

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

February 8, 2013

A meeting of the Board of Park Commissioners (BOPC) was held at the Five Rivers MetroParks Main Office, 409 E. Monument Avenue, 3rd Floor, Dayton, OH, on February 8, 2013, and convened at 7:33 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, Director of Adventure Central Nate Arnett, IT Manager Tim Clark, Ranger Lieutenant Adrian Sargent, Urban Program Manager Lorca Muñoz-Daugherty, Regional Park Manager Jim Martin and legal counsel Bob Curry.

Visitor Recognition: No visitors other than staff were in attendance.

Minutes: The BOPC was presented with the minutes of the regular meeting for January 11, 2013. On motion by Commissioner Bieser and second by Commissioner Pippenger the minutes of the January 11, 2013, regular meeting were approved as presented.

Financial Reports: The BOPC was presented with MetroParks' December, 2012 revised financials Director of Finance and Business Robert Johnson explained the differences between the December 2012 financials presented at the January meeting and those provided today. The main reason for the revision was posting of additional investment income back to December 31, 2012, and the adjustments made to grant funds.

The BOPC was also presented with MetroParks' January, 2013 financials and approved list of bills for January 1 – 31, 2013. 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. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC accepted MetroParks' December, 2012 revised and January, 2013 financial reports as presented.

OSU Extension Adventure Central Annual Contract: Executive Director Benná requested approval to enter into a contract and encumber funds with Ohio State University Extension in 2013 for non-educator program staff in the amount of \$135,000, funding is available in the General Fund. The 2012 amount was \$160,000 and Director of Adventure Central Nate Arnett explained that there was a reduction in staff and staff hours. 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 approval to encumber funds with The Ohio State University in the amount of \$85,505 for partnership support for the two educator positions as part of the long-term agreement established through 2016. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

Mandatory Drug Fine and State Forfeiture Fund Reports: Executive Director Benná presented the Mandatory Drug Fine and State Forfeiture Fund Reports for 2012 for information only. Chief Ranger Mark Hess briefly explained that these reports are required to be sent to the State Attorney General's Office every year to show income and expenditures from these funds. The funds can be used for specific purposes such as training.

Staff Reports: The BOPC was presented with the Law Enforcement Activity report for January, 2013. 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.

Professional Services Contract: Executive Director Benná requested authorization to enter into a contract and encumber funds with Monika Sound System Rentals for 2013-2014 in the amount of \$24,976 to provide sound maintenance, repair and troubleshooting for MetroParks' sound system and to provide sound system services and technicians for 22 programs at RiverScape MetroPark. The 2012-2013 amount was \$40,685. Urban Program Manager Lorka Muñoz-Daugherty explained the reason for the price reduction. Commissioner Pippenger asked about the acoustical study; Deputy Director Carrie Scarff explained that this was put on hold due to budget constraints and high priority projects in other areas. 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 work with a Commissioner to award Bid No. 335 for the Emerald Ash Borer Tree Removal Phase 2 Project. The bids will be opened on February 13. Awarding before the next Board meeting will allow the contractor sufficient time to complete the work by the April 15 deadline. The estimate is \$50,000 and funding is available in the General Fund. Director of Conservation Dave Nolin briefly explained where and how many trees are to be removed. On motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request to work with a Commissioner and indicated that he should work with the first available Commissioner.

Capital Equipment Requests: Executive Director Benná requested authorization to purchase and encumber funds for three new cruisers from Germain Ford in Columbus, Ohio at a total cost of \$75,279. Two of the cruisers were planned replacements and one is a replacement for the vehicle totaled in 2012 by the combine. Two of the units will be Ford Interceptor SUVs and one will be a Ford Interceptor Sedan. These vehicles are being purchased through the State Cooperative Purchasing Agreement and funding is available in the General Fund. Chief Ranger Mark Hess briefly explained how the vehicles would be used. 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 purchase from MNJ Technologies through the State Cooperative Purchasing Agreement the following:

- 25 replacement desktop computers at a total cost of \$12,500
- 4 replacement Mobile Data Terminals (MDTs) at a total cost of \$19,000
- 9 replacement and 3 new laptop computers at a total cost of \$15,550

The total purchase amount is not to exceed \$47,050. IT Manager Tim Clark explained the schedule is based upon a 6-year replacement. The current equipment being replaced is 8-10 years old. Mr. Clark also explained that the IT Department is building the desktop computers, which will save MetroParks approximately \$600 per unit. 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 replace and upgrade MetroParks' District-wide security system. The current system is over 12 years old and it is difficult to find parts. Three quotes were received and the lowest and best quote is Ovis at a total cost not to exceed \$25,000. Funding is available in the General fund. IT Manager Tim Clark explained how many alarm panels would be replaced and that the swipes and key pads would not need to be replaced. 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 purchase a new John Deere 5065-E tractor with loader from Koenig Equipment at a total cost of \$19,247.97, through the State Cooperative Purchasing Agreement. The amount includes a trade-in of a 1991 John Deere tractor. This tractor

will be assigned to Sugarcreek MetroPark, but would be available for use by other parks. Regional Park Manager Jim Martin explained that the existing tractor at Sugarcreek MetroPark that was slated to be traded-in was newer than the 1991 tractor the Conservation Department was using. The Sugarcreek MetroPark tractor was given to Conservation and their tractor is being used for the trade-in. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

Fund Transfer Resolutions and Capital Fund Appropriation Resolution: Business Manager Jennifer Grusenmeyer requested approval and adoption of the following resolutions:

- Resolution No. 13-007 for the transfer of funds within the General Fund. On motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC adopted Resolution No. 13-007 as presented.
- Resolution No. 13-008 for the transfer of funds between the General Fund and the Capital Projects Fund. On motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 13-008 as presented.
- Resolution No. 13-009, revising Resolution No. 13-005 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.

2012 Budget Appropriation Adjustment and Cash Advance Resolutions: Business Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 13-010 revising Resolution No. 11-047 for appropriation adjustments within the 2012 General Fund budget. Director of Finance and Business Robert Johnson explained the reason for these adjustments. On motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 13-010 as presented.

Business Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 13-011 for the cash advance transfer from the General Fund into the Federal Grant Fund as appropriated on Resolution No. 13-010. Director of Finance and Business Robert Johnson explained the reason for this cash advance. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 13-011 as presented.

Other Business: Executive Director Benná reminded the Commissioners that she would be attending the OPRA Annual Conference February 24-27 and that Dave would be receiving the first ever Jack Hanna Conservation Award during the Awards Dinner at the OPRA Conference. Also, as mentioned previously, other staff will accept several awards of excellence.

Executive Director Benná officially congratulated Chief Ranger Mark Hess for graduating from Certified Law Enforcement Executive Training.

Executive Director Benná informed the Commissioners that she would be participating in interviews with Channel 7 and Fox 45 a result of the Dayton Daily News article on consideration of some new fees. Ms. Benná indicated that feedback from the community has been mostly positive.

Commissioner Davis asked about the status of Leland Center disposal effort. Director of Finance and Business Johnson explained the different options left are to find a local residential realtor, have a public auction or use GovDeals. At some point we have to establish the minimum we will accept for the property. There has been an appraisal done.

Visitor Comments: No comments were made.

Next Board Meeting: The BOPC agreed to hold the next regularly scheduled meeting on March 14, 2013, commencing at 9:00 a.m. at MetroParks' Main Office, 409 E. Monument Avenue, 3rd 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 Bieser and second by Commissioner Pippenger, the BOPC adjourned the meeting at 8:37 a.m.

Karen L. Davis

President Karen L. Davis

Attest:

Rebecca Benna