

REGULAR MEETING

April 21, 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 of Park Commissioner Bill Burwinkel opened the meeting and led the Board, staff, and guests in the Pledge of Allegiance.

ROLL CALL: Present were Commissioners: Burwinkel, DeGraffenreid, Seta
 Staff: Palmeter, Henninger, Collins, Culman, deJesus, Messerschmitt, Rahe, Snow, Zelek, Paff, Kleinberg, Hearing, Lamping, Kocis, Arnold, Allmen, Coler, Brewer, Flynn, Volk, Bruce, Roselle, Liedhegner, Dickensheets, Smith, Starr, Brech, Ference
 Guests: Sherry Garner and John Garner

GENERAL

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

Board of Park Commissioner Bill Burwinkel presented a Resolution of Appreciation to Sherry Garner. Sherry retired as a Park Ranger on May 4, 2021, with thirty-one years of service.

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

- Chief of Conservation & Parks Jason Rahe introduced new employee Ethan Paff, Conservation & Parks Technician, Mitchell Memorial Forest.
- Chief of Conservation & Parks Jason Rahe introduced new employee Hunter Kleinberg, Conservation & Parks Technician, Sharon Woods.
- Chief of Conservation & Parks Jason Rahe introduced newly promoted employee Alex Hearing, Park Manager, Shawnee Lookout.
- Chief of Guest Experiences Rachel Messerschmitt introduced new employee Zachary Lamping, Assistant Golf Course Superintendent, Miami Whitewater Forest.
- Chief of Guest Experiences Rachel Messerschmitt introduced newly promoted employee Alex Kocis, Assistant Golf Course Superintendent, Sharon Woods.
- Chief of Guest Experiences Rachel Messerschmitt introduced newly promoted employee PJ Arnold, Interpreter, Winton Woods.
- Chief of Human Resources Molly deJesus introduced new employee Joe Von Allmen, Volunteer Engagement Specialist.
- The Finance Department received the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for Great Parks' annual financial report for the fiscal year ending December 31, 2020.

- Finance Manager Kathy Volk and Chief Financial Officer Andrew Collins received the Government Finance Officers Association's Award of Financial Reporting Achievement.
- Matt Starr, Golf Professional at Meadow Links & Golf Academy, was selected by the PGA of America to receive the 2022 Youth Player Development Award and the 2022 Patriot Award.

3. NEXT BOARD MEETING DATES:

Thursday	May 19, 2022	1:00 p.m.	Winton Centre
Thursday	June 16, 2022	1:00 p.m.	Winton Centre

ACTION

4. RESOLUTION #3709 – BILLS & PAYROLL RESOLUTION: Upon motion duly made by Seta, seconded by DeGraffenreid, the Board approved the Bills & Payroll Resolution. The Roll Call vote was as follows: Ms. DeGraffenreid – Aye, Mr. Burwinkel – Aye, Mr. Seta – Aye.
5. RESOLUTION #3710 – BUDGET ADJUSTMENT: Chief Financial Officer Andrew Collins presented the Budget Adjustment Resolution. The staff led a thorough discussion, providing clarifying information on the Budget Adjustment, including costs of goods sold and transfers to departmental budgets. Upon motion duly made by DeGraffenreid, seconded by Seta, the Board approved the Budget Adjustment Resolution. The Roll Call vote was as follows: Mr. Burwinkel – Aye, Mr. Seta – Aye, Ms. DeGraffenreid – Aye.
6. RESOLUTION #3711 – RESOLUTION OF APPRECIATION – DAWN WERLING: Upon motion duly made by Seta, seconded by DeGraffenreid, the Board approved the Resolution of Appreciation for Dawn Werling, Conservation & Parks Technician, who has retired with sixteen years of service with Great Parks of Hamilton County. The Roll Call vote was as follows: Mr. Seta – Aye, Ms. DeGraffenreid – Aye, Mr. Burwinkel – Aye.
7. RESOLUTION #3712 – FEMA FUND TRANSFER: Chief Financial Officer Andrew Collins presented the FEMA Fund Transfer Resolution. The staff led a thorough discussion, providing clarifying information on the process of applying for FEMA COVID-19 pandemic funds. Upon motion duly made by DeGraffenreid, seconded by Seta, the Board approved the FEMA Fund Transfer Resolution. The Roll Call vote was as follows: Ms. DeGraffenreid – Aye, Mr. Burwinkel – Aye, Mr. Seta – Aye.
8. DONATIONS: Upon motion duly made by Seta, seconded by DeGraffenreid, and unanimously carried, the Board approved accepting the donations received during March 2022. 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 DeGraffenreid, seconded by Seta, and unanimously carried, the Board approved the Final Minutes of the Regular Board Meeting of March 17, 2022.
10. LEASE AND OPERATING AGREEMENT – CITY OF CINCINNATI – LUNKEN TRAIL: Chief Executive Officer Todd Palmeter presented the updated Lunken Trail Lease and Operating Agreement to the Board. The Board appreciated Great Parks' leadership and commitment to regional trails and our ongoing partnership with the City of Cincinnati. Upon motion duly made by DeGraffenreid, seconded by Seta, and unanimously carried, the Board authorized the Chief Executive Officer and his designees to execute and sign a lease and operating agreement with the City of Cincinnati to operate the Lunken Trail for a period ending on December 31, 2027.
11. BID TAB – FLEET VEHICLE PURCHASES: Upon motion duly made by DeGraffenreid, seconded by Seta, and unanimously carried, the Board approved the bid in the amount of \$351,115 to Feldman Ford for fleet vehicle purchases.
12. BID TAB – FLEET VEHICLE PURCHASES: Upon motion duly made by Seta, seconded by DeGraffenreid, and unanimously carried, the Board approved the bid in the amount of \$210,860 to Lebanon Ford for fleet vehicle purchases.
13. RESCIND APPROVAL OF BID – PARKS HERBICIDE SUPPLIER: Chief of Conservation and Parks Jason Rahe presented the rescindment and updated bid to the board. The staff led a thorough discussion, providing clarifying information on the reasons for the rescindment and award to the next lowest and best bid. Upon motion duly made by DeGraffenreid, seconded by Seta, and unanimously carried, the Board rescinded the award to SiteOne Landscape Supply for the Parks Herbicide Supplier and approved the bid in the amount of \$59,247.22 to Helena Agri-Enterprises for the Parks Herbicide Supplier.
14. PROFESSIONAL DESIGN SERVICES CONTRACT – SHARON CENTRE PLAYGROUND: Chief of Planning Tim Zelek presented the professional design services contract for the Sharon Centre Playground to the Board. The staff led a thorough discussion, clarifying information on the bid and selection process and the RFLOI scoring, and showed examples of the designs from MKSK and their subcontractors. Upon motion duly made by Seta, seconded by DeGraffenreid, and unanimously carried, the Board awarded a professional design services contract in the amount of \$172,335 to MKSK for the Sharon Centre Playground project.
15. PROFESSIONAL SERVICES CONTRACT – EXECUTIVE BRAND STRATEGY CONSULTING: Chief Executive Officer Todd Palmeter presented the professional services contract for executive brand strategy consulting to the Board. Upon motion duly made by DeGraffenreid, seconded by Seta, and unanimously carried, the Board awarded a professional services contract in the amount of \$475,000 to Darwin, LLC for executive brand strategy consulting.

16. PURCHASING CARD POLICY UPDATE: Chief Financial Officer Andrew Collins presented the Purchasing Card Policy Update. Upon motion duly made by Seta, seconded by DeGraffenreid, and unanimously carried, the Board approved the updated Purchasing Card Policy as presented and the appointment of Rich Sonnenberg, HRIS and Payroll Administrator, as the Compliance Officer for the remainder of 2022.

MONITORING REPORTS

17. FINANCIAL CONDITION & ACTIVITIES: Chief Financial Officer Andrew Collins presented the Financial Condition & Activities 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.
18. TREATMENT OF STAFF & VOLUNTEERS: Director of Volunteer Engagement Kris Roselle presented the Treatment of Staff & Volunteers report to the Board. After a thorough discussion, the Board determined the report to be reasonable and acceptable. The Board recognized the importance of volunteers to Great Parks and was complimentary of the staff for their treatment of volunteers. The Board then ordered the report filed for the record.

GENERAL REPORTS

19. FRANCIS RECREACRES – DUKE ENERGY PIPELINE & RESTORATION: Director of Conservation & Parks Mike Brech presented the Francis RecreAcres Duke Energy Pipeline & Restoration report to the Board. The staff provided clarifying information on the timeline of construction and tree removal. After a thorough discussion, the Board determined the report to be reasonable and acceptable. The Board thanked the staff for the informative nature of the report. The Board then ordered the report filed for the record.

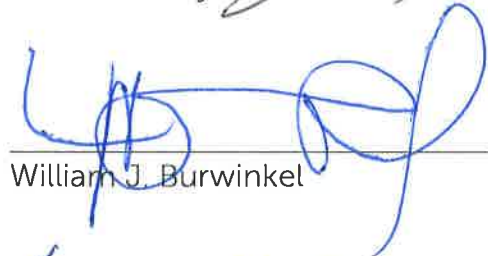
ADJOURNMENT

There being no further matters to come before the Board, a motion was made by DeGraffenreid, seconded by Seta, and unanimously carried to adjourn the meeting at 2:20 p.m.

Board of Park Commissioners
Great Parks of Hamilton County



Caren Laverty, President



William J. Burwinkel



Stacey DeGraffenreid



Joseph C. Seta



Marcus Thompson

ATTEST:



Todd Palmet, Chief Executive Officer