

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
REGULAR MEETING MINUTES
Thursday, July 18, 2024

The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, July 18, 2024, at the Forest Run MetroPark – Timberman Ridge Offices, 1976 Timberman Road, Hamilton, Ohio 45013

Call to Order

The meeting was called to order at 8:33 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, Jackie O’Connell, Amy Pellman, Suzanne Roth, Chad Smith

V. Special Presentation

a. MetroParks Community Grant Presentations

Mr. Chad Smith provided an overview of the Community Grant Program and introduced the five (5) awardees. Ms. Jackie O’Connell expressed her gratitude to the Board for authorizing the program and providing a way for MetroParks to share its mission in the community and further the connections and relationships with our neighbors. Mr. Smith explained that each awardee has one year to complete their projects and submit reports for reimbursement. There was a brief recess to take photos.

Recipients and Representatives:

- Oxford Township – Roger Van Frank
- TVCT – Randy Evans and April Hamlin
- Morgan Twp. – Jeff Kolb
- Hanover Twp- Bruce Henry
- Pyramid Hill – Emily Cox

III. Approval of Minutes

Approval of the Revised May 16, 2024 Regular Meeting Minutes as corrected.

Mr. Nelson moved to approve Ms. Trokhan seconded.

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

Approval of the June 20, 2024 Regular Meeting Minutes.

Mr. Nelson moved to approve; Ms. Trokhan seconded.

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

IV. Consent Agenda

a. Donations – June

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

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

VI. Finance

a. Schedule of Payables – June 2024

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

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

Resolution No. 20.24

b. Budget Amendment for Parking Fees

Resolution is required to appropriate funds to pay the parking vendor as use has exceeded projections.

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

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

Resolution No. 21.24

c. June YTD Revenue & Expense Report

Question on the miscellaneous sales revenue. Bowhunting and boat revenue are included in that number and will be realized third quarter.

d. Quarterly Stander Report

VII. Administrative Reports

Operations: Mr. Tony Carpenter stated there will be two new trails opening at Angst Nature Preserve MetroPark by July 26, 2024. Mr. Carpenter explained that farming on the property stopped two years ago, and the fields were planted with native grasses and flowers - the trails will be through these areas. Mr. Carpenter updated that there will be two phases to the Antenen invasive removal project. The first part will be contracted out and staff will complete phase two.

Planning: Mr. Zeb Acuff shared asbestos was found in the window glazing and the kitchen floor tiles at the house at Antenen Nature Preserve MetroPark. Abatement should be completed by Labor Day and then bids will be solicited for the demolition of the house.

The Elk Creek Connector Road project is kicking off, as well as a coordination meeting for the Tylersville trail project with Bayer Becker and McGill Smith Punshon. Trail construction will begin after the Country Music festival.

Visitor & Event Services: Ms. Rhiana Barrero reviewed the survey results and graphs included in her report. The feedback that has been received has been highly positive. One of the amenities that the public wants is flushing restrooms.

Visitation numbers are up and the various issues with the car counters have all been addressed.

The mural at Forest Run MetroPark Kestrel shelter will be completed this week, and there will be a ribbon cutting on August 2, 2024 with Inspiration Studios, artists and program participants.

The mural at VOA is also complete. Bright Wall Collective did the work there.

Administration: Ms. Jackie O'Connell shared that July is National Parks and Recreation Month with Friday being National Parks and Recreation Professionals Appreciation Day. Staff were given tick [removal] keys as a thank you.

MetroParks has received confirmation that we have officially received a \$1,000,000 state capital grant for the VOA MetroPark Tylersville Entrance project. Conversations with West Chester and the Butler County Engineer will begin shortly. MetroParks also received a \$250,000 grant for the Sebald Connector project with help from Representative Thomas Hall.

Ms. O'Connell shared two regional opportunities that MetroParks will be hosting and participating in. Appointed is a free, non-partisan civic engagement program that provides support and training to women to become more active within their communities. It is put on through the Cincinnati Women's Fund and is new to Butler County. In October, 110% Consulting will facilitate training on budgeting practices and prioritization. MetroParks staff will attend, but it will also be open to agencies throughout the region.

The promoter of the Voices of America Country Music Festival will attend the September Board meeting to present a proposal to the Board regarding using VOA MetroPark for the festival in the future.

IX. New Business

a. Easement Agreement with Duke

Mr. Acuff explained that this easement is in coordination with burying the overhead electric lines to accommodate the USS Cincinnati project. The agreement was reviewed by legal and approvals from NPS have been obtained according to Mr. Acuff. The submarine group is paying for the project.

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

b. 2025 Holiday Participation

Ms. O’Connell explained that we are seeking guidance for participation in national celebrations of identity, race, history and culture and in line with reinforcing our “Welcoming” value. MetroParks participation will be primarily social media but may also be participation at an event. The Board would like the celebrations worked into the current list of holidays/events that we may recognize without politicizing.

c. Marketing Strategy and Brand Guidelines

Ms. Barrero presented an updated Brand Guidelines and a newly created Marketing Strategy. As part of the process, customers and stakeholders were surveyed to get a better understanding of our audience, resources, market, etc. These documents should improve consistency in visual identity and voice and improve overall brand awareness of MetroParks.

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

X. Commissioner Reports - None

XI. Executive Session

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

- I. Land Acquisitions or Sale
- II. Confidential Matters

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

The Board entered into Executive Session at 9:55 a.m.
The Board returned to Regular Session at 10:15 a.m.

XII. – Adjournment

Mr. Nelson moved to adjourn the meeting at 10:15 a.m., Mr. Gersbach 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