

REGULAR MEETING**December 15, 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, staff, and guests in the Pledge of Allegiance.

ROLL CALL: Present were Commissioners: Laverty, Seta, Thompson
 Staff: Palmeter, Henninger, Collins, Culman, deJesus, Doellman, Messerschmitt, Rahe, Snow, Barkley, Hart, Oliveira, Short, Hague, Volk, Schirmer, Creighton, Lampert, Helmes, Spencer, Bell, Dickensheets, Bernzott, Hawkins, King, Stanley, Roell, Masella, Ference
 Guests: Alana Tucker, Brandon Schreeg, Ken Remenschneider, Chris Hice

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:

- Today is Mr. Seta's last Board meeting as a Commissioner. Mr. Seta served on the Board from 2011-2022. During his service, Great Parks acquired and protected 1,320 additional acres of land, approved the 2016 and 2021 Great Parks' levies, and adopted the park district's first Comprehensive Master Plan and the Natural Resource Management Plan.

Mr. Seta addressed the Board, staff, and guests and said that the Leadership and staff are the beating heart of Great Parks. Mr. Seta relayed the story of his first day as Board President and the introduction of the Pledge of Allegiance to begin Board meetings. Mr. Seta indicated that he was proud of his service and accomplishments as Commissioner.

- Chief of Conservation & Parks Jason Rahe introduced newly promoted employee Elissa Oliveira, Conservation & Parks Technician, Woodland Mound.
- Chief of Conservation & Parks Jason Rahe introduced newly promoted employee Dan Hart, Trails Specialist.
- Chief of Conservation & Parks Jason Rahe introduced newly promoted employee Josh Short, Senior Park Manager, Sharon Woods.
- Chief of Guest Experiences Rachel Messerschmitt introduced new employee Megan Hague, Interpreter, Miami Whitewater Forest

- Volunteer Engagement Specialist Joe Von Allmen has been selected to serve on the CAVA Board of Directors. CAVA is the Cincinnati Association of Volunteer Administrators.
- Great Parks received the following awards:
 - Ohio Parks & Recreation Association Award, 3rd Place for Capital Improvement Projects \$2.5 Million and Up: Beechmont Bridge Connector Trail
 - Best of the Best 2022 – Sharon Woods Golf Course was selected as the Best of the Best Golf Course in the Cincinnati area.
- Ranger Chief Scott Snow informed the Board that Great Parks assigned a cargo van to the Hamilton County Police Association (HCPA) Underwater Search & Recovery Unit. The van will store critical diving lift bags and side scan sonar equipment. Ranger Kelly Williford currently serves as an assistant commander on the team.
- In 2022, Great Parks donated to 178 charities, schools, and community organizations. The donation package includes the following:
 - 1 – Motor Vehicle Permit
 - 2 – Daily Highfield Discovery Garden admissions
 - 2 – Greens fees for Meadow Links & Golf Academy.
- In 2022, Great Parks issued 82 Motor Vehicle Permits to Armed Services Veterans. Since 2012, Hamilton County residents, who have a 100% service-related disability as determined by the Department of Veterans Affairs, are former prisoners of war, or are Medal of Honor recipients may apply for free MVPs.
- In 2022, Great Parks issued 442 Motor Vehicle Permits to Ohio EBT Card Holders. Hamilton County residents with a valid food assistance card (Ohio Direction Card) can receive a free annual Motor Vehicle Permit.

3. NEXT BOARD MEETING DATES:

Thursday,	January 19, 2023	1:00 p.m.	Winton Centre
Thursday,	February 16, 2023	1:00 p.m.	Winton Centre

ACTION

4. RESOLUTION #3744 – BILLS & PAYROLL RESOLUTION: Chief Executive Officer Todd Palmeter presented the Bills & Payroll Resolution to the Board. Mr. Seta complimented the transparency and quick response of the staff to Bills and Payroll questions. Upon motion duly made by Seta, seconded by Thompson, the Board approved the Bills & Payroll Resolution. The Roll Call vote was as follows: Mr. Thompson – Aye, Ms. Laverty – Aye, Mr. Seta – Aye.

5. RESOLUTION #3745 – THEN & NOW RESOLUTION: Chief Financial Officer Andrew Collins presented the Then and Now Resolution to the Board. Upon motion duly made by Thompson, seconded by Seta, the Board approved the Then and Now explanation as presented in the resolution. The Roll Call vote was as follows: Ms. Lavery – Aye, Mr. Seta – Aye, Mr. Thompson – Aye.
6. RESOLUTION #3746 – BUDGET ADJUSTMENT: Chief Financial Officer Andrew Collins presented the Budget Adjustment Resolution to the Board. Upon motion duly made by Seta, seconded by Thompson, the Board approved the budget adjustment presented in the resolution. The Roll Call vote was as follows: Mr. Seta – Aye, Mr. Thompson – Aye, Ms. Lavery – Aye.
7. RESOLUTION #3747 – 2023 FINAL BUDGET: Chief Executive Officer Todd Palmeter and Chief Financial Officer Andrew Collins presented the 2023 Final Budget to the Board. The staff led a thorough discussion, providing clarifying information on the 2023 Final Budget, including sources of staff training, increasing capital equipment cost, labor costs, and inflation. Upon motion duly made by Seta, seconded by Thompson, the Board approved the 2023 Final Budget as presented. The Roll Call vote was as follows: Mr. Thompson – Aye, Ms. Lavery – Aye, Mr. Seta – Aye.
8. RESOLUTION #3748 – REQUESTING THE COUNTY AUDITOR TO MAKE ADVANCE PAYMENTS OF TAXES: Chief Financial Officer Andrew Collins presented the Resolution to the Board. Upon motion duly made by Thompson, 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: Ms. Lavery – Aye, Mr. Seta – Aye, Mr. Thompson – Aye.
9. APPROVAL OF MINUTES: Upon motion duly made by Seta, seconded by Lavery, and unanimously carried, the Board approved the Final Minutes of the Regular Board Meeting of November 17, 2022.
10. BID TAB – LITTLE MIAMI SCENIC TRAIL AVOCA PARK CULVERT REPLACEMENT: Chief Executive Officer Todd Palmeter presented the bid to the Board. The staff led a thorough discussion, providing clarifying information on the location of the culvert. Upon motion duly made by Thompson, seconded by Seta, and unanimously carried, the Board awarded a contract in the amount of \$57,963 to SmithCorp Inc. for the LMST Avoca Park Culvert Replacement project.

11. BID TAB – POLICE INTERCEPTOR UTILITY VEHICLES 2023: Chief Executive Officer Todd Palmetter presented the bid to the Board. The staff led a thorough discussion, providing clarifying information on the model year and date of delivery of the vehicles. Upon motion duly made by Thompson, seconded by Laverty, and unanimously carried, the Board approved the bid in the amount of \$182,748 to Feldman Ford, LLC for four 2023 K8A Police Interceptor Utility Vehicles.
12. BID TAB – DRONE INFRARED DEER SURVEYS: Chief of Conservation & Parks Jason Rahe presented the bid to the Board. The staff led a thorough discussion, providing clarifying information on the history of costs, timing of the surveys, and scope of services. Upon motion duly made by Seta, seconded by Thompson, and unanimously carried, the Board rejected all proposals. The staff will review the project scope and budget and re-bid the project.
13. PROFESSIONAL DESIGN SERVICES CONTRACT – GREAT MIAMI RIVER & WHITEWATER RIVER BLUEWAY REGIONAL TRAIL NETWORK MASTER PLAN AND CANOE/KAYAK LAUNCH DESIGN SERVICES: Chief Executive Officer Todd Palmetter and Park Landscape Architect Sean Creighton presented the professional design services contract to the Board. The staff led a thorough discussion, providing clarifying information on the project's scope, construction schedule, and public engagement schedules. Upon motion duly made by Thompson, seconded by Laverty, and unanimously carried, the Board awarded a professional design services contract in the amount of \$2,321,290 to Kimley-Horn and Associates, Inc. for the Great Miami River & Whitewater River Blueway Regional Trail Network Master Plan and Canoe/Kayak Launch project Tasks 1, 2, 3, & 4, part 1.
14. PROFESSIONAL SERVICES CONTRACT – INFORMATION TECHNOLOGY SERVICES FOR COMPUTING AND NETWORKING INFRASTRUCTURE SUPPORT: Chief Executive Officer Todd Palmetter presented the professional services contract to the Board. The staff led a thorough discussion, providing clarifying information on weekend coverage and in-house responsibilities. Upon motion duly made by Seta, seconded by Thompson, and unanimously carried, the Board awarded a professional services contract for Information Technology Services for Computing and Networking Infrastructure Support to Summit Digital Networks in the amount of \$45,600 for Network, Systems, and Disaster Recovery and in the amount of \$67,700.04 for Help Desk Support.
15. PROFESSIONAL SERVICES CONTRACT – MEDIA BUYING AND CREATIVE SERVICES: Chief Executive Officer Todd Palmetter presented the professional services contract to the Board. The staff led a thorough discussion, providing clarifying information on the in-house media buying capacity, staff capacity, and working with St. Gregory. Upon motion duly made by Seta, seconded by Thompson, and unanimously carried, the Board awarded a professional services contract in the amount of \$650,000 to St. Gregory for media buying and creative services for 2023.

16. CITY OF CINCINNATI – LEASE AND OPERATING AGREEMENT – FERNBANK PARK: Chief Executive Officer Todd Palmeter presented the Fernbank Park Lease and Operating Agreement to the Board. The staff led a thorough discussion, providing clarifying information on the changes from the previous lease. Upon motion duly made by Thompson, seconded by Seta, and unanimously carried, the Board authorized the Chief Executive Officer and his designees to sign a lease and operating agreement with the City of Cincinnati to operate Fernbank Park for a period ending on December 31, 2027.
17. PURCHASING CARD POLICY UPDATE: Chief Financial Officer Andrew Collins presented the Purchasing Card Policy Update to the Board. Upon motion duly made by Seta, seconded by Thompson, and unanimously carried, the Board approved the updated Purchasing Card Policy as presented.

MONITORING REPORTS

18. FINANCIAL PLANNING/BUDGETING: Chief Financial Officer Andrew Collins presented the Financial Planning/Budget report to the Board. The staff led a thorough discussion, providing clarifying information on report attachments. After a thorough discussion, the Board determined the report to be reasonable and acceptable. The Board then ordered the report filed for the record.
19. CHIEF EXECUTIVE OFFICER SUCCESSION: Chief Executive Officer Todd Palmeter presented the Monitoring Report for Executive Limitation Policy – Emergency Chief Executive Officer Succession 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.
20. GLOBAL EXECUTIVE CONSTRAINT: Chief Executive Officer Todd Palmeter presented the Monitoring Report for Executive Limitation Policy – Global Executive Constraint 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

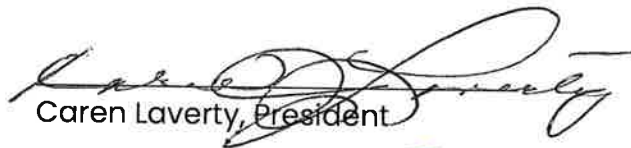
21. EMPLOYEE BENEFIT PLAN SUMMARY: Chief of Human Resources Molly deJesus presented the Employee Benefit Plan Summary to the Board. After a thorough discussion, the Board was pleased with the cost numbers and determined the report to be reasonable and acceptable. The Board then ordered the report filed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

22. PHILANTHROPY DIVISION REPORT: Chief of Philanthropy Alicia Culman, Grants Manager Kara Schirmer, and Director of Corporate Relations Julie Bernzott presented the Philanthropy Division Report. Ms. Lavery commented that the capital campaign was well received because the community sees the parks' value. After a thorough discussion, the Board determined the report to be reasonable and acceptable. The Board then ordered the report filed for the record.
23. BIOCHAR REPORT: Chief Executive Officer Todd Palmeter presented the Biochar report to the Board. The Board commented on the revenue potential for our waste stream. After a thorough discussion, the Board determined the report to be reasonable and acceptable. The Board then ordered the report filed for the record.

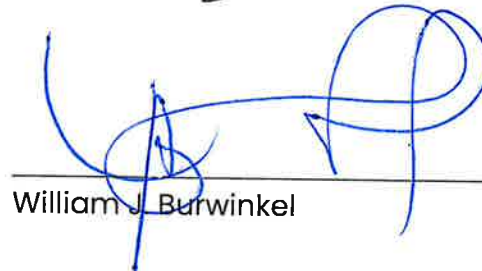
ADJOURNMENT

There being no further matters to come before the Board, a motion was made by Seta, seconded by Thompson, and unanimously carried to adjourn the meeting at 2:30 p.m.

Board of Park Commissioners
Great Parks of Hamilton County



Caren Laverty, President



William J. Burwinkel



Marcus Thompson

ATTEST:



Todd Palmet, Chief Executive Officer