

*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 order to meet grant expenditure deadlines and assuming approval and execution of the Trail Easement Agreements (see Item VII.d. in this meeting agenda) by both MetroParks and Butler County, he recommended the Board take the actions suggested in the draft motion. A memo and Agreement had been provided to the Board in the pre-meeting Board packet.*

Mr. Granville noted that a formal Request for Proposals process was followed for this part of the Gilmore Trail Project resulting in American Structure Point (ASP) receiving the highest score. He said Board action was required to award and enter into a contract of this size. Mr. Granville added that he would not execute the agreement with ASP until after the Trail Easement Agreements with the Butler County Commissioners were binding and also not until state grant funds are legally and fully committed to cover the cost expected from ASP's contract.

### **VII.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.

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

**MOTION:** To enter into Executive Session at 9:55 a.m., Ms. Trokhan moved, seconded by Mr. Nelson, 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. 28.20*

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

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

Mr. Gregory Amend joined the Board in Executive Session at 10:02 a.m. and, as President of the Board, became the presiding officer.

The Board returned from Executive Session at 10:26 a.m.

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

**MOTION:** Ms. Trokhan moved, seconded by Mr. Nelson, to apply U.S. Department of Labor standards as to the eligibility to qualify for Federal Emergency Medical Leave which would permit employees to use MetroParks paid sick leave that they have accumulated, effective April 11, 2020, through the end of the pay period after the conclusion of the Public Health Emergency in Ohio.

*Motion No. 29.20*

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

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

X. - Adjournment

**MOTION:** To adjourn the meeting at 10:28 a.m., Mr. Nelson moved, seconded by Ms. Trokhan. *Motion No. 30.20*

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

The presiding officer (Mr. Amend) 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

\_\_\_\_\_  
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, May 21, 2020, in the Welcome Center, Forest Run MetroPark, 1976 Timberman Road, Hamilton, Ohio 45013.