

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
REGULAR MEETING MINUTES
Thursday, January 26, 2023

The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, January 26, 2023, at the River Center at Middletown Bicentennial Commons, 120 South Carmody Boulevard, Middletown, Ohio 45044

Call to Order

The meeting was called to order at 8:31 a.m. by Ms. Trokhan

I. Roll Call and Agenda

Members present: Mr. Larry Gersbach, Ms. Cynamon Trokhan

Staff present: Tony Carpenter, Katie Ely-Wood, Scott Gaviglia, Jaime Kimbrough, Matt Latham, Jackie O'Connell, Chris Otto, Amy Pellman, Chad Smith

II. Public Comment Regarding Agenda Items – None

III. Approval of Minutes

Approval of the December 8, 2022 Regular Meeting Minutes. Correction of “Larry Nelson” to “Daryl Nelson”.

Mr. Gersbach moved to approve; Ms. Trokhan seconded.
Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Gersbach

IV. Consent Agenda

a. Donations – December

Mr. Gersbach moved to approve; Ms. Trokhan seconded.
Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Gersbach

V. Special Presentations - none

VI. Finance

a. Schedule of Payables

Mr. Gersbach moved to approve; Ms. Trokhan seconded.
Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Gersbach

Resolution No. 01.23

b. Monthly Revenue & Expense Report

c. Stander Quarterly Report

VII. Administrative Reports

Community & Park Relations – Ms. Katie Ely-Wood reviewed the end-of-year report. Recent market studies will help guide decisions and show us what works well and how to communicate in each area. The Stakeholder report showed how others in the community view MetroParks and where we need to work on communication and relationships.

Social media has good outreach and continues to climb. A monthly email newsletter has recently been relaunched.

Operations – Mr. Tony Carpenter reviewed highlights from 2022. Green Heron & Salamander Run were opened and a new trail is being created at Sycamore Bluffs. Discussed how the data in his report will help to make decisions moving forward and is helpful in showing the public what we do.

Park Connections – Mr. Chad Smith reviewed the report comparing data from 2019 to 2022. The division will focus on offsite programming first quarter of 2022.

Planning – Mr. Matt Latham summarized the end-of-year report. The GMRT Timberhill extension was completed as well as the Miami 2 Miami connection trail. A soft opening has occurred and there will be a ceremonial ribbon cutting in the spring. The Governor Bebb pedestrian bridge and streambank stabilization projects will finish this year.

Capital projects update: the closed areas at Rentschler are now open. There will be a minimum of a 4-day park closure for the bridge installation at Governor Bebb next week.

There has been a struggle getting contractors to bid on projects. This year the plan is to start putting projects out to bid in the third quarter for the following year.

Police – Chief Gaviglia greeted the Board and introduced himself. Revealed the new patch and discussed the rolling out of the new police uniforms.

Visitor Services – Mr. Chad Smith reviewed the data and trends in the report. There was a suggestion to market the lesser-used rental facilities.

Workplace Talent Management – Ms. Jaime Kimbrough stated that there were no workplace injuries in the 4th quarter of 2022 and one unemployment claim. Four new staff were hired in the fourth quarter. Neogov has been very helpful in tracking hiring statistics and job posting views. The electronic timekeeping software has been rolled out. With less time processing payroll, the division is working on staff trainings for 2023. Also, reviewing positions when they open to determine the best steps moving forward instead of just filling the positions.

Finance – Mr. Chris Otto has been working to clean up Finance processes, reporting and object codes.

Administration – Mr. Chad Smith discussed the encroachment issue with the Schaipers. They rejected both the mowing and encroachment license proposals but agreed to stop mowing and move the parking pad and barn by the end of 2022. This still has not occurred. The Schaipers travel in the winter, but Mr. Smith will touch base with them in the spring. Three Valley Conservation Trust is also aware of the encroachment and should address it in their seasonal survey. The board agreed that allowing encroachments sets an undesirable precedent.

Ms. O'Connell briefly reviewed the reorganization of staff. Supervisor of Operations, Tony Carpenter is now reporting to Jackie. Mr. Smith's role will now focus on expanding partnerships, sponsorships and planned giving. Visitor Services and Park Connections will remain with Mr. Smith for now.

Recently, staff visited Five Rivers Metropark for a review on how they use their registration and reservation system.

No updates on UC Health sponsorship renegotiation. Our UC Health contact is leaving UC.

The stakeholder survey was distributed to the Board. The survey showed a lot of opportunities that staff will evaluate. Jackie will visit the different stakeholders/political subdivision areas to explain who we are and what we do. A lot of these groups want to tap into our resources, such as planning and programming. Staff recently met with 17 Strong to discuss partnership opportunities. Also met with a group to discuss a community summit on connectivity. Results from the survey revealed that stakeholders want us to be more transparent how tax dollars are used and the other forms of revenue. We have an opportunity to educate the public on how tax dollars and grant dollars are used for projects.

VIII. Old Business –

a. Discussion Regarding Antenen Property & Farmhouse

Susan Antenen sent an email asking MetroParks to deem the farmhouse portion of the Antenen property as surplus. The Board is not prepared to declare it unnecessary property. As estimates to restore the house are not similar, Ms. Trokhan suggested the interested parties pay for a property evaluation to assess the structural and restoration repairs and expenses. Then they can evaluate whether funds can be raised to restore the farmhouse and MetroParks can consider uses for the facility. Mr. Latham and Mr. Smith will secure a vendor and quote for the work and communicate with Ms. Antenen.

IX. New Business

a. Resolutions Delegating Authority

1) Pay Late Fees, Finance Charges and/or Penalties

Mr. Gersbach moved to approve; Ms. Trokhan seconded.
Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Gersbach
Resolution No. 02.23

2) Budget Obligations

Mr. Gersbach moved to approve; Ms. Trokhan seconded.
Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Gersbach
Resolution No. 03.23

b. Ratify Changes to Purchase-Sale Agreement with 747 LLC

Mr. Gersbach moved to approve; Ms. Trokhan seconded.
Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Gersbach

c. Discussion on Prefab restroom at Forest Run MetroPark

Mr. Gersbach moved to approve; Ms. Trokhan seconded.
Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Gersbach

d. ARPA Funds – Davidson Woods

Mr. Gersbach moved to approve; Ms. Trokhan seconded.
Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Gersbach

e. Election of 2023 Officers

Tabled for February meeting.

X. Commissioner Reports - none

XI. Executive Session - none

XII. – Adjournment

Mr. Gersbach moved to adjourn the meeting at 9:41 a.m., Ms. Trokhan seconded.
Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Gersbach

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

Jacqueline O’Connell,
Executive Director/Secretary

Date