

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

November 18, 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 November 18, 2016, and convened at 10:08 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 Marketing & Public Engagement Trish Butler, Director of Human Resources Debra Jackson, Director of Outdoor Connections Amy Dingle, Director of Information Technology Tim Clark, Finance Manager Jennifer Grusenmeyer, Planning Manager Eric Sauer, Project Manager Joe Zimmerman, Business Services Manager Trevor Hagedorn, RiverScape Manager Sidney Gnann, Research/Analysis Manager Amy Forsthoefel, Business Operations Coordinator James Carter, Business Services Coordinator Jennifer Morris, Team Leader Christy Ludwig, and Executive Assistant Chris Romer.

**Visitors Present:** None

**Minutes:** The BOPC was presented with the minutes of the regular meeting for October 11, 2016. On a motion by Commissioner Bieser, the minutes were approved.

**Financial Reports:** The BOPC was presented with MetroParks' October 2016 Financials and the approved list of bills for October 1 – 31, 2016. On a motion by Commissioner Bieser, the BOPC accepted the October 2016 financial reports, as presented.

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

**Business Update – RiverScape Summer Businesses:** The Business Services Manager and RiverScape Manager presented an update on the 2016 RiverScape Business Operations.

**Q3 Activity Report:** The Research/Analysis Manager presented the Third Quarter Activity Report.

**Budget Adjustment:** Executive Director Benná requested approval and adoption of Resolution No. 16-036, revising Resolution No. 15-006, to adjust the grant budget for the RiverScape River Run Grant to allow refund of the cash loan advance. On a motion by Commissioner Bieser, the BOPC approved the request, as presented.

**Capital Improvement Requests:**

- Executive Director Benná requested permission to bid the Cox Arboretum Roof Replacement Project. On a motion by Commissioner Davis, and a recusal by Commissioner Pippenger, the BOPC approved the request, as presented.
- Executive Director Benná requested approval of an increase of \$352,101.64 to the construction contract with J&J Schlaegel, Inc. for the construction of the RiverScape River Run project which is being funded by the project fund. On a motion by Commissioner Davis, the BOPC approved the request, as presented.

**Personnel:** Executive Director Benná requested permission to renew with United Health Care for Five Rivers MetroParks 2017 Group Health Insurance. On a motion by Commissioner Davis, the BOPC approved the request, as presented.

**Budget Appropriation/Transfer Resolutions:**

- Executive Director Benná requested approval and adoption of Resolution No. 16-037 for the transfer of funds within the general fund. On a motion by Commissioner Davis, the BOPC approved Resolution No. 16-037, as presented.
- Executive Director Benná requested approval and adoption of Resolution No. 16-038 for the transfer of funds between the general fund and the capital fund. On a motion by Commissioner Davis, the BOPC approved Resolution No. 16-038, as presented.
- Executive Director Benná requested approval and adoption of Resolution No. 16-039 for a cash transfer repayment of \$129,297 from the RiverScape River Run Grant/Project back into the general fund. On a motion by Commissioner Davis, the BOPC approved Resolution No. 16-039, as presented.

**Capital Fund Appropriation /Transfer:** Executive Director Benná requested approval and adoption of Resolution No. 16-040, revising Resolution No. 16-034, to appropriate and transfer funds to or within the capital fund. On a motion by Commissioner Davis, the BOPC approved Resolution No. 16-040, as presented.

**Other Business:**

- The BOPC was presented with the proposed 2017 BOPC meeting schedule.
- Executive Director Benná presented the BOPC with the Commission for Accreditation of Park and Recreation Agencies (CAPRA) Award.

**Visitor Comments:** No comments

**Next Board Meeting:**

The BOPC agreed to hold the following regularly scheduled meeting on December 9, 7:30 a.m. 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.

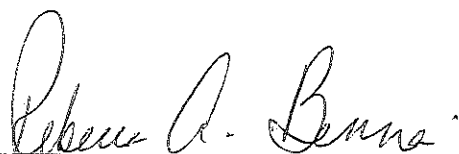
**Executive Session:** In accordance with the open meetings law Section 121.22 of the Ohio Revised Code, by roll call vote the BOPC elected to temporarily adjourn and hold an Executive Session commencing at 11:31 a.m. for the specific purpose of discussing one property item.

**Reconvene Open Session:** On a motion by Commissioner Davis the BOPC elected to reconvene at 12:05 p.m.

**Work Session:** Executive Director Benná and Chief of Administration Bill Tschirhart presented and discussed the 2016 year-end budget estimate, projected 2017 budget and financial forecast through 2018. The BOPC requested forecasts for 2019 and 2020 and projections for 2019 through 2029.

**Adjournment:** On a motion by Commissioner Bieser, the BOPC adjourned the meeting at 2:30 p.m.

Attest:

  
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Approved:

  
President Alan F. Pippenger