

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

January 13, 2012

A meeting of the Board of Park Commissioners (BOPC) was held at MetroParks' Law Enforcement Headquarters, 2151 Embury Park Road, Dayton, OH, on January 13, 2012, and convened at 7:02 a.m. on 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, Deputy Director Carrie Scarff, Director of Finance and Business Robert Johnson, Director of Conservation Dave Nolin, Director of Human Resources Debra Jackson, Business Manager Jennifer Grusenmeyer, Ranger Lieutenant and Interim Chief Mark Arendt, Director of Park Services Jackie McArdle, Ranger Lieutenant Adrian Sargent, Superintendent of Park Services Mark Davis, Development Director for Cox Arboretum Rosie Melia, IT Manager Corey Stone, IT Network Administrator Tim Clark, public visitor Paul Lamberger and MetroParks legal counsel representative Robert Curry.

Visitor Recognition: Executive Director Benná noted and welcomed visitor Paul Lamberger.

Minutes: The BOPC was presented with the minutes of the regular meeting for December 9, 2011. On motion by Commissioner Bieser and second by Commissioner Davis the minutes were approved as presented.

Financial Reports: The BOPC was presented with MetroParks' December, 2011 financials. Director of Finance and Business Bob Johnson mentioned procedure changes that affected the carryover of encumbrances and highlighted revenues and expenditures for the month of December. Following a brief discussion and on motion by Commissioner Davis and second by Commissioner Bieser the BOPC accepted MetroParks' December 2011 financial reports as presented.

Staff Reports: The BOPC were presented with the Law Enforcement Activity report for December 2011.

Board Election of Officers: Commissioner Bieser moved to nominate Karen Davis as Board President and Commissioner Pippenger seconded. Commissioner Pippenger moved to nominate Commissioner Bieser as Board Vice-President and Commissioner Davis seconded. Commissioner Pippenger moved to keep Executive Director Rebecca Benná as Board Secretary and Commissioner Davis seconded.

Professional Service Contract: Executive Director Benná requested full Board concurrence on the award of Bid No. 323 for the 2012 Horticultural Growing Contract to Stockslager's Greenhouses at a total amount not to exceed \$28,265. Ms. Benná noted that Commissioner Davis was contacted on January 5th and she awarded the bid at that time. All Commissioners concurred with Ms. Davis' award of the contract to Stockslager's Greenhouses.

Executive Director Benná requested authorization to work with a Commissioner to award Bid No. 324 for the Emerald Ash Borer Tree Removal Project. Ms. Benná explained that MetroParks is extending the bid date just after this meeting and being able to award the contract as soon as possible will give the contractor an additional three weeks to work on the project. The estimate was \$84,000. On motion by Commissioner Davis and second by Commissioner Bieser the BOPC authorized MetroParks to work with the first available Commissioner to award Bid No. 324.

Executive Director Benná requested authorization to work with a Commissioner to authorize a company to provide and install data cabling for the new headquarters at an estimated cost not to exceed \$55,000 and additionally requested the same authorization for the installation of a security system in the new headquarters at a total cost not to exceed \$16,000. IT Manager Corey Stone briefly explained the services that would be performed with each. On motion by Commissioner Davis and second by Commissioner Pippenger the BOPC approved working with the first available Commissioner to authorize the work as presented.

Capital Equipment Requests: Executive Director Benná requested authorization to work with a Commissioner to authorize the purchase of office furniture for the new headquarters from Salem Office. Salem Office has the state term contract for office furniture. The original estimate was approximately \$400,000, but MetroParks is confident this estimate will be much less. On motion by Commissioner Davis and second by Commissioner Bieser the BOPC approved working with the first available Commissioner to authorize the purchase as presented.

Operational Supplies: Executive Director Benná requested authorization to encumber funds in the amount of \$30,000 with Staples to purchase district-wide janitorial supplies as needed in 2012. This is the same amount as last year. Superintendent of Park Services Mark Davis noted that by using this company MetroParks is saving by not having to store the supplies and only ordering when a need arises. On motion by Commissioner Bieser and second by Commissioner Davis the BOPC approved the request as presented.

IT Requests: Executive Director Benná requested authorization to purchase replacement laptops and desktop computer systems from MNJ Technologies at a total cost not to exceed \$42,450. Ms. Benná also requested authorization to purchase Windows 7 w/SA software from Dell at a total cost not to exceed \$40,000. These items are budgeted in the general fund. IT Manager Corey Stone explained the software upgraded is need because the current operating system MetroParks is using will not be supported by Microsoft. Mr. Stone also indicated that the laptops and desktops are replacements and that the equipment they are replacing would not be able to run the upgraded operating software. On motion by Commissioner Davis and second by Commissioner Bieser the BOPC approved the requests as presented.

GovDeals.com Auction Site Resolution: The BOPC was presented with, for approval & adoption, Resolution No. 12-001 declaring MetroParks' intent to dispose of surplus property via Internet auction specifically on GovDeals.com. In 2011, MetroParks received \$64,018.53 in proceeds from the sale of surplus equipment on this online

auction site. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Davis the BOPC adopted Resolution No. 12-001 as presented.

Grant Budget Resolution: The BOPC was presented with, for approval and adoption, Resolution No. 12-002 to establish the budget for the 2012 ODNR Boating Safety Education Grant, MetroParks' match is 25%. On motion by Commissioner Bieser and second by Commissioner Davis the BOPC adopted Resolution No. 12-002 as presented.

Transfer and Capital Project Fund Resolutions: Business Manager Jennifer Grusenmeyer requested adoption and approval of the following resolution:

- Resolution No. 12-003 for the transfer of funds within the general fund, on motion by Commissioner Davis and second by Commissioner Bieser the BOPC adopted Resolution No. 12-003 as presented.
- Resolution No. 12-004 for the transfer of funds between the general fund and the state grant fund, on motion by Commissioner Bieser and second by Commissioner Davis the BOPC adopted Resolution No. 12-004 as presented.
- Resolution No. 12-005 revising Resolution No. 11-046 for the adjustment and appropriation of funds within the capital projects fund, on motion by Commissioner Bieser and second by Commissioner Davis the BOPC adopted Resolution No. 12-005 as presented.

Change Fund Resolution: The BOPC was presented for approval and adoption Resolution No. 12-006 requesting cash to be used as change during the specified events. On motion by Commissioner Bieser and second by Commissioner Davis the BOPC adopted Resolution No. 12-006 as presented.

Other Business: Executive Director Benná mentioned the resignation of Corey Stone as IT Manager, all wished him well in his new endeavors.

Executive Director Benná reminded the Commissioners of the OPRA Annual conference and that it was great that all of the Commissioner plan to attend.

Commissioner Bieser noted the shortened length of the Board Meetings is nice, but thought it would be nice to have an occasional informational staff report during the meeting.

Visitor Comments: Visitor Paul Lamberger noted that he was at Sugarcreek MetroPark on Saturday afternoon and the parking lot was full. Mr. Lamberger also asked what the blue tubes were for that he noticed through the park. Director of Conservation David Nolin explained that these were tree tubes used to protect newly planted tree seedlings.

Next Board Meeting: The BOPC agreed to hold the next regularly scheduled meeting on February 10, 2012, commencing at 7:00 a.m. at Carriage Hill MetroPark Visitor Center, 7800 Shull Road East, Huber Heights, 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 7:37 a.m.

Karen L. Davis
President Karen L. Davis

Attest: Rebecca Benna