

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

December 4, 2015

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 December 4, 2015, and convened at 7:32 a.m. on 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 Development Beth Redden, Chief Ranger Mark Hess, Director of Marketing Trish Butler, Director of Business Services Bill Tschirhart, Director of Human Resources Debra Jackson, Director of Parks Services & Legislative Affairs Karen Hesser, Acting Director of Conservation Michael Enright, Finance Manager Jennifer Grusenmeyer, Project Manager Joseph Zimmerman, Park Project Manager Richard Adler, IT Manager Tim Clark, Executive Management Assistant Christianna Romer, and Legal Counsel Robert Curry.

**Visitors Present:** Executive Director Benná recognized Paul Lamberger.

**Minutes:** The BOPC was presented with the minutes of the regular meeting for November 13, 2015. On a motion by Commissioner Pippenger the minutes of the November 13, 2015 regular meeting were approved. The BOPC was presented with the minutes of the work session for November 13, 2015. On a motion by Commissioner Pippenger the minutes of the November 13, 2015 work session meeting were approved. Commissioner Pippenger had a follow-up question from the minutes of the November 13 regular meeting. Ms. Sunshine Mays had reported a tattered tent located approximately ¼ mile up the trail from the old auto repair shop at Twin Creek. Deputy Director Carrie Scarff reported that it was a deer blind, located off of Five Rivers MetroParks property, which has been removed.

**Financial Reports:** The BOPC was presented with MetroParks' November 2015 Financials and the Approved List of Bills for November 1 - 30, 2015. Director of Business Services Bill Tschirhart gave a brief overview of current revenues and expenses. Following a brief discussion and on a motion by Commissioner Davis the BOPC accepted MetroParks' November 2015 financial reports as presented.

**Law Enforcement Activity:** The BOPC was presented with the Law Enforcement Activity Report for November 2015. Chief Ranger Mark Hess gave a brief overview of information contained in the report. Following a brief discussion, the BOPC thanked Chief Hess for the report.

**Land Acquisition Amendment Request:** Executive Director Benná requested approval to amend the purchase agreement for the Ummel property. The original purchase was for 112 acres for a total purchase price of \$681,656. The amended purchase agreement would be for 107.6426 acres totaling \$651,225. MetroParks' share of this amount is not to exceed \$104,000. The remaining amount would be paid for with Clean Ohio Grant funds. Following a brief discussion and on a motion by Commissioner Pippenger, the BOPC approved the request as presented.

**Board Appointment:** Commissioner Davis consented to the appointment for another three-year term as a member of the Board of Park Commissioners. Mr. Curry stated that Judge McCollum agreed. Ms. Davis was congratulated.

**Capital Improvement Request:** Executive Director Benná requested approval of a change order increasing the contract by \$90,420 to the original contract with Outdoor Enterprise in the amount of \$311,630 to add permeable pavers to the courtyard at the Sustainability Center at Cox Arboretum. The Cox Arboretum Foundation approved funding to allow for the work to be completed this year. Following a brief discussion and on a motion by Commissioner Davis, and a recusal by Commissioner Pippenger, the BOPC approved the change order as presented.

Executive Director Benná requested authorization to reject all bids received for the Possum Creek Waterline project. There was only one bid that came in over the project estimate by \$17,100. Following a brief discussion and on a motion by Commissioner Pippenger, the BOPC approved the request as presented.

**Budget Transfer and Capital Fund Resolutions:** Business Manager Jennifer Grusenmeyer requested authorization and approval for the following Resolutions:

- Resolution No. 15-047 for the transfer of funds within the general fund to move funds into a transfer code for new projects in the capital fund. On a motion by Commissioner Pippenger, the BOPC adopted Resolution No. 15-047 as presented.
- Resolution No. 15-048 for the transfer of funds between the general fund and capital fund to establish a project line for energy audits. On a motion by Commissioner Pippenger, the BOPC adopted Resolution No. 15-048 as presented.
- Resolution No. 15-049 authorizing the closing of projects in the capital projects fund and moving residual cash to the cash control for future projects. The amount being moved is \$94.07. On a motion by Commissioner Pippenger, the BOPC adopted Resolution No. 15-049 as presented.
- Resolution No. 15-050 revising Resolution No. 05-046 and showing the appropriation of three new projects and new project detail and will also provide the appropriation adjustment for projects being closed. On a

motion by Commissioner Pippenger, the COPC adopted Resolution No. 05-050 as presented.

**2016 Five Rivers MetroParks Budgets:**

- Executive Director Benná requested approval and adoption of Resolution No. 15-051 establishing the Five Rivers MetroParks 2016 General Fund budget. Following a discussion and on a motion by Commissioner Bieser, the BOPC adopted Resolution No. 15-051. The budget was discussed at length with the Board during a previous work session held in November.
- Executive Director Benná requested approval and adoption of Resolution No. 15-052 establishing the 2016 budget for all of the special revenue funds budgets. Following a brief discussion and on a motion by Commissioner Bieser, the BOPC adopted Resolution No. 15-052.

**2016 Professional Service Contracts:**

- Finance Manager Jennifer Grusenmeyer requested authorization to renew MetroParks property & casualty insurance with Public Entities Pool of Ohio in the amount of \$203,767. Following a brief discussion and on a motion by Commissioner Pippenger, the BOPC approved the request as presented.
- Finance Manager Jennifer Grusenmeyer requested authorization to enter into a rider to the agreement with Thompson Hine for legal services in an amount not to exceed \$104,000. Following a brief discussion and on a motion by Commissioner Bieser, the BOPC approved the request as presented.

**2016 Property Leases:** Business Manager Jennifer Grusenmeyer requested authorization to encumber funds for the lease with Dayton Properties LLC in the amount of \$275,904, for the main office, 409 E. Monument Avenue. On a motion by Commissioner Bieser, the BOPC approved the request.

**Property Tax Advance Request:** Business Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 15-053 authorizing the Executive Director to request advance payment of tax monies in 2016. On a motion by Commissioner Davis, the BOPC adopted Resolution No. 15-053.

**Annual Encumbrances for 2016:** Business Manager Jennifer Grusenmeyer requested approval to encumber funds with the vendors and the amounts identified on the list provided in the Board information packet. On a motion by Commissioner Bieser, the BOPC approved the request as presented.

**Other Business:**

- Acting Director of Conservation Michael Enright announced that Mr. Paul Lamberger donated \$10,000 to the Five Rivers MetroParks Foundation. The donation is earmarked for a trail monitoring program that will be developed

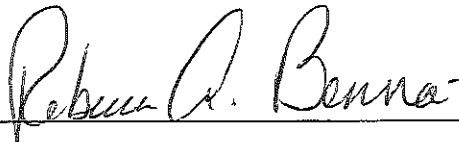
this summer with the University of Dayton and Miami University. This program will measure habitat management results. The Commissioners and Executive Director Benná thanked Mr. Lamberger for his very generous donation. The Commissioners also thanked Mr. Lamberger for his continued support and attendance at the Board of Park Commissioner meetings.

- Executive Director Benná presented a draft meeting schedule for 2016. After discussion the Commissioners agreed that the January BOPC meeting will be held on January 15, 2016 and the February BOPC meeting will be held on February 5, 2016.
- Executive Director Benná presented the Commissioners and Mr. Curry with a small token of appreciation to celebrate the holiday season. The Commissioners thanked Ms. Benná for the gift as well as the hard work that Five Rivers MetroParks staff do all year long.

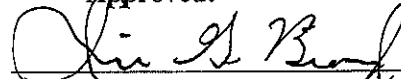
**Next Board Meeting:** The BOPC agreed to hold the next regularly scheduled meeting on January 15, 2016, commencing at 7:30 a.m. at MetroParks' Main Office, 409 E. Monument Avenue, 3rd floor, Dayton, Ohio. The BOPC directed the Secretary of the Board to give notice of this meeting and all subsequent meetings pursuant to the rule adopted by the BOPC.

**Adjournment:** By roll call vote, following a motion by Commissioner Bieser the BOPC adjourned the meeting at 8:20 a.m.

Attest:

  
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Approved:

  
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President Irvin G. Bieser Jr.