

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
REGULAR MEETING MINUTES
Thursday, May 16, 2024

The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, May 16, 2024, at the Forest Run MetroPark, 1976 Timberman Road, Hamilton, Ohio 45013

Call to Order

The meeting was called to order at 8:30 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, Scott Gaviglia, Jaime Kimbrough, Amy Pellman, Suzanne Roth, Shelly Schultz, Chad Smith

III. Approval of Minutes

Approval of the April 18, 2024 Regular Meeting Minutes as corrected.

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

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

IV. Consent Agenda

a. Donations – April

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

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

V. Special Presentation

a. Dan Foley Commendation – Resolution

Ms. Ginger Clark, Manager of the Great Miami Riverway, replaced the recently retired Dan Foley. She presented MetroParks with a commemorative plaque from MCD and received a gift and a resolution recognizing Mr. Foley for his contributions to the extension of the Great Miami Riverway Trail through Butler County. She indicated the current MCD Initiative is to increase sites for camping along the river.

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

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

Resolution No. 11.24

VI. Finance

a. Schedule of Payables – April 2024

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

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

Resolution No. 12.24

b. Budget Amendment

Ms. Shultz stated this was due to timing of insurance funds received from the Forest Run tree damage claim and paying invoices. There was a question about any out-of-pocket costs. Mr. Carpenter stated that we had the \$1,000 deductible and an additional \$1,800 for plumbing work done that was not part of the rebuild project/covered by insurance.

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

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

Resolution No. 13.24

c. April YTD Revenue & Expense Report

Ms. Schultz responded to a question regarding Homestead Rollback revenue and stated that we were advised to budget lower than previous years, however it seems we will receive the full amount.

VII. Administrative Reports

Human Resources: Ms. Jaime Kimbrough commented that they are reviewing and rewriting job descriptions to align with the Core Values. Recently created rubrics for hiring and evaluation scoring to correct pay compression.

Operations: Mr. Tony Carpenter discussed the propagation area/greenhouse. The structure was built in the fall of 2022 through a donation by the Friends of MetroParks. There are 1,100 tree seeds started - 15 trees started in the greenhouse were planted last fall. Staff is hoping for 70% germination rate – half of these will be planted later this year. Native tree seeds for this project are collected from our parks to increase the chances of survival.

Planning: Mr. Zeb Acuff highlighted recent capital improvements. Enhancement work at Timberman Ridge continues and should wrap up soon. The connector road at Elk Creek as well as the new trail at VOA are planned to be completed this year.

Recently informed that MetroParks received an extension on state capital grant projects. Tylersville entrance project and the GMRT design.

There were no bids received on either RFP for work at the Antenen house. Currently seeking estimates for asbestos evaluation so the structure can be removed.

Programming & Education: Ms. Suzanne Roth briefly updated on MetroParks' involvement with Hamilton's summer lunch program. Food trucks will rotate between the six Hamilton spraygrounds, and MetroParks will offer programming at each of the stops. Our animal ambassadors will be on-site and as well as other educational opportunities. Lane Library and other local organizations are also involved. Meets our priorities of Equity, Community Outreach & Community Engagement.

Visitor & Event Services: Ms. Rhiana Barrero noted that MetroParks has hosted four tournaments since the middle of April. During the first two tournaments, the gate at Butler-Warren was not opened, but feedback from organizers, attendees and staff led to us opening the gate for subsequent tournaments. At the Kings Hammer tournament, the Butler Warren gate was opened as continuous right turn only exit. West Chester Police Department lent MetroParks their lighted highway sign. This strategy resulted in the best traffic flow to date this year and minimal negative feedback/complaints.

The online purchasing of parking passes is going well. The revenue received year-to-date exceeds all of 2023 revenue. The parking company also says the new system has been quick and easy. Parking passes purchased in advance are \$8 per day with a service fee of \$1.48. Day-of parking passes are \$10 per day plus a \$1.48 service fee.

Administration: Mr. Chad Smith shared that we have two new corporate sponsors for parking passes: Kemba (2-year agreement) and Weather Pods.

There was a short discussion on the Day Farm fence replacement and the need to take down 80 trees. Most of the tree clearing will be done by staff in-house. We will only be removing dead trees that are 8-10' from fence, so it may be less than 80 trees. Quotes on fencing are forthcoming.

IX. New Business

a. Taps, Tastes, and Tunes License Agreement

This for parking access for ColdIron's Taps, Tastes, and Tunes. The fee is based on how smaller tournaments are charged for parking.

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

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

b. Electric Account Program Agreement with SOPEC

As a member, MetroParks can receive sustainability-related consulting services and will also be voting members. There is no cost to participate in this program.

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

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

c. Award of Elk Creek Connector Road Construction Contract

Mr. Acuff stated that the bid opening occurred on May 2 and that eight bids were received; Brumbaugh Construction was the lowest bidder. The design engineer has reviewed the three lowest bids and concurred with the lowest bidder’s estimates.

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

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

d. Award of Tylersville Trail Construction Contract

Mr. Acuff stated that the bid opening occurred on May 9 and that eight bids were received; Sunesis was the lowest bidder. The design engineer has reviewed and concurred with the lowest bids estimates.

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

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

e. VOA Boathouse Operations

Ms. Barrero stated the last summer the Boathouse (formerly the Wheelhouse) was open was in 2022 due to difficulty staffing. The Abner Group has offered to operate pedal boat rentals staff when the concession stand is open. The timeframe of operation is short due to Abner’s staffing considerations. There was a short discussion on liability. Ms. Barrero stated that legal has reviewed and they will be required to carry liability insurance and provide a waiver for renters. We have six pedal boats and an inventory of personal floatation devices. RentFun lockers with kayaks and canoes will still be available for self-rentals.

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

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

XII. – Adjournment

Mr. Nelson moved to adjourn the meeting at 9:25 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