

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

January 11, 2013

A meeting of the Board of Park Commissioners (BOPC) was held at Five Rivers MetroParks', Main Office, 409 E. Monument Avenue, 3<sup>rd</sup> Floor, Dayton, OH, on January 11, 2013, and convened at 7:35 a.m. on roll call vote by the Board of Park Commissioners.

**Present:** Five Rivers MetroParks Commission President Karen L. Davis, Vice President Irvin G. Bieser, Jr.; Commissioner Alan F. Pippenger, Executive Director Rebecca A. Benná, Deputy Director Carrie Scarff, Director of Finance and Business Robert Johnson, Director of Human Resources Debra Jackson, Director of Park Services and Legislative Affairs Karen Hesser, Business Manager Jennifer Grusenmeyer, Director of Conservation Dave Nolin, Manager of Cox Arboretum MetroPark Russ Edgington, Chief of Rangers Mark Hess, Park Planner Lydia Sowles, Marketing Research Manager Amy Forsthoefel, visitor Paul Lamberger and legal counsel Bob Curry.

**Visitor Recognition:** Visitor Paul Lamberger was introduced as well as Manager of Cox Arboretum MetroPark Russ Edgington. Mr. Edgington briefly noted his background.

**Minutes:** The BOPC was presented with the minutes of the regular meeting for December 7, 2012. On motion by Commissioner Pippenger and second by Commissioner Bieser the minutes of the December 7, 2012 regular meeting were approved as presented.

**Financial Reports:** The BOPC was presented with MetroParks' December, 2012 financials and approved list of bills for December 1 – 31, 2012. Director of Finance and Business Bob Johnson gave a brief overview of current revenues and expenses, which included a comparison of this year-to-date with last year-to-date. Mr. Johnson noted the December, 2012 financials may be reported again in February with updates. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC accepted MetroParks' December, 2012 financial reports as presented.

**Staff Reports:** The BOPC was presented with the Law Enforcement Activity report for December, 2012. Chief of Rangers Mark Hess gave a brief overview of information contained in the report. Following a brief discussion, the BOPC thanked Mr. Hess for his information.

**Board Election of Officers:** Commissioner Pippenger nominated and motioned that Karen Davis for Board President and Commissioner Bieser seconded. Commissioner Davis nominated and motioned that Irvin G. Bieser, Jr for Board Vice-President and Commissioner Pippenger seconded.

**Personnel Related Request:** Executive Director Benná requested authorization to encumber and transfer funds in the amount of \$53,127.60 to the Flexible Spending Account (FSA) held at Fifth-Third Bank to load the employee FSA cards. This new procedure will allow employees to use a pre-loaded card versus requesting reimbursement. This funding is based on an employee elected amount and will be refunded by payroll deductions. Debra Jackson gave a brief overview of the program. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

**Professional Services Contract:** Executive Director Benná requested authorization to continue the contract with Emerge Inc. for services in 2013 at a total cost of \$27,000. Emerge Inc. provides hosting and support of the Park Reservation system as well as ongoing development of this system. It was noted that Emerge replaced the Class software system in 2012. Marketing Research Manager Amy Forsthoefel briefly explained details of the contract. Following a brief discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC approved the request as presented.

Executive Director Benná requested authorization to enter into a professional services agreement with TOPOS Studio to conduct a public process that will result in development of recommendations for the program and services of the proposed Cox Arboretum Barbara Cox Anthony Center for Sustainable Horticulture at a total estimated cost not to exceed \$20,000. The James M. Cox Jr. Foundation will fund the cost to provide these services and the project will not move forward until funding has been received. This firm was chosen because they were the only one that looked to the future to develop their plan by using children in addition to adults and staff in their planning process. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

Executive Director Benná requested authorization to solicit bids for the removal of Ash Trees in 2013. The areas to be covered are Hills and Dales, Englewood and Germantown MetroParks and Shiloh Woods Conservation Area. Depending on how the bids come in this would allow removal of between 500 to 600 Ash trees from roadway edges and boundaries. The project estimate is \$50,000 and funding is available in the General Fund. The trees included in this bid for removal have been identified by staff to be hazardous to people or structures. Director of Conservation Dave Nolin gave a brief overview of the process for identifying the hazardous trees. Mr. Nolin also reported that Ash trees that have been treated are surviving. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

**Capital Improvement Requests:** Executive Director Benná requested authorization to solicit formal bids for the construction of a new play area including equipment, surfacing, nature play features and an accessible side walk at Wesleyan MetroPark. The base bid estimate is \$99,911 and funding is available in the capital projects fund and general fund. Park Planner Lydia Sowles gave a brief overview of the proposed project and showed conceptual drawings of proposed changes. The plan includes a nature play area. Ms. Benná indicated that MetroParks plans to use a community build process that engages residents in building the new playground. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

**Dayton History Lease:** Executive Director Benná requested authorization to enter into a two-year contract with Dayton History Realty LLC for approximately 2,568 sq. ft. of storage space at 224 N. St. Clair Street at a total annual cost of \$17,976. MetroParks has been on a month-to-month lease since 2011. The 2012 total annual cost for the same space was \$18,695.04. Following a brief discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC approved the request as presented.

**GovDeals.com Auction Site:** Executive Director Benná requested approval and adoption of Resolution No. 13-001 declaring MetroParks' intent to dispose of surplus property via Internet auction. In 2012, MetroParks received \$38,573 in proceeds from the sale of surplus equipment on the GovDeals.com online auction site. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 13-001 as presented.

**Grant Budget Resolutions:** Executive Director Benná requested approval and adoption of Resolution No. 13-002 to establish a grant budget for the Wolf Creek Bikeway Repairs. MetroParks has agreed to be the Local Project Administrator (LPA) for this project and is financially responsible for a small portion of the total project. Following a brief discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC adopted Resolution No. 13-002 as presented.

Executive Director Benná requested approval and adoption of Resolution No. 13-003, revising Resolution Nos. 12-032 and 12-034 for the Montgomery County Solid Waste Incentive Grant budget. The local match transfer was over estimated and will be adjusted to match the actual grant dollars spent. Following a brief discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC adopted Resolution No. 13-003 as presented.

**Fund Transfer Re and Capital Fund Appropriation Resolutions:** Executive Director Benná requested approval and adoption of the following resolutions:

- Resolution No. 13-004 for the transfer of funds within the General Fund. On motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC adopted Resolution No. 13-004 as presented.
- Resolution No. 13-005, revising Resolution No. 12-048 for appropriation and adjustment of funds within the Capital Projects Fund. On motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 13-005 as presented.

**Change Fund Resolutions:** Business Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 13-006 relative to requesting cash to be used as change during Outdoor Connection events. On motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 13-006 as presented.

**Other Business:** Executive Director Benná noted a letter received from a concerned citizen about the number of dogs being walked by one person at one time specifically at Sugarcreek MetroPark. Chief of Rangers Mark Hess explained his interaction with the citizen and recommended that no changes be made to MetroParks' rules regarding dog walking as requested by the concerned citizen as the existing rules can address issues such as this one. He also stated staff will monitor the park for potential reoccurring issues and that he would contact the concerned citizen and provide an update on the discussion with the Commission.

Executive Director Benná asked if any of the Commissioners were interested in attending the OPRA Board Development Institute on February 24, 2013. Commissioner Bieser indicated he would be attending.

Executive Director Benná noted that she would be on vacation from January 22 to January 30, 2013.

**Visitor Comments:** No comments were made.

**Next Board Meeting:** The BOPC agreed to hold the next regularly scheduled meeting on February 8, 2013, commencing at 7:30 a.m. at 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:** By roll call vote, following motion by Commissioner Pippenger and second by Commissioner Bieser, the BOPC adjourned the meeting at 8:50 a.m.

Attest: Rebecca Benná

Karen L. Davis

President Karen L. Davis