

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

December 9, 2011

A meeting of the Board of Park Commissioners (BOPC) was held at Cox Arboretum MetroPark, 6733 Springboro Pike, Dayton, OH, on December 9, 2011, and convened at 7:05 a.m. on roll call vote by the Board of Park Commissioners.

Present: Five Rivers MetroParks Commissioner President Alan F. Pippenger, Commission Vice President Karen L. Davis; Commissioner Irvin G. Bieser Jr., Executive Director Rebecca Benná, Deputy Director Carrie Scarff, Director of Finance and Business Robert Johnson, Director of Conservation Dave Nolin, Director of Human Resources Debra Jackson, Interim Chief Ranger Mark Arendt, Director of Marketing Beth Miller, Director of Park Services Jackie McArdle, Business Manager Jennifer Grusenmeyer, IT Manager Corey Stone, Park Manager Jim Gardner, Development Director for Cox Arboretum Rosie Melia, public visitor Paul Lamberger and MetroParks legal counsel representative Robert Curry.

Visitor Recognition: Executive Director Benná recognized visitor Paul Lamberger.

Minutes: The BOPC was presented with the minutes from the November 10, 2011 regular meeting. On motion by Commissioner Bieser and second by Commissioner Davis the BOPC approved the November 10, 2011 minutes as presented. The BOPC was also presented with the minutes from the November 22, 2011, work session meeting. On motion by Commissioner Bieser and second by Commissioner Davis approved the November 22, 2011 minutes as presented.

Financial Reports: The BOPC was presented with MetroParks' November 2011 financials. Director of Finance Robert Johnson indicated MetroParks would be getting approximately \$2.5 million in revenues before the end of December. Mr. Johnson also highlighted other revenues and expenditures. Following a brief discussion and on motion by Commissioner Davis and second by Commissioner Bieser the BOPC accepted MetroParks' November 2011 financial reports as presented.

2011 MetroParks Budget Revisions: Business Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 11-043 revising Resolution No. 10-062 relative to adjusting the 2011 general fund budget. On motion by Commissioner Davis and second by Commissioner Bieser the BOPC adopted Resolution No. 11-043.

Staff Reports: The BOPC was presented with the Law Enforcement Activity report for November 2011.

Board Appointment: Legal Counsel Robert Curry informed meeting attendees that Mr. Bieser was reappointed for another three year term as Commissioner for Five Rivers MetroParks.

Transfer Resolution: Business Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 11-044 for the transfer of funds from the General Fund into the Capital Projects Fund. On motion by Commissioner Bieser and second by Commissioner Davis the BOPC adopted Resolution No. 11-044 as presented.

Capital Fund Resolutions: Business Manager Jennifer Grusenmeyer requested approval and adoption of the following resolutions:

- Resolution No. 11-045 to close out the appropriation for completed projects in the Capital Projects Fund. On motion by Commissioner Bieser and second by Commissioner Davis the BOPC adopted Resolution No. 11-045 as presented.
- Resolution No. 11-046 will close, adjust or appropriate funds in the Capital Project Fund based on Resolutions 11-043, 11-044 and 11-045. On motion by Commissioner Davis and second by Commissioner Biers the BOPC adopted Resolution No. 11-046 as presented.

Five Rivers MetroParks 2012 Budgets: Executive Director Benná briefly stated that MetroParks is committed to implementing in 2012 the 12 priorities presented to the BOPC at the work session in November. These 12 priorities will help MetroParks manage the 2012 budget and plan for the future. Director of Finance Robert Johnson highlighted minor changes in the 2012 General Fund Budget they received a draft of previously.

Ms. Benná requested approval and adoption of Resolution No. 11-047 relative to the appropriation of MetroParks' 2012 General Fund Budget. On motion by Commissioner Davis and second by Commissioner Bieser the BOPC adopted Resolution No. 11-047 as presented.

Business Manager Jennifer Grusenmeyer requested approval and adoption of Resolution No. 11-048 relative to the appropriation of MetroParks' Special Revenue Funds 2012 Budgets, which include the Law Enforcement Trust Fund, RiverScape Replacement Reserve Fund and the Wetland Mitigation Bank Fund. On motion by Commissioner Bieser and second by Commissioner Davis the BOPC adopted Resolution No. 11-048 as presented.

Ms. Grusenmeyer also requested approval and adoption of Resolution No. 11-049 establishing the budget and appropriation for the RiverScape River Run Project Grant. Deputy Director Carrie Scarff explained this project was for the whitewater facility in the Great Miami River adjacent to RiverScape MetroPark and would be funded by local organizations and grants. On motion by Commissioner Bieser and second by Commissioner Davis the BOPC adopted Resolution No. 11-049 as presented.

Professional Service Contract: Executive Director Benná requested authorization to work with a Commissioner to award Bid No. 323 for the 2012 Horticultural Growing Project. The bid opening is January 3, 2012 and being able to award the bid immediately after staff review would allow the winning bidder additional time to order plant materials. On motion by Commissioner Bieser and second by Commissioner Davis the BOPC approved the request as presented.

Executive Director Benná requested authorization to renew MetroParks Property and Casualty Insurance with Public Entities Pool of Ohio in 2012 at a total amount of \$192,929; the 2011 amount was \$189,500. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Davis the BOPC approved the request as presented.

Executive Director Benná requested authorization to enter into a rider to the agreement with Thompson Hine for legal services in 2012 at a total amount not to exceed \$130,000; the 2011 amount was \$125,000. Following a brief discussion and on motion by Commissioner Davis and second by Commissioner Bieser the BOPC approved the request as presented.

Capital Improvement Requests: Executive Director Benná requested authorization to award Bid No. 322 for the Medlar Conservation Area Lane Project to Coate Construction LLC in the amount of \$48,900. This project is 75% funded by a Clean Ohio Grant. The project estimate was \$67,290. Following a brief discussion and 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 removal of Ash Trees that could potentially impact properties or roadways adjacent to Taylorsville, Sugarcreek and Cox Arboretum MetroParks. The project estimate is \$84,000. MetroParks employees are not qualified to cut/remove these trees because of proximity to certain hazards and possibly structures. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Davis the BOPC approved the request as presented.

2012 Property Leases: Executive Director Benná requested authorization to encumber funds with Dayton History in the amount of \$26,233 for office and storage lease space through the end of April 2012 and with Kuhn's Building in the amount of \$15,000 for office lease space also through the end of April 2012. This funding is included in the 2012 budget. On motion by Commissioner Bieser and second by Commissioner Davis the BOPC approved the request as presented.

Miami Conservancy District (MCD) Property Leases: Executive Director Benná requested authorization to work with a Commissioner to complete the lease agreements with MCD for the following properties: Englewood, Pigeye, Twin Creek, Huffman, Germantown and Taylorsville MetroParks. Following a discussion and on motion by Commissioner Davis and second by Commissioner Bieser the BOPC approved the request as presented.

Drylick Stables Contract: Executive Director Benná requested approval to enter into a three-year contract with Timothy A. Manos as concessionaire of Drylick Stables at Carriage Hill MetroPark effective January 1, 2012. Following a brief discussion and on motion by Commissioner Bieser and second by Commissioner Davis the BOPC approved the request as presented.

Property Tax Advance Request: Executive Director Benná requested approval and adoption of Resolution No. 11-050 requesting advance of property tax payments. On motion by Commissioner Bieser and second by Commissioner Davis the BOPC adopted Resolution No. 11-050 as presented.

Annual Encumbrances for 2012: Executive Director Benná requested approval to encumber funds with the vendors identified on the list received in their packets for the amounts specified. On motion by Commissioner Bieser and second by Commissioner Davis the BOPC approved the request as presented.

Other Business: Executive Director Benná noted the 2012 Proposed Board Meeting Schedule updated to reflect changes suggested at the November meeting.

Deputy Director Carrie Scarff listed the following awards received through OPRA:

- First Place – Cultural Arts Programming – FRMP, Branching Out: Connect Visitors to Nature thru Art
- 2nd Place – Health & Fitness Programs – FRMP, Try It! Programming Series
- 3rd Place – Environmental Programs – FRMP, EAB Park Interpretation
- 1st Place – Natural Resources Conservation – FRMP, Five Rivers MetroParks Reforestation Initiative
- 1st Place – Marketing: Broadcast & Electronic – FRMP, Reforestation Video: Leave a Legacy Campaign

The Commissioners congratulated everyone on the awards which will be presented at the 2012 Ohio Parks and Recreation State Conference in February. .

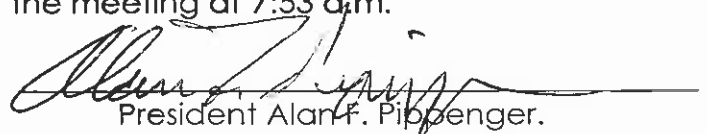
Executive Director Benná asked the Commissioners if they were planning to attend the OPRA Board Development Institute in February. Commissioner Bieser and Davis indicated that they would attend and Commissioner Pippenger indicated he would confirm via email later.

Visitor Comments: No visitor comments were noted.

Next Board Meeting: The BOPC agreed to hold the next regularly scheduled meeting on January 13, 2012, commencing at 7:00 a.m. at MetroParks Law Enforcement Headquarters, 2151 Embury Park Drive, 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 Davis and second by Commissioner Bieser, the BOPC adjourned the meeting at 7:53 a.m.

Attest: Rebecca A. Benne


President Alan F. Pippenger.