

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

June 7, 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 June 7, 2013, and convened at 7:06 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 Human Resources Debra Jackson, Director of Conservation Dave Nolin, Director of Development Beth Redden, Business Manager Jennifer Grusenmeyer, Lieutenant Ranger Adrian Sargent, Regional Park Manager Ron Bicknell, Manager for Cox Arboretum MetroPark Russ Edgington, Park Planner Lydia Sowles, Project Manager Joe Zimmerman, Urban Program Manager Lorca Muñoz-Daugherty and Robert Curry legal counsel.

**Visitor Recognition:** No visitors besides staff.

**Minutes:** The BOPC was presented with the minutes of the regular meeting for May, 2013. On motion by Commissioner Pippenger and second by Commissioner Bieser the minutes of the May 10, 2013, regular meeting were approved as presented. The BOPC was also presented with the minutes of the work session meeting held May 23, 2013. On motion by Commissioner Bieser and second by Commissioner Pippenger the minutes of the May 23, 2013, work session meeting were approved as presented.

**Financial Reports:** The BOPC was presented with MetroParks' May, 2013 financials and approved list of bills for May 1 – 31, 2013. Business Manager Jennifer Grusenmeyer gave a brief overview of current revenues and expenses. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC accepted MetroParks' May, 2013 financial reports as presented.

**James M. Cox Jr. Foundation MOU:** Executive Director Benná requested approval to enter into a Memorandum of Understanding (MOU) with the James M. Cox Jr. Foundation for the funding of two current Cox Foundation positions that will be transferred to MetroParks. The two positions are 30-hour a week part-time positions. The total salaries for both positions would be \$44,161 which funds the positions for the remainder of 2013. The two positions include the Gardens Store Manager which will be renamed Garden Store Coordinator, and the Facility Coordinator, which will be renamed to Events Coordinator.

Ms. Benná indicated that the MOU has been approved by the Foundation Board and that funding would be received from the Foundation for these positions at the time of signing the MOU. As part of the agreement, both positions and operations will undergo operational reviews. The results of the reviews and recommendations will be presented to the Foundation Board and the Commissioners by the end of this year.

Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

**Staff Reports:** The BOPC was presented with the Law Enforcement Activity report for May, 2013. Lieutenant Ranger Adrian Sargent gave a brief overview of information contained in the report.

Following a brief discussion, the BOPC thanked Mr. Sargent for his information.

**Surplus Property:** Executive Director Benná requested, per ORC 307.12 that allows for private sale of property that is valued under \$2,500, to declare three mounted patrol horses and associated tack and equipment surplus. MetroParks has found buyers for all three animals. Two will be purchased by former mounted patrol officers in the amount of \$950 each and one will be purchased by a seasonal employee in the amount of \$600, which is the value of the tack and equipment only because the horse is lame and isn't of any monetary value.

Commissioner Bieser asked about the process in disbanding the mounted patrol. Lieutenant Adrian Sargent indicated that the mounted patrol wasn't totally disbanded and that one mounted patrol officer and horse remained. This officer is working with Mounted MVPs, in addition to patrolling, and would still have the opportunity to participate in local parades and events.

Executive Director Benná indicated that this was a result of the cost analysis and identifying more cost effective methods by working with the MVP program. Following a brief discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser, the BOPC approved the request as presented.

**Professional Services Contract:** Executive Director Benná requested authorization to enter into a professional services agreement with Trails-Works to serve as MetroParks' project manager for the Medlar Bikeway construction project. The amount will not exceed \$20,000. This bikeway is being built by the Montgomery County Transportation Improvement District (TID). Funding for the project management services will be paid as part of the sale of the easement to the Montgomery County TID approved last month. Following a brief discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser, the BOPC approved the request as presented.

**Capital Outlays – Equipment:** Executive Director Benná requested authorization to purchase law enforcement equipment from KE Rose Company in the amount of \$21,999 for three new patrol vehicles that are replacing the vehicle damaged by a combine in 2012, and two vehicles that needed to be replaced due to high mileage and on-going service repairs. Lieutenant Adrian Sargent briefly explained why the price was higher than expected, which is due to changes from one model year to another. Funding is available in the General Fund and Law Enforcement Trust Fund. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

**Capital Outlays – Improvements:** Executive Director Benná requested authorization to award Bid No. 337 for the Huffman MoMBA Water System Project for installation of an underground water line, storage tank, well pump, electrical work, drinking fountain equipment and yard hydrant to Flora Excavating at a total cost of \$29,233. Park Planner Lydia Sowles indicated that this contract is pending upon successful testing of the well that was installed and tested approximately two years ago. 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 award Bid No. 338 for the 2<sup>nd</sup> Street Market Skylight Replacement Project to Arcon Builders at a total cost of \$127,370 including add alternates 1-4. The project estimate was \$155,000. Project Manager Joe Zimmerman indicated that he and the contractor would be working with the market vendors to minimize impact to their operations during construction. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Davis, with Commissioner Pippenger abstaining from vote and discussion, the BOPC approved the request as presented.

Executive Director Benná requested authorization to contract with Stull Woodworking Inc. in the amount of \$24,752 for the replacement of the entrance doors to the Zorniger Center at Cox Arboretum MetroPark. The Board approved an estimate of \$24,000 in 2012. Manager of Cox Arboretum Russ Edgington explained what the new doors will look like and how they will blend in with the current architecture. Mr. Edgington also indicated that Earl Reeder and Associates were involved in the design and quote process. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Davis with Commissioner Pippenger abstaining from vote and discussion, the BOPC approved the request as presented.

**Grant Resolution:** Business Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 13-024 establishing the budget for the 2013 Montgomery County Solid Waste District (SWD) Incentive Grant. The SWD amount is \$2,918 and MetroParks' share is \$1,251.03. The program will focus on an education and awareness campaign regarding sustainability and reducing the use of the plastic bags and polystyrene at the Market. Urban Events Manager Lorka Muñoz-Daugherty briefly explained the effort to reduce/eliminate the use of non-recyclable packaging and would be giving away reusable bags with MetroParks' brand and giving away other incentives to continue the efforts. On motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC adopted Resolution No. 13-024 as presented.

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

- Resolution No. 13-025 for the transfer of funds within the General Fund. On motion by Commissioner Bieser and second by Commissioner Pippenger, the BOPC adopted Resolution No. 13-025 as presented.
- Resolution No. 13-026 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. 13-026 as presented.
- Resolution No. 13-027, revising Resolution No. 13-02 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. 13-027 as presented.

**Other Business:** Executive Director Benná noted the ribbon cutting for the Mad River Bikeway would be held on June 21, beginning at 10:30 a.m., at Eastwood MetroPark.

Executive Director Benná mentioned she would be out-of-town between June 13 – 17.

**Visitor Comments:** No comments.

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

**Adjournment:** By roll call vote, following motion by Commissioner Bieser and second by Commissioner Pippenger, the BOPC adjourned the meeting at 7:56 a.m.

Attest: Rebecca A. Benna

Karen L. Davis  
President Karen L. Davis