

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

November 8, 2013

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 8, 2013, and convened at 7:35 a.m. on a 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 Human Resources Debra Jackson, Director of Finance and Business Robert Johnson, Director of Park Services and Legislative Affairs Karen Hesser, Director of Marketing Trish Butler, Director of Development Beth Redden, Business Manager Jennifer Grusenmeyer, Regional Park Manager Jim Martin, Park Managers Steve Sherman and Todd Catchpole, Lieutenant Ranger Adrian Sargent, Marketing Research Manager Amy Forsthoefel, OC Business Operations Manager Lorka Muñoz-Daugherty, IT Manager Tim Clark, visitor Paul Lamberger and Robert Curry legal counsel.

Visitor Recognition: Executive Director Benná welcomed visitor Paul Lamburger and noted staff not normally in attendance.

Minutes: The BOPC was presented with the minutes of the regular meeting for October 18, 2013. On a motion by Commissioner Pippenger and second by Commissioner Bieser the minutes of the October 18, 2013, regular meeting were approved.

Financial Reports: The BOPC was presented with MetroParks' October, 2013 financials and the Approved List of bills for October 1 – 31, 2013. Director of Finance and Business Robert Johnson gave a brief overview of current revenues and expenses. Following a brief discussion and on a motion by Commissioner Bieser and second by Commissioner Pippenger, the BOPC accepted MetroParks' October, 2013 financial reports as presented.

2014 Board Meeting Schedule Draft: The BOPC was presented with the 2014 Board Meeting Schedule Draft for their review and comment. This will be revisited in December for changes and approval.

Mad River Bikeway Project Update: Executive Director Benná reported on the Mad River Bikeway project issue at Huberville Road. The proposal is to move the bikeway over to resolve the issue of the narrow roadway. Funding anticipated to come from grant funding and our local match in the grant. To-date MetroParks has removed portion of the fence directly across from residence's driveways for added space. Plans are nearly complete and will be implemented as soon as possible.

Staff Reports: The BOPC was presented with the Law Enforcement Activity report for October, 2013. Lieutenant Ranger Adrian Sargent gave a brief overview of information contained in the report. Following a brief discussion, the BOPC thanked Mr. Sargent for his information.

Executive Director Benná introduced Park Manager Todd Catchpole and Marketing Research Manager Amy Forsthoefel and gave an overview of how MetroParks arrived at the shelter rental program. Ms. Forsthoefel began with a PowerPoint presentation that explaining this program is a result of the priority team recommendations. As part of the pricing plan approved earlier this year, the team identified shelters as a value-added service that has the potential to recover part of its cost of service. The team benchmarked other agencies in Ohio and found that over 80% of like organizations charge a fee for use of shelters. Park Manager Todd Catchpole will be the manager for the shelter rental program.

Mr. Catchpole continued by identifying the goals for the shelter rental program which included service improvements. A total of 23 shelters have been added as reservable bringing the total available for reservations to 44 shelters. The pricing tiers were explained and revenue projections were given. All shelters that are not reserved are still free and open for use on a first come first basis. Ms. Forsthoefel concluded by identifying how this will improve the customer's experience by being able to reserve a shelter online 24/7 or at other locations with a reception desk, such as Cox Arboretum, Carriage Hill and Wegerzyn MetroParks. A demonstration of the online reservation system was shown. The on-line service will be available to the public beginning December 2, 2013. The public communications plan was presented as well. Following a discussion the BOPC thanked staff for the information and commended them on the plan they've developed.

MetroParks Group Health Insurance 2014: Director of Human Resources Debra Jackson informed the BOPC of the results of the group health insurance quotes. Anthem Blue Cross Blue Shield came in at a 32.5% increase. The increase to MetroParks would be approximately \$319,119 and employee increase would be \$49,809. Ms. Jackson requested authorization to renew MetroParks Group Health Insurance with Anthem Blue Cross Blue Shield in 2014. Following a discussion and on a motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

Grant Budget Revisions: Business Manager Jennifer Grusenmeyer requested approval adoption of the following resolutions:

- Resolution No. 13-040 revising Resolution No. 12-024 relative to MetroParks' 2012 Marine Patrol Assistance Grant (861201) budget. On a motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 13-040 as presented.
- Resolution No. 13-041 revising Resolution No. 10-035 relative to MetroParks' Stillwater River Protection & Restoration – Zeus-Reinke CDEAA OPWC Clean Ohio Grant budget. On a motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 13-041 as presented.
- Resolution No. 13-042 revising Resolution No. 10-049 relative to MetroParks' Shepherd's Run Forest and Headwater Streams Protection CDFAF OPWC Clean Ohio grant budget. On a motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 13-042 as presented.
- Resolution No. 13-043 revising Resolution No. 13-002 relative to MetroParks' MOT Upper Wolf Creek Bikeway Repair Grant (861475). On a motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 13-043 as presented.

Transfer and Capital Fund Resolutions: Business Manager Jennifer Grusenmeyer requested approval and adoption of the following resolutions:

- Resolution No. 13-044 for the transfer of funds within the General Fund. On a motion by Commissioner Bieser and seconded by Commissioner Pippenger the BOPC adopted Resolution No. 13-044 as presented.
- Resolution No. 13-045 for the transfer of funds between the General Fund and Grants Fund. On a motion by Commissioner Bieser and seconded by Commissioner Pippenger the BOPC adopted Resolution No. 13-045 as presented.
- Resolution No. 13-046 revising Resolution No. 13-032 for the appropriation and adjustment of funds within the Capital Projects Fund. On a motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 13-046 as presented.

Other Business: Executive Director Benná reminded the Commissioners of the James M. Cox Jr. Foundation 50th Anniversary celebration to be held on November 12 at 6:00 p.m.

Executive Director Benná noted that about 60 people attended the ribbon cutting for the opening of the Medlar Bikeway. It was a nice event.

Executive Director Benná noted that she would be out of the office on November 15 attending a director symposium on community engagement.

Commissioner Pippenger commented on the letter received by a citizen questioning why the ice rink was open on Christmas day. OC Business Operations Manager Lorca Muñoz-Daugherty the rink has been opened for holidays since 2001 and explained that staff has benchmarked other agencies to see if they have activities/facilities open on holidays such as Christmas day and found that this wasn't an unusual practice. Ms. Muñoz-Daugherty noted that staff wasn't required to work this day, but were informed when they were hired that they could be working holidays. She also noted that the ice rink has always been open on the holiday and families do come to the ice rink on Christmas day and in some cases it's a tradition for them to include this in their celebration.

Visitor Comments: No comments were made.

Next Board Meeting: The BOPC agreed to hold a work session meeting on November 26, 2013, 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 6 commencing at 7:30 a.m. also at the address listed above. 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.

Executive Session: In accordance with the open meetings law Section 121.22 of the Ohio Revised Code, by roll call vote following a motion by Commissioner Pippenger and second by Commissioner Bieser, the BOPC elected to temporarily adjourn and hold an Executive Session commencing at 9:11 a.m. for the specific purpose of discussing one land matter and one personnel issue. On a motion by Commissioner Bieser and second by Commissioner Pippenger the open session reconvened at 9:51

a.m.

Adjournment: By roll call vote, following a motion by Commissioner Bieser and seconded by Commissioner Pippenger, the BOPC adjourned the meeting at 9:51 a.m.

Karen Davis

President Karen L. Davis

Attest:

Rebecca A. Banna