

REGULAR MEETING**April 18, 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, Lavery, Schuster, Thompson
 Staff: Palmeter, Henninger, Collins, Carleton, de Jesus, Doellman, Broughton Murray, Rahe, Snow, Morgan, Johnson, Wermuth, Baggett, King, Conrad, Davis, Von Allmen, Bell, Helmes, Busofsky, Stanley, Bruce, Hake, Anklan, Ference
 Guests: Scott Weikel

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 Financial Officer Andrew Collins introduced new employee Taylor Morgan, Inventory & Purchasing Manager.
- Chief Financial Officer Andrew Collins introduced new employee Steven Wermuth, IT Project Manager, Enterprise Applications.
- Chief of Planning Janet Broughton Murray introduced new employee Darlena Baggett, Manager of Construction.
- Chief of Human Resources Molly deJesus introduced new employee Micah Johnson, Human Resources Administrator.
- A Total Eclipse of the Park was held at Miami Whitewater Forest on Monday, April 8, with an estimated attendance of 13,755 guests and a record-breaking \$36,535 in sales.
- Chief Executive Officer Todd Palmeter shared a congratulations email on the total eclipse event from retired President/CEO of the Cincinnati USA Regional Chamber, Jill Meyer.
- Great Parks broke ground on the Sharon Centre Playground on Wednesday, April 10. Chief Executive Officer Todd Palmeter thanked the staff for coordinating this event.
- On April 3, 2023, Cohen Recycling's Marketing Manager Marisa Head and Brand Engagement Coordinator Randall Taylor presented Chief Executive Officer Todd Palmeter with a \$3,782.50 check for the holiday lights recycling program for the 2023-2024 season. Great Parks recycled 15,130 pounds of lights, the second most in program history.

- Central Region Director of Conservation & Parks Rick Conrad and Conservation & Parks Administrator Abbey King learned their Certified Park and Recreation Professional (CPRP) certification from the National Parks and Recreation Association (NRPA).

Ms. Wegman commented that she and 13,000 of her closest friends enjoyed the Eclipse event. She was amazed at how happy and calm our guests were and enjoyed seeing everybody smile. She also complimented the Rangers on traffic control and the staff who were on site early morning for media interviews.

Mr. Schuster commented about the excellent photos on social media and mentioned that his favorite photo was a guest on a boat watching the eclipse.

Mr. Thompson stated that he and his family visited Woodland Mound, where his son enjoys Parky's Wetland Adventure during the summer season. Mr. Thompson inquired about the opening date of the wet playground and was very happy that Great Parks could make lasting memories for his family.

Mr. Burwinkel and Ms. Lavery commented on the passing of Brigid Kelly, Hamilton County Auditor and friend of Great Parks.

3. NEXT BOARD MEETING DATES:

Thursday	May 16, 2024	1:00 p.m.	Winton Centre
Thursday	June 20, 2024	1:00 p.m.	Winton Centre

ACTION

4. RESOLUTION #3799 – BILLS & PAYROLL RESOLUTION: Chief Executive Officer Todd Palmeter presented the Bills & Payroll Resolution to the Board. The Board submitted five payment items for review: CDW for computer software, Deborah Grier and Cindi Whitacre for equine purchases, the City of Cincinnati for the Biochar project, and Mid-Ohio Electric Co. for irrigation pump and control panel replacement. Ms. Lavery asked about the licensing costs and the need to license all staff. Mr. Thompson inquired about services for special needs at the riding center. The staff led a thorough discussion, providing clarifying information on the scope of the payment items. Upon motion duly made by Lavery, seconded by Wegman, the Board approved the Bills & Payroll Resolution. The Roll Call vote was as follows: Mr. Burwinkel – Aye, Ms. Lavery – Aye, Ms. Wegman – Aye, Mr. Schuster – Aye, Mr. Thompson – Aye.

5. RESOLUTION #3800 – 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 & Now Resolution as presented. The Roll Call vote was as follows: Ms. Laverty – Aye, Ms. Wegman – Aye, Mr. Schuster – Aye, Mr. Thompson – Aye, Mr. Burwinkel – Aye.
6. RESOLUTION #3801 – OHIO DEPARTMENT OF TRANSPORTATION PRELIMINARY LEGISLATION FOR THE COLUMBIA CONNECTOR: Chief Executive Officer Todd Palmeter presented the Preliminary Resolution to the Board. Mr. Burwinkel inquired about the timeline of the Bass Island project, which is located in the same general area. Upon motion duly made by Laverty, seconded by Burwinkel, the Board authorized the CEO and his designees to execute the required documents to participate with ODOT in the Construction of a separated shared use path beginning near the intersection of US-50 and Pocahontas Avenue and ending at the current west terminus of the Little Miami Scenic Trail, east of Walton Creek. The Roll Call vote was as follows: Ms. Wegman – Aye, Mr. Schuster – Aye, Mr. Thompson – Aye, Mr. Burwinkel – Aye, Ms. Laverty – Aye.
7. APPROVAL OF MINUTES: Upon motion duly made by Thompson, seconded by Wegman, and unanimously carried, the Board approved the Final Minutes of the Regular Board Meeting of March 21, 2024.
8. BID TAB – HIGH ROOF CARGO DELIVERY VAN: Chief Executive Officer Todd Palmeter presented the bid to the Board. The staff led a thorough discussion, providing clarifying information on the life cycles of vehicles. Upon motion duly made by Laverty, seconded by Wegman, and unanimously carried, the Board approved the bid in the amount of \$59,050 to Cronin Ford for a high roof cargo delivery van.
9. BID TAB – COMPACT HYBRID PICKUP TRUCKS: Chief Executive Officer Todd Palmeter presented the bid to the Board. Mr. Schuster commented on the vehicles' costs and inquired about buying from in-state and out-of-state companies. Ms. Laverty asked if the bidders had access to the bids and inquired about the specifications of the pickup trucks. The staff led a thorough discussion, providing clarifying information on the public bid process and the process for obtaining bid results. Upon motion duly made by Thompson, seconded by Wegman, and unanimously carried, the Board approved the bid in the amount of \$107,760 to Bob Maxey Ford for four compact hybrid pickup trucks.

10. BID TAB – DUMP TRUCK WITH STAINLESS STEEL BED: Chief Executive Officer Todd Palmeter presented the bid to the Board. Ms. Laverty inquired if this was a replacement or a new vehicle purchase. The staff led a thorough discussion, providing clarifying information on fleet vehicles and their lifecycles. Upon motion duly made by Schuster, seconded by Wegman, and unanimously carried, the Board approved the bid in the amount of \$72,555 to Bob Maxey Ford for a dump truck with stainless steel bed.
11. BID TAB –THREE-QUARTER-TON PICKUP TRUCK: Chief Executive Officer Todd Palmeter presented the bid to the Board. Upon motion duly made by Laverty, seconded by Wegman, and unanimously carried, the Board approved the bid in the amount of \$53,725 to Bob Maxey Ford for a three-quarter-ton pickup truck.
12. PROFESSIONAL SERVICES CONTRACT – DIGITAL TRANSFORMATION PROJECT: Chief Executive Officer Todd Palmeter presented the bid to the Board. Mr. Thompson inquired whether the contract amount was a not-to-exceed price. The staff led a thorough discussion, providing clarifying information on the Request for Letter of Interest process, project scope, and price negotiations. Upon motion duly made by Thompson, seconded by Burwinkel, and unanimously carried, the Board awarded a professional services contract in the amount of \$442,500 to Synoptek, LLC for the Digital Transformation Project.
13. CONSTRUCTION MANAGER AT RISK SERVICES CONTRACT GUARANTEED MAXIMUM PRICE AMENDMENT ONE – SHAKER TRACE NURSERY IMPROVEMENTS: Chief Executive Officer Todd Palmeter presented the amendment to the Board. Mr. Burwinkel inquired about Pepper Construction's qualifications, and Ms. Laverty asked about the completion date. Mr. Thompson commented that the construction manager at risk was a good project method. The staff led a thorough discussion, providing clarifying information on the construction manager at risk bidding process, Pepper Construction's qualifications, and the project completion date. Upon motion duly made by Laverty, seconded by Wegman, and unanimously carried, the Board awarded a contract in the amount of \$491,425.50 to Pepper Construction to design, fabricate, furnish, and install the greenhouse shell project component of the Shaker Trace Nursery Improvements project.
14. PURCHASING CARD POLICY UPDATE: Chief Financial Officer Andrew Collins presented the purchasing card policy update to the Board. Ms. Laverty commented about the Misuse section. The staff led a thorough discussion, providing clarifying information on the highlighted items in the report and the auditing of purchase card use and spending limits. Upon motion duly made by Laverty, seconded by Burwinkel, and unanimously carried, the Board approved the updated Purchasing Card Policy as presented.

MONITORING REPORTS

15. FINANCIAL CONDITION & ACTIVITIES: Chief Financial Officer Andrew Collins presented the Financial Condition & Activities report. Ms. Lavery inquired about the Welcome Booth sales. The staff led a thorough discussion, providing clarifying information on 2024 revenue and expenditure amounts, Welcome Booth sales, and Mitchell Fund stock sales. After a thorough discussion, the Board determined the report to be reasonable and acceptable. The Board then ordered the report filed for the record.
16. TREATMENT OF STAFF & VOLUNTEERS: Chief Executive Officer Todd Palmeter, Chief of Human Resources Molly deJesus, and Ranger Chief Scott Snow presented the Treatment of Staff & Volunteers report to the Board. Ms. Wegman asked about receiving a digital copy of the Acorn volunteer publication. Mr. Thompson inquired about the 2024 Volunteer Recognition Event date and staff training. Mr. Schuster asked about the philanthropic strategy for volunteers and adjusting that strategy. Ms. Wegman complimented Great Parks on the diversity of volunteers and their impact. Mr. Burwinkel was complimentary of the treatment of volunteers and asked for a copy of the presentation. Ms. Lavery was complimentary of the Ranger training. The staff led a thorough discussion, providing clarifying information on the perks of volunteering and Ranger training goals and employee survey data. 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

17. PHILANTHROPY DIVISION REPORT: Chief Executive Officer Todd Palmeter and Chief of Philanthropy Tom Carleton presented the Philanthropy Division report to the Board. Mr. Burwinkel thanked the staff for the great job and progress toward the Go Big Campaign goal. He also inquired about the Philanthropy Division's social media strategy and requested the 2024 Root Ball Sponsorship package. Ms. Wegman thanked the staff for the quarterly donor statements. 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. PURCHASING CARD COMPLIANCE OFFICER: Chief Executive Officer Todd Palmeter presented the Purchasing Card Compliance Officer report to the Board, reporting compliance. The Board ordered the report filed for the record.

EXECUTIVE SESSION

A motion was made by Thompson and seconded by Laverty 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. Schuster – Aye, Mr. Thompson – Aye, Mr. Burwinkel – Aye, Ms. Laverty – Aye, Ms. Wegman – Aye.

Following the Executive Session, a motion was made by Thompson and seconded by Wegman to reconvene the Regular Meeting at 3:00 p.m. The Roll Call vote was as follows: Mr. Thompson – Aye, Mr. Burwinkel – Aye, Ms. Laverty – Aye, Ms. Wegman – Aye, Mr. Schuster – Aye.

19. LAND ITEM: Upon motion duly made by Schuster, seconded by Wegman, and unanimously carried, the Board authorized the CEO and his designees to sell or dispose of, as permitted by law, approximately 6 acres of land in the west region of Hamilton County that are not necessary for the purpose for which they were acquired.

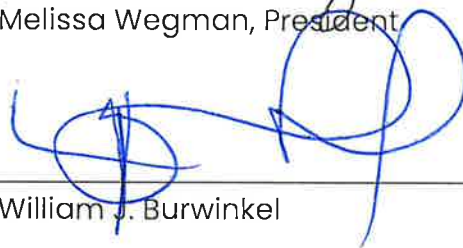
ADJOURNMENT

There being no further matters to come before the Board, a motion was made by Laverty, seconded by Wegman, and unanimously carried to adjourn the meeting at 3:05 p.m.

Board of Park Commissioners
Great Parks of Hamilton County



Melissa Wegman, President



William J. Burwinkel



Caren Laverty



Scott Schuster

Absent

Marcus Thompson

ATTEST:



Todd Palmeter, Chief Executive Officer