

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
REGULAR MEETING MINUTES
Thursday, July 14, 2022

The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, July 14, 2022, at the Ronald Reagan Lodge at Voice of America MetroPark, 7850 VOA Park Drive, West Chester Township, Ohio 45069-2938.

Call to Order

The meeting was called to order at 8:32 a.m. by Ms. Trokhan

I. - Roll Call and Agenda

Members present:

Ms. Trokhan, Mr. Gersbach. Mr. Nelson arrived at 8:38 am

Staff present:

Rhiana Barrero, Tony Carpenter, Jaime Kimbrough, Matt Latham, Jackie O'Connell, Chris Otto, Amy Pellman, Chad Smith, David VanArsdale, Becky Vanderpool, Katie Ely-Wood

II. - Public Comment Regarding Agenda Items – None

III. - Approval of Minutes

Correction to section VII – Administrative Report from the Planning department. The date that MetroParks found out about the grant was noted as 3/3/22 it should have stated 3/31/22. Approval of the June 16, 2022 Regular Meeting minutes as corrected.

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

IV. - Consent Agenda

a. Donations - June

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

There was a question on the use of valet services. Mr. Smith explained it is the Athletic Complex parking services that we use for tournaments.

Mr. Nelson moved for approval. Mr. Gersbach seconded.
Motion passed. Vote: Aye: Ms. Trokhan, Mr. Gersbach, Mr. Nelson

Resolution No. 21.22

b. Cash Summary Report

c. Q2 Revenue and Expenditures

d. Forest Run Welcome Center Emergency Repair Budget Appropriation

Separate budget will allow us to pay out expenses related to storm damage and not pull from other areas of the budget.

Mr. Nelson moved to approve; Mr. Gersbach seconded.

Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Nelson, Mr. Gersbach

VII. – Administrative Reports

Community & Park Relations - Ms. Ely-Wood introduced new administrative assistant, Katie Hawkinson. The Mission Health Challenge started off great and runs through end of November. Additionally, the UC Bike Rally is coming up on July 23 at the Athletic Complex. The MetroParks video created by Spot On last year won a Gold Telly Award. The community stakeholder survey is underway. MPX is continuing with community engagement and will be attending local events this summer.

Operations – Mr. Carpenter said staff is doing a great job of keeping parks clean and safe. Currently there are job openings in all of the zones. There was a short discussion regarding fuel costs.

Park Connections – public programming is back to pre-pandemic numbers. Creeking and Nature of Kids have been very popular with record attendance. Despite rain outs, the concert series has had a few highly attended shows. Mud Mania is coming up soon. There was a brief discussion on the cancellation of the Regatta due to low registration (6 boats).

Planning – Mr. Latham reviewed the capital improvement projects. Angst barn work is progressing slowly; should be complete by winter. Timberman Ridge and Governor Bebb bid results should be presented at the next Board meeting. Great Miami River Trail .7 mile extension at Rentschler is complete and is open for public use - Grand Opening is scheduled for August 12 at 3:00 pm. Miami 2 Miami work is coming along; plan to be complete by fall. Working through Mill Race easement issues. Rentschler stone bridge repairs are unbudgeted, so repairs are on hold. The contractor is making repairs to the north VOA fields to bring them up to specs. Mr. Latham commented on a recent meeting with the Butler County Engineers and West Chester Township to discuss adding a VOA Tylersville entrance. MetroParks is still trying to coordinate work at Timberhill with the National Park Service.

Public Safety – Chief VanArsdale stated that they have one Ranger vacancy. He commented the DPS is making positive contacts with park visitors and have heard positive comments about the parks that have been shared with appropriate staff members.

Visitor Services Report – Ms. Barrero stated the Wheelhouse is now open until Labor Day weekend. USAT is in its final year at VOA and is starting July 25-31 and is anticipating 5,000-6,500 participants and spectators. The Athletic Complex is booked through the fall. Visitor Services has been sending surveys and getting good feedback and suggestions on improvements. Reservation requests and contracts have been streamlined. Tournament reservations for 2023 ramping up.

Workplace Talent Management – Ms. Kimbrough reviewed the unemployment and workers comp numbers. The national average views-to-applications conversion was 3% ours is 3.8%. Thirty new staff were onboarded in the second quarter. To improve diversity, WTM is looking at additional recruiting areas, updating job requirements, and reaching out to new businesses for volunteer opportunities. MetroParks is implementing a new time and attendance system which will replace the current manual system. The DEI task force met with Butler DD to discuss ways to recruit those with disabilities.

Administration – Ms. O'Connell commented that the revised bylaws will be presented at the August meeting. The coordinators planning the large country music festival next year at the Voice of America Museum are asking MetroParks for parking at the event. Ms. O'Connell met with city of Monroe recently to discuss the Bicentennial Park comprehensive plan.

VIII. Old Business - None

IX. New Business

a. 2023 Draft Tax Budget

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

b. Declaring Forest Run Welcome Center Repair Emergency

Declaring the damage that occurred at the Forest Run Welcome Center an emergency will allow MetroParks to rebuild more quickly. A contractor was hired the day the damage occurred to remove the tree and seal the building. The intention is to reconfigure the space to best use it for offices and/or work room space. Tony Carpenter will lead the work. Chief VanArsdale is the point of contact for MetroParks Liability insurance (Hylant) who will reimburse expenses associated with the damage.

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

c. Adopt Title VI Plan

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

d. Award Contract for Prefabricated Truss Bridge for Governor Bebb MetroPark

Mr. Latham commented that this will be a multi contract project and this is the first one. A Board member asked if we have spoken with any of the neighbors yet about the upcoming construction. Mr. Latham said that we have not but plans to do so before any work begins. There was a suggestion to get time lapse and/or drone video footage of the bridge placement.

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

e. Clean Ohio Green Space Fund Grant Applications Elk Creek

Mr. Gersbach moved to approve; Mr. Nelson seconded.
Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Nelson, Mr. Gersbach
Resolution No. 22.22

Ellis Lake

Mr. Gersbach moved to approve; Mr. Nelson seconded.
Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Nelson, Mr. Gersbach
Resolution No. 23.22

X. Commissioner Reports

Mr. Gersbach stated that the FOMPBC recently purchased two goats for the Farm at Chrisholm. He has received a few emails from acquaintances on the removal of the invasive red crayfish at Gilmore Ponds, as the red crayfish attract a certain bird species. MetroParks received a grant from ODNR for the removal of the red crayfish. MetroParks will provide educational pieces to educate the public.

XI. Executive Session

Mr. Gersbach moved for a roll call vote to enter Executive Session, seconded by Ms. Trokhan.

Vote: Aye: Ms. Trokhan, Mr. Gersbach. The Board entered into Executive Session at 10:02 a.m. The Board returned to Regular Session at 10:32 a.m.

XII. – Adjournment

Mr. Nelson moved to adjourn the meeting at 10:32 a.m., Mr. Gersbach seconded.
Motion passed. Vote: Aye: Ms. Trokhan, Mr. Nelson, 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:

Cynamon Trokhan,
Presiding Officer of the Board

Jacqueline O’Connell,
Executive Director/Secretary

Date