

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

December 6, 2013

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 December 6, 2013, and convened at 7:32 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, Chief of Rangers Mark Hess, Director of Adventure Central Nate Arnett, Business Manager Jennifer Grusenmeyer, visitors Paul Lamberger and Aaron Joseph and Robert Curry legal counsel.

**Visitor Recognition:** Business Manager Jennifer Grusenmeyer noted visitors Aaron Joseph and Paul Lamberger.

**Minutes:** The BOPC was presented with the minutes of the regular meeting for November 8, 2013. On a motion by Commissioner Pippenger and second by Commissioner Bieser the minutes of the November 8, 2013, regular meeting were approved.

The BOPC was presented with the minutes of the work session meeting for November 26, 2013. On motion by Commissioner Pippenger and second by Commissioner Bieser the minutes of the November 26, 2013, work session meeting were approved.

**Financial Reports:** The BOPC was presented with MetroParks' November, 2013 financials and the Approved List of bills for November 1 – 30, 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 Pippenger and second by Commissioner Bieser, the BOPC accepted MetroParks' November, 2013 financial reports as presented.

**2013 Marine Patrol Grant Budget Revision:** Executive Director Benná requested approval and adoption of Resolution No. 13-047, revising Resolution No. 13-021 relative to revising the 2013 Marine Patrol Grant Budget. On a motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 13-047 as presented.

**Staff Reports:** The BOPC was presented with the Law Enforcement Activity report for November, 2013. Chief Ranger Mark Hess gave a brief overview of information contained in the report. Mr. Hess reported an incident that happened on property adjacent to Carriage Hill that involved MetroParks officers and the land owner. During a discussion Commissioner Pippenger suggested that we also contact adjacent land owners to notify them of our authority on property adjacent to theirs. Following a brief discussion, the BOPC thanked Mr. Hess for his information.

Director of Adventure Central Nate Arnett presented the BOPC with an award recognizing Five Rivers MetroParks as Friend of the Ohio State University Extension.

Deputy Director Carrie Scarff reported that the 2<sup>nd</sup> Street Market was voted the number one public market in Ohio by Ohio Magazine.

The Commissioners congratulated MetroParks on these achievements.

**Board Member Appointment:** Legal Counsel Robert Curry congratulated Mr. Pippenger on renewing his appointment as Park Commissioner for another 3 years.

**Appropriation Adjustment Authorization Resolution:** Executive Director Benná requested approval and adoption of Resolution No. 13-048 authorizing the Executive Director to make appropriation adjustments in a fund/subfund within an object level 2. Ms. Benná explained this was a result of the conversation in the recent work session meeting. Director of Finance and Business Robert Johnson explained in detail how this will assist MetroParks in managing appropriations when needed. The Commissioners asked a report be prepared for meetings should this activity take place between Board meetings. Following a brief discussion and on a motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 13-048 as presented.

**Accounts Receivable Write-Off Resolution:** Executive Director Benná requested approval and adoption of Resolution No. 13-049 authorizing Five Rivers MetroParks to write-off uncollectible accounts receivable totaling \$190. This uncollectible accounts receivable was for services MetroParks provided at the Downtown Revival. MetroParks was one of the numerous people the revival couldn't pay. MetroParks attempted to collect this amount from Downtown Revival LLC by mail, email and phone calls to no avail. Following a brief discussion and on a motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC adopted Resolution No. 13-049 as presented.

**Transfer Resolutions:** Executive Director Benná requested approval and adoption of the following resolutions:

- Resolution No. 13-050 for the transfer of funds within the General Fund. On a motion by Commissioner Pippenger and seconded by Commissioner Bieser the BOPC adopted Resolution No. 13-050 as presented.
- Resolution No. 13-051 for the transfer of funds between the General Fund and Capital Projects and Grant Funds. On a motion by Commissioner Pippenger and seconded by Commissioner Bieser the BOPC adopted Resolution No. 13-051 as presented.

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

- Resolution No. 13-052 authorizing the closing of projects in the capital projects fund and moving residual cash to the cash control for future projects. On a motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 13-052 as presented.
- Resolution No. 13-053 revising Resolution No. 13-046 for the appropriation, adjustment and closure projects within the Capital Projects Fund. On a motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC

adopted Resolution No. 13-052 as presented.

**2014 Five Rivers MetroParks' Budgets:** Executive Director Benná and Director of Finance and Business Robert Johnson requested approval and adoption of the following resolutions:

- Resolution No. 13-054 establishing MetroParks' 2014 General Fund Budget. Director of Finance and Business Robert Johnson explained this is the same budget they received at the work session in November except it has been reduced by \$78 in the salary and fringe codes due to rounding. Executive Director Benná also noted that this budget is reflective of strategic plan initiatives. Following a discussion and on a motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC adopted Resolution No. 13-054 as presented.
- Resolution No. 13-055 establishing 2014 budgets for the following special revenue subfunds:
  - Law Enforcement Trust Fund 778/886
  - RiverScape Replacement Reserve Fund 778/210
  - Wetland Mitigation Bank Fund 778/207
  - MetroParks' Federal Equitable Sharing Fund 778/805
  - MetroParks' State Forfeitures Fund 778/810

Following a brief discussion and on a motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 13-055 as presented.

**Professional Services Contracts:** Business Manager Jennifer Grusenmeyer requested authorization to renew MetroParks' Property and Casualty Insurance with Public Entities Pool of Ohio for 2014 at a total cost of \$206,252; the 2013 amount was \$201,377. Following a brief discussion and on a motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

Business Manager Jennifer Grusenmeyer requested authorization to enter into a rider agreement and encumber funds with Thompson Hine for legal services in 2014 at a total cost not to exceed \$120,000. This is the same amount as in 2013. Legal Counsel Robert Curry thanked MetroParks for the opportunity to provide these services and noted that MetroParks doesn't typically spend the entire requested amount. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

**2014 Property Lease:** Director of Finance and Business Robert Johnson requested authorization to encumber funds with Dayton Properties LLC in the amount of \$268,294 for the main office at 409 E. Monument Avenue. The annual rent is \$188,347 and the build-out total \$79,920. On motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC approved the request as presented.

**Property Tax Advance Request:** Director of Finance and Business Robert Johnson requested approval and adoption of Resolution No. 13-056 for the advance of property tax payments. Following a brief discussion and on a motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC adopted Resolution No. 13-056 as presented.

**Annual Encumbrances for 2014:** Business Manager Jennifer Grusenmeyer requested approval to encumber funds with the vendors and amounts identified on the list

provided. Following a brief discussion and on a motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

**Other Business:** Executive Director Benná noted that a public meeting was held regarding the issues on the Mad River Bikeway construction along Huberville Avenue in Riverside. During the meeting the Mayor and City Council, as well as meeting attendees were informed of the adjustments that would be made and that these would be completed as soon as possible. Deputy Director Carrie Scarff detailed the planned changes.

Executive Director Benná reminded the Board members of the OPRA Board Development Institute and asked whether any of the Commissioners would be attending and Mr. Bieser answered in the affirmative. Ms. Benná also noted that Jean Woodhull would be receiving the Outstanding Citizen Leadership award.

Executive Director Benná noted the 2014 Board meeting schedule and asked if at least the January and February dates were okay. It was noted that the January date was good.

**Visitor Comments:** No comments were made.

**Next Board Meeting:** The BOPC agreed to hold the next regularly scheduled meeting on January 10, 2014, 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.

**Adjournment:** By roll call vote, following a motion by Commissioner Bieser and seconded by Commissioner Pippenger, the BOPC adjourned the meeting at 8:25 a.m.

  
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President Karen L. Davis

Attest:   
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