

METROPARKS OF BUTLER COUNTY  
BOARD OF PARK COMMISSIONERS  
REGULAR MEETING MINUTES  
Thursday, May 20, 2021

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The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, May 20, 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**

As President Daryl Nelson was slightly delayed, the meeting was called to order at **8:30 a.m.**, by **Vice President Cynamon Trokhan**.

**II. - Roll Call and Agenda**

Members present for purposes for roll call were **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 – April 15, 2021, Regular 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

**VI. Old Business**

- a. Monthly Public Safety Activity Summary Report
- b. Monthly Community and Enterprise Initiatives Summary Report-Abbreviated
- c. Monthly Operational Services, Park Connections and Visitor Services Summary Report
- d. Monthly Workplace Talent Management Summary Report
- e. MetroParks Request for American Rescue Act (Federal COVID-19) Relief Funding-Revised
- f. Other-Miscellaneous from Board or Administration

**VII. New Business**

- a. Appropriate Funds from Unappropriated General Fund Balance
- b. Executive Director Search Considerations
- c. MetroParks Comprehensive Staffing Proposal
- d. Inter-Agency Agreement for 2021 Taps, Tastes and Tunes Event
- e. Resolutions Requesting Possible Levy Revenue Estimates
- f. Award Contract for Elk Creek Bridge Repair-Elk Creek MetroPark
- g. Award Contract for GMRT Extension Construction Project
- h. Award Contract for Engineering Services for GMRT Extension Project
- i. Revised Purchase and Sale Agreements for Angst Property
- j. Separation Agreement with Former Chief of the Division of Public Safety
- k. 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 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**  
**April 15, 2021 Meeting**

**MOTION:** To approve the minutes of the April 15, 2021 Meeting as presented by staff to the Board.

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

*Motion No. 33.21*

Vote:

Mr. Nelson - Absent

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 May 20, 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.d.** (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, Mr. Amend moved for approval of the items on the Consent Agenda, seconded by Ms. Trokhan.**

**Motion No. 34.21**

Vote:

Mr. Nelson - Absent  
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.****

**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-Women's Blue Chip Showcase-Friday, April 16- Sunday, April 18, 2021-VOA (Repeat)
    - (b) Kings Hammer Soccer Club-Men's Blue Chip Showcase-Friday, April 23- Sunday, April 25, 2021-VOA (Repeat)
    - (c) Ohio South Youth Soccer Association-OSYSA Sate Cup-Friday, April 30-Sunday, May 2, 2021 and Saturday, May 22-Sunday May 23, 2021-VOA (Repeat)
  - (4) Approved Practice Field Contracts-NONE

*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 mentioned that the Division of Public Safety staff have returned to working various tournaments held at the VOA Athletic Field Complex in the Spring, and that the events had been going well.

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 noted that the position most recently held by Ms. Barkley was revised, posted, and that there have been several applicants for the position already.

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 stated that the Division of Operations recently pressurized the irrigation system at the VOA Athletic Field Complex for the first time this year, and the watering program at the Athletic Field Complex is now in full-effect. The Division of Operations has also been working on invasive species removal in various parks. Mr. Smith also stated that the Line Hill Mound and Reigart Rd. practice fields at Rentschler Forest MetroPark have seen play in the Spring of 2021. The Division of Visitor Services is

working closely with the Butler County Visitor's Bureau on large events at VOA in the Summer and Fall 2021. The Supervisor of Visitor Services position was posted and open for applicants, Mr. Smith relayed. He also added that the Division of Park Connections recently brought back a full-time staff member, and is working on increasing programming in Summer and Fall of 2021. Finally, in preparation for National Trails Day on June 5, 2021, Mr. Smith explained that the Mill Race trail will open June 4, 2021, and that the Division of Operations was also working on the re-opening of a trail at Antenen Preserve, and also the Discovery Ridge Trail at Governor Bebb MetroPark.

Mr. Granville said that Operations staff are sending weekly reports about the status of the Dog Park at VOA and are working on continuing repairs of wear and tear at that facility. Mr. Granville also noted that the driveway in the VOA Athletic Field Complex was recently repaved. Park Panner/Project Manager Matt Latham noted that further paving work is planned to be done in the Athletic Field Complex in the Spring of 2022 to complete the paving project.

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

**Mr. Daryl Nelson arrived and joined the meeting at 8:40 a.m. and assumed the role of presiding officer at this point in the proceedings of the meeting.**

#### **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 explained that MetroParks continues to work to fill various vacant positions within MetroParks.

A Board Member inquired about the status of MetroParks volunteers and volunteer hours. Ms. Kimbrough responded that MetroParks received the benefit of over 1,000 additional hours in volunteer service through the month of April 2021, as compared to the service provided in April 2020. A Board Member inquired about any updates to the Glades Property in West Chester. Mr. Granville noted that the map included in the Board's pre-meeting packet outlined the future plan for that property, which would designate that land as a future food forest and community garden space.

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

#### **VI.e. MetroParks Request for American Rescue Act (Federal COVID-19) Relief Funding-Revised**

Discussion During the Meeting: Mr. Granville stated that he attended a meeting with Butler County Commissioner Cindy Carpenter, and as a result two additional projects were added to MetroParks request for American Rescue Act Relief Funding. Those two projects were the Great Miami River Trail Gap Completion Project, and the Butler County Township Scenic

Waterway Overlook Project, which totaled an additional \$12.5 million in requests for COVID-19 Relief Funding from MetroParks. Mr. Granville noted Ms. Carpenter's enthusiasm about the possibility of completing gaps in the Great Miami River Trail in various locations within Butler County. Mr. Granville also said that the Butler County Commissioners would be considering proposals from various agencies, and that it would be unlikely that the County Commissioners would decide about allocating funding for another few weeks.

*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 in recent discussions with the Butler County Administrator Judi Boyko and Butler County Commissioner Cindy Carpenter, MetroParks was encouraged to submit a list of potential projects and costs which might be eligible for a share of the federal American Rescue Act Program (ARAP) funds soon to be sent to the Butler County Commissioners. MetroParks submitted the attached [see pre-meeting packet for list submitted] request to Cindy Carpenter on May 5, 2021. Special units of government like Ohio's park districts were not deemed eligible by Congress for a direct share of these funds in 2020 or in 2021. Recently, the U.S. Department of the Treasury released Interim rules for the use of ARAP funds. The two largest projects on the revised appear to be fundable if one can demonstrate that they would help stimulate/revive a pandemic depressed travel and tourism industry. The other listed projects are more clearly eligible uses for the federal funds. Several Ohio park districts received some funding from their county commissioners during 2020 for specific COVID-19 related projects and expenses. If the Board wishes to add, subtract, or modify any of the listed projects now is the time to do so. If the County Commissioners choose to fund any of the listed projects with their expected \$74.4 million federal windfall, one may expect one or more contracts between the County Commissioners and MetroParks will be required and if so, they will be brought before the Board for action.*

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

Mr. Granville stated that there will be three listening sessions regarding the third draft of the Governor Bebb Vision Plan on May 20, 2021, and that those listening sessions would be held at Governor Bebb later in the day.

## **VII. – New Business**

### **VII.a. Appropriate Funds from Unappropriated General Fund Balance**

**MOTION:** To adopt the draft Resolution to appropriate funds in the total amount of \$182,166.66 from the General Fund Unappropriated Fund Balance to be appropriated as indicated and as presented to the Board by 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:** None.

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

**Motion No. 35.21**

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 \$785,410 in unappropriated funds are currently estimated as available. The mounts listed on the draft Resolution attached are necessary to cover expenses as indicated. The draft amounts are based on the assumption that certain Board actions pending and listed elsewhere on the May 20, 2021 Board Meeting Agenda and anticipated as necessary will be approved by the Board. Should they not be approved the appropriated funds listed on the draft Resolution will not be spent. Staff will provide more details at the Board Meeting if requested by the members of the Board. If the Board prefers it could reject or could delay action on this entire resolution or parts of it until the anticipated costs are more certain or approved. However, since only the Board can appropriate from the Unappropriated Balance and several costs must be covered in a timely manner, I do not recommend a delay [he concluded].*

## **VII.b. Executive Director Search Considerations**

**MOTION:** No motion was made for this agenda item.

Discussion During the Meeting: Supervisor of Workplace Talent Management, Jaime Kimbrough, stated that Mr. Granville's long-planned retirement in January of 2022 will necessitate a search for his replacement. Ms. Kimbrough said that the Board could consider a few different methods to engage applicants for the next Executive Director position, and that the search could be conducted by MetroParks staff, the Board could contract with an Executive Search firm to conduct a national search, or the Board could consider using the Ohio Parks and Recreation Association (OPRA) to conduct the search. Ms. Kimbrough noted that the Board should also consider whether it would like to see any overlap between the new Executive Director and Mr. Granville.

A Board Member inquired if Ms. Kimbrough thought that utilizing an Executive Search firm would lead to a larger pool of applicants. Ms. Kimbrough stated that "yes", she did think that contracting with a private Executive Search firm would indeed lead to a broader range of applicants, and more applicants who have the relevant experience the position requires. Another Board Member inquired if MetroParks would be willing to pay relocation expenses for the new Executive Director if that person would need to move. Mr. Granville noted that state law may prevent MetroParks from paying outright for relocation expenses, but that the Board could pay the new Executive Director a signing bonus, which may help defray the costs of a move.

A Board Member stated that she would like to conduct the search for the new Executive Director

by contracting with a private Executive Search firm, as well as consider internal candidates for the position. This Board Member also said that she believed engaging an Executive Search firm would give MetroParks the best pool of candidates, as Ms. Kimbrough suggested. Another Board Member said that his business does not engage outside search firms to hire staff, and instead uses LinkedIn, Indeed and other such venues to advertise for open positions, with good results. The third Board Member agreed that his business also had good experiences with LinkedIn, Indeed, etc. and that he also would prefer not to engage an outside Executive Search firm or OPRA to lead the Executive Director search.

A Board Member said that if the Board chooses not to engage a search firm to conduct the search for the next Executive Director, that she would like the Board to form a search committee to ensure that a broad range of people would be involved in the hiring process. This Board member suggested that the search committee be comprised of one Board Member, key outside partners, and MetroParks staff. Both of the other Board Members agreed with this. A Board Member also said that it would be important to review the current job description for Mr. Granville and make any necessary changes to it before starting the recruitment process.

Finally, a Board Member stated that the Board should be careful with the amount of overlap that the new Executive Director and Mr. Granville have, to give the new Executive Director some room to implement any changes to the new organization that they feel are necessary. Another Board Member said that he disagreed with this Board Member and would like to see more overlap between Mr. Granville and the new Executive Director. This Board Member also stated that the Board could set some parameters for Mr. Granville once the new Executive Director is hired and that outlining what Mr. Granville's different job responsibilities would be during the transitional period if there were concerns about any overlap between Mr. Granville and the new Executive Director.

*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 given the long-planned retirement of the current Executive Director [a position currently occupied by Mr. Granville himself], some decisions regarding a search for a replacement need to be made soon. See Memo from the Supervisor of Workplace Talent Management Jaime Kimbrough. Ms. Kimbrough will be present at the Board Meeting to provide more details upon request from the members of the Board.*

### **VII.c. MetroParks Comprehensive Staffing Proposal**

**MOTION:** To adopt and approve the actions and recommendations required to implement the comprehensive staffing plan proposal presented to the Board by 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:** Supervisor of Workplace Talent Management Jaime Kimbrough explained that as discussed in the last meeting of the Board, MetroParks has relied on part-time staff for several years, and that the growth of the organization has necessitated the need to



move to a different staffing model. Ms. Kimbrough said MetroParks has many unfilled part-time positions, and these positions have had very few applicants. Because MetroParks has been unable to fill currently vacant part-time positions and retain part-time staff, MetroParks has not been able to offer the same level of service to its park customer-owners, or re-open currently closed facilities such as the Ronald Reagan Lodge, the Augspurgen House, etc. As a solution, Ms. Kimbrough proposed that the Board adopt the Comprehensive Staffing Proposal as presented, which would add additional full-time, part-time and intermittent staff to multiple divisions.

Ms. Kimbrough said that the estimated cost impact of adding additional full-time, part-time and intermittent staff would still put MetroParks at \$180,000 below budget for staffing in 2021. Ms. Kimbrough also outlined the estimated financial impact of the proposed plan for 2022, which would add an additional \$161,000 to the budget if every position were filled during that fiscal year and family health insurance coverage was selected by each new full-time staff member. A Board Member stated that before MetroParks passed its first levy, MetroParks was forced to rely on part-time staff due to the lack of funding, implying that the current operating philosophy may no longer be viable given park system growth and the post pandemic world. Another Board Member noted that although the addition of full-time positions would commit more funds to those positions in the future, that she believed that the change was necessary. Mr. Granville noted that Ms. Kimbrough is also working on a pay-study to ensure that MetroParks salaries are competitive, to help retain and recruit staff in the future.

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

***Motion No. 36.21***

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 MetroParks has been suffering from an almost critical and growing staffing shortage over the past several months and has been unable to find and keep seasonal and part-time employees. The shortage prevents the resumption of previously available programs and facilities even as visitor demand keeps growing. In order to retain and recruit the employees necessary to maintain MetroParks high quality standards which are expected by our customer-owners, I recommend approval of the plan developed by the Supervisor of Workplace Talent Management, Jaime Kimbrough. Ms. Kimbrough will be present at the Board Meeting to provide more details as may be requested by the members of the Board. Increased year-round visitation and growing problems staffing MetroParks programs and facilities necessitates a new approach to employment policies from part-time and/or seasonal employees to more full time year-round staff.*

## **VII.d. Inter-Agency Agreement for 2021 Taps, Tastes and Tunes Event**

**MOTION:** To approve the Inter-Agency Agreement presented by MetroParks administration to the Board, thereby becoming a co-sponsor with West Chester Township and the VOA Museum of a revived 2021 Taps, Tastes and Tunes event. 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:** Deputy Director Chad Smith explained that MetroParks contribution to the 2021 Taps, Tastes and Tunes event will be to provide parking space at the VOA Athletic Field Complex for event participants, and to provide Public Safety assistance for the event. Mr. Smith also stated that the event organizers would like to waive the requirement for Motor Vehicle Permits for the days of the event. A Board Member inquired about any fire risk and potential liability issues MetroParks may face due to the planned fireworks at the event. Mr. Smith stated that MetroParks will be seeking coverage by a \$10,000,000 insurance policy from the event's organizers to cover any potential liability due to the fireworks. Mr. Granville noted that he thought this event would give good exposure to the VOA Athletic Field Complex, especially to individuals who may not have ever visited the facility in the past.

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

***Motion No. 37.21***

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 waiver of MetroParks motor vehicle fees for a three day event including fireworks at the adjacent VOA Museum will serve to expose thousands of local residents to the VOA MetroPark Athletic Complex who have never previously visited, where the otherwise empty hard surface MetroParks parking lots are located. The event will require the contribution of MetroParks Division of Public Safety staff time. Other possible costs to MetroParks which are being investigated currently could be for extra liability insurance since MetroParks' present insurance provider exempts fireworks coverage in its standard policies. Administration will consult with the Board before spending more than \$5,000 for extra insurance. The unique provisions of the event and the Inter-Agency Agreement required Board level approval as a decision regarding this kind of commitment has not clearly been delegated to MetroParks staff to make.*

## **VII.e. Resolutions Requesting Possible Levy Revenue Estimates**

**MOTION:** No motion was made for this agenda item.

**Discussion During the Meeting:** Mr. Granville explained that the Board will need to make some

decisions soon about the timing for a 2021 or 2022 park levy campaign, as the current levy expires in the Fall of 2022. A Board Member inquired what other agencies might have levies on the ballot in November 2021. Mr. Granville said that he was not aware of any other agencies that would be on the ballot in the Fall. A Board Member said that she was concerned about the prospect of managing a search for the next Executive Director and preparing for a levy campaign at the same time.

Mr. Granville explained that the economy might not be in a favorable position to conduct a levy in the Fall of 2021, and said that historically, park levies in the state of Ohio have had more success in the Spring months. A Board Member expressed some concern about waiting until Spring of 2022 to run a levy campaign, because of the possibility of the economy taking a downturn in 2022. Another Board Member stated he would like to see the levy placed on the ballot in November of 2021, and if the levy did not pass, then MetroParks would have the opportunity to put a revised levy on the ballot again in the Spring or Fall of 2022.

A Board Member said that she could be convinced to put a levy on the ballot in November 2021, but that the levy should be a renewal or replacement, and that MetroParks should not seek additional mills in November 2021. Mr. Granville said that he would contact the Prosecutor's Office and have them estimate three scenarios for a levy in the Fall of 2021: a renewal of the .07 millage tax levy, a replacement of the .07 millage tax levy, and a renewal of the .07 millage tax levy plus an additional .02 millage. The Board would then know the estimated revenue and cost impact any of the three researched options before deciding in July which if any to place on the ballot for the November 2, 2021 General Election.

*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 drafting Board Resolutions and getting them vetted (and approved by the County Prosecutor which must occur because the Prosecutor also serves as Counsel to the County Board of Elections) is premature until the Board of Park Commissioner makes some decisions about levy timing, type, and/or possible millage amounts. After the Board makes some fundamental decisions about levy timing and possible millage amounts, and if the Board wants to place a levy on the November 2021 ballot, I recommend either a Special Board Meeting during the first week of June or as late as the regular Board Meeting scheduled for June 17, 2021 to adopt one or more of the mandatory resolutions asking for the County Auditor to calculate estimated levy revenue.*

## **VII.f. Award Contract for Elk Creek Bridge Repair-Elk Creek MetroPark**

**MOTION:** Having determined that the bid is responsive, lowest and best to award the repair contract (#2021-001) for the Elk Creek Bridge including Add Alternate #1 to Sunesis Construction Company at a projected total cost of \$132,155.00. 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:** Park Planner/Project Manager Matt Latham stated that one bid was received for the Elk Creek Bridge Repair project from Sunesis Construction Company, and

that the bid came in under the engineers estimate for the project. A Board Member inquired if the bid submitted this year was similar to the bid received from last year when the Board in response to the unknown funding impacts of the pandemic put a pause on the project before awarding the contract. Mr. Latham responded that the bid received was from the same apparent lowest and best bidder.

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

**Motion No. 38.21**

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 increasingly heavy rainfall vents and a pandemic caused delay in awarding the repair work during 2020 make fixing the bridge a priority. Park Planner/Project Manager Matt Latham will be present at the Board Meeting and will provide more details upon request. 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.*

## **VII.g. Award Contract for GMRT Extension Construction Project**

**MOTION:** No motion was made regarding this agenda item.

**Discussion During the Meeting:** Park Panner/Project Manager Matt Latham explained that due to an issue with the apparent lowest bidder's bid submission for the GMRT construction project, Mr. Granville contacted the Prosecutor's Office to seek an opinion about the responsiveness of the bid. Mr. Granville had not yet heard back from the Prosecutor's Office in time for the May 20, 2021 Board Meeting, so the Board could not act to award the contract. Awarding the contract will be considered at a Special Meeting of the Board on June 2, 2021, a date and time two members of the Board had previously indicated to staff they could attend.

*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 action to award this contract on May 20, 2021 is premature as ODOT and federal grand imposed conditions have not yet been fulfilled. However, since over \$400,000 in grant funds will be lost if all ODOT and federally mandated documents and award are not taken care of by early June, this matter warrants a Special Board Meeting. See email from Katie Ely regarding Board Member availability.*

## **VII.h. Award Contract for Engineering Services for GMRT Extension Project**

**MOTION:** No motion was made regarding this agenda item.

Discussion During the Meeting: Mr. Latham stated that this contract would also be brought back to the Board at a later date, and that the contract was not yet ready for consideration by the Board at the current meeting. Mr. Latham also said that there would be no impact to delaying Board action on this matter until the regular June Board Meeting.

*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 negotiations regarding Engineering Services for the GMRT Extension project at Timberhill Rentschler Forest MetroPark are still on-going and therefore were not ready for Board consideration at the May 20, 2021 Meeting.*

## **VII.i. Revised Purchase and Sale Agreements for Angst Property**

**MOTION:** To approve the two amendments to the existing Purchase and Sale Agreements with Three Valley Conservation Trust and the associated conservation easements for the real estate to be known as the Angst Nature Preserve MetroPark in Wayne Township, Butler County, Ohio all as presented by MetroParks Administration thereby extending the date of closing, etc. or other Amendments and/or conservation easements deemed by the MetroParks Executive Director to be substantially the same. Further, to instruct the Executive Director to take such action(s) as he deems necessary to complete the documents and to take such other actions as he deems necessary to implement the intent of the Board in this matter.

Discussion During the Meeting: Park Planner/Project Manager Matt Latham stated that Three Valley Conservation Trust is working on the barn stabilization project at the Angst Property. Mr. Granville explained that due to the lack of contractors needed to complete the barn stabilization project, the closing date for this property needs to be moved from June 1, 2021 to June 30, 2021. Mr. Granville also explained that if approved, the revised Purchase and Sale Agreements for the Angst Property would also transfer the responsibility of stabilizing the barn from Three Valley to MetroParks, and would establish that \$150,000 would be the amount Three Valley will deposit into a Maintenance Fund with the Oxford Community Foundation for MetroParks to draw from for expenses on the Angst Property at a later date.

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

***Motion No. 39.21***

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 removal of an underground fuel tank (paid for by Three Valley Conservation Trust) and an inability to stabilize the barn on the property before June 1<sup>st</sup> due to a lack of available contractors (work and cost which is currently assigned to Three Valley) necessitates a change in the closing date to June 30<sup>th</sup> and a switch in which organization will cause and pay for barn stabilization requires amendments. The amendments will also establish that \$150,000 is the exact amount that Three Valley will deposit into the Maintenance Fund at the Oxford Community Foundation for MetroParks' later use on the property. The original Purchase and Sale Agreements for the Angst Properties were approved by the Board, and the size of purchase amounts largely funded by a Clean Ohio Grant indicate that the Board should approve any amendments to the Angst Agreements.*

#### **VII.j. Separation Agreement with Former Chief of the Division of Public Safety**

**MOTION:** No motion was made for this agenda item.

**Discussion During the Meeting:** Mr. Granville said that the former Chief of Public Safety had not yet signed the Separation Agreement at the time of the May 20, 2021 Board Meeting, and that it would be considered by the Board at a later date once knowledge of acceptance had been received.

*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 Counsel recommends approval by the parties and execution of the Agreement on behalf of the parties if the terms and conditions of the contract as presented to the Board are agreeable to it.*

#### **VII.k. Other-Miscellaneous from Board or Administration**

None.

### **VIII. Executive Session**

**MOTION:** To enter Executive Session at 9:55am.

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

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

**Motion No. 40.21**

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 10:59 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 11:00 a.m.**

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

**Motion No. 41.21**

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 June 17, 2021, at 8:30 a.m.