

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
REGULAR MEETING MINUTES
May 17, 2019

The MetroParks of Butler County Board of Park Commissioners met in regular session on Friday, May 17, 2019, in the Welcome Center, Forest Run MetroPark, 1976 Timberman Road, Hamilton, Ohio 45013.

I. - Call to Order

The meeting was called to order at 3:05 p.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 – 3:00 p.m.**
- II. Roll Call**
- III. Public Comment Regarding Agenda Items ***
- IV. Approval of Minutes - April 18, 2019, Regular Meeting**
- V. Consent Agenda ****
 - a. Financial Reports
 - (1) Donations Report
 - (2) Summary of Transfers and Budget Modifications
 - b. Schedule of Payables - April
 - c. Employment Activity Report – April
 - 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. Community Foundation of West Chester - Karen Moeller Scholarship Walk –
Saturday, May 18, 2019 – VOA
 - (3) Approved VOA Athletic Complex License Contracts – Information Only
 - a. Ohio Elite Soccer Academy – Ohio Elite Spring Classic – Saturday-Sunday,
April 27-28, 2019 – VOA

- b. Ohio South Youth Soccer Association – Ohio South State Cup and Ohio South State and President’s Cup Semi Finals and Finals – Saturday and Sunday May 11-12, 2019, and May 18-19, 2019 - VOA
- c. Kings Hammer Soccer Club – Sanctioned Kentucky Youth Soccer League, US Soccer, US Club Soccer or Supper Y League Games – Various single use dates January 1, 2019 – December 31, 2019 – VOA
- e. Ratify Donation Agreement for Mark Valentine Dock, Etc.
- f. Memorandum of Understanding - Great Miami Rowing Center

VI. Old Business

- a. Bi-Monthly Capital Projects Update
- b. Monthly Public Safety Activity Summary Report
- c. Monthly Community and Park Connections Summary Report
- d. Monthly Operational Services, Visitor Services, and H.R. Activities Summary Report
- e. Strategic Planning Discussion - Organizational Real Estate Objectives
- f. Other – Miscellaneous from Board or Administration

VII. New Business

- a. Resolution-Participation in the ODOT Road Work Grant Program-State FY 2020-21
- b. Designation of Elk Creek, Meadow Ridge Area Lake and Ponds, for Use by Hand-carried, Non-Motorized Watercraft - Ref. MetroParks Rule 1545.09 7g
- c. 2019 General Determination of Surplus Status and Disposition of Unnecessary Materials and/or Equipment
- 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

April 18, 2019, Regular Meeting

MOTION: To approve the minutes of the April 18, 2019, Regular Meeting as presented by staff to the Board. Mr. Nelson moved, seconded by Ms. Trokhan. *Motion No. 36.19*
(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 April 18, 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.f. (a.k.a. the Consent Agenda) for the meeting as previously shown in these minutes except for those items removed from the agenda (see *italicized text* below); 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. (see documents in Proceedings Book)

Motion No. 37.19

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

The President declared the motion carried unanimously.

Discussion During the Meeting: Executive Director Jonathan Granville mentioned that two items had been pulled from the agenda -- Item V.e. - Ratify Donation Agreement for Mark Valentine Dock, Etc. and Item V.f. - Memorandum of Understanding - Great Miami Rowing Center -- as these items had not been approved in final form by the outside parties involved..

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. Community Foundation of West Chester - Karen Moeller Scholarship Walk – Saturday, May 18, 2019 – VOA
- (3) Approved VOA Athletic Complex License Contracts – Information Only
 - a. Ohio Elite Soccer Academy – Ohio Elite Spring Classic – Saturday-Sunday, April 27-28, 2019 – VOA
 - b. Ohio South Youth Soccer Association – Ohio South State Cup and Ohio South State and President's Cup Semi Finals and Finals – Saturday and Sunday May 11-12, 2019, and May 18-19, 2019 - VOA

- c. Kings Hammer Soccer Club – Sanctioned Kentucky Youth Soccer League, US Soccer, US Club Soccer or Supper Y League Games – Various single use dates January 1, 2019 – December 31, 2019 – VOA

VI. - Old Business

VI.a. Bi-Monthly Capital Projects Update

Discussion During the Meeting: Park Planner/Project Manager Matthew Latham reported that the Chrisholm Historic Farmscape renovation work in the lower level of the bank barn is 99% complete.

Regarding the extension of the trail to Timberhill, Mr. Latham reported that that project is past the original timeframe as first projected in the Clean Ohio Trails Grant application. He reminded those present that the construction schedule had been stretched out because the project had been divided into two different projects to allow the use of outside sponsorship or dollars from an additional grant to be available to fund the work.

On the subject of the expansion of the Wiggly Field Dog Park Area at VOA, he said drainage work is complete and that the new fence is almost finished.

Discussions are still on-going with the City of Hamilton to complete a revised Intergovernmental Agreement which meets the City's needs to enable the Miami-2-Miami Trail project at Gilmore MetroPark.

VI.b. Monthly Public Safety Activity Summary Report

Discussion During the Meeting: In addition to the monthly Division of Public Safety report which had been included in the Board's meeting packet for this meeting, Chief Ranger David VanArsdale recounted that the Ranger Division was a little light on Public Safety Assistant (PSA) personnel due to illness, injury, and military leave and that, therefore, Rangers (certified Police Officers) were being used temporarily to fill in with routine PSA duties such as locking park gates at closing.

VI.c. Monthly Community and Park Connections Summary Report

Discussion During the Meeting: In addition to the monthly Division report which had been distributed to the Board at the meeting, Supervisor of Community and Park Connections Kelly Barkley said that the MetroParks website was being reviewed in conjunction with ADA compliance and would be upgraded this year as necessary to comply with the latest applicable regulations.

VI.d. 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 he supervises which had been included in the pre-meeting packet the members of the Board had received, Assistant Director Jason Shamblin said that the parks were open and busy with visitors. He noted, however, that an unusual number of heavy rainfall events were causing the park system to devote more man hours to cleanup after flooding and impacting mowing schedules.

To illustrate the point, he recounted that the previous Sunday's scheduled soccer tournament at VOA had had to be cancelled due to weather, although the Saturday portion tournament had occurred as scheduled. Mr. Shamblin said a new Manager of Visitor Services had been hired to fill an existing vacancy and that the VOA lake had recently been stocked with game fish.

VI.e. Strategic Planning Discussion - Organizational Real Estate Objectives

Discussion of this item on the agenda was postponed by the President until after Executive Session. See Page 9 of these minutes for more details.

VI.g. Other – Miscellaneous from Board or Administration

Discussion During the Meeting: Mr. Granville highlighted the natural resources and passive recreational potentials of the Happy Hill Farm parcels by providing the Board members present with a copy of the Clean Ohio Conservation Greenspace Grant application which was created and filed which, if approved, would enable the acquisition of 245 acres in Morgan Township. Matt Latham and Kelly Barkley showed the PowerPoint presentation that they had given at the local Natural Resources Assistance Council (NRAC) meeting regarding the grant application. The Executive Director commented that the amount of funding requested from the Clean Ohio Program was \$969,487 with the required additional 25% local match coming from another grant. That grant, which was already approved, was coming from a group of government agencies lead by The Ohio Environmental Protection Agency through their local agent, the Three Valley Conservation Trust, he recounted.

The purchase price of the Happy Hill land as established by appraisal is slightly more than \$1.2 million dollars. Mr. Granville concluded by informing the Board that the NRAC had voted to fund the project subject to state review and approval.

VII. - New Business

VII.a. Resolution-Participation in the ODOT Road Work Grant Program-State FY 2020-21

MOTION: To adopt the resolution provided by Administration, thereby agreeing to participate in the ODOT Roadwork Grant Program during the State 2020-2021 Biennium Budget period. 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. 38.19*

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 MetroParks access to potentially more than \$156,000 in grant revenue over a two-year period of dollars derived from state gasoline taxes is dependent on approval of the draft resolution by the Board. The funds will then be available from ODOT to make interior roadway, parking lot, and other repairs or improvements related to public motor vehicle traffic on properties owned by or under the long-term control of the Board of Park Commissioners and/or to use the funds to purchase materials for repairs and improvements to MetroParks' roadways. A draft resolution had been provided to the Board in the pre-meeting Board packet.

Mr. Granville noted that in order to remain eligible for our small share of state gasoline tax receipts, the Board of Park Commissioners must adopt the resolution provided or a similar resolution before the end of May, 2019.

VII.b. Designation of Elk Creek, Meadow Ridge Area Lake and Ponds, for Use by Hand-carried, Non-Motorized Watercraft Ref. MetroParks Rule 1545.09 7g

MOTION: To declare, unless otherwise determined by the Board in the future, pursuant to MetroParks Rule 1545.09 7g, that the lake and ponds located entirely within the boundaries of the Meadow Ridge Area of Elk Creek MetroPark, specifically Meadow Ridge Lake, Mirror Pond, South Pond, and North Pond, are hereby designated by the Board of Park Commissioners as bodies of water where persons may, without first obtaining a special permit from the Executive Director of the MetroParks or his/her designee, launch and operate a non-motorized, human or wind powered watercraft in a manner which is

compliant with all other applicable rules of the MetroParks, the State of Ohio, and the regulations of the United States, and which include, but is not limited to, those MetroParks rules governing the manner in which a watercraft may be delivered to the MetroParks-owned lake and/or pond at the Meadow Ridge Area. 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. 39.19*

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

The President declared the motion carried unanimously.

Discussion During the Meeting: There was a brief discussion by Board and Administration of the potential impact of permitting human-propelled boat usage at Meadow Ridge Lake, Mirror Pond, South Pond, and North Pond at Elk Creek MetroPark. It was noted in the discussion that since there are no vehicular paths to these bodies of water, there was general consensus among Board members and staff that only those persons with a great interest would be willing to carry their watercraft to boat on these waters, but that those so motivated should be allowed the recreational opportunity.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that in response to public inquiry, MetroParks staff proposes that those willing to hand-carry or otherwise convey through non-motorized means their canoe, kayak, raft, row boat, paddle board, or other similar kinds of watercraft be permitted to operate a small non-powered watercraft at the Meadow Ridge Area (former golf course area) to enhance public passive recreational opportunities there during daylight hours. Appropriate signage would be posted at each lake or pond. A map of Elk Creek MetroPark and copy of Rule 1545.09 7g from MetroParks Rules and Regulations had been provided to the Board in the pre-meeting packet.

VII.c. 2019 General Determination of Surplus Status and Disposition of Unnecessary Materials and/or Equipment

MOTION: Having found that the items on the list dated 5/10/2019 which has been presented to the Board by Administration are no longer needed for the purposes for which they were acquired by the MetroParks, I move to **declare them surplus and authorize the disposition of these items and materials** by public internet-based auction, sealed bid, or if not disposed of in any such manner, by other legal, efficient, and public means deemed by the Executive Director (or his designee) to provide the most value to the MetroParks. 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. 40.19*
(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 he recommended the Board authorize the disposition of the items listed through the means indicated above. Pursuant to standing arrangements, items deemed as having any potential for sale will be offered through the GovDeals internet auction site. Some items with no value may be scrapped or sent out for recycling or, if necessary, the landfill.

VII.d. Other – Miscellaneous from Board or Administration

a. Liquor License - Option to Protest or Request a Hearing

There were a brief discussion regarding an application Grainworks Brewery had submitted to upgrade their liquor license. Mr. Granville mentioned that MetroParks (and certain other organizations as defined by state law) have 30 days to protest the issuance of any liquor license. The Board, after clarifying that the MetroParks had no legal obligation to take any action on the matter, declined to take any. No motion was offered regarding this matter.

b. Resignation of Assistant Director

Mr. Granville announced that Assistant Director Jason Shamblin had submitted his resignation and accepted an employment offer in Michigan. His last day with MetroParks was scheduled to be June 5. Mr. Granville noted that he (Granville) would be gone for a few days out of the area on vacation at the same time Mr. Shamblin will have left the MetroParks and asked the Board to designate an employee who would be authorized to execute the various documents that would need to be processed while he is gone and the Assistant Directorship position remains vacant. The following motion was given.

MOTION: When the Executive Director, Assistant Director and/or Deputy Director positions are all vacant or when all those currently so employed are absent and cannot be reached, the full-time employee member of the Senior Leadership Team with the most years of experience as a MetroParks of Butler County employee and member of the Senior Leadership Team is automatically appointed and is empowered by the Board of Park Commissioners to supervise subordinates; encumber funds; make budget modifications; approve and order payments due and employee compensation paid to the same extent and authority as if he or she were the duly appointed Executive Director of the MetroParks until such time as the Board of Park Commissioners acts to terminate such authority

or has made an official appointment of a person to one of the previously referenced Director positions or the return from absence of an employee who had been appointed to one of the previously referenced Director positions, whichever occurs sooner. 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. 41.19

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 4:00 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. 42.19

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

The President declared the motion carried unanimously.

The Board returned from Executive Session at 4:18 p.m.

IX. - Actions Relative to Executive Session

No Board action was taken after Executive Session other than a discussion relative to Strategic Planning (see below) and adjournment.

VI.e. Strategic Planning Discussion - Organizational Real Estate Objectives

There was Board discussion regarding the topics noted below. Where consensus was reached, it is so noted.

1. *A listing or snapshot of all properties currently owned by the MetroParks, including data on size, location and any use restrictions that apply to each, had been distributed. Comparison*

data detailing the total acreage holdings of other Ohio park districts was also provided, indicating that MetroParks of Butler County currently owns 12.87 acres of land for each 1,000 residents. It was noted that 12.87 acres of land for each 1,000 residents places MetroParks of Butler County near the bottom of those park districts listed serving populations of 200,000 or more.

2. Discussion then moved on to exploring possible revisions to two current statements regarding real estate criteria on the present version of the "Mission and Operating Parameters" document approved by the Board in February 2016. By consensus, the Board approved changes such that the statements below to read as follows:

- a. *"MetroParks shall endeavor to ensure that every resident of the park district is within a 15 [is now changed to a 10] minute drive to a MetroParks property, facility, or program."; and*
- b. *"In general, as a County-wide or regional green-space provider, MetroParks shall manage land holdings in locations [now changed to "blocks of real estate] of 100 acres or more."*

3. As a result of additional discussion, three new statements regarding real estate were also added to the "Mission and Operating Parameters" document as follows:

- a. *MetroParks shall develop, complete, and operate linear parks which have as their main feature paved multi-purpose trails of regional and county-wide significance that are suitable for pedestrian and bicycle use and serve the high population areas of Butler County. Such linear parks shall include, but are not, necessarily limited to the Great Miami River Trail and the Miami-2-Miami Trail.*
- b. *MetroParks shall seek to develop and preserve green natural corridors for wildlife utilizing properties publicly and privately owned voluntarily contributed in order to further wildlife diversity and foster high water quality. Special emphasis shall be given to establishing wildlife corridors along the major stream corridors in Butler County and which provide linkages to protected natural lands and/or waterways.*
- c. *Establishing and maintaining public small boat access to the Great Miami River and to major streams in Butler County suitable for small watercraft shall also be a priority for MetroParks.*

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that a formal motion was not anticipated at this time, noting, however, that discussion may result in consensus. He wrote that guidelines regarding the type, size, location, and purpose of real estate slated for acquisition and/or retention will allow the Board and staff of MetroParks to concentrate our collective efforts more efficiently to the benefit of the park systems' customer-owners. Based

on conversations at the April 18, 2019, Board meeting, a revised "Mission and Operating Parameters" document has been prepared.

Supplemental information - comments and questions regarding Real Estate Objectives (same as distributed at April Board meeting and by email the following day) had been provided to the Board in the pre-meeting Board packet, along with a newly revised "Mission and Operating Parameters" document containing the changes above.

X. - Adjournment

MOTION: To adjourn the meeting at 5:05 p.m. Mr. Nelson moved, seconded by Ms. Trokhan.
Motion No. 43.19

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 June 20, 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.