

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

December 13, 2019

A meeting of the Board of Park Commissioners (BOPC) was held at Cox Arboretum MetroPark, 6733 Springboro Pike, Dayton, Ohio, on December 13, 2019, and convened at 8:33 a.m. on a roll call vote by the Board of Park Commissioners.

**Present:**

Five Rivers MetroParks Commission President Karen L. Davis, Vice President Jessica Saunders, Commissioner Bear Monita, Executive Director Rebecca 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 Information Technology Tim Clark, Director of Outdoor Connections Amy Dingle, Director of Parks & Conservation Chris Pion, Director of Human Resources Antoine Tweedie, Acting Director of Marketing & Public Engagement Amy Forsthoefel, Regional Manager of Business Operations Sam Davis, Regional Manager Joe Morrison, RiverScape Manager Meredith Adamisin, Manager of Facilities & Equipment Richard Alder, Finance Manager Jennifer Grusenmeyer, Project Manager Joe Zimmerman, Executive Assistant Christianna Romer, and Legal Counsel Bob Curry.

**Visitors Present:** Paul Lamberger

**Minutes:** The BOPC was presented with the minutes of the regular meeting for November 12, 2019. On a motion by Commissioner Saunders, the minutes were approved.

**Financial Reports:**

- The BOPC was presented with the November 2019 financial information and approved list of bills for November 1–30, 2019. On a motion by Commissioner Saunders, the BOPC accepted the financials as presented.
- The BOPC was presented with the following Then and Now Certifications for approval:
  - Think Patented - \$5,515 for park brochures
  - Wright Express - \$3,772.60 for fueling station purchases
  - City of Dayton Planning - \$3,698 for the purchase of a land parcel through Lot Links
  - Mechanical Systems of Dayton - \$3,000 for HVAC maintenance at RiverScape

On a motion by Commissioner Saunders, the BOPC approved payment and certified the Then and Now invoices.

**Law Enforcement Activity:** The BOPC was presented with the Law Enforcement Activity Report for November 2019.

**Summer Paddling Update:** Regional Manager of Business Operations Sam Davis gave an update on the RiverScape River Run Summer Paddling Program.

**Budget Workshop Follow-Up:** Chief of Administration Bill Tschirhart reported back to the BOPC to answer questions raised at the November Budget Workshop.

**Budget Adjustment Resolution:** Chief of Administration Bill Tschirhart requested approval and adoption of Resolution No. 19-032, authorizing budget appropriation adjustment requests. On a motion by Commissioner Saunders, the BOPC adopted Resolution No. 19-032.

**Budget Resolution(s):**

- Chief of Administration Bill Tschirhart requested approval and adoption of Resolution No. 19-033, establishing MetroParks 2020 General Fund Budget. On a motion by Commissioner Saunders, the BOPC adopted Resolution No. 19-033.
- Chief of Administration Bill Tschirhart requested approval and adoption of Resolution No. 19-034, establishing MetroParks 2020 Capital Fund Budget. On a motion by Commissioner Saunders, the BOPC adopted Resolution No. 19-034.
- Chief of Administration Bill Tschirhart requested approval and adoption of Resolution No. 19-035, establishing MetroParks 2020 Grant Funds Budget. On a motion by Commissioner Saunders, the BOPC adopted Resolution No. 19-035.
- Chief of Administration Bill Tschirhart requested approval and adoption of Resolution No. 19-036, establishing MetroParks 2020 Special Revenue Fund Budgets. On a motion by Commissioner Saunders, the BOPC adopted Resolution No. 19-036.

**Property Tax Advance Request:** Chief of Administration Bill Tschirhart requested approval and adoption of Resolution No. 19-037, authorizing the Executive Director to request advance payment of tax monies in 2020. On a motion by Commissioner Saunders, the BOPC adopted Resolution No. 19-037.

**Annual Encumbrances for 2020:** Chief of Administration Bill Tschirhart 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 Saunders, the BOPC approved the request as presented.

**Professional Service Contract(s):** Chief of Administration Bill Tschirhart requested approval to accept a contract renewal with Thompson Hine LLP for general legal services and land acquisition services for 2020. On a motion by Commissioner Saunders, the BOPC approved the request as presented.

**Capital Improvement Request(s):**

- Executive Director Rebecca Benná requested approval of the construction cost estimate amount of \$897,290 and to authorize bidding the 2020 Regional Bike Trail Renovations. On a motion by Commissioner Saunders, the BOPC approved the request as presented.
- Executive Director Rebecca Benná requested authorization of the issuance of a Request for Qualifications (RFQ) to firms to provide Letters of Interest for Construction Engineering Services related to the 2020 Regional Bike Trail Renovations. On a motion by Commissioner Saunders, the BOPC approved the request as presented.

**Other Business:**

- Executive Director Rebecca Benná presented the BOPC with a list of Awards received by FRMP and FRMP staff in 2019.
  - The Ohio Parks and Recreation Association (OPRA) notified staff that the Homefull/2nd Street Market partnership is one of three finalists for the OPRA Governor's Award. The Governor's Award finalists are chosen from the first-place winners of the OPRA Annual Awards. The announcement of the winner will be at the OPRA conference in February.
- Mr. William A. (Bear) Monita consented to the appointment of a three-year term as a member of the Board of Park Commissioners. On December 11, 2019, Judge Alice McCollum administered the Oath of Office for the period commencing on the first day of January 2020 and terminating on the first day of January 2023.

**Visitor Comments:** None

**Next Board Meeting:** The BOPC agreed to hold the next regularly scheduled meeting on January 10, 2020 at 8:00 a.m. at Five Rivers MetroParks Main Office, 409 E. Monument Ave., Dayton, OH, 45402. 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 Saunders, the BOPC adjourned the meeting at 9:40 a.m.

**Approved:**

  
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President Karen L. Davis

Attest:   
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