

METROPARKS OF BUTLER COUNTY  
BOARD OF PARK COMMISSIONERS  
REGULAR MEETING MINUTES  
January 29, 2021

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The MetroParks of Butler County Board of Park Commissioners met in regular session on Friday, January 29, 2021, and, because of the Coronavirus Public Health Emergency and the social distancing orders in effect, the meeting was held as a *Zoom Virtual Meeting* pursuant to recent amendments to Chapter 121 of the Ohio Revised Code temporarily allowing remote participation at a public meeting of the Board.

**I. - Call to Order**

The meeting was called to order at **8:35 am** by **President Gregory Amend.**

**II. - Roll Call and Agenda**

Members present for purposes for roll call were **Mr. Gregory Amend, Mr. Daryl Nelson and Ms. Cynamon Trokhan.**

The Board worked from the following agenda:

**AGENDA**

- I. Call to Order -8:30 am**
- II. Roll Call**
- III. Public Comment Regarding Agenda Items \***
- IV. Approval of Minutes – December 17, 2020, Regular Meeting**
- V. Consent Agenda \*\***
  - a. Financial Reports
    - (1) Cash Summary Report
    - (2) Cash and Expenditure Forecast
    - (3) Donations
    - (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
    - (8) Stander Legacy Fund Report
  - b. Schedule of Payables
  - c. Employment Activity Report
  - d. Special Event Contracts and Athletic Field Use Licenses- NONE
  - e. Standard Annual Resolution for Delegating Authority to the Executive Director to Make Payments related to the Contractual Obligations of the Board, Budget Modifications and Employment Actions Between Meetings of the Board

- f. Standard Annual Resolution Delegating Authority to the Executive Director Regarding Capital Improvement Contracts, Etc.

**VI. Old Business**

- a. 2020 Significant Organizational Accomplishments by Division
- b. Monthly Public Safety Activity Summary Report
- c. Monthly Community and Enterprise Initiatives Summary Report
- d. Monthly Operational Services, Park Connections and Visitor Services Summary Reports
- e. Monthly Workplace Talent Management Summary Report
- f. Bi-Monthly Capital Projects Update
- g. Authorization to Purchase and/or Contract for Selected Items in 2021-Define or Refine "Truck" for Public Safety
- h. Other-Miscellaneous from Board or Administration

**VII. New Business**

- a. Election of 2021 Board Officers- President and Vice President
- b. Financial Review- 4<sup>th</sup> Quarter of 2020
- c. Master Planning Priorities for 2021, Etc.
- d. Resolution Authorizing Payment of Unavoidable Late Fees due to Transition to New Fiscal Year
- e. Revised Use of VOA Cross Country Course Through 2021-MOU with Lakota East
- f. 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**

The Board then moved to agenda item IV. Approval of Minutes from the December 17, 2020 Board Meeting.

**IV. - Approval of Minutes**  
**December 17, 2020 Meeting**

**MOTION:** To approve the minutes of the December 17, 2020 Meeting as presented by staff to the Board.

**Mr. Amend moved, seconded by Ms. Trokhan.**

*Motion No. 01.21*

Vote:

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

**The presiding officer declared the motion carried unanimously.**

The Board then moved to agenda item VII.a. Election of 2021 Board Officers-President and Vice President.

## VII. – New Business

### VII.a. Election of 2021 Board Officers-President and Vice President

**MOTION:** I move to nominate a slate of officers consisting of Daryl Nelson as President and Cynamon Trokhan as Vice President to serve through 2021 or until his or her successor is elected, whichever occurs later, to close nominations and to cast a unanimous ballot for the slate of officers as proposed.

Discussion During the Meeting: None.

**Mr. Nelson moved, seconded by Ms. Trokhan.**

**Motion No. 02.21**

Vote:

Mr. Amend - Aye

Mr. Nelson - Aye

Ms. Trokhan – Aye

**The presiding officer 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 at the first regular meeting of the new business year (a.k.a. the “Organizational Meeting”), like most political subdivisions, the Board of Park Commissioners elects the new officers of its governing board who serve in those roles through to the next year or until their successors are elected. As established by the Board of Park Commissioners’ By-laws, this means a President and a Vice President need to be selected from the membership of the Board for 2021. Fiscal Officer and Treasurer Duties are handled by the County Auditor, the County Treasurer, or the Metroparks Financial Services staff. MetroParks By-laws state that the Board Secretary/Clerk functions are assigned to the Executive Director and who is supported by his/her Executive Assistant who also serves as Assistant Secretary to the Board.*

*It has been Board custom to offer a slate of nominees containing the names of the proposed President and Vice President. Nominations for President and Vice President are accepted from the floor during the meeting usually with a motion to close nominations and to cast a unanimous ballot. The office of President has most often been rotated annually among all Board members with each taking a turn in sequence; however, the selection of officers is entirely up to the members of the Board and rotation is not mandated.*

The Board then moved to agenda item III. Public Comment Regarding Agenda Items.

### III. - Public Comment Regarding Agenda Items

Ms. Holly Wissing of 4903 Stillwell Rd., Oxford, Butler County, Ohio was recognized and addressed the Board. Ms. Wissing is a volunteer for MetroParks of Butler County, and relayed that she started a bequest to provide funds for the preservation of the Pioneer Church at Indian Creek MetroPark. Ms. Wissing stated that because MetroParks sold the property located at 5750 Dunwoody Rd. Reily Township, Butler County, Ohio (“the Property” aka “The Carl and Nell Stander Preserve”) she is reconsidering her decision to set up a bequest to aid MetroParks in funding the preservation of the Pioneer Church. Ms. Wissing said that she lost trust in the MetroParks of Butler County. Ms. Wissing asked that the Board to be more open and transparent with the local effected community when decisions are being made that impact local residents. Ms. Wissing also inquired about the status of the Pioneer Church, and if MetroParks intended to sell the portion of Indian Creek MetroPark on which the Pioneer Church is located.

A Board Member commented that the Pioneer Church was located on a beautiful piece of property, and that he has visited Indian Creek MetroPark often. MetroParks’ Park Planner/Project Manager Mr. Matt Latham stated that there are restrictions on Indian Creek MetroPark that prevent the sale of land there in the future.

Mr. Andy Dillhoff of 6033 Dunwoody Rd., Hamilton, Butler County, Ohio was recognized next and addressed the Board. Mr. Dillhoff stated that he’s concerned about the communication between MetroParks staff, the Board of Park Commissioners and the residents of Reily Township. **Mr. Dillhoff began reading a quote, but the quote could not be heard due to connectivity issues with Zoom.** Mr. Dillhoff also asked about the efforts MetroParks had undertaken to ensure the conservation of the Property before selling it, as he believed MetroParks had an obligation to do so as a conservation agency.

The Executive Director, Mr. Jonathan Granville, noted that MetroParks had conversations with Three Valley Conservation Trust prior to the sale of the Property, but that conversation was disappointing since no alternatives for the property had resulted from it. Mr. Granville also recounted that he had investigated the possibility of obtaining grant funding but that none were readily available. He then also stated that the even when a property is not regularly open to the public, carrying costs to manage the property are substantial for MetroParks. Selling the Dunwoody Rd. Property was the most prudent financial decision for MetroParks.

A Board member also stated that he needed to correct Mr. Dillhoff, and said that MetroParks of Butler County’s mission is “to provide an exceptional park system that maximizes the community’s quality of life through conservation, education and recreation”. He said that MetroParks is not strictly a conservation agency, and that maximizing the public’s accessibility to MetroParks parks that provide education and recreation is a priority for MetroParks.

Mr. Granville noted that over a thousand acres of the property MetroParks manages are in closed park areas that are not regularly open to the public, and that MetroParks is waiting for the funding required to improve and open these areas on a regular basis. He also stated that almost 2/3 of MetroParks of Butler County’s land holdings are all located in the West side of Butler County. Additionally, Mr. Granville said that almost all land that MetroParks owns and

operates cannot be sold in the future due to the deed restrictions on those properties. A 9 acre property MetroParks owns called "The Glades" in West Chester Township could be sold, but the sale of that property has been unsuccessful after multiple attempts.

A Board Member added that all agricultural property that MetroParks owns and operates is problematic for MetroParks operations due to restrictions placed on the property in the Ohio Revised Code referring to property taxes that must be paid for park lands with commercial farming and other reasons. He also said that former MetroParks of Butler County Director Mike Muska drove the purchase of the Property in 2003. The Board Member also noted that MetroParks has not sold property in the past.

Mr. Jerrod Bley, PO Box 646, Sarnac Lake, New York State was recognized next and addressed the Board. Mr. Bley requested that any discussions about future land acquisition be removed from the Executive Session portion of the Board Meeting Agenda and moved to regular session where the public could listen to Board discussion about the topic.

A Board Member responded that due to public funds and grants used to purchase property, that land acquisition can take a lengthy period of time. This Board Member added that MetroParks keeps discussion of pending land acquisition out of regular session because if there is public information that MetroParks intends to purchase a specific property, the purchase price of that property will likely increase. Mr. Granville said that on the occasion the Board has gone public with conversations about pending land acquisition or a sale agreement for the same, the seller has been bombarded with higher offers for the property, which can be frustrating to the seller who has gone through a lengthy process in order to sell their property to MetroParks, often at a reduced rate. A Board member also added that the ability to discuss the sale (and purchase) of real property in private Executive Session is provided for in the Ohio Revised Code.

A Board Member said that although the Board could not commit to holding discussions about the sale or acquisition of property in a regular session, that MetroParks might be able to provide the public with a little bit more information about what was discussed in Executive Session in the future.

Ms. Sarah Dillhoff of 6033 Dunwoody Rd., Hamilton, Butler County, Ohio was recognized next and addressed the Board using the text message feature of Zoom. Ms. Dillhoff inquired if another Board Member could be added to the MetroParks Board of Park Commissioners who has an agricultural focus and represents the agricultural interests of the West side of Butler County. A Board Member responded that all three of the current Board Members are land owners who farm and live in the North, East and West regions of Butler County.

Separately, a Board Member stated that there will be opportunities for people residing on the West side of Butler County to have input on the proposed Governor Bebb Master Plan. This Board Member also encouraged local residents to attend future meetings of the Board of Park Commissioners, so they can stay informed about conversations and board actions that may impact them as decision are being made.

Ms. Kelly Barkley, Supervisor of Community and Enterprise Initiatives, then also mentioned that anyone can check the MetroParks of Butler County website under the “News and Alerts” section for information about upcoming Board meetings, and information about upcoming public information sessions for Master Planning of the parks.

With the public comment section of the meeting having concluded the Board’s President moved on to regular order of business on the agenda.

## **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 January 29, 2021, Board meeting which have not previously or more specifically been approved or accepted, acknowledged, and or ratified otherwise by the Board; 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.f.** (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. See documents in the Proceedings Book of the Board.

Discussion During the Meeting: None.

**Ms. Trokhan moved, seconded by Mr. Nelson.**

*Motion No. 03.21*

Vote:

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

**The presiding officer declared the motion carried unanimously.**

**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- Approved – no separate action.**

**V.a. - (4) Summary of Transfers and Budget Modifications - Approved - no separate action.**

**V.a. - (5) Revenue Summary and Commentary - Approved - no separate action.**

**V.a. - (6) Expenditure Summary and Commentary - Approved - no separate action.**

**V.a. - (7) VOA Cost Center Receipts and Disbursements Monthly Statement - Approved - no separate action.**

**V.a. - (8) Stander Legacy Fund Report - 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 and Contracts and Athletic Field Use Licenses - NONE**

**To ratify and place on file:** No Special Event or Athletic Use Licenses were presented at the meeting.

*In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Executive Director, Mr. Granville wrote that Board approval, ratification and/or acknowledgment 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. However, any Consent agenda item may be removed from group approval at the request of any Board Member and considered separately.*

**V.e. – Standard Annual Resolution for Delegating Authority to the Executive Director to Make Payments related to the Contractual Obligations of the Board, Budget Modifications and Employment Actions Between Meetings of the Board**

**MOTION:** To delegate to the Executive Director of the MetroParks or in his/her absence, the Deputy Director of the MetroParks, authority to execute and to submit to the Butler County Auditor and/or other governmental offices all necessary documentation required to encumber or un-encumber funds, to order expenses paid as necessary to meet the contractual obligations of the Board, and to authorize and order account transfers and budget adjustments within each Fund of the MetroParks between meetings of the Board all on behalf of the Board, as allowed by law and as he/she deems necessary.

Further, that the authority extended by this action of the Board shall include authorization to order and/or adjust MetroParks employee compensation (including separation expenses) and fringe benefits paid or provided, to complete and file Payroll Adjustments Report Forms (PARF) or an equivalent document or documents and to add or remove employees from payroll. And additionally, that this resolution of the Board shall be effective during a period from January 31, 2021 through February 1, 2022, unless otherwise amended or suspended by an official action of the Board. Further, that the Executive Director, or the Deputy Director acting in absence of the Executive Director, is instructed to take such actions as are necessary to implement the intent of the Board in 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 to avoid the need to hold frequent official meeting of the Board more than once a month solely for the purpose of acting on routine matters, every year at this time, the Board has delegated certain limited authority to its Executive Director (or the Deputy Director upon the absence of the Executive Director) to take routine and/or necessary, time-sensitive actions during the course of the coming year. Auditor of State regulations provide that such authority may be delegated for no longer than one year at a time. All actions by the Executive Director or the Deputy Director pursuant to this delegated authority are soon thereafter*

*presented to the Board for its knowledge, consideration, ratification and/or other action at its discretion.*

**V.f. – Standard Annual Resolution Delegating Authority to the Executive Director Regarding Capital Improvement Contracts, Etc.**

**MOTION:** In order to expedite planned Capital Improvement Projects the Executive Director, or the Deputy Director in absence of the Executive Director, is hereby authorized by the Board of Park Commissioners, effective February 2, 2021 through January 31, 2022, to enter into capital-improvement-related contracts, approve Change Orders to such contracts, an/or to authorize payments for work or for services completed and/or for items delivered related to Capital Improvement Projects between meetings of the Board without additional, specific or individual action of the Board provided that all of the following conditions are first met as affirmed by the Executive Director or Deputy Director if the Executive Director is absent:

- When the amount to be committed or paid by the MetroParks is less than \$50,000.00; and
- When the Capital Improvement-related contracts do not require a state-mandated formal bidding or a state mandated Request for Proposal (RFP) process; and
- When funding for the expense has been provided for in an applicable Board-approved appropriations budget or a current revised appropriations budget; and
- When the expense is/has been provided for in the most recent budget narrative upon which the Board relied for its mostly recently approved appropriations budget; and
- When competitive prices have been compared and best pricing and/or value can be reasonably assured; and
- When there are sufficient funds (cash flow) available; and
- When the insurance protecting the MetroParks against any wrongful acts of its employees is maintained at a level of coverage of at least \$50,000.00; and
- When the MetroParks Park Planner/Project Manager, MetroParks legal counsel, the project Engineer and/or the project Architect, as the case may be, have recommended or certified the pending action of the Executive Director or as the case may be, the Deputy Director, who will take the pending action; and; finally,
- When all expenditures made under the preceding conditions are reported to the Board of Park Commissioners in as timely a fashion, as required for all current routine expenditures.

Further, that the authority herein delegated does not negate or replace the authority previously delegated by the Board to any employee, but is additional in nature. And finally, that the Executive Director, or the Deputy Director in the absence of the Executive Director, is instructed to take such actions as are necessary to implement the intent of the Board in 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 the proposed motion renews the same annual standing authority previously extended by the Board during the last 5 years. Due to the number of improvement projects planned, the ability to make decisions and take specific actions between meetings of the Board is expected to be a valuable tool to expedite and most efficiently manage improvement contracts during 2021. Without this additional delegated authority, project-related actions costing over \$15,000.00 will have to wait to be acted upon by the Board at its next (usually monthly) meeting as a result costs may be expected to increase.*

## **VI. - Old Business**

### **VI.a. 2020 Significant Organizational Accomplishments by Division**

Discussion During the Meeting: Executive Director, Jonathan Granville provided a 2020 Significant Organizational Accomplishment by Division report which was included in the Board's pre-meeting packet prior to this meeting.

Mr. Granville stated that even during the COVID-19 Public Health Emergency, MetroParks had many notable accomplishments in 2020. A Board member stated that he would like to see these accomplishments published in some way so that they are accessible to the public. This Board Member recommended paying to advertise these accomplishments in the future. He also stated that he would also like to see these accomplishments published on the MetroParks website and Facebook page. A Board member asked if there was money currently budgeted in 2021 for paid advertisements. Ms. Barkley indicated that based on the approved 2021 budget, there would be money available for paid advertisements during 2021. See the report in the Proceedings Book of the Board.

### **VI.b. Monthly Public Safety Activity Summary Report**

Discussion During the Meeting: Chief Ranger, David VanArsdale provided a monthly Division of Public Safety Report which was included in the Board's pre-meeting packet prior to this meeting.

Chief VanArsdale offered no additional comments. Mr. Granville noted that there is very little crime that happens in the parks owned/managed by MetroParks of Butler County. See Chief VanArsdale's monthly report in the Proceedings Book of the Board.

### **VI.c. Monthly Community and Enterprise Initiatives Summary Report**

Discussion During the Meeting: Division of Community and Enterprise Initiatives Supervisor, Kelly Barkley, submitted a monthly Division Report which was included in the Board's pre-

meeting packet prior to this meeting.

A Board Member inquired about the status of the RFP for the Ronald Regan Lodge. Ms. Barkley stated that the RFP and process for acquiring sanitation services for the Ronald Regan Lodge would be completed first. Ms. Barkley stated that she is also working on the RFP for Concessions at the VOA Athletic Complex. See Ms. Barkley's monthly report in the Proceedings Book of the Board.

#### **VI.d. Monthly Operational Services, Park Connections and Visitor Services Summary Reports**

Discussion During the Meeting: Deputy Director Chad Smith submitted a monthly Operational Services, Park Connections and Visitor Services Summary report was included in the Board's pre-meeting packet prior to this meeting.

Mr. Smith, in summarizing the activities of the Divisions under his supervision, conveyed that Operational Services is working on rehabbing the old fire house on Reigart Road at Rentschler Forest MetroPark to be another reporting location for Operations staff in the new South Zone. A Board Member inquired if MetroParks staff had contacted with the State of Ohio Department of Health or the Butler County Department of Health about the return to public programming. Mr. Smith noted that MetroParks has been in close contact with the Butler County Department of Health about current State COVID-19 operating orders and guidelines as they apply to programming and other activities. Mr. Granville stated that the Ohio Parks and Recreation Association (OPRA) has also been helpful with providing guidance for MetroParks during the COVID-19 Public Health Emergency. Concluding, Mr. Smith then noted that Kim Shaprio started with MetroParks as the Manager of Visitor Services on January 4, 2021. See Mr. Smith's monthly report in the Proceedings Book of the Board.

#### **VI.e. Monthly Workplace Talent Management Summary Report**

Discussion During the Meeting: Supervisor of Workplace Talent Management Jaime Kimbrough submitted a monthly report for the Division of Workplace Talent Management which had been included in the Board's pre-meeting packet prior to this meeting.

A Board member stated the importance of reaching out to both MetroParks staff and volunteers to thank them for their service. This Board Member offered to send a communication to MetroParks volunteers on behalf of the Board of Park Commissioners expressing gratitude for their service. Mr. Granville noted that volunteers are integral to the park system, and that MetroParks relies on volunteers to support programming and other operations. Ms. Kimbrough mentioned that although volunteer hours are down compared to previous years due to the COVID-19 Public Health Emergency, that the volunteers are still engaged with MetroParks. See Ms. Kimbrough's monthly report in the Proceedings Book of the Board.

## VI.f. Bi-Monthly Capital Projects Update

Discussion During the Meeting: Park Planner/Project Manager Matt Latham submitted a Bi-Monthly Capital Projects Update which was included in the Board's pre-meeting packet prior to this meeting.

Mr. Latham stated that Phase 2 of the North Athletic Field Project at VOA, which will involve the expansion of grass Playing Fields #23 and #24 will start in July 2021 after the conclusion of the President's Cup event. Mr. Latham also said that construction on the Accessible Kayak Launch Project at the north lake of VOA is scheduled to begin in 2021. This project has been mostly funded by an ODNR Paddling Enhancement grant.

Concerning the sewer line relocation project at Gilmore MetroPark, Mr. Latham said that the City of Hamilton will begin construction in 2021, in conjunction with trail work there on the Miami2Miami Trail to begin in 2022.

Mr. Latham said that the contract for repairs to Elk Creek Bridge Project will be out to bid in March of 2021, with the necessary repairs projected for completion in Fall of 2021. Mr. Latham also said that the Elk Creek Meadow Ridge Clubhouse Conversion Project will start in 2021 and might need to be done in phases over several years due to cost.

Finally, Mr. Latham also said that a \$400,000 State Capital Grant that was awarded for improvements at Forest Run MetroPark, Timberman Ridge Area is expected to be available beginning in July 2021. Mr. Latham is working on various project options to utilize the funds from that State Capital Grant. See Mr. Latham's report in the Proceedings Book of the Board.

## VI.g. Authorization to Purchase and/or Contract for Selected Items in 2021- Define or Refine "Truck" for Public Safety

**MOTION:** To revise a list of items approved by the Board on December 17, 2020 by which the Executive Director was authorized to purchase by replacing the "truck" for the Division of Public Safety with the term "motor vehicle", but otherwise not changing the approved document. And further, to instruct the Executive Director to take such action(s) as he deems necessary to implement the intent of the Board in this matter.

Discussion During the Meeting: Mr. Granville stated that the word "truck" had been listed in the memo in the resolution passed by the Board last month (December) allowing Mr. Granville to authorize a purchase of a new vehicle for the Division of Public Safety. Mr. Granville noted that division of Public Safety is in need of a "vehicle" and not a "truck", and his currently authority was limited to purchasing a "truck" only. A Board member inquired if MetroParks had received a State Bid on the vehicle, Chief David VanArsdale stated that the vehicle would be purchased through prices compliant with the state cooperative bid program.

**Ms. Trokhan moved, seconded by Mr. Amend.**

**Motion No. 04.21**

Vote:

Mr. Nelson - Aye

Ms. Trokhan - Aye

Mr. Amend - Aye

**The presiding officer 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 as requested by Chief VanArsdale in order to find the best means of transportation to perform the Division's assigned tasks, the Division of Public Safety (Ranger Department) needs the flexibility to acquire any type of motor vehicle rather than just a "truck". I agree. Chief VanArsdale will be present at the Board meeting and can answer questions from the Board about this topic. Since the standing purchasing authority of the Executive Director in reference to equipment does not include an expense exceeding \$15,000.00, Board action on this matter is required.*

#### **VI.h. Other-Miscellaneous from Board or Administration**

None.

### **VII. – New Business**

#### **VII.b. Financial Review- 4<sup>th</sup> Quarter of 2020**

Discussion During the Meeting: In addition to the monthly Financial Services reports, Supervisor of Financial Services Yamini Patel reviewed the Quarter 4 Financial Reports which were included in the Board's pre-meeting packet prior to this meeting. Ms. Patel stated that overall, Quarter 4 2020 receipts increased by 1.5 million dollars as compared to the same quarter in 2019. Ms. Patel noted MVP sales and facility reservation fees were down for the year in 2020. Ms. Patel also stated that sponsorship was also down in Quarter 4 2020 by \$34,000 as compared to Quarter 4 in 2019, due to the COVID-19 Public Health Crisis.

A Board Member inquired how much MetroParks owes total in bond payments. Ms. Patel responded that MetroParks owes \$2.3 million dollars in bond payments should the entire debt be paid at once, with an interest rate at 4.1%. A Board Member inquired if a penalty exists for pre-payment. Mr. Granville responded that he was unsure under certain circumstances if there would be a penalty for pre-payment but that some early cost penalty was likely. A Board Member suggested that MetroParks approach PNC about refinancing that loan (bond debt). Mr. Granville stated that MetroParks would investigate this option and will report back to the Board.

*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 the Board has requested standing quarterly reviews regarding finances at the Board meeting following the end of each quarter. Yamini Patel, Supervisor of Financial Services, has prepared the financial status of the*

*park system information and can answer any questions posed to her by members of the Board. Cash flow, revenue and expenditures as measured against annual budget is important to insure liquidity so that improvement projects, as well as regular operational expenditures, are sufficiently provided for within the present financial year and beyond.*

The Board then moved to agenda item VIII. Executive Session.

## **VIII. - Executive Session**

**MOTION:** To enter into Executive Session at 10:12 am.

**Mr. Amend, called for a roll call vote, seconded by Ms. Nelson, for the purpose of discussions involving:**

c. Pending Litigation

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

***Motion No. 05.21***

Vote:

Mr. Nelson - Aye

Ms. Trokhan - Aye

Mr. Amend - Aye

**The presiding officer declared the motion carried unanimously.**

**The Board returned to regular session at 10:42 am.**

### **VII.c. Master Planning Priorities for 2021, Etc.**

**MOTION:** To adopt the recommended schedules for Master Planning priorities and efforts 2021 as presented to Board by Administrative staff; and further, to instruct the Executive Director to take such action(s) as he deems necessary to implement the intent of the Board in this matter.

**Discussion During the Meeting:** Mr. Latham reviewed the recommendations he made in a memo included in the Board's pre-meeting packet prior to this meeting. Mr. Latham stated that due to the ongoing COVID-19 Public Health Emergency, he recommended that MetroParks pause the Governor Bebb Master Planning process until the Spring of 2021 in order to accommodate in-person public input sessions. Mr. Latham also recommended that the Master Planning process for Indian Creek MetroPark start in Spring of 2021, and Master Planning for Four Mile Creek MetroPark and Salamander Run Preserve would follow in 2022. See Mr. Latham's memo in the Proceedings Book of the Board.

A Board Member agreed with the plan, and voiced understanding that public input sessions have been difficult to navigate during the COVID-19 Public Health Emergency.

A Board Member inquired why the recent comment period for the Governor Bebb Master Plan had an “end date” for public comments which had been posted on the MetroParks website. Mr. Latham responded that master plans normally have limited comment periods so that revised plans may be designed based in part on the feedback received from public comments received by a definite date. The Board member then asked if there was a possibility of opening Master Plans for public comments for longer periods of time. Mr. Latham indicated that this was a possibility. Ms. Barkley suggested that the MetroParks Facebook page could also be used to collect public comments on Master Plans and that comments received on any platform are always forwarded to the planning Division.

**Mr. Amend moved, seconded by Ms. Trokhan.**

**Motion No. 06.21**

Vote:

Mr. Nelson - Aye

Ms. Trokhan - Aye

Mr. Amend - Aye

**The presiding officer 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 it has generally been the preference of the Board that all MetroParks properties are eventually covered by Master Plans developed with customer-owner input to insure that public resources are responsive to current county-wide needs and opportunities and are related to the mission and strategic plans of the organization as well as providing for the effective use of tax dollars. However, since MetroParks currently owns and manages more than 5,000 acres in locations scattered across Butler County, many locations of which have never had such plans developed, MetroParks Administration requests guidance from the Board as to which locations are Master Planning priorities in 2021. Mr. Granville also wrote that many options and/or Master Planning priorities are possible, but given the limitations of staff time, the priorities given in the attached memo are recommended.*

#### **VII.d. Resolution Authorizing Payment of Unavoidable Late Fees due to Transition to New Fiscal Year**

**MOTION:** To authorize payment of the unavoidable late Fees totaling \$2.28 on the chart (resolution) provided to the Board by MetroParks administrative staff and ordering that they be paid. And further, to instruct the Executive Director to take such action(s) as he deems necessary to implement the intent of the Board in this matter.

Discussion During the Meeting: None.

**Ms. Trokhan moved, seconded by Mr. Amend.**

**Motion No. 07.21**

Vote:

Mr. Nelson - Aye

Ms. Trokhan - Aye

Mr. Amend - Aye

**The presiding officer 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 despite the ridiculous amount of staff time required and the de minimis amounts involved; the County Auditor has interpreted an Auditor of State's directive as requiring that a heavily bureaucratic duplicative process be undertaken in order for him to pay late fees, and for him not to be responsible for any unlikely findings for Recovery that the state might order once late fees are paid. Although MetroParks Financial Services Staff have attempted to prevent or have all of these fees forgiven, some late fees are unavoidable. Supervisor of Financial Services Yamini Patel will be present at the meeting and can provide more detail if needed.*

**VII.e. Revised Use of VOA Cross Country Course Through 2021-MOU with Lakota East**

**MOTION:** To approve and adopt the memorandum of understanding between MetroParks and the Lakota Schools East Athletic Department as presented by MetroParks Administrative Staff for use of Voice of America MetroPark for cross country course event use and; declaring all previous agreements for such use superseded and null and void. Further, to instruct the Executive Director to take such action(s) as he deems necessary to implement the intent of the Board in this matter.

Discussion During the Meeting: Mr. Smith stated that the new MOU with Lakota East will save MetroParks around \$4,000 per year.

**Mr. Amend moved, seconded by Ms. Trokhan.**

*Motion No. 08.21*

Vote:

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

**The presiding officer 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 recommend the Board approve the MOU by adopting the motion above. The new MOU will save MetroParks expenses and will continue an important relationship with an existing community partner. Deputy Director Chad Smith conducted the negotiations on this matter and will be present at the Board meeting to answer any questions members of the Board may pose regarding it. Mr. Granville also wrote since the Board approved the current agreement between the parties it is most appropriate for the Board to take action on any revision or replacement of it. During negotiations many options were discussed. The attached version was deemed acceptable (but not perfect) by each of the parties.*

VII.f. Other-Miscellaneous from Board or Administration  
None.

IX. - Actions Relative to Executive Session

No Board action was taken in this section of the agenda other than adjournment which follows.

X. - Adjournment

**MOTION:** To adjourn the meeting at 10:59 am.

**Ms. Amend moved, seconded by Mr. Trokhan.**

*Motion No. 09.21*

Vote:

Mr. Nelson - ~~Absent~~ Aye IRG  
Ms. Trokhan - Aye  
Mr. Amend - Aye

The presiding officer 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:

[Redacted Signature]

[Redacted Signature]

Presiding Officer of the Board

Executive Director/Secretary

*2/26/2021*  
Date

*President*  
Title

Unless rescheduled or relocated, the next regular business meeting of the Board of Park Commissioners is scheduled for February 25, 2021, at 8:30 a.m. via Zoom.