

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

December 8, 2017

A meeting of the Board of Park Commissioner (BOPC) was held at Five Rivers MetroParks Cox Arboretum, 6733 Springboro Pike, Fifth Third Room, Dayton, Ohio, on December 8, 2017, and convened at 7:45 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 Public Safety Mark Hess, Chief of Operations Karen Hesser, Chief of Philanthropy Beth Redden, Chief of Planning & Projects Carrie Scarff, Chief of Administration Bill Tschirhart, Director of Parks & Conservation Chris Pion, Director of IT Tim Clark, Regional Manager Joe Morrison, Finance Manager Jennifer Grusenmeyer, Human Resources Manager Antoine Tweedie, Riding Center Manager Katherine Berg, Manager of Outdoor Education Katrina Arnold, Outdoor Education Coordinator Doug Horvath, Executive Assistant Christianna Romer, and Legal Counsel Bob Curry.

**Visitors Present:** Steve Stanley, Executive Director, Montgomery County Transportation Improvement District; Anne Horvath; and Jared Horvath

**Minutes:** The BOPC was presented with the minutes of the regular meeting for November 17, 2017. On a motion by Commissioner Bieser, the minutes were approved.

**Financial Reports:** The BOPC was presented with November 2017 Financials and the approved list of bills for November 1 – 30, 2017. On a motion by Commissioner Davis, the BOPC accepted the November 2017 financial reports, as presented.

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

**Award Recognition of Outdoor Education Coordinator Doug Horvath:** Outdoor Education Manager Katrina Arnold recognized Outdoor Education Coordinator Doug Horvath on receiving the Master Frontline Interpreter Award for 2017 from the National Association for Interpretation (NAI).

**Miami Valley Leave No Child Inside & Dayton Regional Green Partnership:**

**Connection to Nature Site Awards:** The BOPC was presented with an update on the Miami Valley Leave No Child Inside & Dayton Regional Green Partnership and Connect to Nature Site/School Award recipients.

**Board Bylaws:** Executive Director Rebecca Benná requested approval and adoption of Resolution No. 17-045, revising Resolution No. 13-023, to accept revised bylaws. On a motion by Commissioner Bieser, the BOPC adopted Resolution No. 17-045.

**Surplus Property:** Executive Director Rebecca Benná requested approval to declare four (4) Riding Center Horses as surplus property. On a motion by Commissioner Davis, the BOPC approved the request, as presented.

**Wetlands Mitigation Memorandum of Understanding:** Executive Director Rebecca Benná requested approval to enter into a Memorandum of Understanding with the Montgomery County Transportation Improvement District to establish the District/Five Rivers Wetlands Partnership for the purpose of Wetlands Mitigation and Development. On a motion by Commissioner Davis, the BOPC approved the request, as presented.

**Capital Fund Resolution(s):**

- Finance Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 17-046, authorizing appropriation adjustments in the capital fund. On a motion by Commissioner Bieser, the BOPC adopted Resolution 17-046.
- Finance Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 17-047, to identify the capital fund projects that will be closed December 31, 2017. On a motion by Commissioner Bieser, the BOPC adopted Resolution No. 17-047.

**2018 Five Rivers MetroParks Budgets:**

- Chief of Administration Bill Tschirhart requested approval and adoption of Resolution No. 17-048, to establish the Five Rivers MetroParks 2018 General Fund Budget. On a motion by Commissioner Bieser, the BOPC adopted Resolution No. 17-048.
- Chief of Administration Bill Tschirhart requested approval and adoption of Resolution No. 17-049, to establish the 2018 Five Rivers MetroParks Special Revenue Funds Budgets. On a motion by Commissioner Bieser, the BOPC adopted Resolution No. 17-049.

**Other Resolution(s):**

- Finance Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 17-050, to authorize the Executive Director to request advance payment of tax monies in 2018. On a motion by Commissioner Bieser, the BOPC adopted Resolution No. 17-050.
- Finance Manager Jennifer Grusenmeyer requested approval to accept a contract renewal with Thompson Hine LLP for general legal services and land acquisition services for 2018. On a motion by Commissioner Bieser, the BOPC approved the request, as presented.
- Executive Director Rebecca Benná requested approval and adoption of Resolution No. 17-051 to set the maximum dollar limit of blanket purchase

orders at \$500,000. On a motion by Commissioner Bieser, the BOPC adopted Resolution No. 17-051.

- Finance Manager Jennifer Grusenmeyer requested approval to encumber funds for 2018 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:**

- The Board of Park Commissioners recognized Commissioner Irvin G. Bieser, Jr. for his years of service to Five Rivers MetroParks and the community.

**Visitor Comments:** No comments.

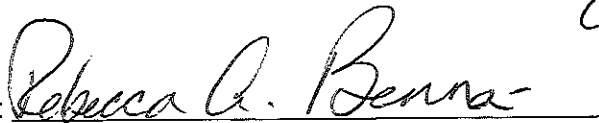
**Next Board Meeting:** The BOPC agreed to hold the next regularly scheduled meeting on January 12, 2018, at 7:30 a.m. at Five Rivers MetroParks Main Office, 409 E. Monument Ave., 3<sup>rd</sup> Floor, Dayton, Ohio. The BOPC directed the Secretary of the Board to give notice of this meeting and all subsequent meetings pursuant to the rule adopted by the BOPC.

**Adjournment:** On a motion by Commissioner Bieser, the BOPC adjourned the meeting at 8:41 a.m.

Approved:

  
President Alan F. Pippenger

Attest:

  
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