

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

March 6, 2012

A meeting of the Board of Park Commissioners (BOPC) was held at Possum Creek MetroPark Education Building, 4790 Frytown Road, OH, on March 6, 2012, and convened at 3:12 p.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 Manager Jim Martin, Assistant Park Manager Brian Logan, Project Manager Joe Zimmerman, IT Network Administrator Tim Clark, Brent Anslinger Program Operations Manager, Lorca Muñoz-Daugherty Urban Programs Manager, Amy Dingle Outdoor Recreation Coordinator, Sidney Gnann Production Supervisor, 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. MetroParks employees Production Supervisor Sidney Gnann and Assistant Park Manager Brian Logan introduced themselves.

Minutes: The BOPC was presented with the minutes of the regular meeting for February 10, 2012. On motion by Commissioner Bieser and second by Commissioner Pippenger the minutes were approved as presented.

Financial Reports: The BOPC was presented with MetroParks' February, 2012 financials and approved list of bills for February 1 – 29, 2012. Director of Finance and Business Bob Johnson gave a brief overview of current revenues and expenses. Following a brief discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC accepted MetroParks' February, 2012 financial reports as presented.

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

ODNR RTP Grant Application Update: Executive Director Benná briefly updated the Board on the resubmittal of the ODNR RTP grant application originally submitted in February, 2011. The grant application was not funded in 2011; however ODNR suggested MetroParks resubmit the grant application in 2012.

The application is a funding request for development of a beginner's mountain biking loop, skills area, parking lot reconstruction, trailhead access and installation of a water line and drinking fountain in the MoMBA area at Huffman MetroPark. The total project cost is estimated at \$181,551.43. The requested RTP grant amount is

\$138,101.43 with MetroParks' local match of \$22,550 and \$20,900 in-kind volunteer labor totaling \$43,450. Following a brief discussion the BOPC thanked Ms. Benná for the update.

Easements: Executive Director Benná requested authorization to transfer 16 permanent trail easements totaling 9.351 acres to Miami County Park District and City of Tipp City per the partnership agreement for the North Great Miami Recreation Trail construction. The agreement indicates that upon completion of construction, the permanent easements shall be transferred to the appropriate entity having jurisdiction. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

Personnel: Executive Director Benná requested authorization to release the annual payment to Montgomery County OMB in the amount of \$107,462 for the 2012 worker's compensation. The 2011 amount was \$111,536. 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 enter into a service agreement with Monika's Sound System Rentals in the amount of \$40,685 to provide services and maintenance for laser, light and sound systems, as well as show production services for the period April 1, 2012 to March 31, 2013. Funding is available in the General Fund. The 2011 amount was \$49,580. Urban Events Manager Lorka Muñoz-Daugherty explained that the laser portion of the agreement is for Monika to provide assistance in selling the laser equipment. 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 approval to enter into a service contract with Springfield Acme Electric in the amount of \$22,800 to provide service and maintenance for electrical systems related to the Celtic and Hispanic Festivals and the Taste of the Miami Valley during 2012. Funding is available in the General Fund and the 2011 amount was \$23,800. 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 enter into a three-year lease and service agreement with ProSource for printers, copiers and multi-function machines district-wide at a total cost not to exceed \$69,000 per year. The lease and services are through the State Cooperative Purchasing Agreement. Funding is available in the General Fund. The prior contract annual amount was \$80,591.88, because we are consolidating four locations into one, this reduces the number of printers needed therefore reducing the cost 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 work with a Commissioner to contract with Recreation Engineering and Planning (REP) to provide engineering services for the in-river portion of the RiverScape River Run project. Deputy Director Carrie Scarff briefly explained in more detail what portion of the project this contract would cover. Following a brief discussion and on motion by Commissioner

Bieser and second by Commissioner Pippenger the BOPC approved the request to work with a Commissioner as presented.

Executive Director Benná requested authorization to enter into a professional services agreement with PROS Consulting LLC in the amount not to exceed \$25,000 to complete a cost of service analysis and development of a cost service model for MetroParks. Ms. Benná briefly explained what the analysis and development of the model will accomplish. Commissioner Bieser asked what other consulting services may be utilized in the future. Ms. Benná explained in detail that this would include the development of a pricing plan. 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 encumber and pay Miami Conservancy District (MCD) the annual payment per the River Corridor Intergovernmental agreement in the amount of \$214,000. Deputy Director Carrie Scarff explained that MCD uses these funds to repair the bikeways along the river downtown. 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 to re-roof the Leo Street Park Services building. The construction estimate is \$237,800 and funding is available in the Capital Projects Fund. Superintendent of Parks Mark Davis explained this covers the entire roof system on the whole building. 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 formal bids for the construction of the Mad River Recreation Trail at a total estimated construction cost of \$2,219,435. Grant funding is available from ODOT and ODNR and a grant fund was established in October 2010 for this project. Following a brief discussion regarding where the trail is located and on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC approved the request as presented.

Executive Director Benná requested approval of change order #2 on Sign Dynamics contract for new park signage in the amount of \$41,931.45. This includes the addition of new park entrance signage at Englewood and Aullwood Gardens MetroParks as well as at the new headquarters. Funding is available in the General fund and will be transferred to the Capital Project Fund. 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. 12-013 finalizing the agreement with ODOT PID 90593 for resurfacing of roadways at Englewood MetroPark. State funds set aside for this project total \$247,384.42. Superintendent of Parks Mark Davis explained that the project cost will not exceed the allotted ODOT funding. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved and adopted Resolution No. 12-013 as presented.

Executive Director Benná presented for approval and adoption Resolution No. 12-014 allowing MetroParks to apply for ODNR's cooperative Boating Facility Grant in support of the Mad River Run project as Eastwood MetroPark. The total grant amount is \$268,400 with MetroParks' share being in-kind labor and expenses. This grant funding will provide for river access, pedestrian trails, pedestrian bridge and educational signage. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved and adopted Resolution No. 12-014 as presented.

Executive Director Benná presented for approval and adoption Resolution No. 12-015 establishing the grant budget for the Downtown Dayton Partnership (DDP) and Cox Ohio Publishing Grant for First Friday's. The grant amount is \$10,000 with no local match required by MetroParks. Following a brief discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC approved and adopted Resolution No. 12-015 as presented.

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

- Resolution No. 12-016 for the transfer of funds within the general fund, on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 12-016 as presented.
- Resolution No. 12-017 for the transfer of funds between the general fund and the state grant and capital projects funds, on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC adopted Resolution No. 12-017 as presented.
- Resolution No. 12-018 revising Resolution No. 12-010 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. 12-018 as presented.

Fund Resolution: Executive Director Benná presented for approval and adoption Resolution No. 12-019 establishing the new Five Rivers MetroParks Department of Justice Equitable Sharing Program special revenues fund which will allow MetroParks to accept federal forfeiture funds from the US Department of Justice. This fund would be utilized in the same way as the current Drug Fine Fund. Following a brief discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC approved and adopted Resolution No. 12-019 as presented.

Other Business: Executive Director Benná informed the Commissioners that the 2011 recipient of the Bob & Joan Siebenthaler Bridge to the Community Award was presented to Carol Powell at MetroParks' employee recognition event. Ms. Powell is a long-time volunteer of Wegerzyn Gardens MetroPark and other MetroPark locations and programs.

Visitor Comments: No comments were made.

Next Board Meeting: The BOPC agreed to hold the next regularly scheduled meeting on April 13, 2012, commencing at 7:00 a.m. at MetroParks' Headquarters facility, 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.

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 Pippenger and second by Commissioner Bieser, the BOPC elected to temporarily adjourn and hold an Executive Session commencing at 4:08 p.m. for the specific purpose of discussing one land acquisition matter. On motion by Commissioner Pippenger and second by Commissioner Bieser the open session reconvened at 4:40 p.m.

Adjournment: By roll call vote, following motion by Commissioner Bieser and second by Commissioner Pippenger, the BOPC adjourned the meeting at 4:40 p.m.



President Karen L. Davis

Attest: 
