

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

June 10, 2011

A meeting of the Board of Park Commissioners (BOPC) was held at Wegerzyn Gardens MetroPark, 1301 E. Siebenthaler Avenue, Dayton, Ohio, on June 10, 2011, commencing at 7:04 a.m. on roll call vote by the Board of Park Commissioners.

Present: Five Rivers MetroParks Commission President Alan Pippenger; Commission Vice President Karen L. Davis; Commissioner Irvin G. Bieser Jr., Executive Director Rebecca Benná, Director of Human Resources Debra Jackson, Director of Finance and Business Robert Johnson, Director of Conservation Dave Nolin, Director of Marketing Beth Miller, Director of Outdoor Connections Greg Brumitt, Director of Park Services Jackie McArdle, Interim Chief Ranger Mark Arendt, Director for Cox Arboretum Jay Woodhull, Superintendent of Parks Mark Davis, Business Manager Jenifer Grusenmeyer, Assistant Park Manager for Carriage Hill Greg Nash, Carriage Hill Farmer James Carr, Park Planner Lydia Sowles, Project Manager Joe Zimmerman, IT Network Administrator Tim Clark and MetroParks legal counsel representative Robert Curry.

Visitor Recognition: Executive Director Benná asked staff not normally in attendance to introduce themselves including IT Network Administrator Tim Clark, Assistant Park Manager Greg Nash and Carriage Hill Farmer James Clark.

Minutes: On motion by Commissioner Bieser and second by Commissioner Davis the BOPC Regular Meeting minutes of May 9, 2011, were approved as received.

Financial Reports: The BOPC were presented with MetroParks' May 2011 financials. Director of Finance and Business Robert Johnson highlighted revenues and expenses indicating that May was typically a light revenue month and included in the expenses was the large payment to Ohio State University for staffing at Adventure Central. Following a brief discussion and on motion by Commissioner Davis and second by Commissioner Bieser the BOPC accepted MetroParks' May 2011 financial reports as presented.

MetroParks Single Year Audit – 2010: Executive Director Benná informed the BOPC that included in their packets was the final Single Year Audit report for 2010 for their review and comment. The BOPC noted that it was a very clean audit and thanked everyone for their efforts.

Staff Reports: The BOPC were presented with the Law Enforcement Activity report for May 2011. Interim Chief Ranger Mark Arendt highlighted some of the activities and his interpretation of the increase or decrease of a particular activity. The BOPC thanked Mr. Arendt for the information.

Personnel: Director of Human Resources Debra Jackson gave the following personnel updates:

The resignation of Rachel Brand as Volunteer Coordinator at Outdoor Connections Department effective June 13, 2011, this creates a vacancy.

The voluntary demotion of Yvonne Dunphe from Adult Education Supervisor at Cox Arboretum to Volunteer Coordinator for the Conservation Dept effective June 13, 2011, this creates a vacancy.

Surplus Property: Executive Director Benná informed the BOPC that MetroParks has two Percheron draft horses with harnesses that need to be declared surplus property with a total value less than \$2,500. MetroParks will dispose of these animals via a private sale per ORC code 307.12 (B)(1). Superintendent of Parks Mark Davis gave a brief overview of the intent of MetroParks to find a good home for these retired animals. Following a brief discussion and on motion by Commissioner Davis and second by Commissioner Bieser the BOPC declared the animals and equipment surplus and the total value to be less than \$2,500.

Professional Service Contracts: Executive Director Rebecca Benná requested permission to enter into a contract for professional services for a sound quality study for the RiverScape pavilion with Kirkegaard Associates, an acoustical engineering firm in Chicago, IL. The intent of the study is to identify options, cost and detailed design for sound quality improvements to benefit performances and presentations within the pavilion. The cost of the study is not to exceed \$25,000. These funds will be taken from the RiverScape Phase III project contingency. Park Planner Lydia Sowles briefly explained that this study will tell MetroParks if we need to modify what we have or add baffling to help the sound volume and acoustics issues that are currently a problem. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Davis the BOPC approved the request as presented.

Capital Outlays – Improvements: Executive Director Benná requested authorization to solicit formal bids for Phase II Entrance signage project. The budget estimate is \$50,000. The base bid will include new signage for Taylorsville MetroPark; and new signage for Possum Creek, Sugarcreek and RiverScape MetroParks will be add alternates as budget and bidding results allow. The Phase I approved amount was \$124,495. Park Planner Lydia Sowles estimated the completion of all new signage would be in 2013. Commissioner Bieser asked where Phase I signage was installed and Ms. Sowles listed several locations that already had the new signage. Following a brief discussion and on motion by Commissioner Davis and second by Commissioner Bieser the BOPC approved the request as presented.

Executive Director Benná requested approval to accept change order #1 for Brumbaugh Construction in the amount of \$17,116 for the renovation project at RiverScape Ops Building at 242 Leo Street. The change order includes several items the majority of which are for the installation of a chain link fence and a new structural column at Stanley Avenue. Commissioner Bieser asked what the uses are going to be for this facility. Superintendent of Parks Mark Davis indicated that the space is still being developed and could include storage for other departments in addition to RiverScape and Central operations. On motion by Commissioner Bieser and second

by Commissioner Davis the BOPC approved the request as presented.

Executive Director Benná requested authorization to solicit formal bids for the construction of the Cox Arboretum MetroPark Tree Tower project a total estimated cost of \$429,840. MetroParks previously allocated \$283,000 to this project. The remaining costs will be funded by the Cox Foundation and other donations. Project Manager Joe Zimmerman presented a rendering of the tree tower. Commissioner Bieser asked how the maintenance would be kept on the structure and it was indicated that detailed specs would be given to staff to perform annual maintenance tasks such as treatment of the log and wood elements. Following a brief discussion and on motion by Commissioner Davis and second by Commissioner Bieser the BOPC approved the request as presented. Commissioner Pippenger abstained from voting.

Bid Specification Language: Executive Director Benná informed the BOPC that following further review by staff and legal counsel this agenda item wasn't necessary. Legal Counsel Representative Robert Curry briefly explained that MetroParks current practice of accepting the lowest and best bid was the best choice for MetroParks and with detailed specifications MetroParks would be assured of getting the best contractor for the project.

ODOT Biennial Asphalt Allocation: Executive Director Benná presented for approval and adoption Resolution No. 11-023 requesting funds from the Ohio Department of Transportation (ODOT) and Designation of Projects for Ohio Park Districts Roadwork Fund FY2012-2013 through the Ohio Parks and Recreation Association (OPRA). MetroParks participated in the program during the last biennial distribution. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Davis the BOPC adopted Resolution No. 11-023 as presented.

Transfer and Appropriation Resolutions: Business Manager Jennifer Grusenmeyer presented for approval and adoption the following resolutions:

- Resolution No. 11-024 to transfer funds between object level two and object level three codes. On motion by Commissioner Bieser and second by Commissioner Davis the BOPC adopted Resolution No. 11-024 as presented.
- Resolution No. 11-025 to transfer funds between the general fund and the capital projects fund. On motion by Commissioner Davis and second by Commissioner Bieser the BOPC adopted Resolution No. 11-025 as presented.
- Resolution No. 11-026 revising Resolution No. 11-022 to adjust and appropriate projects within the Capital Projects fund. On motion by Commissioner Bieser and second by Commissioner Davis the BOPC adopted Resolution No. 11-026 as presented.

Other Business: Commissioner Bieser asked for information on the regional bikeway system, such as where they bikeway trails are located, what's complete, what's not complete and why, and when is the projected completion dates for bikeway projects. Project Manager Joe Zimmerman indicated he would provide the information at a future board meeting.

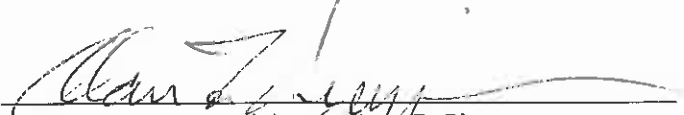
Visitor Comments: There were no comments.

Next Board Meeting: The BOPC agreed to hold the next regularly scheduled meeting on July 8, 2011, commencing at 7:00 a.m. at Taylorsville MetroPark, 8300 Brown School Road, Vandalia, 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. The BOPC discussed dates for a work session in July, but a firm date was not decided at this time.

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 Davis and second by Commissioner Bieser, the BOPC elected to temporarily adjourn and hold an Executive Session commencing at 7:35 p.m. for the specific purpose of discussing one land acquisition issue. On motion by Commissioner Davis and second by Commissioner Bieser the open session reconvened at 7:52 a.m.

Reconvene Open Session for Facilities Tour: The open session reconvened to include a tour of Englewood MetroPark and several Conservation Areas.

Adjournment: By roll call vote, following motion by Commissioner Bieser and second by Commissioner Pippenger, the BOPC adjourned at 12:27 p.m.


President Alan F. Pippenger

Attest: Rebecca A. Benna