

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
REGULAR MEETING MINUTES
December 12, 2019

The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, December 12, 2019, in the Community 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 11:02 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 Daryl Nelson. Gregory T. Amend was absent.

The Board worked from the following agenda:

AGENDA

- I. Call to Order –11:00 a.m.
- II. Roll Call
- III. Public Comment Regarding Agenda Items *
- IV. Approval of Minutes - November 22, 2019, 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
 - (2) Approved Special Event Contracts – Information Only
 - a. Amex Health, LLC-Lakota WE Run 5k-November 2, 2019-VOA
 - (3) Approved VOA Athletic Complex License Contracts – Information Only
 - a. US Quidditch, Inc.-USQ 2019 Great Lakes Collegiate Regional Championships-Saturday, November 2-Sunday, November 3, 2019-VOA
 - b. Kings Hammer Soccer, LLC-Kings Hammer Gateway Showcase-Friday, November 15-Sunday, November 17, 2019 and Friday, November 22-Sunday, November 24, 2019-VOA

- e. Ratify MOU for VOA Athletic Complex - Museum Walkway Construction

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
- e. Other – Miscellaneous from Board or Administration

VII. New Business

- a. Fund to Fund Transfers - Move Current Clean Ohio Special Project Fund Balances to General Fund
- b. Multi-Year Contracts for VOA Athletic Complex Field Use
- c. 2020 Annual All Funds Budget and Appropriations
- 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

Of the twelve visitors present, six had registered to speak to the Board regarding Cincinnati United Soccer Club's use of the VOA Athletic Complex Soccer Fields and the pending possibility of a multi-year contract for tournament or tournament and practice use. See further information and a motion following.

IV. - Approval of Minutes

November 22, 2019, Regular Meeting

MOTION: To approve the minutes of the November 22, 2019, Regular Meeting as presented by staff to the Board. Mr. Nelson moved, seconded by Ms. Trokhan. *Motion No. 88.19*
(see documents in Proceedings Book)

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

The President declared the motion carried unanimously.

At this point in the meeting, the President moved Agenda Item "VII.b. Multi-Year Contracts for VOA Athletic Complex Field Use" to the current order of business.

VII.b. - Multi-Year Contracts for VOA Athletic Complex Field Use

MOTION: Mr. Nelson moved, seconded by Ms. Trokhan, **to reject all the current proposals for multi-year licensed use of the VOA Athletic Complex which had been received from Cincinnati United and Kings Hammer Soccer Clubs and to direct MetroParks staff to offer one-year tournament-use licenses to both organizations for Calendar Year 2020 containing dates that each has requested for the Year 2020 in their multi-year proposal, and to include in each offer the mandatory payment of an inducement fee of \$10,000 each.** *Motion No. 89.19*
(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: During this part of the meeting and before a motion was offered, the members of the Board took comments and they and members of MetroParks Administration responded to the questions of those present in the audience who represented Cincinnati United (CU). Concerns expressed by those representing CU were centered around a lack of available practice space nearby in the southeastern area of Butler County and specifically at VOA MetroPark. Audience members suggested that a field assignment priority policy should be established by the park system which gives preference to local residents and/or teams with a high percentage of local residents as players/participants.

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 the face of growing availability of similar facilities in nearby counties and responding to interest expressed by Kings Hammer, Cincinnati United, and the Butler County Visitors Bureau, the Board has the opportunity to award a license for three years of Tournament Play for field use at the VOA Athletic Complex. Included in each proposal was a mandatory inducement fee, the amount of which was at the discretion of the proposer, but which was primarily designed to assist the MetroParks with the costs of making additional improvements to the Athletic Complex. The Board, the Executive Director wrote, has the option of awarding/selecting a proposal among those two submitted based on its determination of which is in the best interests of the park system's customer-owners, the taxpayers of Butler County. The Board also has the option of not selecting either proposal. A Memo with Chart and recently received proposals for multi-year field use at the VOA Athletic Complex had been provided to the Board in the pre-meeting Board packet.

Mr. Granville added that if the Board takes no action on selecting from the two multi-year proposals, this would leave tournament license selection to staff based on each single event request received and awarded on a case-by-case and first-come-first-served basis for all requests submitted which have not been sponsored by the BCVB no more than one year in advance of the proposed use dates.

Following the discussion and Board action, the President redirected the order of the meeting to the regular agenda.

I. - 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 December 12, 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.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. Mr. Nelson moved, seconded by Ms. Trokhan. Motion No. 90.19
(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 Board approval, ratification and/or acknowledgement 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. He added that 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 – NONE
- (2) Approved Special Event Contracts – Information Only
 - a. Amex Health, LLC-Lakota WE Run 5k-November 2, 2019-VOA
- (3) Approved VOA Athletic Complex License Contracts – Information Only
 - a. US Quidditch, Inc.-USQ 2019 Great Lakes Collegiate Regional Championships-Saturday, November 2-Sunday, November 3, 2019-VOA
 - b. Kings Hammer Soccer, LLC-Kings Hammer Gateway Showcase-Friday, November 15-Sunday, November 17, 2019 and Friday, November 22-Sunday, November 24, 2019-VOA

V.e. - Ratify MOU for VOA Athletic Complex - Museum Walkway Construction

MOTION: To ratify and approve for the record a three-party agreement (Memorandum of Understanding) between West Chester Township, the National Voice of America Museum of Broadcasting, and MetroParks of Butler County as presented by MetroParks Administration which has been previously approved and executed by the MetroParks 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 with MetroParks assistance on the application, the VOA Museum was awarded a \$24,000 grant from the West Chester-Liberty Community Foundation to build a crushed compacted gravel pathway between the VOA Athletic Complex and the VOA Museum. MetroParks has committed to manage the project as is further detailed in the Three-Party MOU which had been provided to the Board in the pre-meeting Board packet. Mr. Granville added that as a one-of-a-kind arrangement involving the expenditure of \$24,000, Board action to approve is a best practice matter since authority to sign such an agreement has not been clearly delegated to staff.

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, Chief Ranger David VanArsdale said he would be taking four MetroParks Visitor Services staff members on a ride-

along-tour of some of the district's parks next year. (see document in Proceedings Book)

VI.b. - Monthly Community and Enterprise Initiatives 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 of the Ronald Reagan Lodge in order to increase profitability and that she would share her findings and recommendations at the January 2020 Board meeting. (see documents in Proceedings Book)

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

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 keeping everything clean and going well.

VI.d. - 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.

VI.e. - 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 Transfers - Move Current Clean Ohio Special Project Fund Balances to General Fund

MOTION: To approve and adopt the Resolution prepared and presented by Administrative Staff, thereby appropriating funds and directing Fund to Fund Transfers and the abolishment

of two special projects funds which were established to facilitate two grant-driven projects which were completed in 2019. 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. 91.19*

Mr. Nelson moved, seconded by Ms. Trokhan. (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 in order to return the remaining cash balances in the Special Project Funds and allow that money to be used for other expenses in 2020, the above action is necessary. A Memo and Draft Resolution had been provided to the Board in the pre-meeting Board packet.

Mr. Granville added that State accounting rules require Board action to proactively authorize Fund to Fund Transfers.

VII.c. - 2020 Annual All Funds Budget and Appropriations

MOTION: To adopt the Budget and Appropriations for all funds for Fiscal Year 2020 as presented to the Board by Administrative Staff as shown on the roll-up list, effective January 1, 2020. 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. 92.19*

Mr. Nelson moved, seconded by Ms. Trokhan. (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: Supervisor of Financial Services Yamini Patel made brief comments about the presented 2020 Budget, noting that about \$500,000 in grant project reimbursements were expected for 2020. She said the currently presented draft 2020 Budget before the Board was based on the 2019 Budget format and then updated for the coming year. Mr. Granville noted that the 2020 Budget didn't show possible fees, charges or other revenues which might occur in 2020, but only what is in place at this time. A Board member requested that a separate list of rank priorities be provided for any unfunded requests provided to the Board. Mr. Granville said a ranked list of priorities would be brought to the January 23, 2020,

Board meeting. Mr. Granville noted that both Deputy Director Chad Smith and Park Planner/Project Manager Matt Latham had contributed heavily to help Yamini Patel develop the Budget and he was pleased with the results of their team efforts.

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 although the Board may alter the drafts presented to it before adoption or make adjustments at anytime thereafter, I recommend approval of the Budget and Roll-Up Appropriations as proposed by staff. A review of the Memo and comments included in the Budget narrative will provide information regarding which expenses were proposed to be funded and which were not in the final version presented to the Board. Administrative Staff will be present at the Board meeting in order to consider any questions the members of the Board might have regarding the draft and/or to make any changes which the Board directs. A Memo, Draft Budget Narrative and Roll-Up Proposed for Fiscal Year 2020 Appropriations had been provided to the Board in the pre-meeting Board packet.

Mr. Granville noted that reviewing standing organizational priorities and long-term financial resources will be part of our continuing strategic planning efforts in the New Year.

Mr. Granville added that according to the Revised Code, only the policy board of a political subdivision (in this case, the Board of Park Commissioners) is empowered to adopt an annual Budget and establish associated appropriations. Provisions in the Revised Code require that the Board either adopt interim appropriations to cover expenses for the first quarter of the New Year or adopt annual appropriations for the New Year. No dollars may legally be spent in 2020 without one or the other having been officially approved by the Board prior to any expense being committed to in 2020. If the members of the Board want to have more input into developing the Budget for 2020, a special meeting to do so late in December might be arranged or the Board could adopt the Budget and Appropriations as proposed at the December 12th Board meeting and take up the matter of revising them in the New Year as it may deem necessary.

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

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

VIII. - Executive Session

MOTION: To enter into Executive Session at 12:33 p.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. 93.19

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

The President declared the motion carried unanimously.

The Board returned from Executive Session at 12:39 a.m.

IX. - Actions Relative to Executive Session

None. No Board action was taken following Executive Session other than Adjournment.

X. - Adjournment

MOTION: To adjourn the meeting at 12:40 a.m., Mr. Nelson moved, seconded by Ms. Trokhan.

Motion No. 94.19

Mr. Amend - Absent
 Mr. Nelson - Aye
 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 8:00 a.m. on Thursday, January 23, 2020, in the Community Room - Ronald Reagan Lodge-Voice of America MetroPark, 7850 VOA Park Drive, West Chester Township, OH 45069-2938.