

METROPARKS OF BUTLER COUNTY  
BOARD OF PARK COMMISSIONERS  
REGULAR MEETING MINUTES  
Thursday, June 24, 2021

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The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, June 24, 2021, in the Lakeview 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 **8:38 a.m.**, by **President Daryl Nelson**.

**II. - Roll Call and Agenda**

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

The Board worked from the following agenda:

**AGENDA**

**I. Call to Order –8:30 a.m.**

**II. Roll Call**

**III. Public Comment Regarding Agenda Items \***

**IV. Approval of Minutes – May 20, 2021, Regular Meeting; June 2, 2021 Special Meeting**

**V. Consent Agenda \*\***

- a. Financial Reports
  - (1) Donations Report
  - (2) Summary of Transfers and Budget Modifications
- b. Schedule of Payables
- c. Employment Activity Reports
- d. Special Event Contracts and Athletic Field Use Licenses
- e. Notice of the Temporary Closure of Part of the Athletic Field Complex at VOA MetroPark for Construction-Rescinded
- f. Notice of the Temporary Closure of Part of the Discovery Ridge Trail (Formerly the American Discovery Trail) at Governor Bebb MetroPark-Rescinded
- g. Notice of the Temporary Closure of Part of the Athletic Field Complex at VOA MetroPark for Construction
- h. Notice of the Temporary Closure of the Wheelhouse Outdoor Area, etc. at VOA MetroPark for Construction

**VI. Old Business**

- a. Monthly Public Safety Activity Summary Report
- b. Monthly Community and Enterprise Initiatives Summary Report-Abbreviated
- c. Monthly Operational Services *with* Status Chart, Park Connections and Visitor Services Summary Report
- d. Monthly Workplace Talent Management Summary Report
- e. Bi-Monthly Capital Projects Update
- f. Updated Executive Director Search Considerations
- g. Award Contract for Engineering Services for GMRT Extension Project
- h. Resolutions Requesting County Auditor Calculate (Certify) Revenue of Various Property Tax Levy Scenarios
- i. Revised Angst Property Acquisition Documents
- j. Other-Miscellaneous from Board or Administration

**VII. New Business**

- a. 2022 Tax Budget Hearing and Adoption
- b. Recommendation for the Purchase of an Applicant Tracking and Onboarding Program
- c. Other-Miscellaneous from Board or Administration

**VIII. Executive Session**

- a. Land Acquisition/Purchase and/or Sale of Real Property
- b. Personnel Matters – Employment, Compensation and/or Promotion of a Public Employee
- c. Pending Litigation

**IX. Miscellaneous Relative to Executive Session**

**X. Adjournment**

**III. - Public Comment Regarding Agenda Items**

None.

**IV. - Approval of Minutes**

**May 20, 2021 Regular Meeting; June 2, 2021 Special Meeting**

**MOTION: To approve the minutes of the May 20, 2021 Regular Meeting and the June 2, 2021 Special Meeting as presented by staff to the Board.**

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

***Motion No. 45.21***

Vote:

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

**The presiding officer 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 June 24, 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.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. See documents in the Proceedings Book of the Board.

Discussion During the Meeting: None.

**As noted below, Ms. Trokhan moved for approval of the items on the Consent Agenda, seconded by Mr. Amend.**

*Motion No. 46.21*

Vote:

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

**The presiding officer declared the motion carried unanimously, thereby approving and/or ratifying and placing on file the following:**

- V.a. - (1) Donations Reports- **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 Reports- **Approved - no separate action.****
- V.d. - Special Event and Contracts and Athletic Field Use Licenses – **Approved-no separate action.****
- V.e. – Notice of the Temporary Closure of Part of the Athletic Field Complex at VOA MetroPark for Construction-Rescinded- **Approved-no separate action.****
- V.f. - Notice of the Temporary Closure of Part of the Discovery Ridge Trail (Formerly the American Discovery Trail) at Governor Bebb MetroPark-Rescinded- **Approved, no separate action.****
- V.g. – Notice of the Temporary Closure of Part of the Athletic Field Complex at VOA MetroPark for Construction- **Approved, no separate action.****
- V.h. – Notice of the Temporary Closure of the Wheelhouse Outdoor Area, etc. at VOA MetroPark for Construction- **Approved, no separate action.****

**To ratify and place on file:**

- d. Special Event Contracts and Athletic Field Use Licenses
  - (1) Special Event Contracts and/or Associated Sales or Commercial or Other Permits  
Pending Board Action-NONE
  - (2) Approved Special Event Contracts-NONE
  - (3) Approved VOA Athletic Complex License Contracts-Information ONLY
    - (a) Kings Hammer Soccer Club-Crown Challenge-Saturday, May 8- Sunday, May 9, 2021  
-VOA/Rentschler Forest (Repeat)
  - (4) Approved Practice Field Contracts-Information ONLY
    - (a) Ohio United FC-Daily Use Various Dates/Times-May 6-June 20, 2021-Line Hill Mound  
(New)
    - (b) Velocity Lacrosse-Daily Use Various Dates/Times-June 1-October 31, 2021-VOA  
(Repeat)

*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, he noted that any Consent Agenda item may be removed from group approval at the request of any Board Member and considered separately. No items were considered separately, but had any item in the Consent Agenda been acted on separately the draft motions and information below which all now stand approved or ratified and/or placed on file, would have applied.*

## **VI. - Old Business**

### **VI.a. 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 stated that the Department of Public Safety has focused on staffing parking booths at various park locations over the busy summer months.

See Chief VanArsdale's monthly report in the Proceedings Book of the Board.

### **VI.b. Monthly Community and Enterprise Initiatives Summary Report- Abbreviated**

Discussion During the Meeting: MetroParks Administrative Staff submitted an abbreviated Division Report which was included in the Board's pre-meeting packet prior to this meeting. Mr. Granville stated that he anticipated hiring a new Supervisor of Community and Park Relations soon, and he hoped that that person would start sometime in mid-July.

See the report in the Proceedings Book of the Board.

## **VI.c. 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 which was included in the Board's pre-meeting packet prior to this meeting. Mr. Smith noted that in preparation for National Trails Day on June 5, the Discovery Ridge Trail (formerly the American Discovery Trail) at Governor Bebb MetroPark was reopened after the trail had been temporarily closed to mitigate ash tree removal. Mr. Smith also said that the Opening Ceremony for the Mill Race Preserve area of Four Mile Creek MetroPark had occurred on June 4, which was well attended.

Mr. Smith also noted that the first Hump Day Concert of the season was held on June 23 in the VOA Athletic Field Complex, and that free ice cream was provided for attendants through a partnership with the Village Ice Cream Parlor. A Board Member inquired about the status of the Ronald Reagan Lodge, and when it might reopen for reservations. Mr. Smith responded that there will likely be some changes to the Lodge business plan which had previously been approved by the Board in 2019, and that staff were waiting until the new Supervisor of Visitor Services was hired and onboarded before making any long-term decisions about the Lodge's operations. Mr. Granville noted that the Lodge's liquor license was still active and would be kept up to date so that alcohol could be served when the Lodge reopens for reservations.

See Mr. Smith's monthly report in the Proceedings Book of the Board.

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

Discussion During the Meeting: Supervisor of Workplace Talent Management Jaime Kimbrough submitted a monthly Division Report which was included in the Board's pre-meeting packet prior to this meeting. Ms. Kimbrough stated that her division was keeping busy with hiring and filling various positions that were outlined in the MetroParks Comprehensive Staffing Proposal that the Board adopted at the May 20, 2021 Meeting. Ms. Kimbrough also said that she has continued to work on next steps for the Executive Director search and is also conducting a salary survey to determine if current MetroParks staff salaries are competitive. Ms. Kimbrough said that analyzing current salary ranges for all MetroParks staff and comparing them to like positions at other organizations is critical to attracting good candidates for not only the Executive Director position, but also retaining current MetroParks employees.

See Ms. Kimbrough's monthly report in the Proceedings Book of the Board.

## **VI.e. Bi-Monthly Capital Projects Update**

Discussion During the Meeting: Park Planner/Project Manager Matt Latham submitted a monthly bi-monthly Capital Project Update which was included in the Board's pre-meeting packet prior to this meeting. A Board Member inquired if there were any major changes to or

developments to any Capital Projects that Mr. Latham oversees. Mr. Granville responded that there were not any major developments or changes to any of the projects included in the bi-monthly Capital Project Update.

See Mr. Latham's report in the Proceedings Book of the Board.

#### **VI.f. Updated Executive Director Search Considerations**

Discussion During the Meeting: Supervisor of Workplace Talent Management Jaime Kimbrough explained that a timeline and recommendations for hiring a new Executive Director were included in the Board's pre meeting packet prior to this meeting. Ms. Kimbrough stated that a finalized Executive Director position description would go before the Board for approval at the July 2021 Board Meeting, as well as recommendations for the Executive Director's salary range which she is currently analyzing and compiling. Ms. Kimbrough stated that she hoped to be able to post the Executive Director position in late July 2021.

*In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting packet, Mr. Granville wrote that Supervisor of Workplace Talent Management Jaime Kimbrough will be present at the Board Meeting and will be seeking consensus or a vote after Board discussion regarding the unresolved issues related to the Executive Director search process. To stay on track with replacing the current Administrative Leadership before the position is vacant due to retirement, the Board must provide final direction soon.*

#### **VI.g. Award Contract for Engineering Services for GMRT Extension Project**

**MOTION:** Having determined that the quote is responsive, lowest and best, to award the contract for engineering services for the GMRT Extension Project to CTL Engineering, Inc. at a projected total cost of \$72,045. 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 he agreed with Mr. Latham's recommendation to award the contract for Engineering Services for the GMRT Extension Project to CTL Engineering, Inc.

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

***Motion No. 47.21***

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 packet, Mr. Granville wrote that the RFP/RFQ process mandated by the Ohio Revised Code has been conducted. Park Planner/Project Manager Matt Latham is on vacation, but see the memo and draft contract for his recommendations (attached). I agree with his recommendations. To keep the Timberhill and Trail improvements on track, awarding the related engineering services contract at the June 24, 2021 Board Meeting is strongly advised. Board action to award the contract is required due to the high anticipated cost which exceeds the amount which can be handled by Administrative Staff under standing delegated authority. A formal RFP/RFQ process is/was required due to the anticipated total payment MetroParks will be paying out for engineering services for the GMRT Extension Project.*

## **VI.h. Resolutions Requesting County Auditor Calculate (Certify) Revenue of Various Property Tax Levy Scenarios**

**MOTION:** To approve the three Resolutions presented to the Board by Administrative Staff which request that the County Auditor calculate and certify estimated property tax revenue for three possible ballot issues that might be placed on the November 2, 2021 General Election ballot by the Board of Park Commissioners. 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 explained that the current MetroParks levy expires in the Fall of 2022, and that there are three possible levy scenarios that the Board could ask the Auditor's Office to calculate and certify estimated property tax revenue for, so that one levy scenario might be placed on the ballot for the November 2, 2021 General Election if the Board chooses to do so. Mr. Granville outlined the three levy scenarios, the first being a 0.7 mill levy renewal. The second option would be a 0.7 mill levy replacement, and third option a 0.7 mill renewal and an increase of 0.2 mills. A Board Member stated that she would not advise pursuing a 0.7 mill renewal and an increase of 0.2 mills for the November 2021 General Election. This Board Member said that she believed a 0.7 mill renewal and a 0.2 mill increase would be too aggressive for Butler County voters, and that she would support investigating the 0.7 mill renewal or the 0.7 replacement levy options instead. Another Board Member agreed with her.

***Ms. Trokhan called for a roll call vote, seconded by Mr. Amend, for the purpose of considering the Resolution requesting the County Auditor certify the total current tax valuation and the dollar amount that would be generated by the tax for a 0.7 mill renewal tax levy:***

***Motion No. 48.21***

Vote:

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

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

**Ms. Trokhan then called for a roll call vote, seconded by Mr. Amend, for the purpose of considering the Resolution requesting the County Auditor certify the total current tax**

**valuation and the dollar amount that would be generated by the tax for a 0.7 mill replacement tax levy:**

**Motion No. 49.21**

Vote:

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

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

No Board action was taken on the proposed resolution to ask the County Auditor to certify tax valuation and the dollar amount generated by a 0.7 mill renewal with a 0.2 mill increase.

*In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting packet, Mr. Granville wrote that as the Board is aware, the MetroParks 6 year levy which historically has supplied 80-85% of the park system's operating funds will expire in 2022. If not renewed, replaced, etc. by Fall of 2022, the park system would enter 2023 without 80-85% of the funds needed to continue operations. The Ohio Revised Code requires that prior to placing a property tax levy on the ballot, the policy body of each political subdivision must first request that the County Auditor calculate and certify the revenue that a levy would generate if placed on the ballot and passed. After receiving the estimates, the Board of Park Commissioners would have to act by July 2021 to resolve to place one of the levy scenarios before the voters on the Fall General Election ballot which this year will be held on November 2<sup>nd</sup>. The language in the attached Resolutions was provided by the County Prosecutor's Office to ensure that each meets the requirements of the Revised Code. Adoption of all or any of the draft Resolutions attached is just a first step in the mandatory process to ensure that a levy, if placed in front of the voters in Butler County this Fall, continues to provide the funding necessary to keep the park gates open.*

## **VI.i. Revised Angst Property Acquisition Documents**

Discussion During the Meeting: Mr. Granville noted that there will be more detailed information about the Angst property purchase that will be discussed in Executive Session.

*In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting packet, Mr. Granville wrote that at the last Board Meeting, the Board approved what Administration then believed were the final purchase and sale agreement documents with Three Valley Conservation Trust (the owner of the Angst Property), and that the closing/purchase would occur by June 30, 2021. However, Three Valley Conservation Trust (3VCT) informed me [him] that they wanted substantial changes to the documents that the MetroParks Board of Park Commissioners had approved at the May 202, 2021 Board Meeting, throwing the acquisition project into what I hope [he hoped] is only a temporary setback. After Senior MetroParks staff met with 3VCT's Property Committee at the Angst Farm, I believe [he wrote that] we reached a compromise to allow the project to proceed. More details will be provided in the Executive Session at the June 24, 2021 Board Meeting. Any Board consensus*

reached at this month would be ratified at the July Board Meeting in regular Public Session.

**VI.j. Other-Miscellaneous from Board or Administration**

None.

**VII. – New Business**

**VII.a. 2022 Tax Budget Hearing and Adoption**

**MOTION:** To move to adopt and file the Tax Budget for 2022 as most recently drafted and presented to the Board of Park Commissioners by MetroParks Administrative Staff. 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 per the Ohio Revised Code, the 2022 Tax Budget must be adopted by the Board by July 15, 2021, and then submitted to the local Budget Commission by July 20, 2021.

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

***Motion No. 50.21***

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 packet, Mr. Granville wrote that the Ohio Revised Code requires all local political subdivisions (i.e., the MetroParks) to adopt by July 15<sup>th</sup> and file with their County Budget Commission (by July 20<sup>th</sup>) a Tax Budget for the upcoming fiscal year (in our case the fiscal year is the same as the calendar year). Although the Tax Budget is only an estimate, failure to adopt and file it for the coming year by the deadlines established in the Code carries with it the potential for severe financial consequences. The most up to date draft of the 2022 Tax Budget will be available at the June 24, 2021 Board Meeting. Yamini Patel, Supervisor of Financial Services, will be present at the meeting to explain how the Draft Tax Budget was created, its contents, and will answer any questions regarding it posed by the members of the Board.*

## **VII.b. Recommendation for the Purchase of an Applicant Tracking and Onboarding System**

**MOTION:** To authorize the purchase of an Applicant Tracking and Onboarding System software from NeoGov at an estimated cost of \$16,012 and that Administrative Staff shall report back to the Board an assessment of the functionality of the software after one year of use. 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:** Supervisor of Workplace Talent Management Jaime Kimbrough explained that the MetroParks application and hiring system is antiquated, and as such it prevents MetroParks from receiving more applications for open positions than it would if MetroParks utilized an upgraded system. This is because of the time-consuming process of downloading, printing, signing and scanning job applications and other paperwork from the MetroParks website back to Ms. Kimbrough, she explained. Ms. Kimbrough stated that the proposed system from NeoGov brought before the Board for consideration will help improve applicant tracking, application management, and the hiring and onboarding processes for MetroParks. Mr. Granville stated that he believed that utilizing a software-based system may help with filling some vacant positions within MetroParks, because applicants may not have easy access to printers and scanners currently needed to print and send paper applications into the MetroParks.

A Board Member inquired about using the same applicant tracking system the County utilizes for onboarding, training, and hiring staff. Mr. Granville responded that it would be unlikely that MetroParks would be able to receive permission from the vendor or County H.R. to share the same system that the County uses. Another Board Member stated that his business uses a paper-based application and H.R. system, but that he could see some positives upgrading to a digital or software-based system and that it might decrease potential liability for MetroParks, while maximizing accessibility for both applicants and staff members.

A Board Member stated that he was concerned about approving this system as proposed, because he was unsure about possibility of losing any data contained within the proposed system if MetroParks chose to not renew the contract at any point, or the company went out of business. He was assured that provisions in the vendor contract address this potential problem. Another Board Member responded that a reasonable solution might be to re-evaluate the system after the first year of use, so that the Board could ensure that its concerns about data retention and system functionality are addressed.

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

***Motion No. 51.21***

Vote:

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

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

*In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting packet, Mr. Granville wrote that software is available to save time and related staff costs by automating a currently lengthy process and modernize the clunky, backward, manual procedures now required. The time saving impact of the software will allow the expenses of the purchase to be paid back in a short period of time. The purchase will negate the need for future increases in H.R. staffing caused by park system growth. Supervisor of Workplace Talent Management Jaime Kimbrough will be present at the meeting to answer any questions Members of the Board might have regarding the proposed purchase. Since the expense is not for a Capital Improvement, the purchase price of the proposed software exceeds the Executive Director's standing Board delegated \$15,000 purchasing authority even though the purchase amount was/is provided for in the current Board approved budget. Therefore, Board action is required to authorize the expenditure.*

**VII.c. Other-Miscellaneous from Board or Administration**

None.

**VIII. Executive Session**

**MOTION: To enter Executive Session at 9:31 a.m.**

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

- a. Land Acquisition/Purchase and/or Sale of Real Property
- b. Personnel Matters – Employment, Compensation and/or Promotion of a Public Employee
- c. Pending Litigation

***Motion No. 52.21***

**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 10:27 a.m.**

**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 10:28 a.m.

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

*Motion No. 53.21*

Vote:

Mr. Nelson - Aye

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:

\_\_\_\_\_  
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 July 15, 2021, at 8:30 a.m.