

**MINUTES OF REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
FIVE RIVERS METROPARKS**

December 9, 2016

A meeting of the Board of Park Commissioners (BOPC) was held at the Five Rivers MetroParks Main Office, 409 E. Monument, 3rd Floor, Dayton, OH, on December 9, 2016, and convened at 7:36 a.m. on a roll call vote by the Board of Park Commissioners.

**Present:** Five Rivers MetroParks Commission President Alan F. Pippenger, Vice President Karen L. Davis, Commissioner Irvin G. Bieser, Jr., Executive Director Rebecca A. Benná, Chief of Administration Bill Tschirhart, Chief of Operations Karen Hesser, Chief of Planning & Projects Carrie Scarff, Chief of Public Safety Mark Hess, Director of Outdoor Connections Amy Dingle, Director of Information Technology Tim Clark, Finance Manager Jennifer Grusenmeyer, Project Manager Joe Zimmerman, Marketing Manager Kristen Wicker, and Executive Assistant Chris Romer.

**Visitors Present:** Paul Lamberger

**Minutes:** The BOPC was presented with the minutes of the regular meeting for November 18, 2016. On a motion by Commissioner Bieser, the minutes were approved.

**Financial Reports:** The BOPC was presented with MetroParks' November 2016 Financials and the approved list of bills for November 1 – 30, 2016. On a motion by Commissioner Bieser, the BOPC accepted the November 2016 financial reports, as presented.

**Law Enforcement Activity:** The BOPC was presented with the Law Enforcement Activity Report for November 2016.

**Board Appointment:** Mr. Pippenger consented to the appointment for another three-year term as a member of the Board of Park Commissioners. Judge McCollum will administer the oath at 11:00 a.m. this morning. Mr. Pippenger was congratulated.

**Capital Improvement Request:** Executive Director Benná requested approval of the cost estimate and authorization to advertise for bids for the Wegerzyn Gardens Path Paver Project. On a motion by Commissioner Davis, the BOPC approved the request as presented.

**Budget Appropriation/Transfer Resolutions:**

- Finance Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 16-041 for the transfer of funds within the general fund. On a motion by Commissioner Bieser, the BOPC adopted Resolution No. 16-041.
- Finance Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 16-042 for the transfer of funds between the general fund

and the capital fund. On a motion by Commissioner Davis, the BOPC adopted Resolution No. 16-042.

**Capital Fund Resolutions:**

- Finance Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 16-043, authorizing closing projects in the capital projects fund and moving the residual cash to the cash control for future projects. On a motion by Commissioner Bieser, the BOPC adopted Resolution No. 16-043.
- Finance Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 16-044, revising Resolution No. 16-040, for capital fund appropriations, transfers, and closing of projects. On a motion by Commissioner Bieser, the BOPC adopted Resolution No. 16-044.

**2017 Five Rivers MetroParks Budgets:**

- Executive Director Benná requested approval and adoption of Resolution No. 16-045, establishing the Five Rivers MetroParks 2017 General Fund Budget. On a motion by Commissioner Bieser, the BOPC adopted Resolution No. 16-045.
- Executive Director Benná requested approval and adoption of Resolution No. 16-046, establishing the Five Rivers MetroParks 2017 Special Revenue Funds Budgets. On a motion by Commissioner Bieser, the BOPC adopted Resolution No. 16-046.

**2017 Professional Service Contracts:**

- Finance Manager Jennifer Grusenmeyer requested authorization to enter into a rider to the agreement with Thompson Hine for legal and land acquisition services for 2017 in an amount of \$63,000. On a motion by Commissioner Bieser, the BOPC approved the request.
- Finance Manager Jennifer Grusenmeyer requested authorization to renew MetroParks property & casualty insurance with Public Entities Pool of Ohio in the amount of \$206,841. On a motion by Commissioner Bieser, the BOPC approved the request.

**2017 Property Lease:** Finance Manager Jennifer Grusenmeyer requested authorization to encumber funds for the lease with Dayton Properties LLC in the amount of \$279,824 for the main office, 409 E. Monument Avenue. On a motion by Commissioner Davis, the BOPC approved the request.

**Property Tax Advance Request:** Finance Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 16-047, authorizing the Executive Director to request advance payment of tax monies in 2017. On a motion by Commissioner Bieser, the BOPC adopted Resolution No. 16-047.

**Annual Encumbrances for 2017:** Finance Manager Jennifer Grusenmeyer requested approval to encumber funds with the vendors and the amounts identified on the list provided in the Board information packet. On a motion by Commissioner Davis, the BOPC approved the request as presented.

**Mutual Aid Agreement:** Executive Director Benná requested approval and adoption of Resolution No. 16-048 to enter into a Mutual Aid agreement among all area law enforcement agencies. On a motion by Commissioner Bieser, the BOPC adopted Resolution No. 16-048.

**Visitor Comments:** No comments

**Next Board Meeting:** The BOPC agreed to hold the next regularly scheduled meeting on January 13, 2017, at 7:30 a.m., followed by a work session, at Five Rivers MetroParks' Main Office, 409 E. Monument Avenue, 3<sup>rd</sup> floor, Dayton, Ohio. The BOPC directed the Secretary of the Board to give notice of this meeting and all subsequent meetings pursuant to the rule adopted by the BOPC.

**Adjournment:** On a motion by Commissioner Davis, the BOPC adjourned the meeting at 8:13 a.m.

Attest: Shawn A. Benná

Approved:  
Alan F. Pippenger  
President Alan F. Pippenger