

## REGULAR MEETING

December 16, 2021

The Regular Meeting of the Board of Park Commissioners of Great Parks of Hamilton County held on this day, 2:00 p.m., at 10245 Winton Road, Cincinnati, OH 45231.

Board President Marcus Thompson opened the meeting and led the Board and staff in the Pledge of Allegiance.

ROLL CALL: Present were Commissioners: Thompson, Burwinkel, DeGraffenreid, Lavery, Seta

Staff: Palmeto (via video call), Henninger, Collins, Culman, deJesus, Messerschmitt, Rahe, Snow, Zelek, Bernzott, Schirmer, Smith, Osinski, Sivak, Ferrell, Ference

Guests: none

GENERAL

1. PUBLIC COMMENTS: No one requested to address the Board.

The Board complimented Mr. Thompson on his leadership as Board President. Mr. Thompson thanked the Board and the staff for their support during his term as Board President.

2. AWARDS & RECOGNITIONS:

Chief Executive Officer Todd Palmeto notified the Board of the following:

- Chief of Guest Experiences Rachel Messerschmitt introduced new employee Caleb Smith, Athletics Manager.
- Mike Deiters, Golf Professional, Meadow Links & Golf Academy, was selected 12th on the list of Golf Digest's Best Teachers in Ohio.
- In 2021, Great Parks donated to 160 charities and school organizations.  
Donation package includes:
  - 1 – MVP
  - 2 – Daily Highfield Discovery Garden admissions
  - 2 – Greens fees for Meadow Links & Golf Academy.

3. NEXT BOARD MEETING DATES:

Thursday	January 20, 2022	1:00 p.m.	Winton Centre
Thursday	February 17, 2022	1:00 p.m.	Winton Centre

ACTION

4. RESOLUTION #3692 – BILLS & PAYROLL RESOLUTION: The Board submitted four payment items for review: Accelerando Inc. for NCR credit card annual fees, Getbridge LLC for Bridge (Learning Management System) annual license fee, Safeguard Business System for annual Motor Vehicle Permit (MVP) printing and Cerkl for e-newsletter service. The staff led a thorough discussion, providing clarifying information on the content and scope of the payment items. Upon motion duly made by Seta, seconded by Lavery, the Board approved the Bills & Payroll Resolution. The Roll Call vote was as follows: Mr. Seta – Aye, Ms. Lavery – Aye, Mr. Thompson – Aye, Ms. DeGraffenreid – Aye, Mr. Burwinkel – Aye.
5. RESOLUTION #3693– 2022 FINAL BUDGET: Chief Executive Officer Todd Palmeter and Chief Financial Officer Andrew Collins presented the 2022 Final Budget. The staff led a thorough discussion, providing clarifying information on the 2022 Final Budget, including Philanthropic revenue projections. Upon motion duly made by Lavery, seconded by DeGraffenreid, the Board approved the 2022 Final Budget as presented. The Roll Call vote was as follows: Ms. Lavery – Aye, Mr. Thompson – Aye, Ms. DeGraffenreid – Aye, Mr. Burwinkel – Aye, Mr. Seta – Aye.
6. RESOLUTION #3694 – REQUESTING THE COUNTY AUDITOR TO MAKE ADVANCE PAYMENTS OF TAXES: Upon motion duly made by Burwinkel, seconded by Seta, the Board approved the Resolution Requesting the County Auditor to Make Advance Payments of Taxes. The Roll Call vote was as follows: Mr. Thompson – Aye, Ms. DeGraffenreid – Aye, Mr. Burwinkel – Aye, Mr. Seta – Aye, Ms. Lavery – Aye.
7. RESOLUTION #3695 – RESOLUTION OF APPRECIATION – ERIC KING: Upon motion duly made by Lavery, seconded by DeGraffenreid, the Board approved the Resolution of Appreciation for Eric King, Interpreter, who has retired with thirty years of service with Great Parks of Hamilton County. The Roll Call vote was as follows: Ms. DeGraffenreid – Aye, Mr. Burwinkel – Aye, Mr. Seta – Aye, Ms. Lavery – Aye, Mr. Thompson – Aye.
8. DONATIONS: Upon motion duly made by Seta, seconded by DeGraffenreid, and unanimously carried, the Board approved accepting the donations received during November 2021. The letter from the Judge of Probate Court approving acceptance of the terms of the gifts will be attached to the Final Minutes.
9. APPROVAL OF MINUTES: Upon motion duly made by Lavery, seconded by Thompson, and unanimously carried, the Board approved the Final Minutes of the Regular Board Meeting of November 18, 2021.

10. CAPITAL PURCHASE – PLAYGROUND SAFETY SURFACING: Chief of Conservation & Parks Jason Rahe presented the playground safety surfacing capital purchase. Upon motion duly made by Seta, seconded by Laverty, and unanimously carried, the Board approved the purchase in the amount of \$150,941.16 to DWA Recreation Inc. for playground safety surface material and installation.
11. OASIS CORRIDOR – TRAIL DEVELOPMENT COORDINATION AGREEMENT: Upon motion duly made by Burwinkel, seconded by Seta, and unanimously carried, the Board authorized the Chief Executive Officer to execute the Oasis Corridor – Trail Development Coordination Agreement.

Mr. Burwinkel requested a general report summarizing the cost of construction and the projected future annual operating costs of the Oasis Corridor.

12. MEMORANDUM OF UNDERSTANDING GREAT PARKS FOREVER: Chief of Philanthropy Alicia Culman presented the Memorandum of Understanding to the Board. Upon motion duly made by Laverty, seconded by DeGraffenreid, and unanimously carried, the Board authorized the Chief Executive Officer to execute the updated Memorandum of Understanding with Great Parks Forever.
13. ANNUAL MEETING OF THE MEMBERS – GREAT PARKS FOREVER: Upon motion duly made by Seta, seconded by Thompson, and unanimously carried, the Board, who serve as Members of Great Parks Forever, approved the Great Parks Forever Board of Director's recommendation to reappoint Ann Frederick, Scott Keller, and Bobbi Strangfeld to three-year terms ending December 31, 2024.
14. PURCHASING CARD POLICY UPDATE: Chief Financial Officer Andrew Collins presented the Purchasing Card Policy Update. Upon motion duly made by Laverty, seconded by DeGraffenreid, and unanimously carried, the Board approved the updated Purchasing Card Policy as presented and appointed Angie Wagers, Human Resources Assistant, as the Compliance Officer for 2022.
15. APPOINTMENT OF BOARD PRESIDENT: Upon motion duly made by Seta, seconded by DeGraffenreid, and unanimously carried, the Board appointed Caren Laverty as Board President to serve for 2022 and 2023.

### MONITORING REPORTS

16. FINANCIAL PLANNING/BUDGETING: Chief Financial Officer Andrew Collins presented the Financial Planning/Budget report to the Board. After a thorough discussion, the Board determined the report to be reasonable and acceptable. The Board then ordered the report filed for the record.

17. CHIEF EXECUTIVE OFFICER SUCCESSION: The Board reviewed the Monitoring Report for Executive Limitation Policy – Emergency Chief Executive Officer Succession. After a thorough discussion, the Board determined the report to be reasonable and acceptable. The Board then ordered the report filed for the record.
18. GLOBAL EXECUTIVE CONSTRAINT: The Board reviewed the Monitoring Report for Executive Limitation Policy – Global Executive Constraint. After a thorough discussion, the Board determined the report to be reasonable and acceptable. The Board then ordered the report filed for the record.

#### GENERAL REPORTS

19. EMPLOYEE BENEFIT PLAN SUMMARY: Chief of Human Resources Molly deJesus presented the Employee Benefit Plan Summary to the Board. After a thorough discussion, the Board determined the report to be reasonable and acceptable. The Board then ordered the report filed for the record.

The Board thanked the staff for the informative nature of the report.

20. PHILANTHROPY DIVISION REPORT: Chief of Philanthropy Alicia Culman, Grants Manager Kara Schirmer, and Director of Corporate Relations Julie Bernzott presented the Philanthropy Division Report. After a thorough discussion, the Board determined the report to be reasonable and acceptable. The Board then ordered the report filed for the record.

The Board thanked the staff for the informative nature of the report.

ADJOURNMENT

There being no further matters to come before the Board, a motion was made by Seta, seconded by Laverty, and unanimously carried to adjourn the meeting at 3:25 p.m.

Board of Park Commissioners  
Great Parks of Hamilton County

  
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Marcus L. Thompson, President  
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William J. Burwinkel  
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Stacey DeGraffenreid  
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Caren Laverty  
\_\_\_\_\_  
Joseph C. Seta

ATTEST:

  
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Todd Palmeter, Chief Executive Officer