

REGULAR MEETING

January 20, 2022

The Regular Meeting of the Board of Park Commissioners of Great Parks of Hamilton County was held on this day, 1:00 p.m., at 10245 Winton Road, Cincinnati, OH 45231.

Board President Caren Laverty opened the meeting and led the Board and staff in the Pledge of Allegiance.

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

Staff: Palmeter, Henninger, Culman, deJesus, Messerschmitt, Rahe, Snow, Zelek, Schirmer, Conrad, Spencer, Singh, Summers, McCosham, McWhorter, Budai, Wagers, Banks, Bruce, Steele, Kent, Grimm, Volk, Ferrell, Ference

Guests: none

GENERAL

1. PUBLIC COMMENTS. No one requested to address the Board.
2. AWARDS & RECOGNITIONS:

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

- Chief of Guest Experiences Rachel Messerschmitt introduced newly promoted employee Jashan Singh, Interpreter, Miami Whitewater Forest.
- Chief of Conservation & Parks Jason Rahe introduced new employee Dustin Summers, Arborist.
- Chief of Conservation & Parks Jason Rahe introduced newly promoted employee Adam McCosham, Park Manager, Winton Woods.
- Captain Dale Steele introduced new employee Donald McWhorter, Ranger, Miami Whitewater Forest.
- Captain Dale Steele introduced new employee Timothy Budai, Ranger Clerk.
- Sarah Kent was named the Outstanding New Interpreter of 2021 by the National Association for Interpretation.
- Great Parks donated ten picnic tables to Frederick Douglass Elementary School. Ms. Collins's 6th-grade students will be creating a Peace Garden where students can eat, read, talk and relax. Great Parks received 20 thank you notes and an invitation to visit the Peace Garden once the project is complete.

3. NEXT BOARD MEETING DATES:

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

ACTION

4. RESOLUTION #3696 – BILLS & PAYROLL RESOLUTION: Upon motion duly made by Thompson, seconded by Seta, the Board approved the Bills & Payroll Resolution. The Roll Call vote was as follows: Mr. Burwinkel – Aye, Ms. Lavery – Aye, Ms. DeGraffenreid – Aye, Mr. Thompson – Aye, Mr. Seta – Aye.
5. RESOLUTION #3697 – BUDGET ADJUSTMENT: Chief Executive Officer Todd Palmetter presented the Budget Adjustment Resolution. The staff led a thorough discussion, providing clarifying information on the adjustment, including the amount in reserve. Upon motion duly made by Burwinkel, seconded by Thompson, the Board approved the Budget Adjustment Resolution. The Roll Call vote was as follows: Ms. Lavery – Aye, Ms. DeGraffenreid – Aye, Mr. Thompson – Aye, Mr. Seta – Aye, Mr. Burwinkel – Aye.
6. RESOLUTION # 3698 – RESOLUTION PROVIDING AUTHORITY TO ENTER INTO AN AGREEMENT WITH ODNR OFFICE OF REAL ESTATE AND LAND MANAGEMENT FOR THE NATUREWORKS LOCAL GRANT PROGRAM: The staff led a thorough discussion, providing clarifying information on the features of the Music Garden. Upon motion duly made by DeGraffenreid, seconded by Seta, the Board authorized staff to execute a grant agreement with the ODNR Office of Real Estate and Land Management for the NatureWorks Local Grant Program for the Glenwood Gardens Music Garden project. The Roll Call vote was as follows: Ms. DeGraffenreid – Aye, Mr. Thompson – Aye, Mr. Seta – Aye, Mr. Burwinkel – Aye, Ms. Lavery – Aye.
7. RESOLUTION #3699 – RESOLUTION OF APPRECIATION – TIM OSBORNE: Upon motion duly made by Burwinkel, seconded by Thompson, the Board approved the Resolution of Appreciation for Tim Osborne, Nursery Technician, who has retired with ten years of service with Great Parks of Hamilton County. The Roll Call vote was as follows: Mr. Thompson – Aye, Mr. Seta – Aye, Mr. Burwinkel – Aye, Ms. Lavery – Aye, Ms. DeGraffenreid – Aye.
8. DONATIONS: Upon motion duly made by Thompson seconded by DeGraffenreid, and unanimously carried, the Board approved accepting the donations received during December 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 Seta, seconded by Burwinkel, and unanimously carried, the Board approved the Final Minutes of the Regular Board Meeting of December 16, 2021.
10. CAPITAL PURCHASE – SOFTWARE UPGRADES – MICROSOFT 365 LICENSES: The Board took no action at this time.

11. CAPITAL PURCHASE – POINT OF SALE PAYMENT TERMINALS: The staff led a thorough discussion, including where these devices are located. Upon motion duly made by Thompson, seconded by Burwinkel, and unanimously carried, the Board approved the purchase in the amount of \$65,800 from Accelerando Inc. for 47 Ingenico Lane 5000 Payment Terminals.
12. PROFESSIONAL SERVICES CONTRACT – WEBSITE SUPPORT: The staff led a thorough discussion, providing clarifying information upon the contract term and informing the Board that the IT Department now manages website support. Upon motion duly made by Seta, seconded by DeGraffenreid, and unanimously carried, the Board awarded a professional services contract in the amount of \$60,000 to The Old State, LLC. for website support.
13. NATURAL RESOURCE ASSISTANCE COUNCIL: The staff led a thorough discussion, providing clarifying information upon the time commitments of the CEO and the Chief of Planning. Upon motion duly made by Burwinkel, seconded by Thompson, and unanimously carried, the Board nominated Chief Executive Officer Todd Palmetter to serve on the NRAC committee for a new three-year term beginning March 4, 2022, and authorized Board President Caren Lavery to forward a letter of nomination to the Hamilton County Integrating Committee.

MONITORING REPORTS

14. FINANCIAL CONDITIONS & ACTIVITIES: Chief Executive Officer Todd Palmetter presented the Financial Conditions & Activities 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.
15. ASSET PROTECTION: Risk Manager Dave Bruce and Chief Executive Officer Todd Palmetter presented the Monitoring Report for Asset Protection 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.

GENERAL REPORTS

16. PURCHASING CARD COMPLIANCE OFFICER: Guest Relations Coordinator Morgan Banks presented the Purchasing Card Compliance Officer report. The Board ordered the report filed for the record.

The Board thanked Morgan Banks for serving as Purchasing Card Compliance Officer in 2021. Chief Executive Officer Todd Palmetter introduced Angie Wager, Human Resources Assistant. Angie will be the Purchasing Card Compliance Officer in 2022.

17. 2022 CAPITAL PROJECTS LIST: Chief Executive Officer Todd Palmeter presented the 2022 Capital Project List 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 requested a timeline for the start and completion dates of the projects. The Board also inquired about the use of news releases to communicate project milestones to the public.

18. AUCTION UPDATE: Finance Manager Kathy Volk presented the Auction Update 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.

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

19. OASIS CORRIDOR: Chief Executive Officer Todd Palmeter presented the Oasis Corridor 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.

EXECUTIVE SESSION

A motion was made by Burwinkel and seconded by DeGraffenreid to go into Executive Session at 2:18 p.m. to consider the sale or other disposition of property and to consider the employment and compensation of public employees. The Roll Call vote was as follows: Mr. Seta – Aye, Mr. Burwinkel – Aye, Ms. Laverty – Aye, Ms. DeGraffenreid – Aye, Mr. Thompson – Aye.

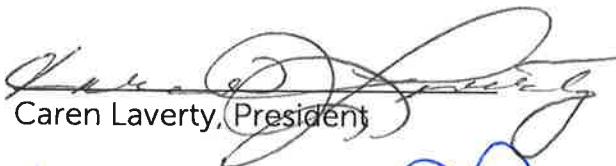
Following the Executive Session, a motion was made by Thompson and seconded by Burwinkel to reconvene the Regular Meeting at 4:50 p.m. The Roll Call vote was as follows: Mr. Burwinkel – Aye, Ms. Laverty – Aye, Ms. DeGraffenreid – Aye, Mr. Seta – Aye, Mr. Thompson – Aye.

20. LAND ITEM: Upon motion duly made by Seta, seconded by Burwinkel, and unanimously carried, the Board authorized the CEO and his designees to negotiate a land acquisition proposal and to execute the necessary documents for a 240-acre parcel in the west region of Hamilton County.
21. LAND ITEM: Upon motion duly made by Burwinkel, seconded by Thompson, and unanimously carried, the Board authorized the CEO and his designees to negotiate a land acquisition proposal and to execute the necessary documents for a 20-acre parcel in the central region of Hamilton County.
22. COMPENSATION OF PUBLIC EMPLOYEES: Upon motion duly made by Thompson, seconded by DeGraffenreid, and unanimously carried, the Board authorized the Board President, CEO, and his designees to execute the necessary documents for compensation of public employees.

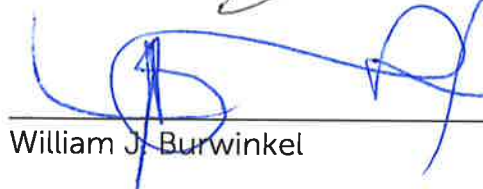
ADJOURNMENT

There being no further matters to come before the Board, a motion was made by Burwinkel, seconded by DeGraffenreid, and unanimously carried to adjourn the meeting at 4:55 p.m.

Board of Park Commissioners
Great Parks of Hamilton County



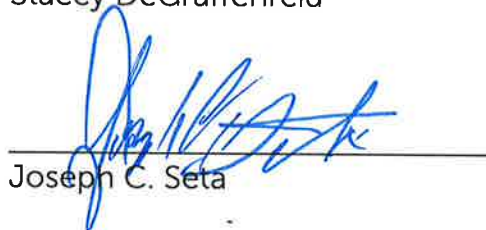
Caren Laverty, President



William J. Burwinkel

Absent

Stacey DeGraffenreid



Joseph C. Seta

Absent

Marcus Thompson

ATTEST:



Todd Palmeter, Chief Executive Officer