

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

February 10, 2012

A meeting of the Board of Park Commissioners (BOPC) was held at Carriage Hill MetroPark Visitor Center, 7800 Shull Road East, Huber Heights, OH, on February 10, 2012, and convened at 7:00 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 Conservation Dave Nolin, Director of Human Resources Debra Jackson, Business Manager Jennifer Grusenmeyer, Ranger Lieutenant and Interim Chief Mark Arendt, Superintendent of Park Services Mark Davis, Development Director for Cox Arboretum Rosie Melia, Director of Outdoor Connections Greg Brumitt, Park Planner Lydia Sowles, Project Manager Joe Zimmerman, Program Coordinator Ashley Krogel, Marketing Research Manager Amy Forsthoefel, IT Network Administrator Tim Clark, Director of Regional Planning from Miami Valley Regional Planning Commissioner (MVRPC) Martin Kim, public visitor Paul Lamberger and MetroParks legal counsel representative Robert Curry.

Visitor Recognition: Executive Director Benná welcomed visitor Paul Lamberger and asked other visitors to introduce themselves. Martin Kim, Director of Regional Planning from MVRPC and Ashley Krogel, Program Coordinator from Adventure Central introduced themselves.

Minutes: The BOPC was presented with the minutes of the regular meeting for January 13, 2012. On motion by Commissioner Pippenger and second by Commissioner Bieser the minutes were approved as presented.

Financial Reports: The BOPC was presented with MetroParks' December, 2011 revised financials and the January, 2012 financials. Director of Finance and Business Bob Johnson explained that revenues were posted back to December late in January causing the revised December, 2011 financials. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC accepted MetroParks' Revised December, 2011 and January 2012 financial reports as presented.

Miami Valley Regional Planning Commission (MVRPC) Presentation: Martin Kim, Director of Regional Planning from MVRPC gave a brief PowerPoint presentation on the Going Places initiative and presented recommendations for BOPC approval on the preferred future land use scenario. Following a brief discussion the BOPC was presented for approval and adoption Resolution No. 12-011 endorsing the preferred future land use scenario of Going Places, on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC adopted Resolution No. 12-011 as presented.

RiverScape River Run Transfer Agreements: Executive Director Benná requested permission to enter into transfer agreements with Miami Conservancy District that stipulate when certain conditions required by MetroParks are met, we will take ownership, maintenance and operational responsibility for the Dayton low dam which will be removed and become the River Run and River's Edge, which are in two separate agreements. Deputy Director Carrie Scarff explained project details, location and the reason for the agreements. Commissioner Pippenger asked for an explanation of financial funding for the maintenance of these areas. Ms. Scarff explained that funding would be coming from both the City of Dayton and Montgomery County. Following a brief discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC approved the request as presented.

OSU Extension – Adventure Central Annual Contract: Executive Director Benná requested approval to contract with Ohio State University Extension in the amount of \$160,000 for ten non-educator staff positions at Adventure Central in 2012; the 2011 amount was \$170,000. MetroParks also requested authorization to encumber funds in the amount of \$82,934 for the annual payment to Ohio State University for educator positions as part of the long term agreement the ends in 2016. Following a brief discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC approved the request as presented.

Staff Reports: The BOPC were presented with the Law Enforcement Activity report for January, 2012. Interim Chief Ranger Mark Arendt gave a brief over of information contained on the report.

Easements: Executive Director Benná requested permission to grant Greene County easements along Wilmington-Dayton Road adjacent to Sugarcreek MetroPark. Greene County is requesting one permanent easement totaling 0.0446 acres and one temporary easement totaling 0.0147 acres for the reconstruction of a drainage culvert on the north side of the road. Park Planner Lydia Sowles provided a map showing the location in relation to Sugarcreek. 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 permission to grant Ohio Department of Transportation three permanent easements totaling 0.0013 acres and one temporary construction easement totaling 0.209 acres. These easements are along the Iron Horse Trail between Woodman Drive and Smithville Road, adjacent to US 35. Director of Conservation David Nolin provided a map of the easement location. Following a brief discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC approved the request as presented.

Professional Service Contract: Executive Director Benná requested authorization to contract with Emerge in the amount of \$27,000 for hosting fees, support and ongoing development of the Park Reservation system. This system replaces the Class software system and the online hosting by Active Network and is budgeted in the General Fund. Marketing Research Manager Amy Forsthoefel gave a brief overview of the contract. 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 full BOPC concurrence on the contract award to Express Electric in the amount of \$48,877, which includes a \$5,000 contingency, for installation of cabling at the new headquarters facility. Commissioner Pippenger approved the request on January 17, 2012. The estimate was \$55,000. On motion by Commissioner Bieser and second by Commissioner Davis the BOPC concurred with Mr. Pippenger's award.

Executive Director Benná requested authorization to enter into a contract with MSI/KKG for landscape architectural and engineering services for the concept and schematic phases of the access portion of RiverScape River Run at a total cost of \$67,400. The funding will be through the project grant. Deputy Director Carrie Scarff explained that these design services will cover on-shore and access designs. Ms. Scarff also indicated that additional requests will be made as the project progresses. 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 award Bid No. 324 for the Emerald Ash Borer Tree Removal project to The Davey Tree Expert Company at a total cost of \$50,775 inclusive of add alternates 1, 2 and 3. The estimate for this project was \$84,000. 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 portable toilet rental services for MetroParks district-wide and for special events. The estimate is \$50,000. Following a brief discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC approved the request as presented.

Capital Improvement Requests: Executive Director Benná requested authorization to approve an agreement with the City of Dayton that is required by Norfolk Southern Railroad during the construction of the Mad River Recreation Trail. Construction of the trail requires the relocation of a City water line that passes through an existing tunnel under the railroad. In this agreement MetroParks assumes only the liabilities in the City's railroad agreement that pertain to the construction. Following a brief discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC approved the request as presented.

Capital Equipment Requests: Executive Director Benná requested authorization to solicit bids for the purchase of three zero-turn mowers, two for Taylorsville and one for Cox Arboretum MetroParks at an estimated cost of \$32,750. All items are replacements and budgeted in the 2012 General Fund. Ms. Benná asked Superintendent of Park Services Mark Davis to explain a recent equipment donation of an electric mower being used at Wegerzyn Gardens MetroPark from Wagner Power Equipment. 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 office furniture for the new headquarters space from Salem Office at a total cost not to exceed \$380,000. These items are being purchased through the Ohio Cooperative Purchasing program. The estimate was \$400,000. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

Grant Budget Resolution: Executive Director Benná presented for approval and adoption Resolution No. 12-007 to establish a budget for the Mad River Run grant project for anticipated funding from a private donation to be announced in March. MetroParks has engaged an engineering consultant in the final design, cost estimation and bid document development using funds currently budgeted in the 2012 General Fund. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

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

- Resolution No. 12-008 for the transfer of funds within the general fund, on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 12-008 as presented.
- Resolution No. 12-009 for the transfer of funds between the general fund and the state grant fund, on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC adopted Resolution No. 12-009 as presented.
- Resolution No. 12-010 revising Resolution No. 12-005 for the adjustment and appropriation of funds within the capital projects fund, on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 12-010 as presented.

Other Business: Executive Director Benná invited the Commissioners to the employee recognition to be held on February 22 beginning at 9:00 a.m.

Ms. Benná indicated that MetroParks would be entering into a partnership with the Victoria Theatre Association who is presenting a National Geographic series.

Ms. Benná invited the Commissioners to attend the Adventure Summit on February 10-12 at Wright State University.

Executive Director Benná thanked the Commissioners for attending the Ohio Parks and Recreation Annual conference and that it was great that all of the Commissioner were able to attend. Commissioner Davis expressed how proud she was with the awards MetroParks received.

Visitor Comments: No comments were made.

Next Board Meeting: The BOPC agreed to hold the next regularly scheduled meeting on March 6, 2012, commencing at 3:00 p.m. at Possum Creek MetroPark Education Building, 4790 Frytown Road, 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.

Executive Session: In accordance with the open meetings law Section 121.22 of the Ohio Revised Code, by roll call vote following motion by Commissioner Bieser and second by Commissioner Pippenger, the BOPC elected to temporarily adjourn and hold an Executive Session commencing at 8:19 a.m. for the specific purpose of discussing one land acquisition issue and one property disposal matter. On motion by Commissioner Pippenger and second by Commissioner Bieser the open session reconvened at 8:44 a.m.

Open Session: Director of Conservation David Nolin requested authorization to purchase 20.418 at auction. A deposit is required on auction day of \$5,000. On motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC approved the request as presented.

Executive Director Benná presented for approval and adoption Resolution No. 12-012 authorizing the disposal of property and structure located at 1375 E. Siebenthaler Avenue, Dayton, Ohio. On motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC adopted Resolution No. 12-012 as presented.

Adjournment: By roll call vote, following motion by Commissioner Pippenger and second by Commissioner Davis, the BOPC adjourned the meeting at 8:45 a.m.

Attest: Rebecca A. Benná

Karen L. Davis

President Karen L. Davis

