

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

December 7, 2012

A meeting of the Board of Park Commissioners (BOPC) was held at Five Rivers MetroParks', Main Office, 409 E. Monument Avenue, 3rd Floor, Dayton, OH, on December 7, 2012, and convened at 7:34 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 Marketing Beth Miller, Business Manager Jennifer Grusenmeyer, Director of Conservation Dave Nolin, Development Director for Cox Arboretum MetroPark Rosie Melia, Development and Program Manager for Wegerzyn Gardens MetroPark Jackie McArdle, Project Manager Joe Zimmerman, Ranger Lieutenant Adrian Sargent, Horticulturalist Chris Jensen, Horticulture Technicians at Aullwood Gardens MetroPark Lynn Millikin and Kim Ballweg, visitor Paul Lamberger and legal counsel Bob Curry.

Visitor Recognition: Visitor Paul Lamberger was introduced as well as employees Lynn Millikin and Kim Ballweg Horticulture Technicians as Aullwood Gardens MetroPark.

Minutes: The BOPC was presented with the minutes of the regular meeting for November 6, 2012. On motion by Commissioner Pippenger and second by Commissioner Bieser the minutes of the November 6, 2012 regular meeting were approved as presented. The BOPC was also presented with minutes for the November 30, 2012 work session. On motion by Commissioner Pippenger and second by Commissioner Bieser the minutes of the November 30, 2012 work session were approved as presented.

Financial Reports: The BOPC was presented with MetroParks' November, 2012 financials and approved list of bills for November 1 – 30, 2012. Director of Finance and Business Bob Johnson gave a brief overview of current revenues and expenses, which included a comparison of this year-to-date with last year-to-date. Following a brief discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC accepted MetroParks' November, 2012 financial reports as presented.

Staff Reports: The BOPC was presented with the Law Enforcement Activity report for November, 2012. Ranger Lieutenant Adrian Sargent gave a brief overview of information contained in the report. Following a brief discussion the BOPC thanked Mr. Sargent for his information.

Executive Director Benná gave a brief introduction and introduced Development and Program Manager for Wegerzyn Gardens MetroPark Jackie McArdle and Horticulturalist Chris Jensen who would be giving a verbal presentation on the Aullwood Gardens Legacy Update. Ms. McArdle began by explaining that MetroParks solicited assistance from the Garden Conservancy to provide an assessment of Aullwood Gardens MetroPark and provide recommendations for the care of the gardens in keeping with Marie Aull's vision for the grounds. Mr. Jensen continued by explaining that the Garden Conservancy was impressed with current operations and how the gardens were in keeping with the legacy of Mrs. Aull. Mr. Jensen also highlighted some of the recommendations of the Garden Conservancy.

Ms. McArdle explained that MetroParks has met with the local Garden Club to solicit support of the Aullwood Garden Legacy plan and that they are very willing to assist MetroParks in this endeavor. Ms. McArdle took this opportunity to recognize Horticulture Technician Lyn Millikin's 30 years of service with MetroParks, specifically at Aullwood Gardens MetroPark and Horticulture Technician Kim Ballweg's contributions and credentials.

Ms. McArdle concluded by reporting that MetroParks would be working with the Wright State Archives Department to maintain and Mrs. Aull's records and memorabilia and that they would be putting a special collections together for display. Commissioner Bieser asked if funding was sufficient to continue the legacy plan and Ms. McArdle indicated that alternate funding would be needed.

Executive Director Benná announced Jackie McArdle, Chris Jensen and Lynn Millikin would be retiring at the end of 2012 and thanked all of them for their many years of service to MetroParks. Following a brief discussion the BOPC thanked everyone for the update.

Board Appointment: Bob Curry reported that Judge McCollum would be swearing in Karen Davis as Commissioner for another three year term.

Transfer Resolutions: Executive Director Benná requested approval and adoption of Resolution No. 12-045 for the transfer of funds within the General Fund. Business Manager indicated this would cover the Cox Arboretum entrance door upgrades and a potential short-fall in utilities. On motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 12-045 as presented. Commissioner Bieser asked how the door upgrade was going and Deputy Director Carrie Scarff indicated that Architect Earl Reeder has been retained to help facilitate the upgrade. Two options have been provided including one that would address the accessibility issue.

Executive Director Benná requested approval and adoption of Resolution No. 12-046 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. 12-046 as presented.

Capital Projects Fund Resolutions: Executive Director Benná requested approval and adoption of Resolution No. 12-047 relative to closing projects within the Capital Projects fund. This resolution closes the project and returns residual funds to the cash control for future projects code. On motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 12-047 as presented.

Executive Director Benná requested approval and adoption of Resolution No. 12-048, revising Resolution No. 12-043 for the appropriation and adjustment of projects in the Capital Projects Fund. On motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 12-048 as presented.

2013 Five Rivers MetroParks Budget: Executive Director Benná prefaced the request with an overview of how staff continues to analyze budgets and identify efficiencies as a result of working on the organization's 12 Budget and Organizational Priorities. The priorities were established at the end of in 2011 as a result of the organization participating in the "Start from Scratch" exercise. Director of Finance and Business Robert Johnson briefly highlighted revenues, expenses and areas of efficiencies that have already been implemented. Ms. Benná concluded by reporting that with the development plan and cost recovery plan, MetroParks will also be establishing alternative funding sources.

Following a brief discussion Executive Director Benná requested approval and adoption of Resolution No. 12-049 establishing MetroParks' 2013 General Fund Budget. On motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 12-049 as presented.

Executive Director Benná requested approval and adoption of Resolution No. 12-050 establishing the 2013 Special Revenue Funds Budgets including the following funds:

- Law Enforcement Trust Fund
- RiverScape Replacement Reserve Fund
- Wetland Mitigation Bank Fund

- MetroParks Federal Equitable Sharing Fund
- MetroParks State Forfeitures Fund

Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC adopted Resolution No. 12-050 as presented.

Professional Services Contract: Executive Director Benná requested authorization to renew MetroParks Property and Casualty Insurance with Public Entities Pool of Ohio for 2013 at a total amount of \$201,377. The 2012 amount was \$192,929. Business Manager Jennifer Grusenmeyer noted reasons for the increase. 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 rider to the agreement and encumber funds with Thompson Hine for legal services in 2013 at a total amount not to exceed \$120,000. The 2012 amount was \$130,000. Jennifer Grusenmeyer indicated the decrease was due to the decrease in the purchase of land. On motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC approved the request as presented.

Capital Outlays – Improvements: Executive Director Benná requested authorization to award Bid No. 333 rebidding the construction of the Mad River Run project to J & J Schlaegel Construction at a total cost of \$168,850. The estimate was \$199,460 and fund is available in the grant fund. Project Manager Joe Zimmerman explained that he is confident that this contractor can complete the work. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

2013 Property Leases: Executive Director Benná requested authorization to encumber funds with Dayton Office Properties LLC in the amount of \$264,600 for the main office at 409 E. Monument Avenue and with Dayton History in the amount of \$20,253 for the garage at 224 N. St. Clair for Outdoor Recreation equipment storage. Ms. Benná indicated that a portion of the Dayton Office Properties amount is for the build-out totaling \$79,920. The funding is available in the 2013 general fund budget. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the requests as presented.

Property Tax Advance Request: Executive Director Benná requested approval adoption of Resolution No. 12-051 for the advance of property tax payments. Following a brief discussion and on motion by Commissioner Pippenger and second by Commissioner Bieser the BOPC adopted Resolution No. 12-051 as presented.

Annual Encumbrances for 2013: Executive Director Benná requested approval to encumber funds with the vendors identified on the list received in the information packets for the specified amounts. All funds are available in the 2013 general fund budget. Business Manager Jennifer Grusenmeyer noted several vendors where the requests went down or up and the reasons for these changes. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

Other Business: Executive Director Benná noted the 2013 Board Meeting Schedule.

Executive Director Benná took this opportunity to note that MetroParks had received several OPRA Awards of Excellence and also noted that the OPRA Board Development Institute was schedule for February 24, 2013 and would any of the Commissioners be attending. The Commissioners indicated they would check their schedules and let Ms. Benná know if they would be attending.

Commissioner Davis asked what the status was of disposing of Leland Center. Director of Finance and Business Bob Johnson indicated that we solicited for realtor services. Mr. Johnson indicated that we had an appraisal completed and it was appraised at \$325,000. Next steps included either hiring a residential realtor or putting the property up for auction.

Visitor Comments: No comments were made.

Next Board Meeting: The BOPC agreed to hold the next regularly scheduled meeting on January 11, 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.

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 8:48 a.m. for the specific purpose of discussing one land matter and one personnel issue. On motion by Commissioner Bieser and second by Commissioner Pippenger the open session reconvened at 9:31 a.m.

Open Session: Director of Conservation Dave Nolin requested authorization to purchase 9.613 acres of land at Twin Creek MetroPark from Hidden Valley Farms of Carlisle LLC at a total purchase price of \$48,065. On motion by Commissioner Bieser and second by Commissioner Pippenger the BOPC approved the request as presented.

Executive Director Benná noted that she would be taking vacation in January 2013.

Adjournment: By roll call vote, following motion by Commissioner Pippenger and second by Commissioner Bieser, the BOPC adjourned the meeting at 9:33 a.m.

Attest: Rebecca Benná

Karen L. Davis
President Karen L. Davis