

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

February 10, 2017

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 February 10, 2017, and convened at 7:30 a.m. on a roll call vote by the Board of Park Commissioners.

**Present:** Five Rivers MetroParks Commission President Alan F. Pippenger, Vice President Karen L. Davis, Commissioner Irvin G. Bieser, Jr., Executive Director Rebecca A. Benná, Chief of Administration Bill Tschirhart, Chief of Operations Karen Hesser, Chief of Philanthropy Beth Redden, Chief of Planning & Projects Carrie Scarff, Chief of Public Safety Mark Hess, Director of Information Technology Tim Clark, Director of Marketing & Community Engagement Trish Butler, Director of Parks & Conservation Chris Pion, Regional Park Manager Ron Bicknell, Park Manager Paul Williams, Riding Center Manager Katherine Berg, Development Manager Lucy Johnson, Research/Analysis Manager Amy Forsthoefel, Manager of Outdoor Education Katrina Arnold, Finance Manager Jennifer Grusenmeyer, Cox Arboretum Events Coordinator JoAnn Pennington, Development Coordinator Brenda Cox, Executive Assistant Christianna Romer, and Legal Counsel Robert Curry.

**Visitors Present:** Paul Lamberger

**Minutes:** The BOPC was presented with the minutes of the regular meeting for January 13, 2017. On a motion by Commissioner Davis, the minutes were approved. The BOPC was presented with the minutes of the work session for January 13, 2017. On a motion by Commissioner Bieser, the minutes were approved.

**Financial Reports:** The BOPC was presented with MetroParks' Updated December 2016 Financials, the January 2017 Financials, and the approved list of bills for January 1 – 31, 2017. On a motion by Commissioner Davis, the BOPC accepted the updated December 2016 and January 2017 financial reports, as presented.

**Law Enforcement Activity:** The BOPC was presented with the Law Enforcement Activity Report for January 2017.

**Philanthropy Update:** The BOPC was presented with a 2016 Development Department overview and plans for 2017, which include a new "Access to Nature" scholarship program.

**Activity Report for Q4 and year end 2016:** The BOPC was presented with Five Rivers MetroParks activity reports for Q4 and year end 2016.

**2016 Major Organizational Accomplishments:** The BOPC was presented with highlights of 2016 organizational successes and the FRMP organizational strategy.

**2017 – 2018 Strategic Plan Initiatives:** The BOPC was presented with Five Rivers MetroParks' 2017 – 2018 Strategic Plan.

**Surplus Property:** Executive Director Benná requested approval to declare a 19-year old Carriage Hill Riding Center horse as surplus property due to advanced age and poor physical condition.. On a motion by Commissioner Davis, the BOPC accepted the request, as presented.

**Grants:** Executive Director Benná requested approval and adoption of Resolution 17-005 to file an application for the State of Ohio Recreational Trails Program (RTP) Grant through the Ohio Department of Natural Resources for a pedestrian bridge at Sugarcreek MetroPark. On a motion by Commissioner Bieser, the BOPC adopted Resolution No. 17-005.

**Contracts/Leases:** Executive Director Benná requested authorization to renew the lease with Dayton Office Properties, LLC for an additional five (5) year term for the main office at 409 E. Monument Avenue. On a motion by Commissioner Davis, the BOPC approved the request, as presented.

**Budget Appropriation/Transfer Resolutions:**

- Finance Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 17-006 for the transfer of funds within the general fund. On a motion by Commissioner Bieser, the BOPC adopted Resolution No. 17-006.
- Finance Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 17-007 for the transfer of funds between the general fund and the capital fund and grant funds. On a motion by Commissioner Davis, the BOPC adopted Resolution No. 17-007.

**Capital Fund Resolution(s):** Finance Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 17-008, revising Resolution No. 17-004, for capital fund appropriations within existing or new projects. On a motion by Commissioner Bieser, the BOPC adopted Resolution No. 17-008.

**Budget Resolution(s):** Executive Director Benná requested approval and adoption of Resolution No. 17-009, revising Resolution No. 16-045, to increase the 2017 Budget Appropriation by \$93,000 to fund deferred equipment replacement. The adjusted 2016 fund balance was nearly \$460,000 higher than the estimate presented when the 2017 budget was approved in early December. On a motion by Commissioner Bieser, the BOPC adopted Resolution No. 17-009.

**Capital Purchase(s):**

- Finance Manager Jennifer Grusenmeyer requested approval to purchase an ice resurfacing machine (Zamboni) for the RiverScape MetroPark Ice Rink and to encumber funds for the purchase. On a motion by Commissioner Davis, the BOPC approved the request, as presented.
- Executive Director Benná requested authorization to encumber \$67,400 with Moody's of Dayton for repair of a fountain motor at RiverScape MetroPark.

On a motion by Commissioner Davis, the BOPC approved the request, as presented.

**Other Business:**

- Several staff members will attend the Ohio Parks & Recreation Association (OPRA) state conference in Sandusky next week. Bill Tschirhart, Mike Osborne, Brent Anslinger, and Rebecca Benná are providing presentations at the conference. Douglas May, a long-time Five Rivers MetroParks youth volunteer, will receive the Award of Excellence for Outstanding Youth Leadership at the conference.
- The opening reception, The Contrary Farmers' Social reception, for the Ohio Ecological Food and Farm Association (OEFFA) 2017 conference was held at 2<sup>nd</sup> Street Market Thursday, February 9.

**Visitor Comments:** No comments


**Next Board Meeting:** The BOPC agreed to hold the next regularly scheduled meeting on March 10, 2017, at 7:30 a.m. at Five Rivers 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:** On a motion by Commissioner Davis, the BOPC adjourned the meeting at 8:47 a.m.

**Approved:**

  
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President Alan F. Pippenger

Attest:

  
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Rebecca A. Benná