

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

October 23, 2023

A meeting of the Board of Park Commissioners (BOPC) was held at Five Rivers MetroParks main office, 409 E. Monument Avenue, Dayton, Ohio on October 23, 2023, and convened at 7:06 a.m. on a roll call vote by the Board of Park Commissioners.

**Present:**

Five Rivers MetroParks Commission President Karen L. Davis, Commissioner Jessica Salem, CEO Karen Hesser, Chief of Public Safety Mark Hess, Acting Chief of Operations Chris Pion, Chief of Planning and Projects Carrie Scarff, Chief of Administration Bill Tschirhart, Director of Adventure Central Nate Arnett, Director of Business Operations Nick Borders, Director of Marketing and Public Engagement Shelli DiFranco, Director of Outdoor Connections Amy Dingle, Director of IT Todd Lampley, Director of Human Resources Antoine Tweedie, Regional Manager Joe Morrison, Philanthropy Manager Brenda Cox, Park Planner Alex Clark, Executive Assistant Christianna Romer, and Legal Counsel Bob Curry.

**Visitors Present:** None

**Minutes:**

- The BOPC was presented with the minutes of the regular meeting on September 15, 2023. On a motion by Commissioner Salem, the minutes were approved.

**Financial Reports:**

- The BOPC was presented with the September 2023 financial information and list of bills for September 1 – September 30, 2023. On a motion by Commissioner Salem, the financials were accepted as presented.
- Chief of Administration, Bill Tschirhart, requested approval of a then and now certification in the amount of \$3,550 to Galaxy Digital, LLC for the annual renewal of Volunteer Management Software. On a motion by Commissioner Salem, The BOPC approved the request as presented.

**Law Enforcement Activity:** Chief of Public Safety Mark Hess presented the Law Enforcement Activity Report for September 2023.

**Budget Adjustment Resolution(s):** Chief of Administration Bill Tschirhart requested approval and adoption of Resolution No. 23-025, authorizing budget adjustments. On a motion by Commissioner Salem, the BOPC adopted Resolution No. 23-025.

**Grant(s):** Chief of Administration Bill Tschirhart requested approval and adoption of Resolution No. 23-026 to establish the grant budget for the First Responder Retention Incentive Awards Grant, in an amount of \$112,000, from the American Rescue Plan Act (ARPA) being administered by the State of Ohio Emergency Management Agency. On a motion by Commissioner Salem, the BOPC adopted Resolution No. 23-026.

### **Capital Improvement Request(s):**

- Chief of Planning and Projects Carrie Scarff requested authorization to award a contract in the amount of \$64,800 to Joe's Landscaping, Inc. for pavement repairs at RiverScape MetroPark. On a motion by Commissioner Salem, the BOPC approved the request as presented.
- Chief of Planning and Projects Carrie Scarff requested authorization to award a contract in the amount of \$74,700 to J&J Schlaegel, Inc. for construction of the Eckhart Road River Access. On a motion by Commissioner Salem, the BOPC approved the request as presented.
- Chief of Planning and Projects Carrie Scarff requested authorization to award a contract in the amount of \$103,921 to Appalachian Renewable Power Systems for design and installation of an approximately 45-kwh solar photovoltaic system at the 2<sup>nd</sup> Street Market that will offset the Market's electrical consumption by approximately 30%. On a motion by Commissioner Salem, the BOPC approved the request as presented.

### **Other Resolutions and Request(s):**

- Chief of Administration Bill Tschirhart requested approval and adoption of Resolution No. 23-027 adopting the amounts and rates for 2023-2024 as determined by the Montgomery County Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. On a motion by Commissioner Salem, the BOPC adopted Resolution No. 23-027.
- Chief of Public Safety Mark Hess requested approval and adoption of Resolution No. 23-028 to establish a process for the public to address the Board of Park Commissioners during a public meeting. On a motion by Commissioner Salem, the BOPC adopted Resolution No. 23-028.
- Chief of Planning and Projects Carrie Scarff requested approval of revision of the Code of Ordinances, reflecting clarifications to the revisions approved at the August 11, 2023, BOPC meeting. On a motion by Commissioner Salem, the BOPC approved the request as presented.
- Chief of Administration Bill Tschirhart requested authorization to renew the employee health plan with Jefferson Health Plan (JHP) for 2024 employee group health insurance. The 2024 budget amount is estimated at \$2,029,740. On a motion by Commissioner Salem, the BOPC approved the request as presented.

### **Other Business:**

- Upcoming Events
  - October
    - Multiple Locations: October 28, 9am – 12pm: MetroParks' Make a Difference Day
    - Carriage Hill Riding Center: October 28, 1 - 3pm: Halloween Pony Rides
    - 2nd Street Market: October 29, 11 am – 3 pm: Trick or Treat at the Market!
  - November
    - 2nd Street Market: November 22, 11am – 3pm: Stock-up Wednesday
    - RiverScape MetroPark: November 24, 11 am – 10 pm: Opening Day at MetroParks Ice Rink
    - Cox Arboretum MetroPark: November 28 – December 1, 8:30am – 5pm: Certified Interpretive Guide Training
  - December
    - Aullwood MetroPark: December 2, 5-7pm: Aullwood Luminary Walk

- RiverScape MetroPark
  - December 2, 9, 16, 4-8pm: Holiday Mini Market
  - December 24, 11 am – 5pm: Christmas Eve Skate
  - December 31, 1 – 8pm: New Year’s Eve Skate
- Carriage Hill MetroPark
  - December 9, 11am – 4pm: Christmas on the Farm
  - December 9, 5 – 7pm: Christmas on the Farm: A Holiday Evening
- 2nd Street Market:
  - December 14, 5:30 - 8:30pm: Artisan Night-DIY Workshops
  - December 16 and 17, 10am – 2pm: Santa visits the Market
  - December 17, 9am – 10am and 10 – 11am: Breakfast with Santa

**Visitor Comments:** None

**Next Board Meeting:**

- The BOPC agreed to hold a Special Meeting for the purpose of a Budget Work Session immediately following this meeting at Five Rivers MetroParks Main Office. 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.
- The BOPC agreed to hold the next regularly scheduled meeting on Friday, November 17, 2023, at 11:00 a.m. at Five Rivers MetroParks Main Office. 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.
- The BOPC agreed to hold a Special Meeting for the purpose of a Budget Work Session immediately following the Regular Meeting on November 17, 2023, at Five Rivers MetroParks Main Office.

**Adjourn to Executive Session:** In accordance with the open meeting law Section 121.22 of the Ohio Revised Code, by a roll call vote, following a motion by Commissioner Salem, the BOPC elected to adjourn to Executive Session to discuss two legal matters commencing at 7:29 a.m.

**Reconvene Open Session:** By a roll call vote, following a motion by Commissioner Salem, the BOPC elected to reconvene at 7:47 a.m.

The BOPC took a short recess.

**Adjournment:** On a motion by Commissioner Salem, the BOPC adjourned the meeting at 7:57 a.m.