

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

January 16, 2015

A meeting of the Board of Park Commissioners (BOPC) was held at the Five Rivers MetroParks' Main Office, 409 E. Monument, 3<sup>rd</sup> Floor, Dayton, OH, on January 16, 2015, and convened at 7:31 a.m. on a roll call vote by the Board of Park Commissioners.

**Present:** Five Rivers MetroParks Commission President Irvin G. Bieser, Jr., Vice President Alan F. Pippenger; Commissioner Karen L. Davis, Executive Director Rebecca A. Benná, Deputy Director Carrie Scarff, Director of Conservation Dave Nolin, Director of Human Resources Debra Jackson, Director of Parks and Legislative Services Karen Hesser, Director of Development Beth Redden, Chief Ranger Mark Hess, Director of Outdoor Connections Amy Dingle, Director of Marketing Trish Butler, Director of Business Services Bill Tschirhart, Finance Manager Jennifer Grusenmeyer, IT Manager Tim Clark, Conservation Manager Mike Enright, Conservation Manager Mary Klunk, Regional Manager Russ Edgington, Park Planner Eric Sauer, Market Manager Jimmy Harless, Site Leader of Sugar Creek Mike Osborne, Executive Management Assistant Cheronne Wilson, Visitor Paul Lamberger and Legal Counsel Robert Curry.

**Visitor Recognition:** Paul Lamberger

**Minutes:** The BOPC was presented with the minutes of the regular meeting for December 5, 2014. On a motion by Commissioner Pippenger and a second by Commissioner Davis the minutes of the December 5, 2014, regular meeting were approved.

**Financial Reports:** The BOPC was presented with MetroParks' December, 2014 financials and the Approved List of Bills for December 1 - 31, 2014. Finance Manager Jennifer Grusenmeyer gave a brief overview of current revenues and expenses. Following a brief discussion and on a motion by Commissioner Davis and second by Commissioner Pippenger, the BOPC accepted MetroParks' December, 2014 financial reports as presented.

**Staff Reports**

**Law Enforcement Activity:** The BOPC was presented with the Law Enforcement Activity report for December, 2014. Chief Ranger Mark Hess gave a brief overview of information contained in the report. Following a brief discussion the BOPC thanked Mr. Hess for his information.

**Conservation Plan:** The BOPC was presented with a presentation of the Conservation Plan 2015. Director of Conservation Dave Nolin and Conservation Managers Mary Klunk, and Mike Enright gave a PowerPoint presentation about the Conservation Plan for 2015. Following a brief discussion the BOPC thanked Mr. Nolin, Ms. Klunk, and Mr. Enright for the information.

**Five Rivers MetroParks Foundation:** Director of Development Beth Redden gave an update on the first Foundation Board meeting scheduled for January 28. The meeting will include the election of officers, and an overview of the purpose of the foundation. A bank account has been established for the Foundation and two checks have already been received from Southwest Airlines and Bonbright Distribution. The Commissioners thanked Mrs. Redden for the update.

**Board Election of Officers:** Commissioner Davis nominated and motioned for Irvin G. Bieser Jr. as Board President and Commissioner Pippenger seconded; motion approved. Commissioner Davis nominated and motioned for Alan F. Pippenger as Board Vice-President and Commissioner Bieser seconded; motion approved.

**Professional Services:** Executive Director Benná requested authorization to award a contract to PROS Consulting in the amount of \$198,970 for development of the 10-year Comprehensive Master Plan for the agency. Eric Sauer explained the elements of the master plan. Following a brief discussion and on a motion by Commissioner Pippenger and seconded by Commissioner Davis, the BOPC approved the request as presented.

**Capital Equipment Requests:** Executive Director Benná requested authorization to enter into a three-year lease and service contract for copiers, printers and multi-function machines district-wide with Woodhull LLC in the amount not to exceed \$60,000 annually. The current contract with ProSource will expire in March, 2015. The annual amount for current services with ProSource is \$72,000. MetroParks solicited bids from both Woodhull and ProSource who have contracts with the State for these services and Woodhull LLC was determined to be lowest and best. Funding is available in the General Fund. IT Manager Tim Clark provided the criteria for the selection process and this change will provide a savings for the agency. Following a brief discussion and on a motion by Commissioner Pippenger and seconded by Commissioner Davis, the BOPC approved the request as presented.

Executive Director Benná requested authorization to enter into a contract with Rough Brothers, Inc. in the amount of \$381,000 for the design/build of the Barbara Cox Center for Sustainable Horticulture Greenhouse. The funding will be available from the Cox Arboretum Foundation for this project. Park Planning Manager Eric Sauer explained this was a specialized portion of the project. Following a brief discussion and on a motion by Commissioner Pippenger and seconded by Commissioner Davis, the BOPC approved the request as presented.

Executive Director Benná requested authorization to solicit bids for Phase 2 of the Cox Arboretum Paver Loop Path. The project estimate is \$196,700 and is available in the Capital Projects and is being funded by the Cox Arboretum Foundation. Following a brief discussion and on a motion by Commissioner Bieser and seconded by Commissioner Davis, the BOPC approved the request as presented.

**GovDeals.com Auction Site:** Executive Director Benná requested approval and adoption of Resolution No. 15-001 declaring MetroParks' intent to dispose of surplus property via Internet auction. In 2014, MetroParks received \$50,000 in proceeds from the

online auction of surplus property. On a motion by Commissioner Bieser and seconded by Commissioner Davis, the BOPC adopted Resolution No. 15-001.

**Budget Adjustment and Capital Fund Resolutions:** Finance Manager Jennifer Grusenmeyer requested approval and adoption of the following resolutions:

- Resolution No 15-002 for the transfer of funds within the general fund. On a motion by Commissioner Pippenger and seconded by Commissioner Davis the BOPC adopted Resolution No. 15-002.
- Resolution No 15-003 for the transfer of funds between the general fund and capital projects fund. On a motion by Commissioner Pippenger and seconded by Commissioner Davis the BOPC adopted Resolution No. 15-003.
- Resolution No 15-004 revising Resolution No. 14-040 for the appropriation and adjustment of funds within the Capital Projects fund. On a motion by Commissioner Pippenger and seconded by Commissioner Davis the BOPC adopted Resolution No. 15-004.

**Grant Budget Resolutions:** Finance Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 15-005 establishing the budget for the Chinquapin Overlook Grant through the Ohio Public Works Commissioner Clean Ohio Conservation Fund. The grant amount is \$88,000 and the total project cost is \$124,000. The local match is the donation of a portion of the land acquisition costs. Park Planning Manager Eric Sauer explained the name derives from the tree located on the property. On a motion by Commissioner Bieser and seconded by Commissioner Pippenger the BOPC adopted Resolution No. 15-005.

Finance Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No 15-006 revising resolution No 11-049 for budget adjustments to the RiverScape River Run Project. On a motion by Commissioner Pippenger and seconded by Commissioner Davis the BOPC adopted Resolution No. 15-006.

**Cash Advance Loan Transfer Resolution:** Finance Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No 15-007 for a cash advance transfer from the general fund into the federal grant fund (778/505) in the amount of \$114,522 and the federal equitable sharing fund (778/805) \$2,179 for a total transfer of \$116,701. On a motion by Commissioner Pippenger and seconded by Commissioner Davis the BOPC adopted Resolution No. 15-007.

**Other Business:** Executive Director Benná recognized Sugar Creek MetroPark for being voted as Best Fitness Trail and Cox Arboretum MetroPark was voted the Best Park in Dayton by Dayton Magazine.

Executive Director Benná noted Five Rivers MetroParks was acknowledged as the number one attraction in Dayton by the Dayton Business Journal.

Executive Director Benná noted 2<sup>nd</sup> Street Market was voted for two consecutive years as Ohio Magazine's Best Farmer's Market. Also, 2<sup>nd</sup> Street Market Manager Jimmy Harless was awarded the Dayton Philharmonic's Friend of The Year award.

**Visitor Comments:** No comments were made

**Next Board Meeting:** The BOPC agreed to hold the next regularly scheduled meeting on February 13, 2015, commencing at 7:30 a.m. at 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 Director Benná noted a stakeholder interview for the Comprehensive Master Plan would follow the February 13 Commission Meeting.

**Adjournment:** By roll call vote, following a motion by Commissioner Pippenger and seconded by Commissioner Davis, the BOPC adjourned the meeting at 9:09a.m.

Attest: Rebecca A. Benná

Irvin G. Bieser Jr.  
President Irvin G. Bieser Jr.