

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

The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, October 17, 2019, in the Trophy 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 9:00 a.m. by Vice President Gregory Amend.

II. - Roll Call and Agenda

Members present for purposes of roll call were Park Commissioners Gregory T. Amend and Daryl Nelson. Cynamon T. Trokhan, having been delayed, was absent during roll call, but joined the meeting later.

The Board worked from the following agenda:

AGENDA

- I. Call to Order – 9:00 a.m.
- II. Roll Call
- III. Public Comment Regarding Agenda Items
- IV. Approval of Minutes - September 6, 2019, Regular Meeting
- V. Consent Agenda
 - a. Financial Reports
 - (1) Cash Summary Report
 - (2) Cash and Expenditure Forecast
 - (3) Donations Report for September
 - (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. Envision Partnerships - Walk to Remember - September 10, 2019
 - b. Alzheimer's Association - Walk to End Alzheimer's - September 14, 2019 - VOA
 - c. Hamilton High School - Big Blue Invitational Cross Country - September 17, 2019 Forest Run
 - d. Safe Haven Farms - Walk on for Autism - September 21, 2019 - VOA
 - e. Gadangme Association of Greater Cincinnati - National Homowo Festival - September 21, 2019 - VOA
 - f. PKD Foundation - Cincy/Dayton Walk for PKD - Sunday, September 22, 2019 - VOA)
 - g. Rett Syndrome Foundation - Cincinnati Strollathon - Saturday, September 29, 2019 - VOA
 - h. American Cancer Society - Lights of Hope Walk - Saturday, September 29, 2019, VOA
 - (3) Approved VOA Athletic Complex License Contracts – Information Only
 - a. Lakota FC - Lakota FC Classic - Saturday, September 14 - Sunday, September 15, 2019 - VOA
 - b. TFA - TFA Fall Ball Classic - Saturday, September 28 - Sunday, September 29, 2019 and Saturday, October 5 - Sunday, October 6, 2019 - VOA
 - e. Closure Notices:
 - (1) Night Heron Trail at Gilmore MetroPark
 - f. Re-Opening/Rescindment Notices:
 - (1) Pumpkin Vine Trail of Rentschler Forest MetroPark
 - g. Ratify First Amendment to Purchase and Sale Agreement for Carl Hesselbrock Preserve Acquisition - Extension of Time to Close
 - h. Ratify Updated Supervisor of Financial Services Job Description

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. Rentschler and VOA Practice Field Irrigation Improvement Costs (Fields outside of Athletic Complex)
- f. Other – Miscellaneous from Board or Administration

VII. New Business

- a. Financial Review - 3rd Quarter of 2019
- b. MOU with Miami University for Student Service-Learning Projects
- c. Real Estate Sale Agreement for Green Heron Preserve - Donation of ODOT Wetlands Mitigation Site
- d. Phone System Lease and Service Contract
- e. Easement Agreement with Telco Four - Gilmore MetroPark Miami to Miami Project
- f. Revision of Animal Acquisition, Disposition, Loan and Visitation Policy
- g. Community Development Block Grant - Resolutions in Support of Project Applications - Elk Creek and Rentschler Forest MetroParks
- h. 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

September 6, 2019, Regular Meeting

MOTION: To approve the minutes of the September 6, 2019, Regular Meeting as presented by staff to the Board. Mr. Nelson moved, seconded by Mr. Amend. *Motion No. 66.19*
 (see documents in Proceedings Book)

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

Mr. Amend declared the motion carried unanimously.

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 October 17, 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.h. (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 Mr. Amend. (see documents in Proceedings Book) *Motion No. 67.19*

Vote: Mr. Daryl Nelson - Aye
Mr. Gregory Amend – Aye
Ms. Trokhan - Absent

Mr. Amend declared the motion carried unanimously.

Note: At this point in the meeting, Board President Ms. Trokhan arrived at 9:18 a.m. and assumed the Chair.

- 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. Envision Partnerships – Walk to Remember – September 10, 2019
 - b. Alzheimer’s Association – Walk to End Alzheimer’s – September 14, 2019
VOA
 - c. Hamilton High School – Big Blue Invitational Cross Country _ September 17, 2019 Forest Run
 - d. Safe Haven Farms – Walk on for Autism – September 21, 2019 – VOA
 - e. Gadangme Association of Greater Cincinnati – National Homowo Festival – September 21, 2019
 - f. PKD Foundation – Cincy/Dayton Walk for PKD – Sunday, September 22, 2019
 - g. Rett Syndrome Foundation – Cincinnati Strollathon – Saturday, September 29, 2019 – VOA
 - h. American Cancer Society – Lights of Hope Walk – Saturday, September 29, 2019
- (3) Approved VOA Athletic Complex License Contracts – Information Only
 - a. Lakota FC – Lakota FC Classic – Saturday, September 14 – Sunday, September 15, 2019 – VOA

- b. TFA Fall Ball Classic – Saturday, September 28 – Sunday, September 29, 2019 & Saturday, October 5 – Sunday October 6, 2019 – VOA

V.e. - Closure Notice: Night Heron Trail at Gilmore MetroPark

MOTION: To acknowledge receipt of the Closure Notice for the Night Heron Trail at Gilmore MetroPark and to place it on file. 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 MetroParks Rules and Regulations require that the Executive Director inform the Board of his actions to close and/or re-open park areas. He noted that recent boundary survey work resulted in the discovery that much of the existing trail encroached on the property of CA-Tellico Four, that re-routing will be difficult due to the presence of normally flooded wetlands and may require the construction of boardwalks and/or the acquisition of additional property ownership or trail easements. Meanwhile, Mr. Granville has recommended that this little-used trail route remain closed. A memo and map of the trail had been provided to the Board in the pre-meeting Board packet.

V.f. - Re-opening Notices: Pumpkin Vine Trail of Rentschler Forest MetroPark

MOTION: To acknowledge receipt of the Re-opening Notice for Pumpkin Vine Trail of Rentschler Forest MetroPark and to place it on file. 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 MetroParks Rules and Regulations require that the Executive Director inform the Board of his actions to close and/or re-open park areas. He reported that although it took longer than anticipated, the sewer line work resulted in a better trail surface in the section impacted that any other part of the Pumpkin Trail. A memo had been provided to the Board in the pre-meeting Board packet.

V.g. - Ratify First Amendment to Purchase and Sale Agreement for Carl Hesselbrock Preserve Acquisition - Extension of Time to Close

MOTION: To ratify and approve the official record of First Amendment to Purchase and Sale Agreement for the Carl Hesselbrock Preserve Land Acquisition project thereby extending the time to close on the transaction to November 15, 2019. 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 the process to release Clean Ohio Grant funds was not yet complete on the first closing date of September 27, 2019. He noted that ratification by the Board of the Executive Director's action to execute the Amendment to provide additional time to close is a best practices action so that there will never be a question regarding the validity of the action. Further, real estate transactions generally require Board action. A copy of the executed Amendment had been provided to the Board in the pre-meeting Board packet.

V.h. - Ratify Updated Supervisor of Financial Services Job Description

MOTION: To ratify and approve the updated Supervisor of Financial Services Job Description dated September 3, 2019, which had previously been approved by the Executive Director. 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 the updated Job Description was employed in the recent promotion of Yamini Patel from the position of Manager of Financial Services to the position of Supervisor of Financial Services. Revisions were made to adequately reflect the additional duties Ms. Patel has taken on during the last year. Among other new tasks, the updated job description includes the scheduled periodic internal financial status reports she and/or her subordinates routinely now provide to members of the MetroParks management team. Standing instructions from the Board indicate that the job descriptions (and/or revisions to them) of the direct reports to the Executive Director be presented to the Board for approval. A copy of the revised Job Description had been provided to the Board in the pre-meeting Board packet.

VI. - Old Business

VI.a. - Monthly Public Safety Activity Summary Report

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 reported that "all was safe" in the MetroParks parks. (see documents in Proceedings Book)

VI.b. - Monthly Community & Enterprise Initiative Summary Report

In addition to the monthly Division Report which had been included in the Board's meeting packet for this meeting, Division of Community and Enterprise Initiatives Supervisor Kelly Barkley verbally noted highlights from the report that (1) MetroParks was awarded \$10,000

from the Duke Energy Foundation and that the \$10,000 check would be received for the same by Deputy Director Chad Smith on October 22, 2019, at the Grant Ceremony; (2) Advised of a new cost-savings Linen Contract for the VOA Lodge; (3) Reported that there had been no responses to the published RFP for a recent specialty food RFP at the VOA Lodge and that the process would be refined and repeated with personal contacts to possible respondents after a new public notice had been published. (see documents in Proceedings Book)

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

In addition to the monthly Operational Services Report with Status Chart, and Park Connections and Visitor Services Summary Reports which had been included in the Board's meeting packet for this meeting Deputy Director, Chad Smith advised that the Operational Services Report and the Park Connections & Visitor Services Summary Reports will be presented separately in the future now that his position is responsible for managing these two MetroParks divisions. He also advised that "all is good" with Operations and Visitor's Services. Mr. Granville added that new pasture gates had been installed at Chrisholm MetroPark, enabling additional live farm animals to be acquired. (see documents in Proceedings Book)

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 noted that the monthly Division reports are now regularly overseen by the Deputy Director with direct management provided by staff who report to the Deputy Director. Due to the transition of general oversight to the new Deputy Director, two reports were attached. Beginning with the reports for October 2019 all Divisions overseen by the Deputy Director will be consolidated in to one monthly report.

VI.d. - Monthly Workplace Talent Management Summary Report

In addition to the monthly Division Report which had been included in the Board's meeting packet for this meeting, Supervisor of Workplace Talent Management Jaime Kimbrough verbally recounted the highlights of the report, noting that MetroParks of Butler County recorded 86 hours of training in September and that MetroParks had four employee injuries in September with only one reportable injury. Without providing the employee's name, she provided more detail regarding that injury and noted the injured staff member was expected to make a full recovery following a few days off. (see report documents in Proceedings Book)

VI.e. - Rentschler and VOA Practice Field Irrigation Improvement Costs (Fields Outside of Athletic Complex)

Discussion During the Meeting: Park Planner/Project Manager Matt Latham recapped plans for improvements to MetroParks' practice fields located outside of the VOA Athletic Complex and Rentschler Forest MetroPark practice fields, noting that all fields should be of the same quality in order to charge the same license fees at all practice field locations managed by MetroParks. Mr. Latham advised that a recently completed cost estimate analysis indicated that installing irrigation at the practice field locations outside of the VOA Athletic Complex would be so costly that in his opinion it cannot be justified. A Board Member commented he agreed. After some discussion, it was the general consensus of the Board that irrigation of the practice locations was not affordable and should not be done. Mr. Granville stated that staff would drop irrigation plans for those sites and that he would present new material at the November Board meeting regarding new license field rates and policy guidelines for the practice locations based on the Board consensus regarding this matter.

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 Park Planner/Project Manager, Matt Latham had engaged the Kleingers Group to determine what the likely costs would be to irrigate the fields as part of a potential plan to make the facilities more resistant to heavy use and more worthy of the Use Fee the MetroParks might charge for reservations. Further, given other existing priorities of the park system and without a grant to help offset local costs to build and identify a source of additional operational funds, Mr. Granville said he could not recommend that the MetroParks undertake irrigation installation on any of the three playing field locations at this time. However, Board input on the matter was requested as the expectation of sustainable grass field quality plays a role in determining the appropriate level of fee MetroParks charges for reservations. Once known, the MetroParks staff will be better able to propose the appropriate fee for reserved use of the fields at all three locations. It is Mr. Granville's expectation that a proposal will be presented to and approved by the Board at its November 2019 meeting, thereby allowing the reservation and contracting process to begin for each site at the start of 2020. A memo and a Feasibility and Cost Study were provided to the Board in the pre-meeting Board packet.

VI.f. - Other – Miscellaneous from Board or Administration

Discussion During the Meeting: Regarding VOA Athletic Complex soccer fields, Mr. Granville reported that there was nothing new to report about negotiations with Cincinnati United Soccer League regarding a proposed multi-year use agreement for playing fields. A Board Member suggested sending one last email and, if no response, then to move forward with negotiations involving King's Hammer Soccer only.

MOTION: *At this point in the meeting, Mr. Nelson moved, seconded by Mr. Amend, that Mr. Granville be given the authority at his discretion to enter into a contract on behalf of the Board with King's Hammer Soccer if Cincinnati United showed no interest before the next Board meeting.*

Motion No. 68.19

Vote: Mr. Daryl Nelson - Aye
Mr. Gregory Amend – Aye
Ms. Trokhan - Aye

Mr. Amend declared the motion carried unanimously.

Mr. Granville stated that Strategic Planning will be on the next Board meeting agenda, noting that progress on this matter has been delayed due to not having a Deputy Director on staff until recently.

New Business

VII.a. - Financial Review - 3rd Quarter of 2019

In addition to the monthly Division Report which had been included in the Board's meeting packet for this meeting, Supervisor of Financial Services Yamini Patel reviewed with the Board the 3rd Quarter Financials about which there were no issues. In response to a question, she advised that the final payment and the "balloon" payment of principal on the refinanced first park improvement bond (initially for purchase of the Hueston Farm property) will be due in 2022.

VII.b. - MOU with Miami University for Student Service-Learning Projects

MOTION: **To adopt and approve a Memorandum of Understanding (MOU) with the College of Liberal Arts, Miami University as presented to the Board by Administrative staff or another MOU which the Executive Director deems is substantially similar, thereby enabling Miami University student volunteers, under certain circumstances, to receive service learning credit at the University for their volunteer work at the MetroParks of Butler County, etc. 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.** Mr. Nelson moved, seconded by Mr. Amend. *(see documents in Proceedings Book)*

Motion No. 69.19

Vote: Mr. Amend – Aye
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 recommended approval and

adoption of the MOU because of the strong likelihood that the new University - MetroParks relationship would make it possible for an increase in volunteer work at the MetroParks and may also encourage university students to seek future employment with the park system and/or consider a career in public park service. Further, standing practice at MetroParks is that all newly proposed special relationships with outside parties such as described in the pending MOU be submitted to the Board for consideration. A memo and Draft Memorandum of Understanding was provided to the Board in the pre-meeting Board packet.

VII.c. - Real Estate Sale Agreement for Green Heron Preserve – Donation of ODOT Wetlands Mitigation Site

MOTION: To approve the Real Estate Agreement for the Green Heron Mitigation Wetlands property as presented to the Board by MetroParks Administrative staff or another agreement which the Executive Director deems to be substantially similar. 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. Mr. Nelson moved, seconded by Mr. Amend. *Motion No. 70.19* (see documents in Proceedings Book)

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

The President declared the motion carried unanimously.

Discussion During the Meeting: Mr. Granville shared that this 15-acre land purchase (more like a donation, he noted) would allow MetroParks to provide parking and trail access to visitors on the new and the adjacent MetroParks property that otherwise would not be possible. Park Planner/Project Manager Matt Latham stated this land acquisition would provide Park visibility from State Route 27 and will provide a purpose to the existing Park area.

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 almost two years of negotiation regarding the donation of the 15.101-acre ODOT owned Green Heron Wetlands mitigation site, he was recommending that the Board accept ownership of the property. As currently drafted and proposed, the property will be an asset to the MetroParks helping fulfill our organizational mission, provide parking space, and future trail access to currently isolated MetroParks owned properties along Indian Creek which are adjacent to the ODOT land; all while protecting MetroParks from possible future cost, as the owner of the mitigation site, if the restored mitigation wetlands there ever fail to function as required under federal law. Note that given recent inspections of the wetlands, which indicate it is well functioning, it is unlikely that a federal violation will occur there. Further, real estate transactions require Board approval

and, as the members of the Board will recall, the approval of the Probate Court. Court approval and other terms and conditions are stated in the attached Real Estate Sale Agreement which was vetted by MetroParks legal counsel. A real estate agreement with various attachments was provided to the Board in the pre-meeting Board packet.

VII.d. - Phone System Lease and Service Contract

MOTION: To select the quotation from Pro OnCall and enter into a lease contract for 36 months for an Internet-based telephone system and service pursuant to the proposal from Pro OnCall presented to the Board by Administrative staff, or a contract deemed by the Executive Director to be substantially similar. 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. Mr. Nelson moved, seconded by Mr. Amend.

Motion No. 71.19

(see documents in Proceedings Book)

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

The President declared the motion carried unanimously.

Discussion During the Meeting: A Board member inquired as to whether other quotes were received for the phone systems. Supervisor of Workplace Talent Management Jaime Kimbrough, who had been handling the matter in the absence of a Deputy Director, reported that several other quotes had been received, but the Pro OnCall quote was the best all-around quote received. She also advised that MetroParks is currently using Pro OnCall for repairs to and programming of the existing phone system and that they provide excellent service.

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 the contract with Pro OnCall and asked the Board to see the explanation from Supervisor of Workplace Talent Management Jaime Kimbrough in the attached material which provided detailed information regarding the need and rationale for the recommendation. Ms. Kimbrough was present at the Board meeting to provide even more information. Mr. Granville asked the Board to note that the selection of a new phone system was assigned to Ms. Kimbrough following the departure of Assistant Director Jason Shamblin. He further noted that in the future, phone system issues would be handled by the Deputy Director now that the position has been filled. Further, he said that Board approval to award this contract was required as the total cost for the contract exceeded the amount that the Board has previously delegated to the Executive Director to commit for this type of expense without prior Board action. A flexible and reliable telephone system is essential for efficient internal operations and, most importantly, to facilitate communications with MetroParks' customer-owners. It is a basic cost of business in today's world. A memo, Pro OnCall proposal, and telephone system and service information were provided to the Board in the pre-meeting Board packet.

**VII.e. - Easement Agreement with Telco Four – Gilmore MetroPark
Miami to Miami**

MOTION: To approve and enter into the Easement Agreement presented to the Board by Administrative staff with CA – Telco Four, LLC, or another easement agreement which the Executive Director deems to be substantially similar, thereby facilitating the Gilmore MetroPark segment of the pending Miami to Miami Trail construction project. 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. Mr. Nelson moved, seconded by Mr. Amend. Motion No. 72.19 (see documents in Proceedings Book)

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

The President declared the motion carried unanimously.

Discussion During the Meeting: In addition to the monthly Division Report which had been included in the Board's meeting packet for this meeting, Park Planner/Project Manager Matt Latham presented highlights of the matter directly to the Board regarding the Easement Agreement from CA Telco Four, LLC. (see documents including 2 maps in Proceedings Book)

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 the action indicated above. He noted that in order to use the grant funds awarded to the MetroParks for construction of the Miami to Miami Trail, MetroParks must have ownership (fee simple or through easement) for the trail route. The Easement Agreement in which CA - Telco Four, LLC will essentially donate the easement to the park system would provide the least expense option to solve an existing encroachment issue* and allow grant funds to be used for the Trail project. Verbally, CA - Telco has indicated that they are willing to donate the easement that we have requested. Further, Board action is required on real estate matters. See above regarding the necessity of the recommended Board approval.

*A recent survey indicates that a part of the existing trails at Gilmore are or were encroaching on CA-Telco's land.

VII.f. - Revision of Animal Acquisition, Disposition, Loan and Visitation Policy

MOTION: To approve an amendment to the Animal Acquisition, Disposition, Loan and Visitation Policy as presented to the Board by Administrative staff, thereby expanding the number of donkeys owned by the MetroPark and housed at Chrisholm Historic Farmstead from a limit of one to a limit of two. 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. 73.19 Mr. Nelson moved, seconded by Mr. Amend. (see documents in Proceedings Book)

Vote: Mr. Amend - Aye
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 a potential donor of a donkey has called attention to the fact that donkeys are social animals and will fail to thrive if not housed with at least one other donkey. As donkeys are valuable not just for their educational potential, but for the protection that they provide to other farm animals and because the donor is willing to make a gift of two donkeys, Mr. Granville said he was recommending the revision to the policy. Further, Board action to revise the policy is required as the authority to change it was not previously delegated by the Board to staff.

VII.g. - Community Development Block Grant – Resolutions in Support of Project Applications – Elk Creek and Rentschler Forest MetroParks

MOTION: To adopt and approve the two Resolutions presented to the Board by Administrative staff, thereby enabling the submission of requests for Community Development Block Grant funding for two projects. 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 Mr. Amend.

Motion No. 74.19

(see documents in Proceedings Book)

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

The President declared the motion carried unanimously.

Discussion During the Meeting: Park Planner/Project Manager Matt Latham, commented that these funds would allow MetroParks to install walkways to better improve access to shelters and noted that MetroParks' contribution according to the Grant guidelines would be 10% of the cost if the grants are approved.

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 requested funds for the same projects were not awarded following our submission of them in 2019, the projects are worthy and should be resubmitted with updated project cost estimates as shown. Further, CDBG program guidelines require policy Board approval (Resolutions) for each application. It is important to note also the MetroParks would match the grants, if awarded, in the amounts shown in the attached materials. Those funds would need to be earmarked in the 2020 or 2021 budgets. A memo, two draft resolutions, and maps were provided to the Board in the pre-meeting Board packet.

VII.h. – Other

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 9:56 a.m. Mr. Nelson moved, seconded by Mr. Amend, 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. 75.19

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

The President declared the motion carried unanimously.

Note: Board member Daryl Nelson left the meeting at 10:40 a.m.

The Board returned from Executive Session at 10:45 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 10:46 a.m. Mr. Amend moved, seconded by Ms. Trokhan *Motion No. 76.19*

Vote: Mr. Amend - Aye
Mr. Nelson - Absent
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 November 22, 2019, in the Trophy Room - Ronald Reagan Lodge-Voice of America MetroPark, 7850 VOA Park Drive, West Chester Township, OH 45069-2938.