

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

September 14, 2012

A meeting of the Board of Park Commissioners (BOPC) was held at Five Rivers MetroParks, Main Office, 409 E. Monument Avenue, 3<sup>rd</sup> Floor, Dayton, OH, on September 14, 2012, and convened at 7:37 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 David Nolin, Chief of Rangers Mark Hess, Director of Parks & Legislative Services Karen Hesser, Director of Marketing Beth Miller, Business Manager Jennifer Grusenmeyer, Interim IT Manager Tim Clark, Regional Park Manager Mark Davis, Development Director Rosie Melia, Park Manager for Taylorsville Chris Pion, Horticulturalist Cinda Plante, Park Planner Lydia Sowles, Urban Events Manager Lorka Muñoz-Daugherty, Lieutenant Ranger Adrian Sargent, Conservation Manager Mary Klunk, visitor Paul Lamberger and consultant Bill Koegler.

**Visitor Recognition:** Executive Director Benná introduced consultant Bill Koegler and welcomed visitor Paul Lamberger.

**Minutes:** The BOPC was presented with the minutes of the regular meeting for August 21, 2012. On motion by Commissioner Pippenger and second by Commissioner Bieser the minutes were approved as presented. The BOPC was also presented with the minutes from the work session for August 24, 2012. On motion by Commissioner Pippenger and second by Commissioner Bieser the minutes were approved as presented.

**Financial Reports:** The BOPC was presented with MetroParks' August, 2012 financials and approved list of bills for August 1 – 31, 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 Bieser and second by Commissioner Pippenger the BOPC accepted MetroParks' August, 2012 financial reports as presented.

Director of Finance and Business Bob Johnson also reported that MetroParks' Single Year Audit for Fiscal Year 2011 was released by the Auditor of State. Mr. Johnson indicated that as reported earlier the audit did not include any findings or management letter information.

**Staff Reports:** The BOPC were presented with the Law Enforcement Activity report for August, 2012. Chief of Rangers Mark Hess gave a brief overview of information contained on the report.

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

**IT Requests:** Executive Director Benná requested authorization to purchase software, from the State of Ohio Cooperative Purchasing contract, that will allow for an upgrade of SharePoint which is MetroParks' primary software integrating employee calendars, telephone call tracking and it is the main data entry point for all shared intra-MetroParks information. The requests are as follows:

- SharePoint 2010 for 300 Five Rivers MetroParks users at a total cost of \$68,645.45 from Dell. This includes a three-year agreement with free software upgrades during the life of the contract
- SQL 2012 at a total cost of \$14,476.55 from Dell. This software manages and stores the organization's SharePoint data.
- Contract services with Kizan for the installation of SharePoint 2010 that will serve 300 MetroParks users at a total cost of \$27,440.

All items listed above are budgeted in the General Fund. Following a discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC approved the software purchase and installation request as presented.

Executive Director Benná requested authorization to enter into a five-year lease with HP for four new servers and storage arrays for redundant data storage. The four new servers will replace 11 existing servers that are approximately nine-years old. The lease amount is \$25,206.48 per year with the option to buy-out the lease for \$1. The total for all five years is \$126,600. The purchase would be from the State Cooperative Purchasing contract and is budgeted in the General Fund. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

**Professional Services Contract:** Executive Director Benná requested authorization to solicit an RFP for the control of honeysuckle and other invasive shrubs. The estimate is \$65,000, which is budgeted in the general fund. Last year's estimate was \$85,000. Conservation Manager Mary Klunk distributed a handout showing the areas the services being proposed would target. Ms. Klunk indicated the difference in the estimate from last year is there is less area being covered and the proposal doesn't include grant areas. 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 solicit bids for the 2013 Hanging Basket growing contract. The estimate is \$30,000, which is the same as last year and the funds are available in the General Fund. 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 allow Recreation Engineering and Planning (REP) to proceed with the final design and construction documentation for the in-stream engineering work for the RiverScape River Run project at a total cost of \$41,552, which will be added to their current contract as a change order. The Downtown Dayton Partnership will provide the funding for this task. Park Planner Lydia Sowles indicated that this will cover final design costs. Commissioner Pippenger asked how fundraising was going for this project and Deputy Director Carrie Scarff indicated that it was on target. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

**Capital Outlays – Equipment:** Executive Director Benná requested authorization to purchase equipment and services for up fit four new patrol vehicles at a total cost of \$20,840 from K. E. Rose. Funding is available in the General Fund. Following 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 contract with Dayton Roof and Remodeling to replace roofs on three shelters and a restroom at Taylorsville MetroPark at a total cost of \$22,811.33. The three shelters include: Deer Trace, Raccoon Ridge and Canal Cove. These roofs will be standing seam roofs that will replace cedar shingles and will include a 40-year finish and five-year labor warranties. This is budgeted in the General Fund. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Davis the BOPC approved the request as presented. Commissioner Pippenger abstained from the discussion and voting.

Executive Director Benná requested authorization to purchase and install replacement doors on the entrance of the Cox Arboretum MetroPark Zorniger Center at a total cost not to exceed \$24,000. One of the doors shattered and needs replaced. The doors are currently not ADA accessible and MetroParks is looking at upgrading all doors during the replacement. Quotes are being obtained. Following a brief discussion to include the need to keep the doors looking like the present décor and on motion by Commissioner Bieser and second by Commissioner

Pippenger the BOPC approved the request as presented.

**Budget Adjustment Resolutions:** Business Manager Jennifer Grusenmeyer requested adoption and approval of the following resolutions:

- Resolution No. 12-036 for the transfer of funds within the general fund. On motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 12-036 as presented.
- Resolution No. 12-037 for the transfer of funds between the general fund and other funds. On motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 12-037 as presented.
- Resolution No. 12-038 revising Resolution No. 12-035 for the adjustment and appropriation of projects within the Capital Projects Fund. On motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 12-038 as presented.

**Other Business:** Executive Director Benná informed the BOPC that MetroParks received a National Recreation and Park Association KUDOS Award for the Reforestation video. The video was played for the Commissioners and Ms. Benná commended Director of Marketing Beth Miller, Director of Conservation Dave Nolin and other staff on winning this prestigious award. Also mentioned was a newspaper "wrap" ad about reforestation and seed collection initiative.

Conservation Manager Mary Klunk noted that MetroParks was hosting the Prairie Conference at Possum Creek Farm, at which she and Director of Conservation Dave Nolin are presenters.

Commissioner Pippenger indicated that he accepted an award from the American Society of Landscape Architects for MetroParks efforts in trying to keep nature in the planning process.

**Visitor Comments:** Visitor Paul Lamberger commended RiverScape staff on how well RiverScape MetroPark looks after a major event like the Cityfolk Festival.

**Next Board Meeting:** The BOPC agreed to hold the next regularly scheduled meeting and tour on October 12, 2012, commencing at 8:00 a.m. at Cox Arboretum MetroPark Kettering Learning Lab, 6733 Springboro Pike, Dayton, Ohio. The BOPC directed the Secretary of the Board to give notice of these meetings 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 8:31 a.m.

Attest: Rebecca A. Benná

Karen L. Davis

President Karen L. Davis