

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

March 14, 2013

A meeting of the Board of Park Commissioners (BOPC) was held at the Five Rivers MetroParks Main Office, 409 E. Monument Avenue, 3<sup>rd</sup> Floor, Dayton, OH, on March 14, 2013, and convened at 9:02 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 Conservation Dave Nolin, Director of Park Services and Legislative Affairs Karen Hesser, Chief of Rangers Mark Hess, Director of Outdoor Connections Greg Brumitt, Director of Marketing Beth Miller, Director of Adventure Central Nate Arnett, Business Manager Jennifer Grusenmeyer, Public Relations Specialist Val Beerbower, Park Services Project Manager Chris Pion, Park Planner Lydia Sowles, Project Manager Joe Zimmerman, Urban Program Manager Lorka Muñoz-Daugherty, Program Operations Manager Brent Anslinger, Production Supervisor Sidney Gnann, Development Director for Cox Arboretum MetroPark Rosie Melia, Regional Park Manager Paul Williams, visitor Paul Lamberger, Dayton Daily News Reporter Joanne Smith and Leon Younger of PROS Consulting.

**Visitor Recognition:** Business Manager Jennifer Grusenmeyer introduced visitor Paul Lamberger and Dayton Daily News Reporter Joanne Smith.

**Minutes:** The BOPC was presented with the minutes of the regular meeting for February 8, 2013. On motion by Commissioner Bieser and second by Commissioner Pippenger the minutes of the February 8, 2013, regular meeting were approved as presented.

**Financial Reports:** The BOPC was presented with MetroParks' February, 2013 financials and approved list of bills for February 1 – 28, 2013. Director of Finance and Business Bob Johnson gave a brief overview of current revenues and expenses and noted the addition of the temporary cash transfer amount to the YTD calculations. Mr. Johnson also mentioned the December, 2012 revised financials that showed the temporary transfer of cash to the grant fund at the February meeting. Following a brief discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC accepted MetroParks' February, 2013 financial reports as presented.

**Cost Recovery Plan:** Executive Director Benná introduced Leon Younger of PROS Consulting and gave a brief overview of the work that has been completed over the past year on cost of service and cost recovery planning. Mr. Younger began the Cost Recovery Plan presentation with information related to why MetroParks developed the plan and continued with the following topics: the approach taken in developing the plan, how the community will benefit from this plan, communication plan to share the plan with the public, how the plan was classified by program or facility, include a pricing philosophy and action recommendations and strategies.

Mr. Younger concluded the presentation with the next steps including a request that the Board of Park Commissioners review and act on the plan at a later date. It was indicated that the plan would be revisited at the April Board meeting. Following a brief discussion the BOPC thanked Mr. Younger and Ms. Benná for the information.

**Program Agreement:** Executive Director Benná requested approval to pay the Victoria Theatre Association \$20,000 for the joint community program titled "National Geographic Live!". Revenues collected during this program are anticipated to recoup this program cost.

**Staff Reports:** The BOPC was presented with the Law Enforcement Activity report for February, 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 Springfield Acme Electric to provide service and maintenance for electrical system related to the Celtic Festival, Hispanic Heritage Festival and Taste of the Miami Valley at a total cost of \$22,800. Funding is available in the General fund and the amount approved last year was \$22,800. Program Operations Manager Brent Anslinger gave a brief description of how this service is used at the events. 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 contract with LJB, Inc. to provide wetland monitoring services on the North Great Miami Recreation Trail wetland in the amount of \$17,300. The construction of the North Great Miami Recreation Trail included a wetland impact that was mitigated by the construction of a 2-acre wetland on-site. The United State Army Corps of Engineers (USACE) permit includes a monitoring requirement for the first year after construction and as many as four additional years dependent on the condition of the wetland at each monitoring interval. The funding is available in the general fund. Project Manager Joe Zimmerman explained where the wetland is located in relation to the bikeway. 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 award the 2013 RiverScape MetroPark Food Concession RFP, which is due on March 15. The current concessionaire decided not to seek contract renewal. Urban Program Manager Lorca Muñoz-Daugherty briefly explained the RFP process and why the current concessionaire is leaving. 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 and directed staff to work with the first available Commissioner.

Executive Director Benná requested authorization to reject all bids received for the Bid No. 335 for the EAB Ash Tree Removal Project. Only one bid was received and it was over the estimate of \$50,000 and the 10% allowance. Director of Conservation Dave Nolin explained why other bids weren't received. Other potential bidders felt that the removal of trees at Hills and Dales MetroPark would cost more than estimated. Mr. Nolin indicated that MetroParks would rebid this project the first of November. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC rejected all bids as requested.

**Capital Improvement Requests:** Executive Director Benná requested authorization to award Bid No. 334 for the construction of a new play area at Wesleyan MetroPark to Water Quality Systems, Inc. in the amount of \$95,222 inclusive of the base bid and add alternate number 2. The estimate was \$99,911 and funding is available in the General and Capital Projects Funds. Park Planner Lydia Sowles noted project schedule would include a community build date of May 18 or June 1 as a backup day if necessary. 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 contract and encumber funds with Service Supply LTD for play structure replacement parts at a total cost of \$26,211 at Island MetroPark. This request is based on a sole source vendor to provide this service as the replacement parts are only available through this company. In addition, Ms. Benná al requested authorization to contract and encumber funds with American Safety Surface & Recreation Co. for the resurfacing of the play area at Island MetroPark at a total cost of \$22,295.50. Total cost for both projects is \$48,506.50 and funding is available from the General and Grant Funds. Park Services Project Manager Chris Prion briefly explained where and why this work is needed. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the

request as presented.

**Operation Supplies:** Executive Director Benná requested authorization to solicit bids for the purchase of Tree:age chemicals, inoculation ports and pressurized injection units at an estimated cost of \$25,000. This will allow MetroParks to re-treat most of the 600 Ash trees treated in 2011. The 2011 success rate of the original treatment is 95% and it is recommended that threatened trees be re-treated every two years if the area is in peak infestation. Director of Conservation Dave Nolin noted that EAB infestation is at its peak county-wide. Following a brief discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC approved the request as presented.

**OPRA/ODOT Paving 2014-2015:** Executive Director Benná requested approval and adoption of Resolution No. 13-012 for the Biennial Paving Allotment approval through OPRA for 2014-2015. Ms. Benná noted that this resolution allows MetroParks to be put on the list for potential funding. Director of Park Services and Legislative Affairs Karen Hesser noted that since 2009 MetroParks has benefited from this project funding source. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 13-012 as presented.

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

- Resolution No. 13-013 for the transfer of funds within the General Fund. On motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 13-013 as presented.
- Resolution No. 13-014 for the transfer of funds between the General Fund and the Capital Projects and RiverScape Replacement Reserve Fund. On motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC adopted Resolution No. 13-014 as presented.
- Resolution No. 13-015, revising Resolution No. 13-009 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. 13-015 as presented.

**Other Business:** Executive Director Benná noted MetroParks is celebrating its 50<sup>th</sup> Anniversary Event at the Shuster Center on April 10, 2013, beginning at 5:30 p.m. until 7:30 p.m. Director of Marketing Beth Miller showed paintings from local artists that MetroParks turned into posters celebrating MetroParks 50<sup>th</sup> Anniversary. These posters include QR codes that will show a short video of a former or current employee or community leader talking about MetroParks.

Executive Director Benná noted that she, Greg Brumitt and Brent Anslinger are working with several national and local organizations to get the International Trails Symposium to be held in Dayton in 2016.

Executive Director Benná reported that she, Amy Dingle and representatives from Greater Dayton Rowing Association had a conference call with the CEO of US Rowing regarding securing US Rowing's support of the Dayton Region becoming a US Olympic Committee designated Community Olympic Program in rowing.

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

**Next Board Meeting:** The BOPC agreed to hold the next regularly scheduled meeting on April 12, 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.

**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

10:58 a.m. for the specific purpose of discussing one personnel matter. On motion by Commissioner Pippenger and second by Commissioner Bieser the open session reconvened at 11:12 a.m.

**Adjournment:** By roll call vote, following motion by Commissioner Bieser and second by Commissioner Pippenger, the BOPC adjourned the meeting at 11:12 a.m.

Attest: Rebecca W. Banna

Karen L. Davis  
President Karen L. Davis