

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
REGULAR MEETING MINUTES
June 20, 2019

The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, June 20, 2019, in the Trophy Room - Ronald Reagan Lodge-Voice of America MetroPark, 7850 VOA Park Drive, West Chester Township, OH 45069-2938.

I. - Call to Order

The meeting was called to order at 8:05 a.m. by President Cynamon T. Trokhan.

II. - Roll Call and Agenda

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

The Board worked from the following agenda:

AGENDA

- I. Call to Order –8:00 a.m.**
- II. Roll Call**
- III. Public Comment Regarding Agenda Items ***
- IV. Approval of Minutes - May 17, 2019, Regular Meeting**
- V. Consent Agenda ****
 - a. Financial Reports
 - (1) Donations Report
 - (2) Summary of Transfers and Budget Modifications
 - b. Schedule of Payables - May
 - c. Employment Activity Report – May
 - 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. MOJO Tri Club – MOJO Triathlon – Various Dates/Times - May 16, 2019 – June 23, 2019 – VOA
 - (3) Approved VOA Athletic Complex License Contracts – Information Only
 - a. SBD Management – Memorial Day Showcase – Saturday, May 25, 2019 – Sunday, May 26, 2019 – VOA

- e. Ratify Change Order #04 and Certificate of Completion Ref. Contract #2018-003 w/W.G. Stang, LLC, Re: Timberman Ridge Access Project
- f. Ratify Donation Agreement Ref. Mark A. Valentine Memorial
- g. Ratify MOU w/Great Miami Rowing Center Re: Use of Lake and Educational Programming at VOA MetroPark
- h. Ratify Restructuring of Divisions and Resulting Revised Employee Assignments/Duties
- i. Ratify Revised Deputy Director Job Description

VI. Old Business

- a. Monthly Public Safety Activity Summary Report
- b. Monthly Community and Park Connections Summary Report
- c. Monthly Operational Services with Status Chart, Visitor Services, and H.R. Activities Summary Report
- d. Revised Intergovernmental Agreement with City of Hamilton Re: Miami-2-Miami Project at Gilmore MetroPark
- e. Other – Miscellaneous from Board or Administration

VII. New Business

- a. 2020 Tax Budget Hearing and Adoption
- b. Ratify 60-Day Extension of the Ohio Plan Insurance Coverage
- c. Strategic Planning - Typology (Park Types and Goals for Facilities/Improvements Therein)
- 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

No comments were offered.

IV. - Approval of Minutes

May 17, 2019, Regular Meeting

MOTION: To approve the minutes of the May 17, 2019, Regular Meeting as presented by staff to the Board. Mr. Nelson moved, seconded by Ms. Trokhan.

Motion No. 44.19

(see documents in Proceedings Book)

Vote: Mr. Amend - Absent
Mr. Nelson - Aye
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 June 20, 2019, Board meeting;** including, but not limited to, motions listed and any modifications to those motions made during this meeting; including any actions on budget modifications and/or changes to employee status or compensation previously taken by the Executive Director and the Executive Director's previous actions related to payments and/or contracts all as recorded in the minutes adopted by the Board or on documents referred to in these minutes hereinafter, including Agenda Items V.a. through V.i. (a.k.a. the Consent Agenda) for the meeting as previously shown in these minutes; and finally, instructing the Executive Director to take such actions as are necessary to implement the intent of the Board in any and all of these matters. Mr. Nelson moved, seconded by Ms. Trokhan.

Motion No. 45.19

(see documents in Proceedings Book)

Vote: Mr. Amend - Absent

Mr. Nelson - Aye

Ms. Trokhan - Aye

The President declared the motion carried unanimously.

Discussion During the Meeting: Regarding Agenda Item V.e. - Ratify Change Order #04 and Certificate of Completion Ref. Contract #2018-003 w/W.G. Stang, LLC. Regarding the Timberman Ridge Access Project, Park Planner/Project Manager Matt Latham made brief comments explaining the necessity for the Change Orders which had been previously approved by MetroParks Administration. Regarding Agenda Item V.f. Ratify Donation Agreement Ref. Mark A. Valentine Memorial, Supervisor of Community and Park Connections Kelly Barkley remarked that the family had increased their original memorial donation of a memorial bench to a rehab of the lake fishing deck and program at VOA as detailed in the Agreement that the Board was asked to ratify.

V.a. - (1) Donations Report - Approved - no separate action.

V.a. - (2) Summary of Transfers and Budget Modifications - Approved - no separate action.

V.b. - Schedule of Payables - Approved - no separate action.

V.c. - Employment Activity Report - Approved - no separate action.

V.d. Special Event Contracts and VOA Athletic Complex Licenses Approved by Administration and Provided for the Official Record: - Approved - no separate action on items in the V.d. section below.

To ratify and place on file:

- (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. MOJO Tri Club – MOJO Triathlon – Various Dates/Times - May 16, 2019 – June 23, 2019 – VOA
- (3) Approved VOA Athletic Complex License Contracts – Information Only
 - a. SBD Management – Memorial Day Showcase – Saturday, May 25, 2019 – Sunday, May 26, 2019 – VOA

V.e. Ratify Change Order #04 and Certificate of Completion Ref. Contract #2018-003 w/W.G. Stang, LLC, Re: Timberman Ridge Access Project

MOTION: To ratify and approve for the official record the earlier actions of the Executive Director who, employing standing Board delegated authority, executed **Change Order #04 to a construction contract (Contract No. 2018-003) between the MetroParks and W.G. Stang, LLC., for the Timberman Ridge Access project.** And, additionally, to ratify and approve the execution of a Certificate of Completion for the same contract which has also been previously executed 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 Board ratification and approval are recommended so that all important records regarding a Contract awarded by previous Board action may be easily found in the minutes of the Board. He added that this ratification and approval process is a best practice procedure to ensure that all actions taken impacting this large Board-awarded contract have been duly officially adopted and approved by the policy body of the MetroParks and also ensuring that the members of the Board are kept up to date on the status of the project. Change Order #4 and a Certificate of Completion had been provided to the Board in the pre-meeting Board packet.

V.f. Ratify Donation Agreement Ref. Mark A. Valentine Memorial

MOTION: To ratify and approve for the record a donation agreement between the family of Mark Valentine and the MetroParks as presented by the MetroParks Administration, thereby enabling an existing floating dock at the northern-most lake at Voice of America MetroPark to be refurbished; named and dedicated to the memory of Mark Valentine; a commitment of an annual fishing program; and for the establishment and funding of an account held by the West Chester-Liberty Community Foundation. 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 Board meeting, Supervisor of Community and Park Connections Kelly Barkley and Executive Director Jonathan Granville discussed and by consensus gained Board approval for the arrangements contained in the draft agreement attached. A draft Donation Agreement had been provided to the Board in the pre-meeting Board packet.

Mr. Granville added that Board ratification of the agreement is requested since standing authority delegates to the Executive Director does not clearly cover all elements of the Commitments included in the donation agreement and because Board ratification and subsequent inclusion in the meeting minutes will ensure an easy method to find the agreement in the future.

V.g. Ratify MOU w/Great Miami Rowing Center Re: Use of Lake and Educational Programming at VOA MetroPark

MOTION: To ratify and approve for the record an MOU between the Great Miami Rowing Center and MetroParks of Butler County, dated and effective on June 17, 2019, which was previously approved and executed by the Executive Director, 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.

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 an on-going effort to expand or maintain MetroParks connections with non-profit organizations (and their members) which share similar goals with the park system, MetroParks staff has been working to renew a relationship first approved in 2014 with the Hamilton-based Great Miami Rowing Center (GMRC). The MOU is designed to update previous arrangements contained in the earlier MOU which has expired. Since there are mutual benefits to be realized, Mr. Granville explained, he had executed the agreement under standing delegated authority, noting that no immediate or significant impact on MetroParks budget was projected. Mr. Granville further commented that since parts of the proposed MOU may involve elements which touch on the MetroParks' definition of commercial activity, Board ratification of the MOU is requested. A memo and the MOU had been provided to the Board in the pre-meeting Board packet.

V.h. Ratify Restructuring of Divisions and Resulting Revised Employee Assignments/Duties

MOTION (if an individual motion is required): To ratify and approve for the record the re-structuring of MetroParks Divisions and the resulting revised employee assignments and duties pursuant to an amended employee organizational chart dated June 20, 2019, as presented to the Board by MetroParks Administration which had been previously approved and distributed 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 after the resignation of the Assistant Director, an analysis of organizational need and the strengths and talents of the remaining Senior Leadership Team was conducted. This resulted in a restructuring of some employee Division supervisory assignments. Although the names of several Divisions have been updated, the resulting structure reflects the current needs of the MetroParks due mostly to organizational growth. Board members can gain insight into the changes in staff assignments by comparing the two organizational charts provided. But in the way of quick summary:

1. Kelly Barkley gains the VOA Lodge and loses Park Connections (Programming and Special Events).
2. Jaime Kimbrough (H.R.) will now report to the Executive Director, not the Assistant Director (or new Deputy Director), and she will gain oversight of the Volunteer Program.
3. The new Deputy Director will gain Park Connections (Programming and Special Events).

Temporary or interim assignments as detailed on the attached memo will continue until the new Deputy Director is selected and is on duty, he added. Former and new organizational charts and a Temporary Assignments Memo had been provided to the Board in the pre-meeting Board packet. Mr. Granville noted that before revised job descriptions are prepared or are submitted for Board approval and any compensation is adjusted, Board buy-in of the revised structure is advisable.

V.i Ratify Revised Deputy Director Job Description

MOTION: To ratify and approve for the record the job description for the position of Deputy Director dated May 23, 2019, which had been previously updated, approved and released 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 as a standing request, the Board has asked that the Executive Director submit for consideration the job descriptions of those senior staff positions that report directly to the Executive Director. Board members can most quickly compare the duties and functions of the Deputy Director in the new revised job description with those duties which had been assigned to the Assistant Director (a position now vacant) in the past by contrasting the current organizational chart with the proposed revised chart. A revised job description had been provided to the Board in the pre-meeting Board packet.

Mr. Granville noted that pursuant to a standing instruction from the Board, ratification was requested. In order to expedite the filling of a senior staff vacancy caused by the resignation of Jason Shamblin, it was necessary to quickly review and update the Deputy Director's position description so that it might be used in the recruiting process.

VI. - Old Business

VI.a. 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, Ranger Administrative Lieutenant Cliff James, who was substituting for Chief Ranger VanArsdale, who was out on leave, noted that MetroParks still continues to have low serious crime or safety issues.

VI.b. Monthly Community and Park Connections Summary Report

Discussion During the Meeting: In addition to the monthly Division report which had been included in the Board's meeting packet for this meeting, Supervisor of Community and Park Connections Kelly Barkley said that the UC Agreement had gone through the first level of

approval. She then briefly pointed out the updated Grand Opening schedule upcoming for new park facilities.

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

Discussion During the Meeting: In addition to the monthly report summarizing the activities of the Divisions which had been included in the pre-meeting packet the members of the Board had received, Supervisor of Operations Tony Carpenter commented that the Operations Division is doing well staying on schedule despite the wet weather. Mr. Granville said that Katie Ely was the new Manager of Visitor Services and that Mr. Carpenter was overseeing Visitor Services until the arrival of a new Deputy Director. A Board member asked if there had been a drop in activities at MetroParks because of the weather and Mr. Carpenter replied, "In general, no", that there had been only a few cancellations but that the Athletic Complex use schedule remained full. He did note that it had rained every Wednesday for Hump Day concerts at the VOA Lodge to date, forcing concerts to go inside the Ronald Regan Lodge and causing some reduction in attendance at the concerts.

A Board member inquired about day camps and Ms. Barkley replied that day camps had been cancelled this year because there was only one registrant, noting that if MetroParks can't cover the costs of a program with registrations, it is the practice to cancel the program. The observation was made that there had also been fewer walkers on park trails and pathways at VOA due to the rain.

H.R. Manager Jaime Kimbrough was present and noted that there were currently a couple of major position openings at MetroParks, those being the Deputy Director and Turf Manager positions, and that work to fill these openings is on-going.

VI.d. Revised Intergovernmental Agreement with City of Hamilton Re: Miami-2-Miami Project at Gilmore MetroPark

MOTION: To approve the most recent version of an Intergovernmental Agreement created on April 26, 2019, between the City of Hamilton and MetroParks of Butler County as presented to the Board by MetroParks Administration, covering the duties and responsibilities of the parties to facilitate the **Miami-2-Miami Trail** project at and adjacent to Gilmore MetroPark, and thereby replacing an earlier agreement for this same project which was approved by the Board of Park Commissioners, but not executed by the parties. Further, that the Executive Director is instructed to take such actions as are necessary to implement the intent of the Board in these matters. Mr. Nelson moved, seconded by Ms. Trokhan.

(see documents in Proceedings Book)

Motion No. 46.19

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

The President declared the motion carried unanimously.

Discussion During the Meeting: There were brief comments in response to questions from a Board member clarifying what the City of Hamilton's role in the over-all Miami-2-Miami Trail project across Gilmore MetroPark would be.

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 the Board of Park Commissioners had approved an earlier version of the Intergovernmental Agreement on March 21, 2019, the City's legal counsel and its engineering staff determined that substantial changes needed to be made on the document. Those requested changes were reviewed by MetroParks counsel and mutually agreeable language was determined. That language is exhibited in the document attached to the agenda item cover sheet in the Board packet. Hamilton City Council approved the current version of the agreement last Monday (6/10/19) evening. A tracked changes version of the new Intergovernmental Agreement had been provided to the Board in the pre-meeting Board packet.

He added that additional details, if required, would be provided at the Board meeting. The members of the Board will be asked to consider approval of *additional documents* pursuant to the agreement for this project as it moves forward in the coming months.

Mr. Granville noted that substantial changes beyond those the Executive Director was previously authorized to accept were made to the agreement after the Board of Park Commissioners last approved the document. Although he agree with the changes, he explained, the process required that it be brought back to the MetroParks Board for specific approval. Furthermore, he added, due to the grant funds involved, there is a matter of timeliness tied to this complicated trail project.

VI.e. Other – Miscellaneous from Board or Administration

Discussion During the Meeting: Mr. Granville said that he, Ms. Barkley, and Mr. Carpenter had met with Kings Hammer Soccer Club (KHSC) representatives who are interested in a three-to-five-year contract for use of Voice of America Athletic Complex soccer fields for tournaments. KHSC has said they are willing to make a contribution toward capital improvements, he noted. The King's Hammer is out of Kentucky, but they are looking for a northern home. They are already having four major tournaments a year in various locations but want to have six.

Mr. Granville noted there could be implications for the other local groups who wait until the last minute to reserve fields. A Board member suggesting treading lightly and to make sure MetroParks has good communication with all potential users.

VII. - New Business

VII.a. 2020 Tax Budget Hearing and Adoption

MOTION: To move to adopt and file the Tax Budget for 2020 as most recently drafted and presented to the Board of Park Commissioners by MetroParks staff. Further, that the Executive Director is instructed to take such actions as are necessary to implement the intent of the Board in this matter. Mr. Nelson moved, seconded by Ms. Trokhan. *Motion No. 47.19*

(see documents in Proceedings Book)

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

The President declared the motion carried unanimously.

Discussion During the Meeting: Mr. Granville commented that the real budget would be adopted in December when MetroParks really knows the tax amounts that will actually come in 2019 as this will impact 2020 revenue projections but that the good news is that current revenue for the first-half of property taxes was \$3,500.00 higher than the 2019 Budget anticipated for the period, The tax budget is required to be adopted by the Board but is only an austere projection. He cautioned that second-half tax revenue for 2019 must be known before a more solid revenue projection can be made.

There followed a discussion of grant proposals that would impact the final budget. Mr. Granville commented that at this time health care insurance costs were an unknown component of the budget.

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 requires all local political subdivisions (i.e., the MetroParks) to adopt by July 15th and file with their County Budget Commission (by July 20th) a Tax Budget for the upcoming fiscal year (in our case the fiscal year is the same as the calendar year). Although the Tax Budget is only an estimate, failure to adopt and file it for the coming year by the deadlines established in the Code carries with it the potential for severe financial consequences. Yamini Patel, Manager of Financial Services, he noted, will bring to the meeting an updated draft Tax Budget for Board consideration which contains the most recent information available. He added that since the Board of Park Commissioners was not scheduled to meet again before the July 15th adoption deadline, waiting until the morning of the June 20th Board meeting would give the opportunity to provide with the most updated information available. A draft Tax Budget for 2020 (presented in the State-mandated format) had been provided to the Board in the pre-meeting Board packet.

VII.b. Ratify 60-Day Extension of the Ohio Plan Insurance Coverage

MOTION: To ratify the actions of Administrative Staff to extend current insurance coverage with Ohio Risk Management, Inc., to 12:01 a.m. on September 1, 2019, in order to allow due diligence in regard to competitive pricing and time for Board deliberation. Further, that the Executive Director is instructed to take such actions as are necessary to implement the intent of the Board in these matters. Mr. Nelson moved, seconded by Ms. Trokhan. *Motion No. 48.19*
(see documents in Proceedings Book)

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

The President declared the motion carried unanimously.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that every two years MetroParks staff seeks competitive quotes from insurance providers of liability, auto, law enforcement, fire and casualty coverage, etc. (all insurance except Health-related and life insurance). In light of the vacancy in the Assistant Director's position, to provide sufficient time to receive competitive responses from several providers and to give sufficient time to review and award by the Board at the August Board meeting without causing a gap in coverage, the Executive Director authorized an extension of coverage with current provider at a cost of \$8,333.00. An Endorsement and Invoice had been provided to the Board in the pre-meeting Board packet.

Mr. Granville added that although the Executive Director has the authority delegated by the Board, ratification of the action is called for to insure there would be no dispute over the validity of the coverage extension should a claim arise during the extension period. Without an extension, coverage will expire on June 30, 2019.

VII.c. Strategic Planning - Typology (Park Types and Goals for Facilities/Improvements Therein)

Discussion During the Meeting: Park Planner/Project Manager Matt Latham distributed two handouts regarding "Typology". Mr. Latham commented that action regarding the handouts wasn't expected this month but receiving the documents today would give the Board time to look at and consider them. Mr. Granville added that he would send the documents to the Board members by email after today's meeting.

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 one vote at the conclusion of all strategic planning was his recommendation. A compilation of those concepts and ideas which were the result of multiple discussions will be presented for Board action at

that time. He added that multiple options will have been discussed at numerous Board meetings. At the conclusion of the 2019-2020 multi-meeting short session process regarding strategic planning topics, one motion adopting the entire findings and results is anticipated. He noted that the materials associated with this agenda item were being revised and the material would be provided no later than the start of the June 20, 2019, Board meeting.

VII.d. Other – Miscellaneous from Board or Administration

Discussion During the Meeting: Mr. Granville said that he and Ms. Barkley has met with Senator Coley on June 19 and that Senator Coley was willing to help MetroParks locate capital improvement dollars and facilitate potential land acquisitions when needed projects arose.

There was a brief discussion of the Stander Preserve situation concerning removal of various personal property and livestock from the site. Mr. Granville said there was a possibility the estate's executor would want to have an on-site auction and in anticipation of that possibility, he asked the Board to authorize such an activity.

MOTION: Mr. Nelson moved, seconded by Ms. Trokhan, to **authorize an on-site auction for disposal of Mr. Stander's personal property and livestock** from the Stander Preserve should that action be required/desirable. *Motion No. 49.19*

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

The President declared the motion carried unanimously.

VIII. - Executive Session

MOTION: **To enter into Executive Session** at 9:07 a.m. Mr. Nelson moved, seconded by Ms. Trokhan, for the purpose of discussions involving:

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

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

Motion No. 50.19

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

The President declared the motion carried unanimously.

The Board returned from Executive Session at 10:04 a.m.

IX. - Actions Relative to Executive Session

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

X. - Adjournment

MOTION: To adjourn the meeting at 10:05 a.m. Mr. Nelson moved, seconded by Ms. Trokhan. *Motion No. 51.19*

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

The President declared the motion carried unanimously and the meeting was adjourned.

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 July 18, 2019, at 8:00 a.m. in the Trophy Room - Ronald Reagan Lodge-Voice of America MetroPark, 7850 VOA Park Drive, West Chester Township, OH 45069-2938.