

METROPARKS OF BUTLER COUNTY  
BOARD OF PARK COMMISSIONERS  
REGULAR MEETING MINUTES  
Thursday, March 21, 2024

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The MetroParks of Butler County Board of Park Commissioners met in regular session on Thursday, March 21, 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 8:35 a.m. by Ms. Trokhan

**I. Roll Call and Agenda**

Members present: Cynamon Trokhan, Larry Gersbach

Staff present: Zeb Acuff, Scott Gaviglia, Jaime Kimbrough, Jackie O'Connell, Amy Pellman, Suzanne Roth, Shelly Schultz, Chad Smith

**III. Approval of Minutes**

Approval of the February 15, 2024 Regular Meeting Minutes  
Mr. Gersbach moved to approve; Ms. Trokhan seconded.  
Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Gersbach

**IV. Consent Agenda**

a. Donations – February  
Mr. Gersbach moved to approve; Ms. Trokhan seconded.  
Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Gersbach

**VI. Finance**

**a. Schedule of Payables – February 2024**

Mr. Gersbach moved to approve; Ms. Trokhan seconded.  
Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Gersbach  
*Resolution No. 07.24*

**b. February YTD Revenue & Expense Report**

**VII. Administrative Reports**

**Human Resources:** Ms. Jaime Kimbrough reviewed the Great Place to Work survey and shared some of the newer benefits being offered at no additional cost to MetroParks, which include UC online tuition scholarships and financial counseling. All staff will soon be able to purchase a variety of supplemental insurance options through AFLAC. These benefits will allow MetroParks to be more competitive.

**Planning:** Mr. Zeb Acuff received preliminary notification that we will receive a \$14,200 grant to install an electric charging station by the Lodge at Voice of America MetroPark. The unit will be a pay-to-use station. Mr. Acuff stated that we are planning to apply for the second round to install additional units.

Mr. Acuff gave a brief update on the RFP to salvage the house at Antenen Preserve, as bids are due March 27. One vendor attended the pre-bid walk through. There have been seven (7) downloads of the bid packet. There has been no contact from the interested party from the first RFP.

**Police:** Chief Scott Gaviglia shared a proof of the new ticket the police department will use to issue warnings and track statistics beginning April 1. Officers will also start enforcing speed limits at VOA MetroPark. There was a discussion on speed humps, but they lead to wear and tear on operations equipment and make plowing in the winter more difficult. Speed limit enforcement is a better deterrent.

**Administration:** Ms. Jackie O’Connell shared the new Vision and Values graphic that was presented at the All-Staff meeting. Staff received t-shirts with the graphics and can wear them on Wednesdays as part of their uniform. Posters were also printed to be hung in all office locations. Ms. O’Connell distributed the finalized list of 2024 Organization and Division Initiatives. Each goal and measurement is listed.

Ms. O’Connell gave a brief update on the Mason Arts Council; after their MPX Board presentation they expressed their concern with aligning the MetroParks’ vision with the proposed arts center. The Council indicated they would discuss at their February board meeting, but we have not heard back from them.

## **VIII. Old Business**

### **a. Christmas Lights Journey Event Agreement**

Mr. Rick Seitz was in attendance along with Ms. Emily Schott. The current agreement has an initial 12-year term with eight (8), one-year extensions with the approval of the MetroParks Board of Park Commissioners. The concern from Parksperiences is that in 12 years the future Board could cancel the agreement. Parksperiences would like to have the “with Board approval” verbiage removed. There was some discussion on the capital expenditures Parksperiences is making within the park, including adding electric service. The Board suggested reviewing the contract at Year 10 and an option to extend the contract for three years at that time, that way they would know they were locked in for an additional lifecycle of displays. Parksperiences would also like non-complete verbiage added.

There was a short discussion on the technology involved and the land use agreement with Miami University and West Chester Township. The land use agreement has been submitted to each agency, but there has yet been no movement by either party.

Staff will present a revised agreement at the April Board meeting. A decision will be tabled until that time.

## **IX. New Business**

### **a. West Chester Township/USS Cincinnati Land Use Agreement**

Ms. O’Connell gave a brief update on some of the current issues; primarily, there is no final design, the endowment amount has not been established and the most recent design interferes with the bikepath. In the most recent design, an indoor facility was added and the sprayground concept is moving forward. However, MetroParks has not agreed to maintain a sprayground and the water discharge into the sanitary lines will have an impact on maintenance costs and MetroParks’ mission. A decision on the Agreement is tabled until after meeting with the Navy League representatives and West Chester Township to work out these details.

Mr. Gersbach moved to tabling the agreement; Ms. Trokhan seconded.  
Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Gersbach

### **b. Taps, Taste and Tunes Agreement**

Ms. O’Connell explained that the Taps, Taste and Tunes event is hosted by Coldiron Concessions, and the Fireworks on July 4th is hosted by West Chester Township. Although held concurrently, they are two separate events. Since being moved to the VOA Museum grounds, MetroParks has allowed event parking at the Athletic Complex at no cost. West Chester Township and MetroParks has signed an inter-agency agreement to host the event. However, since these are separate events, Ms. O’Connell recommended having an agreement with Coldiron Concessions and a separate agreement with West Chester Township outlining responsibilities of each party.

Currently, when requesting exclusive use of an area requires a rental agreement. Coldiron is not asking for exclusive use but will use MetroParks facilities and will require cleanup in the park. A discussion followed on how to handle these types of events in the future. Since there is a charge for parking at soccer tournaments, it was discussed that there should be a charge to use the facility as well as recovering the cost of cleanup. There will be two agreements: one with West Chester Township for 4th of July fireworks support; one with Coldiron Concessions for Taps, Taste and Tunes.

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

**XII. – Adjournment**

Mr. Gersbach moved to adjourn the meeting at 9:40 a.m., Ms. Trokan seconded.  
Motion Passed. Vote: Aye: Ms. Trokhan, Mr. Gersbach

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:

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Presiding Officer of the Board

\_\_\_\_\_  
Jacqueline O’Connell,  
Executive Director/Secretary

\_\_\_\_\_  
Date