

REGULAR MEETING**February 15, 2024**

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 Melissa Wegman opened the meeting and led the Board, staff, and guests in the Pledge of Allegiance.

ROLL CALL: Present were Commissioners: Wegman, Burwinkel, Laverty, Schuster, Thompson
 Staff: Palmeter, Henninger, Collins, Carleton, Doellman, Messerschmitt, Rahe, Zelek, Helmes, Busofsky, Creighton, Dickensheets, Horner, Uffman, Winkler, King, Lampert, Lanz, Melvin, Mentzer, Roell, Stanley, Schirmer, Anklan, Fath, Blaha, Steele, Ference
 Guests: Tony Rosiello, Tim Cunningham, Jeff Steel

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:

- Judge Winkler swore in Commissioner Scott Schuster on February 9, 2024. Mr. Schuster introduced himself to the Board and staff with a brief biography.

ACTION

3. RESOLUTION #3796 – CONSERVATION AWARD – TIMOTHY J. ZELEK: Chief Executive Officer Todd Palmeter presented Resolution #3796 to the Board. Ms. Wegman read the Conservation Award proclamation to the Board and staff. Upon motion duly made by Burwinkel, seconded by Laverty, the Board awarded Timothy J. Zelek the Conservation Award for his twenty-nine years of outstanding and distinguished service with Great Parks of Hamilton County. The Roll Call vote was as follows: Mr. Burwinkel – Aye, Ms. Laverty – Aye, Ms. Wegman – Aye. Mr. Schuster – Aye, Mr. Thompson – Aye.

Tim Zelek thanked the Board and Chief Executive Officer for the unexpected award. He was grateful for his amazing career with Great Parks and looks forward to seeing all the completed projects.

GENERAL

4. AWARDS & RECOGNITIONS - CONTINUED:

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

- Chief of Marketing & Brand Strategy Rachel Doellman introduced newly promoted employee Andrea Mentzer, Creative Director
- Chief of Philanthropy Tom Carleton introduced new employee LeAnne Anklan, Director of Donor Engagement.
- Chief of Conservation & Parks Jason Rahe introduced newly promoted employee Jessica Blaha, Park Supervisor, East Region.
- Chief of Conservation & Parks Jason Rahe introduced newly promoted employee Chris Fath, Park Supervisor, West Region.
- The Finance Department received the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Great Parks' annual financial report for the fiscal year ended December 31, 2022. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by an agency and its management. This is the 15th year in a row that Great Parks has won this award.
- Director of Finance Kathy Volk and Chief Financial Officer Andrew Collins received the Government Finance Officers Association's Award of Financial Reporting Achievement. This award is presented to the individuals designed as instrumental in the governmental unit achieving the Certificate of Achievement for Excellence in Financial Reporting.
- Natural Resources Manager Kari Horn, Native Plant Nursery Coordinator Jennifer McCullough, and Conservation Biologist Brian Yahn recently became Ohio Certified Prescribed Fire Managers through the Ohio Department of Natural Resources. The program offers certification to natural resource managers through a combination of classroom training and experience.
- Meadow Links & Golf Academy has been named one of the Top 50 Stand Alone Golf Ranges in America for 2023 by the Golf Range Association of America.
- Meadow Links & Golf Academy Golf Professional Matt Starr was also selected as a Top 100 Growth of the Game Teaching Professionals by the Golf Range Association of America.
- Great Parks won the 2024 Don Conaway Partnering Award – Category #1 – Embshoff Woods Paving. Category #1 is for projects under \$5 million. This award is sponsored by The Ohio Department of Transportation (ODOT) and the Ohio Contractors Association (OCA).

Ms. Wegman completed the Winter Hike Series. She said it was an amazing opportunity to visit the parks in all kinds of winter weather. Ms. Wegman thanked the staff and volunteers for their efforts and was proud to wear her Winter Hike button.

5. NEXT BOARD MEETING DATES:

Thursday	March 21, 2024	1:00 p.m.	Winton Centre
Thursday	April 18, 2024	1:00 p.m.	Winton Centre

ACTION

6. RESOLUTION #3792 – BILLS & PAYROLL RESOLUTION: Officer Todd Palmeter presented the Bills & Payroll Resolution to the Board. Upon motion duly made by Laverty, seconded by Burwinkel, the Board approved the Bills & Payroll Resolution. The Roll Call vote was as follows: Ms. Laverty – Aye, Ms. Wegman – Aye, Mr. Schuster – Aye, Mr. Thompson – Aye, Mr. Burwinkel – Aye.
7. RESOLUTION #3793 – THEN & NOW RESOLUTION: Chief Executive Officer Todd Palmeter presented the Then and Now Resolution to the Board. Upon motion duly made by Schuster, seconded by Thompson, the Board approved the Then and Now Resolution. The Roll Call vote was as follows: Ms. Wegman – Aye, Mr. Schuster – Aye, Mr. Thompson – Aye, Mr. Burwinkel – Aye, Ms. Laverty – Aye.
8. RESOLUTION #3794 – RESOLUTION OF AUTHORIZATION TO APPLY AND EXECUTE AN APPLICATION UNDER ODNR CLEAN OHIO TRAILS FUND: Chief Executive Officer Todd Palmeter presented Resolution #3794 to the Board. Ms. Laverty commented that she was impressed by the CROWN network around the city. Upon motion duly made by Laverty, seconded by Wegman, the Board authorized the CEO and his designees to execute and file an application with the Ohio Department of Natural Resources under the Clean Ohio Trails Fund. The Roll Call vote was as follows: Mr. Schuster – Aye, Mr. Thompson – Aye, Mr. Burwinkel – Aye, Ms. Laverty – Aye, Ms. Wegman – Aye.
9. RESOLUTION #3795 – RECTANGULAR RAPID FLASHING BEACONS: Chief Executive Officer Todd Palmeter and Landscape Architect Ed Melvin presented Resolution #3795 to the Board. The staff led a thorough discussion, providing clarifying information on the user-activated nature of the equipment, the flashing lights' color, and their purchase and upkeep. Upon motion duly made by Thompson, seconded by Laverty, the Board authorized the CEO and his designees to execute a joint agreement with the Board of County Commissioners of Hamilton County, Ohio, for the installation and maintenance of Rectangular Rapid Flashing Beacons at two locations on Mt. Hope Road in Miami Whitewater Forest. The Roll Call vote was as follows: Mr. Thompson – Aye, Mr. Burwinkel – Aye, Ms. Laverty – Aye, Ms. Wegman – Aye, Mr. Schuster – Aye.
10. APPROVAL OF MINUTES: Upon motion duly made by Laverty, seconded by Burwinkel, and unanimously carried, the Board approved the Final Minutes of the Regular Board Meeting of January 18, 2024. Mr. Schuster abstained from voting on this motion.

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11. BID TAB – LIVE FISH PURCHASE, DELIVERY, AND STOCKING: Chief Executive Officer Todd Palmetter and Chief of Guest Experiences Rachel Messerschmitt presented the bid to the Board. The staff led a thorough discussion, providing clarifying information on the stocking schedule, the reasons for stocking fish, the amount of fish stocked, and fish reproduction. Upon motion duly made by Burwinkel, seconded by Wegman, and unanimously carried, the Board approved the bids for all four species of fish to the Midwest Cedar Fish Company for a total of \$66,742.50.
12. BID TAB – GOLF COURSE TURF FUNGICIDES: Chief Executive Officer Todd Palmetter presented the bid to the Board. Upon motion duly made by Laverty, seconded by Thompson, and unanimously carried, the Board approved the bid in the amount of \$69,335.56 to Helena Agri-Enterprises, LLC, for golf course turf fungicides.
13. BID TAB – BALED HAY SUPPLIER: Chief Executive Officer Todd Palmetter presented the bid to the Board. Upon motion duly made by Laverty, seconded by Thompson, and unanimously carried, the Board approved the bid from Summe Farms at the price of \$10.00 per square bale and \$150.00 per round bale.
14. BID TAB – PURCHASE AND DELIVERY OF GOLF CARTS: Chief Executive Officer Todd Palmetter and Chief of Guest Experiences Rachel Messerschmitt presented the bid to the Board. Ms. Laverty inquired about instances of damage to golf carts during use. The staff led a thorough discussion, providing clarifying information on the carts' live cycle, increased usage since COVID-19, and the increased number of carts required. Upon motion duly made by Burwinkel, seconded by Laverty, and unanimously carried, the Board approved the bid in the amount of \$431,508.30 to Century Equipment, A Jerry Pate Co., for 135 two-passenger golf carts.
13. BID TAB – SHARON CENTRE PLAYGROUND: Chief Executive Officer Todd Palmetter presented the bid to the Board. Ms. Laverty inquired about the completion date. Upon motion duly made by Thompson, seconded by Wegman, and unanimously carried, the Board awarded a contract, including all alternates, in the amount of \$1,794,000.00 to Prus Construction for the Sharon Centre Playground project.
14. BID TAB – COLUMBIA CONNECTOR TRAIL CULVERT REPAIR: Chief Executive Officer Todd Palmetter and Park Engineer Steve Lampert presented the bid to the Board. The staff led a thorough discussion, providing clarifying information about the amount of the bid, the company selected, and their history of project delivery. Upon motion duly made by Laverty, seconded by Schuster, and unanimously carried, the Board awarded a contract in the amount of \$531,742.00 to KT Holden Construction for the Columbia Connector Trail Culvert Repair project.

15. CAPITAL PURCHASE – WHITE HOUSE RENOVATION OFFICE FURNITURE: Chief Executive Officer Todd Palmeter presented the bid to the Board. The staff led a thorough discussion, providing clarifying information on state contract pricing and the completion date. Upon motion duly made by Laverty, seconded by Wegman, and unanimously carried, the Board approved the purchase in the amount of \$68,634.45 to Loth, Inc. for the White House Renovation Office Furniture.
16. PROFESSIONAL SERVICES CONTRACT – CUSTOM LOGO PROMOTIONAL ITEMS: Chief Executive Officer Todd Palmeter and Chief of Marketing and Brand Strategy Rachel Doellman presented the bid to the Board. The staff led a thorough discussion, providing clarifying information on the uses for the promotional items. Upon motion duly made by Schuster, seconded by Burwinkel, and unanimously carried, the Board awarded a professional services contract to Touchstone LLC for custom logo promotional items.

MONITORING REPORTS

17. ENDS PRIORITY 3: Chief Executive Officer Todd Palmeter and Director of Programming Amy Roell presented the Ends Priority 3 report to the Board. The staff led a thorough discussion, providing clarifying information about the variety of programs offered in 2024, the goals and purpose of the programs, and the attendees' evaluations of the programs. Ms. Wegman was impressed with the variety of programs Great Parks provides and that she enjoys participating. Ms. Laverty inquired about what percentage of the community was engaged. Mr. Schuster was impressed with the rebrand and the Great Parks truths and that everyone could easily connect with the Find Your Wild tagline. Mr. Burwinkel attended a program with Winton Hills Academy. He said the Interpreters did an excellent job and that he was impressed that Great Parks wants to serve every community member. After a thorough discussion, the Board determined the report to be reasonable and acceptable. The Board thanked the staff for the presentation and then ordered the report filed for the record.
18. ENDS PRIORITY 4: Chief Executive Officer Todd Palmeter and Chief of Marketing Rachel Doellman presented the Ends Priority 4 report to the Board. Ms. Wegman asked if the priorities were ranked. Ms. Laverty commented that she was surprised to see a dip in the category that referenced who had heard of Great Parks. Mr. Burwinkel asked if only Hamilton County residents were surveyed. Mr. Thompson enquired if the survey could ask if you had heard of the "Find Your Wild" tagline. Mr. Schuster wondered if there were increases in the number of school programs in the classroom after COVID-19. The staff led a thorough discussion, providing clarifying information about the survey structure, demographic composition, the number of survey participants, and the installation of the new entrance signs. 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. COMMUNICATION AND SUPPORT TO THE BOARD: Chief Executive Officer Todd Palmeter presented the Communication and Support report to the Board. The Board ordered the report filed for the record.

GENERAL REPORTS

20. 2024 CAPITAL PROJECTS LIST: Chief Executive Officer Todd Palmeter and Chief of Planning Tim Zelek presented the 2024 Capital Projects list to the Board. The staff led a thorough discussion, providing clarifying information on 2024 Capital Projects, project timelines, and project costs. Mr. Burwinkel commented on the pricing increases since 2016. Ms. Laverty thanked the staff for all their hard work with tracking sheets. Ms. Wegman requested digital copies of the Ends Priority 3 and 4 reports and the 2024 Capital Projects list. After a thorough discussion, the Board determined the report to be reasonable and acceptable. The Board complimented the staff on the report format and then ordered the report to be filed for the record.

Mr. Thompson left the meeting after the Board adjourned to Executive Session at 2:30 p.m.

EXECUTIVE SESSION

A motion was made by Laverty and seconded by Burwinkel to go into Executive Session at 2:30 p.m. to consider the sale or other disposition of property. The Roll Call vote was as follows: Mr. Burwinkel – Aye, Ms. Laverty – Aye, Ms. Wegman – Aye. Mr. Schuster – Aye, Mr. Thompson – Aye.

Following the Executive Session, a motion was made by Schuster and seconded by Wegman to reconvene the Regular Meeting at 2:45 p.m. The Roll Call vote was as follows: Mr. Thompson – absent, Mr. Burwinkel – Aye, Ms. Laverty – Aye, Ms. Wegman – Aye. Mr. Schuster – Aye.

ACTION

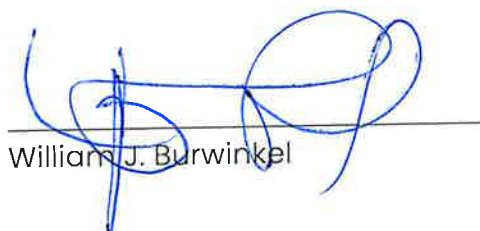
21. LAND ITEM: Upon motion duly made by Laverty, seconded by Burwinkel, and unanimously carried, the Board authorized the CEO and his designees to negotiate with Duke Energy and execute the necessary documents for a public utility permanent easement in the eastern region of Hamilton County.

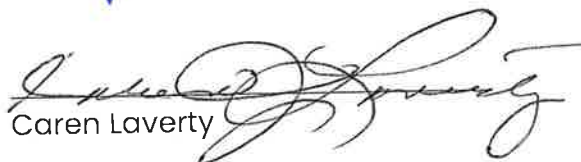
ADJOURNMENT


There being no further matters to come before the Board, a motion was made by Laverty, seconded by Schuster, and unanimously carried to adjourn the meeting at 2:50 p.m.

Board of Park Commissioners
Great Parks of Hamilton County


Melissa Wegman, President


William J. Burwinkel


Caren Laverty


Scott Schuster


Marcus Thompson

ATTEST:


Todd Palmeto, Chief Executive Officer