

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

November 14, 2014

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 November 14, 2014, and convened at 7:33 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 Development Beth Redden, Chief Ranger Mark Hess, Director of Marketing Trish Butler, Director of Outdoor Connections Amy Dingle, Director of Business Services Bill Tschirhart, Business Manager Jennifer Grusenmeyer, IT Manager Tim Clark, Park Planning Manager Eric Sauer, Human Resource Manager Antoine Tweedie, Manager for Cox Arboretum MetroPark Russ Edgington, Production Supervisor Sidney Gnann, Executive Management Assistant Cheronne Wilson, Executive Director of A Special Wish Foundation, Inc. David Seyer, Jim Evans of JK Evans & Associates LLC, visitor Paul Lamberger and legal counsel Robert Curry.

**Visitor Recognition:** Director of Human Resources Debra Jackson introduced Jim Evans of JK Evans & Associates LLC; Production Supervisor Sidney Gnann introduced David Seyer Executive Director of A Special Wish Foundation, Inc.; Debra Jackson also introduced Human Resources Manager Antoine Tweedie attending a BOPC meeting for the first time and Executive Director Benná introduced Executive Management Assistant Cheronne Wilson and welcomed visitor Paul Lamberger.

**Minutes:** The BOPC was presented with the minutes of the regular meeting for October 7, 2014. On a motion by Commissioner Pippenger and second by Commissioner Davis the minutes of the October 7, 2014, regular meeting were approved. The BOPC was presented with the minutes of the special meeting held on October 21, 2014. On a motion by Commissioner Pippenger and second by Commissioner Davis the minutes of the October 21, 2014, special meeting were approved.

**Financial Reports:** The BOPC was presented with MetroParks' October, 2014 financials and the Approved List of bills for October 1 – 31, 2014. Business Manager Jennifer Grusenmeyer highlighted revenues and expenses. Following a brief discussion and on a motion by Commissioner Davis and second by Commissioner Pippenger, the BOPC accepted MetroParks' October, 2014 financial reports as presented.

**2013 FY Audit Report:** Business Manager Jennifer Grusenmeyer gave a brief overview of MetroParks' 2013 FY Audit report released by the Auditor of State on October 10, 2014. Ms. Grusenmeyer also reviewed the management letter recommendations. Following a brief discussion the Commissioners thanked Ms. Grusenmeyer for the information.

**Staff Reports:**

**Law Enforcement Activity:** The BOPC was presented with the Law Enforcement Activity report for October, 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.

**Foundation Update:** Director of Development Beth Redden gave an update on the MetroParks Foundation. Ms. Redden reported that there are 11 potential board members nominated by the Foundation Task Force and will ask the interim Foundation Board to approve the nominees in December so the first meeting of the Foundation can be held in January, 2015. Ms. Redden explained this board is diverse and eager to serve.

**Sale of Leland Center:** Business Manager Jennifer Grusenmeyer informed the BOPC that MetroParks closed on the sale of Leland Center on October 13, 2014.

The Commissioners thanked everyone for their information.

**A Special Wish Foundation:** David Seyer, Executive Director of A Special Wish Foundation, gave an overview of the organization, which is the largest A Special Wish Foundation in this area. Mr. Seyer explained that in partnership with Five Rivers MetroParks and Bonbright Distributors the foundation was able to grant Timothy Brookes his special wish, which was to meet a special effect producer in Hollywood. Following the story of Timothy's wish Mr. Seyer presented MetroParks with a framed picture of Timothy and the wish MetroParks was able to help grant. The BOPC thanked Mr. Seyer and accepted the gift.

**Wage and Compensation Study:** Executive Director Benná gave a brief overview of the process MetroParks followed with Jim Evans' and Director of Human Resources Debra Jackson's assistance. Ms. Jackson began by explaining the reason MetroParks conducted the wage and compensation study. Similar studies were done in 2004, 2007 and 2009, but only the mid and upper ranges were moved, while the minimum rates stayed the same since 2004. These changes caused MetroParks to lag behind other agencies and some cases less competitive when compared to like positions.

Ms. Jackson introduced Jim Evans of JK Evans & Associates LLC. Mr. Evans continued by giving a summary of the purpose, scope of project and general methodology of the wage study and job analysis process conducted by his firm. The job analysis portion of the study included review of the current jobs provided by staff and reviewed by supervisors. A point factoring system was used to analyze where the job was classified in the pay scale schedule.

It was noted that several park districts, parks and recreation agencies and private sector companies were surveyed about similar jobs. The majority of the responses came from park districts and other public agencies.

Following a discussion, Ms. Benná noted the wage and compensation report and new pay scale schedule may cause for adjustments in some staff wages and the BOPC would be asked to approve the 2015 proposed budget that may include wage adjustments at the work session scheduled for November 25, 2014. The BOPC thanked Mr. Evans for the information.

**MetroParks Group Health Insurance:** Executive Director Benná requested approval to renew with Anthem for MetroParks' 2015 Health and Life Insurance. The medical increase is about \$163,832 and the life insurance decrease is estimated at \$6,178. Director of Human Resources Debra Jackson gave an overview of the quotes received and why we went with Anthem at a 12.03% increase. Cost savings could include a spousal surcharge. Following a discussion and on a motion by Commissioner Bieser and second by Commissioner Davis the BOPC approved the renewal with Anthem, but on the condition we would recalculate the premium cost to include higher deductibles and out of pocket limits.

**Capital Improvement Requests:** Executive Director Benná requested authorization to solicit a design build RFQ for the greenhouse renovation portion of the Barbara Cox Center for Sustainable Horticulture. The greenhouse portion of the project cost estimate is \$275,000 and funding is through the James M. Cox Jr. Arboretum Foundation. The balance of the \$1 million funded project will be completed at the same time, but under traditional design-bid-build method. The selected consultant will coordinate with the current design team to integrate with the rest of the project. On a motion by Commissioner Bieser and second by Commissioner Davis the BOPC approved the request as presented.

**RTA Grant for RiverScape River Run:** Executive Director Benná requested approval to enter into an RTA Community Grants Award Program project agreement with Greater Dayton RTA to receive a grant totaling \$450,000 for the RiverScape River Run project. The grant requires a 20% match, and that match will be provided by the project funds already raised and being held in the Dayton Foundation. The project is fully funded and engineering estimates indicate that the project can be built with funds available. Deputy Director Carrie Scarff gave a brief overview of the grant agreement. Following a brief discussion and on a motion by Commissioner Pippenger and second by Commissioner Davis the BOPC approved the request as presented.

**Grant Resolution:** Business Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 14-034 for the resurfacing of 26 miles of existing bikeways through the Miami Valley Regional Planning commissioner (MVRPC) Surface Transportation Program. Deputy Director Carrie Scarff briefly explained the grant. On a motion by Commissioner Bieser and second by Commissioner Davis the BOPC adopted Resolution No. 14-034 as presented.

**Budget Appropriation/Transfer Resolutions:** Business Manager Jennifer Grusenmeyer requested approval and adoption of the following resolutions:

- Resolution No. 14-035 for the transfer of funds within the General and Grant funds. On a motion by Commissioner Bieser and second by Commissioner Davis the BOPC adopted Resolution No. 14-035 as presented.
- Resolution No. 14-036 for the transfer of funds between the General Fund and Grant Funds. On a motion by Commissioner Davis and second by Commissioner Pippenger the BOPC adopted Resolution No. 14-036 as presented.

**Other Business:** Director of Conservation Dave Nolin informed the BOPC that MetroParks closed on the Grambsch property totaling approximately 13.8 acres adjacent to Twin Creek MetroPark.

**Visitor Comments:** No visitor comments.

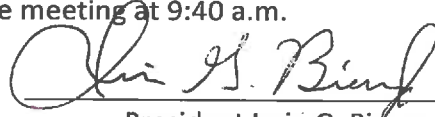
**Next Board Meeting:** The BOPC scheduled two work sessions on November 14 immediately following the regular meeting and November 25 beginning at 7:30 a.m. Both will be held at MetroParks' Main Office, 409 E. Monument Avenue, 3<sup>rd</sup> Floor, Dayton, Ohio.

The next regularly scheduled meeting will be held December 5, 2014 beginning 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 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 Davis, the BOPC elected to temporarily adjourn and hold an Executive Session commencing at 9:20 a.m. for the specific purpose of discussing one personnel matter. On a motion by Commissioner Davis and second by Commissioner Bieser the open session reconvened at 9:40 a.m.

**Adjournment:** By roll call vote, following a motion by Commissioner Bieser and seconded by Commissioner Pippenger, the BOPC adjourned the meeting at 9:40 a.m.



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President Irvin G. Bieser Jr.

Attest:

