

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

November 6, 2012

A meeting of the Board of Park Commissioners (BOPC) was held at Five Rivers MetroParks', Main Office, 409 E. Monument Avenue, 3rd Floor, Dayton, OH, on November 6, 2012, and convened at 3:06 p.m. on roll call vote by the Board of Park Commissioners.

Present: Five Rivers MetroParks Commission President Karen L. Davis, Vice President Irvin G. Bieser, Jr.; Commissioner Alan F. Pippenger, Executive Director Rebecca A. Benná, Deputy Director Carrie Scarff, Director of Finance and Business Robert Johnson, Director of Human Resources Debra Jackson, Chief of Rangers Mark Hess, Director of Park Services and Legislative Affairs Karen Hesser, Director of marketing Beth Miller, Business Manager Jennifer Grusenmeyer, Marketing Research Manager Amy Forsthoefel, Horticulturalist Cinda Plante and legal counsel Bob Curry.

Visitor Recognition: No outside visitors or new employees were in attendance.

Minutes: The BOPC was presented with the minutes of the regular meeting for October 12, 2012. On motion by Commissioner Bieser and second by Commissioner Pippenger the minutes were approved as presented.

Financial Reports: The BOPC was presented with MetroParks' October, 2012 financials and approved list of bills for October 1 – 31, 2012. Director of Finance and Business Bob Johnson gave a brief overview of current revenues and expenses, which included a comparison of this year-to-date with last year-to-date. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC accepted MetroParks' October, 2012 financial reports as presented.

2013 Board Meeting Schedule Draft: Executive Director Benná presented for the Commissioner's review the 2013 BOPC Meeting Dates schedule. A sample resolution for advertising the meeting dates was presented for future comment. The Commissioners asked to have time to comment on the schedule and resolution at a future meeting.

2011 Single Audit: Director of Finance & Business Robert Johnson indicated the published MetroParks 2011 Single Year audit was included in their packets and a bound copy was sitting in front of them. As mentioned in a previous meeting, there were no findings or management letter recommendations. The BOPC thanked Mr. Johnson for his efforts attaining the clean audit.

Staff Reports: The BOPC was presented with the Law Enforcement Activity report for October, 2012. Chief of Rangers Mark Hess gave a brief overview of information contained in the report. Following a brief discussion the BOPC thanked Mr. Hess for his information.

The BOPC was also presented with the Activities and Visitation report for the 3rd Quarter 2012. Marketing and Research Manager Amy Forsthoefel noted that the emailed report had errors and that the one provided at this meeting corrected those errors. Following lengthy discussion the BOPC thanked Ms. Forsthoefel for the information.

MetroParks' Group Health Insurance: MetroParks requested authorization to renew MetroParks group health insurance with Anthem for 2013 services. Director of Human Resources Debra Jackson noted that all coverage would stay the same with no increase in premiums to MetroParks or staff. Executive Director Benná indicated that MetroParks would be adding new programs to engage staff in preventative health care and assist staff in obtaining quality physicians and health services at a competitive rate. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

Professional Services Contract: Executive Director Benná requested authorization to award Bid No. 332 for the 2013 Horticultural Growing contract to Stockslagers Greenhouse and Garden Center at a total cost of \$28,604, the estimate was \$30,000 and the funding is available in the General Fund. Following a brief discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC approved the request as presented.

Capital Outlays – Improvements: Executive Director Benná requested authorization to contract with Outdoor Enterprises at a total cost of \$16,930.86 to remove and replace soil, add drain tiles and add slot drains along the sidewalk in and near the flower beds adjacent to the RiverScape MetroPark pavilion area. The original soil and drainage were poorly executed. Four contractors were solicited and only two responded. Funding is available in the Capital Projects fund. Horticulturalist Cinda Plante provided a diagram of the area in question. Following a brief discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC approved the request as presented.

Budget Adjustment Resolutions: Business Manager Jennifer Grusenmeyer requested adoption and approval of the following resolution(s):

- Resolution No. 12-044 for the transfer of funds within the general fund. On motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 12-044 as presented.

Other Business: Executive Director Benná informed the Commissioners that Bill Koegler will be in town to meet with all of the several Boards, such as Cox Arboretum Foundation and Wegerzyn Foundation and Friends of Carriage Hill.

Executive Director Benná indicated she and Deputy Director Carrie Scarff would be attending the City of Dayton Commission meeting tomorrow to update them on the RiverScape River Run and Mad River Run projects as well as updated information on planning for summer festivals. Ms. Benná also indicated that they would be thanking the City Commission for working with them on the Emergency Action Plan, which came in to play this last summer during two of the larger festivals because of weather related issues. Ms. Benná asked if any of the Commissioners would be able to attend. Following a brief discussion the Commissioners indicated they would have to look at their schedules and get back to Ms. Benná with a yes or no.

Executive Director Benná took this opportunity to show a video that has been made in partnership with the local PBS station. . The video which focuses on the importance of conservation and nature was shown by the National Recreation and Park Association's CEO&President at the organization's national conference's opening general session. The Commissioners thanked everyone involved in making the video.

Visitor Comments: No comments were made.

Next Board Meeting: The BOPC agreed to hold a Work Session on November 30, 2012, commencing at 7:30 a.m. at MetroParks' Main Office, 409 E. Monument Avenue, 3rd Floor, Dayton, Ohio. The BOPC agreed to hold the next regularly scheduled meeting on December 7, 2012, commencing at 7:30 a.m. at MetroParks' Main Office, 409 E. Monument Avenue, 3rd Floor, Dayton, Ohio. The BOPC directed the Secretary of the Board to give notice of these meetings and all subsequent meetings pursuant to the rule adopted by the BOPC.

Adjournment: By roll call vote, following motion by Commissioner Bieser and second by Commissioner Pippenger, the BOPC adjourned the meeting at 4:36 p.m.

Attest: Rebecca A. Benná

Karen L. Davis
President Karen L. Davis