

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
REGULAR MEETING MINUTES
Thursday, September 19, 2024

The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, September 19, 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 8:31 a.m. by Ms. Trokhan

I. Roll Call and Agenda

Members present: Cynamon Trokhan, Daryl Nelson

Staff present: Zeb Acuff, Tony Carpenter, Jaime Kimbrough, Jackie O’Connell, Amy Pellman, Scott Reeve, Suzanne Roth, Shelly Schultz, Chad Smith

III. Approval of Minutes

Approval of the July 18, 2024 Regular Meeting Minutes.

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

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

IV. Consent Agenda

a. Donations – July & August

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

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

VI. Finance

a. Schedule of Payables – July 2024

Per the contract with the Ohio Soccer Association, they were to receive 50% of the parking fees.

Previously, the parking service would pay them directly, but with the new arrangement for parking fees with Hometown ticketing, MetroParks was paid by Hometown and then had to pay Ohio Soccer Association.

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

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

Resolution No. 22.24

b. Schedule of Payables – August 2024

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

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

Resolution No. 23.24

c. Budget Appropriations

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

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

Resolution No. 24.24

d. Then & Now Payment

An invoice for \$238,617.61 was received for a capital improvement project dated June 5, 2024 (which was the contract date not the start date), but the purchase order was opened after that date. Since the June 5 date was on the invoice, this created a Then and Now situation with the Auditor's office. Payment would not occur without Board approval.

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

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

Resolution No. 25.24

e. July/August YTD Revenue & Expense Report

Brief discussion occurred regarding the revenue received for parking fees.

Ms. Schultz commented that the UC Health payment was received within days of processing the report in September.

VII. Administrative Reports

Development: Mr. Chad Smith gave an update on the Holiday Lights display at Voice of America MetroPark. The contract has been signed, but Mr. Seitz has missed the deadline of August 16, 2024, for a site proposal for new infrastructure installations in 2024. We have offered to work on an alternate plan to proceed without new infrastructure but have not yet heard from Mr. Seitz. There is an agreement with West Chester and Miami University for use of the shared service road for the event; both entities have verbally agreed but have not yet signed the agreement.

Mr. Smith shared a few ideas to honor recently deceased former Park Commissioner Mr. Greg Amend: lake at VOA, entry road (VOA Park Drive), boardwalk at Gilmore MetroPark. Commissioner Trokhan will speak with the family to see if they have a preference or if they have any suggestions other than the ones presented here.

Human Resources: Ms. Jaime Kimbrough shared the new employee handbook. Most changes were minor and clarified language. A lactation policy was added, and the employee probationary policy was eliminated.

There was a question and brief discussion on the recent legalization of marijuana in Ohio. For MetroParks, use was already covered in the Drug Free Workplace Policy, so no changes were needed.

Planning: Mr. Zeb Acuff gave a brief update on the Antenen house - the asbestos containing materials have been removed, as well as 85,000 bees from the walls. Two bids have been received for the demolition of the house, but a contract has not yet been signed. We anticipate the project being completed by the end of October. The New Miami Fire Department will do egress training at the house prior to demolition.

Administration: Park Commissioner Larry Gersbach's term expires the end of 2024. Ms. Jackie O'Connell asked Mr. Gersbach if he would like to serve another term on the Board and he responded that he would. Ms. O'Connell will let Judge Holcomb know so that he can be reappointed and sworn in at the conclusion of his term at the end of 2024.

Tyler Wogenstahl will attend the October meeting to discuss with the Board the possibility of moving the Voices of America concert into Voice of America MetroPark.

Staff attended a financial sustainability workshop this week. The training showed staff different ways to look at spending, pricing, cost recovery, policies, etc.

Construction at the USS Cincinnati project has started. The Navy League continues to meet with donors. We have requested a breakdown of the three phases and the status of the endowment but have not yet received any information.

Ms. O'Connell will be meeting with the City of Hamilton to discuss the Bypass 4 wetlands purchase.

IX. New Business

a. Authorization to Purchase Rock Salt from BCEO

Mr. Nelson moved to approve; Ms. Trokhan seconded.
Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Nelson
Resolution No. 26.24

b. Authorization to Submit Grant Application for Indian Creek Trail Bridge

Mr. Acuff stated that the Land and Water Conservation Fund (LWCF) application is due in November. LWCF funds will supplement funds already received to build a bridge. The matching funds will come from the Stander Legacy Fund.
Mr. Nelson moved to approve; Ms. Trokhan seconded.
Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Nelson
Resolution No. 27.24

c. 2025 Amounts & Rates

Mr. Nelson moved to approve; Ms. Trokhan seconded.
Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Nelson
Resolution No. 28.24

XI. Executive Session

Mr. Nelson moved for a roll call vote to enter Executive Session, seconded by Ms. Trokhan for the purpose of discussions involving: Personnel Matters and Land Acquisition or Sale

Vote: Aye: Ms. Trokhan, Mr. Nelson

The Board entered into Executive Session at 9:16 a.m.
The Board returned to Regular Session at 9:48 a.m.

XII. – Adjournment

Mr. Nelson moved to adjourn the meeting at 9:48 a.m., Ms. Trokhan seconded.
Motion Passed. Vote: Aye: Ms. Trokhan, 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