

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

July 12, 2013

A meeting of the Board of Park Commissioners (BOPC) was held at the Five Rivers MetroParks Main Office, 409 E. Monument Avenue, 3rd Floor, Dayton, OH, on July 12, 2013, and convened at 7:33 a.m. on a 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 Finance and Business Robert Johnson, Chief Ranger Mark Hess, Director of Park Services and Legislative Affairs Karen Hesser, Business Manager Jennifer Grusenmeyer, Park Planner Lydia Sowles, Conservation and Nature Program Manager Katrina Arnold, Interpretive Coordinators Beth Burke and Elyse Dean and Robert Curry legal counsel.

Visitor Recognition: No visitors were present besides staff.

Minutes: The BOPC was presented with the minutes of the regular meeting for June 7, 2013. On a motion by Commissioner Pippenger and second by Commissioner Bieser the minutes of the June 7, 2013, regular meeting were approved as presented.

Financial Reports: The BOPC was presented with MetroParks' June, 2013 financials and approved the list of bills for June 1 – 30, 2013. Director of Finance and Business Robert Johnson gave a brief overview of current revenues and expenses. Following a brief discussion and on a motion by Commissioner Bieser and second by Commissioner Pippenger, the BOPC accepted MetroParks' June 2013 financial reports as presented.

Commissioner Pippenger asked about the reference to a boiler project at Wegerzyn that appears on the capital fund financial report. Deputy Director Carrie Scarff explained that the boiler at Wegerzyn has been in the budget for several years and that it may need to be replaced in the future. An evaluation of the boiler has been completed and currently replacement parts can be purchased for needed repairs.

As a result of the new by-laws that were adopted in May, Business Manager Jennifer Grusenmeyer noted the informational report regarding the projects and expenses between \$15,000 and \$50,000.

Easements: Executive Director Benná requested authorization to grant a 20' wide permanent easement and an 80' wide temporary construction easement to the Montgomery County Soil and Water Conservation District for a drainage project that crosses the Wolf Creek Rail Trail just south of Dull Woods Conservation Area. MetroParks would not be receiving compensation for the permanent easement. Following a brief discussion and on a motion by Commissioner Bieser and second by Commissioner Pippenger, the BOPC approved the request as presented.

River Corridor Improvement Agreement: Executive Director Benná requested authorization to enter into a new agreement with the Miami Conservancy District (MCD) that will provide mutual funding and support to the development and maintenance of recreational improvements within the river corridor of Montgomery County through the end of 2018. This agreement replaces Agreement No. 2013-011A. Deputy Director Carrie Scarff explained why MetroParks entered into the original agreement and was providing annual funding in the amount of \$214,000. The new agreement will provide additional detail of who is responsible for projects and oversight. MetroParks will pay \$154,000 and if there is funding remaining at the end of the agreement; MetroParks will be reimbursed for the unspent funds. MetroParks has designated an employee to monitor the agreement and future projects. Following a brief discussion and on a motion by Commissioner Bieser and second by Commissioner Pippenger, the BOPC approved the request as presented.

Property Disposal: Executive Director Benná requested authorization to work with a Commissioner in the negotiation of the sale of Leland Center. No buyers have been identified to date, but MetroParks has engaged Irongate Realty to assist with advertising and showing the property to prospective buyers. On a motion by Commissioner Bieser and second by Commissioner Pippenger, the BOPC approved the request as presented and indicated that the first available Commissioner should be contacted.

FY2012 Audit: Executive Director Benná informed the Commissioners that MetroParks' FY2012 audit is complete and has been submitted to the State Auditor for approval. The draft audit report is available for review and staff is happy to report there were no findings by the audit firm Balestra, Harr and Scherer, CPAs, Inc. Per the Board's prerogative, a meeting can also be scheduled with the auditor firm for further review of the report. The Board indicated they would waive the post audit meeting.

Commissioner Bieser asked what level of cash should be kept on a regular basis throughout the levy period. Director of Business and Finance Robert Johnson indicated that it has been the philosophy to maintain enough of a balance at the end of the levy period to operate for one year after a failed levy. Mr. Johnson indicated that he would be asking other park districts what their policy is and would have recommendations and a policy for review by the November Board work session.

Staff Reports: The BOPC was presented with the Law Enforcement Activity report for June, 2013. Chief Ranger Mark Hess gave a brief overview of information contained in the report. It was noted that the report provided in the packets was incomplete. Staff indicated they would send a completed version as soon as possible. Following a brief discussion, the BOPC thanked Mr. Hess for his information.

Conservation and Nature Program Manager Katrina Arnold began by introducing Interpretive Coordinators Elyse Dean and Beth Burke. Ms. Arnold gave a brief PowerPoint presentation outlining the strategic direction of the Outdoor Connections Department. Ms. Dean and Ms. Burke continued the presentation by giving a hands-on activity for all to participate in. Ms. Arnold concluded the presentation with a quote from John Muir "*I'll interpret the rocks; learn the language of flood, storm and*

avalanche. I'll acquaint myself with the glaciers and wild gardens and get as near the heart of the world as I can."

Legal counsel representative Bob Curry asked if parks are using downloadable apps and it was indicated that this area is being explored.

Following a brief discussion the BOPC thanked staff for their presentation.

Capital Outlays – Improvements: Executive Director Benná requested authorization to solicit formal bids for the Park Entrance Signage Project. Parks included in this bid would be Carriage Hill and Twin Creek MetroParks. Funding in the amount of \$70,000 is available in the General Fund and Capital Projects Fund. Signage for Germantown, Huffman MoMBA and Sunrise MetroParks will be bid as add alternates and added to the project scope as budget allows. Park Planner Lydia Sowles briefly explained that this is another phase of the ongoing sign project. She also noted that sign size is dependent on local permitting regulations. Commissioner Bieser asked if there is any disadvantage to spreading this project out over a long period of time. Ms. Sowles explained that no disadvantage has been identified and that we are getting a competitively bid project in every phase. Following a brief discussion and on a motion by Commissioner Pippenger and second by Commissioner Bieser, the BOPC approved the request as presented.

Capital Fund Appropriation Resolutions: Business Manager Jennifer Grusenmeyer requested approval and adoption Resolution No. 13-028, revising Resolution No. 13-027 for appropriation and adjustment of funds within the Capital Projects Fund. On a motion by Commissioner Bieser and second by Commissioner Pippenger, the BOPC adopted Resolution No. 13-028 as presented.

Other Business: Bob Curry noted that he received his invitation to the horse camp at Carriage Hill Riding Center, which the Commissioner's received at the beginning of the meeting.

Commissioner Pippenger asked about the work being done at Englewood Dam. It was explained this was a Miami Conservancy District Project.

Commissioner Pippenger also asked how the passage of the State budget affects MetroParks and the Local Government Funds (LGF). It was noted that the LGF may slightly increase for the next two years and that Clean Ohio funds would be available.

Someone asked how the new food vendor was doing at the RiverScape concessions. It was indicated they were doing well and have had long lines at lunch and adjusted their menu and staffing based on demand. The concession is open when the ice rink is open and in the summer.

It was asked how the Cityfolk Festival did and it was indicated that numbers weren't available yet from the Cityfolk organization.

Visitor Comments: No comments.

Next Board Meeting: The BOPC agreed to hold the next regularly scheduled meeting on August 16, 2013, commencing at 7:30 a.m. at MetroParks' Main Office, 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.

Adjournment: By roll call vote, following motion by Commissioner Pippenger and second by Commissioner Bieser, the BOPC adjourned the meeting at 9:49 a.m.

Attest: Rebecca A. Benna

Karen Davis

President Karen L. Davis