

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
WORK SESSION & REGULAR MEETING MINUTES
Thursday, November 20, 2025

The MetroParks of Butler County Board of Park Commissioners met in work session and regular session on Thursday, November 20, 2025, at Timberman Ridge MetroPark, 1976 Timberman Road, Hamilton, Ohio 45013.

WORK SESSION

The work session began at 8:30 am.

Members present: Cynamon Trokhan, Larry Gersbach, Daryl Nelson

Staff present: Jaime Kimbrough, Jackie O'Connell, Amy Pellman, Shelly Schultz, Scott Wingate

Staff presented how the 2026 budget was created and managed.

Ms. Schultz explained the carryover process, noting that carryover should be approximately 25% of the total budget.

REGULAR MEETING

Call to Order

The meeting was called to order at 9:06 a.m. by Ms. Trokhan

I. Roll Call and Agenda

Members present: Cynamon Trokhan, Larry Gersbach, Daryl Nelson

Staff present: Zeb Acuff, Rhiana Barrero, Tony Carpenter, Jaime Kimbrough, Jackie O'Connell, Amy Pellman, Shelly Schultz, Kelly Williford, Scott Wingate

III. Approval of Minutes

Motion to approve the October 16, 2025 Regular Meeting Minutes

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

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

IV. Consent Agenda

a. Donations – October

b. 2026 Schedule of Board Meetings

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

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

VI. Finance

a. Schedule of Payables – October 2025

Mr. Nelson inquired about the \$23,000 expenditure for trees. Mr. Dumyahn explained that 114 fifteen-gallon trees were purchased and planted at Davidson Woods.

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

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

Resolution 29.25

b. October YTD Revenue & Expense Report

VII. Administrative Reports

Planning: Mr. Nelson asked if we are on track to complete the GMRT. Mr. Acuff said with the deadline to spend ARPA funds is September 30, 2026 we should be able to get one of the sections completed.

Staff applied this past week for a LWCF grant for the Gilmore Boardwalk. If MetroParks receives this second grant, there should be enough funding to complete the project in 2027.

Visitor & Event Svcs: Sportsman's solutions proposals have been received, and staff is currently reviewing them and determining next steps.

Mr. Gersbach asked how the upcoming Legacy Auction it was being promoted, and Ms. Barrero shared that social media, print ads and website posts will begin next week.

Administration: Ms. O'Connell shared that MetroParks received a First Place OPRA Award for the Mental Health Signs submission—the first time MetroParks has received a 1st place award.

A recent Contact Us inquiry was submitted regarding the impending data center in Trenton. Since MetroParks does not have any contiguous property, the Board suggested that no response be given.

Ms. O'Connell provided a brief update on the Christmas light display, noting that the electrical work proposed by Mr. Seitz will require Duke easements granted through NPS.

The Cincinnati Sub Memorial project is progressing, with pavement work recently finalized. When asked about fundraising, Mr. Acuff stated that the basic site amenities should be complete, but additional funding is still needed for signage and a park entrance sign.

Mr. Gersbach asked for an update on health insurance. Ms. O'Connell explained that staff worked with a broker who proposed Sidecar, which is a different type of plan. The four available plan options are employee, employee/spouse, employee/children, and family, with deductible choices of \$750 or \$3,000. Open enrollment began Monday, and a brief discussion followed regarding the cost of subsidizing spouses.

Mr. Nelson commented that the Lodge is receiving new carpet in 2026. Ms. Barrero noted that the current carpet has been in place since the Lodge was built. When asked about the relationship with Abner, she said that things are going well and that it is a mutually beneficial agreement. There is no cost sharing for the carpet, though Abner does pay a percentage of utilities.

IX. New Business

a. Budget Amendment for Transfer of Funds – Resolution

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

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

Resolution 30.25

b. 2026 Budget & Appropriations – Resolution

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

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

Resolution 31.25

c. Delegating Authority 2026 – Resolutions

1) Fees & Penalties

Resolution 32.25

2) Budget Obligations

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

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

Resolution 33.25

d. Amounts & Rates – Resolution

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

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

Resolution 34.25

X. Commissioner Reports

XI. Executive Session

Mr. Nelson moved for a roll call vote to enter Executive Session, seconded by Mr. Gersbach for the purpose of discussions involving:

Personnel Matters and Legal Issues

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

The Board entered into Executive Session at 9:35 a.m.

The Board returned to Regular Session at 9:56 a.m.

e. Settlement Agreement with Mannik Smith Group

Mr. Nelson moved to approve; Mr. Gersbach seconded

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

XII. Adjournment

Mr. Gersbach moved to adjourn the meeting at 9:57 a.m., Mr. Nelson seconded.

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

Adoption: The above minutes are a true and accurate record of the meeting as adopted by the Board of Park Commissioners, MetroParks of Butler County.

Approved:

Attest:

Presiding Officer of the Board

Jacqueline O’Connell,
Executive Director/Secretary

Date