

REGULAR MEETING**January 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, Thompson
Staff: Palmeter, Henninger, Collins, Carleton, de Jesus, Doellman, Messerschmitt, Rahe, Snow, Zelek, Helmes, Busofsky, Broughton Murray, Stanley, Sonnenberg, Schirmer, Bruce, Hake, Bilyeu
Guests: Susan Luken

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:

- Commissioner Caren Lavery was sworn in for a second term by Judge Winkler on January 2, 2024.

Ms. Wegman commented that she enjoyed the first two hikes of the Winter Hike Series and was complimentary of the promotional video for Holidays on the Farm.

Ms. Lavery said that she and her family enjoyed Holidays on the Farm.

Mr. Burwinkel thanked Ms. Lavery for her service as Board President and congratulated Ms. Wegman on her appointment as Board President.

3. NEXT BOARD MEETING DATES:

Thursday	February 15, 2024	1:00 p.m.	Winton Centre
Thursday	March 21, 2024	1:00 p.m.	Winton Centre

ACTION

4. RESOLUTION #3788- BILLS & PAYROLL RESOLUTION: Chief Executive Officer Todd Palmeter presented the Bills and Payroll Resolution to the Board. Upon motion duly made by Burwinkel, seconded by Lavery, the Board approved the Bills & Payroll Resolution. The Roll Call vote was as follows: Mr. Burwinkel – Aye, Ms. Lavery – Aye, Ms. Wegman – Aye, Mr. Thompson – Absent.
 5. RESOLUTION #3789 – THEN & NOW RESOLUTION: Chief Executive Officer Todd Palmeter presented the Then and Now Resolution to the Board. Ms. Wegman inquired about actions taken to mitigate Then & Nows from occurring. The staff led a thorough discussion, providing clarifying information about staff training and communication that will be implemented in 2024. Upon motion duly made by Lavery, seconded by Burwinkel, the Board approved the Then and Now Resolution explanation as presented. The Roll Call vote was as follows: Ms. Lavery – Aye, Ms. Wegman – Aye, Mr. Thompson – Absent, Mr. Burwinkel – Aye.
- Mr. Thompson arrived at 1:10 p.m.
6. RESOLUTION #3790 – BUDGET ADJUSTMENT: Chief Financial Officer Andrew Collins presented the Budget Adjustment Resolution to the Board. Mr. Burwinkel inquired about the Special Revenue funds related to the 2021 audit, which was corrected in 2022. The staff led a thorough discussion, providing clarifying information on the Special Revenue funds. Upon motion duly made by Burwinkel, seconded by Lavery, the Board approved the budget adjustment as presented in the resolution. The Roll Call vote was as follows: Ms. Wegman – Aye, Mr. Thompson – Aye, Mr. Burwinkel – Aye, Ms. Lavery – Aye.
 7. RESOLUTION #3791– RESOLUTION OF APPRECIATION – STEVE DOLE: Chief Executive Officer Todd Palmeter presented the Resolution of Appreciation to the Board. Upon motion duly made by Thompson, seconded by Lavery, the Board approved the Resolution of Appreciation for Steve Dole, Golf Maintenance Technician, who has retired with 29 years of service with Great Parks of Hamilton County. The Roll Call vote was as follows: Mr. Thompson – Aye, Mr. Burwinkel – Aye, Ms. Lavery – Aye, Ms. Wegman – Aye.
 8. APPROVAL OF MINUTES: Upon motion duly made by Lavery, seconded by Thompson, and unanimously carried, the Board approved the Final Minutes of the Regular Board Meeting of December 14, 2023.

9. CAPITAL PURCHASE – BACKHOE EXCAVATOR: Chief Executive Officer Todd Palmeter and Chief of Conservation and Parks Jason Rahe presented the bid to the Board. Mr. Thompson inquired how the staff would utilize the equipment. The staff led a thorough discussion, providing clarifying information on the type of equipment, its purpose, and where it will be located. Upon motion duly made by Laverty, seconded by Burwinkel, and unanimously carried, the Board approved the purchase in the amount of \$143,105.72 to Ohio CAT for a backhoe excavator.
10. PROFESSIONAL SERVICES CONTRACT – WEBSITE SUPPORT: Chief Financial Officer Andrew Collins presented the professional services contract to the Board. Ms. Laverty asked about the pricing. Mr. Burwinkel inquired about the bidding process. Ms. Wegman asked if the vendor tracks website analytics. The staff led a thorough discussion, providing clarifying information on the yearly service fee, the proprietary nature of this service, and website usage tracking. Upon motion duly made by Laverty, seconded by Thompson, and unanimously carried, the Board awarded a professional services contract in the amount of \$60,000 to The Old State, LLC for website support.
11. PROFESSIONAL SERVICES CONTRACT – LEGAL SERVICES – ADMINISTRATION: Chief Executive Officer Todd Palmeter presented the professional services contract to the Board. Ms. Wegman inquired about the increased engagement over the prior year. Mr. Thompson asked if the service cost was an increase. Mr. Burwinkel inquired about when Board authority is required for a pricing increase. The staff led a thorough discussion, providing clarifying information on the contract service increase and that the Chief Executive Officer could approve an increase to the contract price. Upon motion duly made by Burwinkel, seconded by Laverty, and unanimously carried, the Board awarded a professional services contract in the amount of \$70,000 to The Abrams Law Firm, LLC for legal services.
12. PROFESSIONAL SERVICES CONTRACT – LEGAL SERVICES – PERSONNEL: Chief Executive Officer Todd Palmeter presented the professional services contract to the Board. Mr. Thompson asked about the increase in engagement and whether the service was brought to the Board annually. The staff led a thorough discussion, providing clarifying information on the approval of expenses in the 2024 budget. Upon motion duly made by Thompson, seconded by Laverty, and unanimously carried, the Board awarded a professional services contract in the amount of \$75,000 to Frost Brown Todd, LLP for legal services.

13. PROFESSIONAL DESIGN SERVICES CONTRACT – ENGINEERING PARTNER FOR PROFESSIONAL DESIGN AND CONSULTING SERVICES: Chief Executive Officer Todd Palmeter presented the professional design services contract to the Board. Ms. Laverty commented on the number of projects the consultant is working on. Ms. Wegman inquired about project timelines. Mr. Burwinkel asked for an update on capital projects for next month's meeting. The staff led a thorough discussion, providing clarifying information on the timeframe for the Sharon Lake dredging and other capital projects. Upon motion duly made by Laverty, seconded by Burwinkel, and unanimously carried, the Board awarded a one-year contract extension to Strand Associates, Inc. and increased the not to exceed contract amount to \$2,000,000 for Engineering Partner for Professional Design and Consulting Services.

MONITORING REPORTS

14. FINANCIAL CONDITIONS & ACTIVITIES: Chief Financial Officer Andrew Collins presented the Financial Conditions & Activities report. Ms. Laverty asked if motor vehicle sales were down. Mr. Thompson asked about the areas below projections in Adventure Outpost and campground revenue. The Board had a lengthy discussion on motor vehicle permits and access to the parks. Mr. Burwinkel stated that children coming to the parks to learn about nature is our best message. Ms. Laverty noted the services we provide without fees. The staff led a thorough discussion, providing clarifying information on changes to Adventure Outpost programming and timing, decommissioning of cabins, options for motor vehicle permits, and programming. 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: Chief Executive Officer Todd Palmeter presented the Monitoring Report for Asset Protection to the Board. The Board then ordered the report filed for the record.

GENERAL REPORTS

16. PHILANTHROPY DIVISION REPORT: Chief Executive Officer Todd Palmeter and Chief of Philanthropy Tom Carleton presented the Philanthropy Division report to the Board. Ms. Laverty inquired about Great Parks Forever annual contribution to Great Parks. Mr. Burwinkel was complimentary of the report and asked about the term of the capital campaign. After a thorough discussion, the Board determined the report to be reasonable and acceptable. The Board then ordered the report filed for the record.

17. 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. The Board thanked HRIS and Payroll Administrator Rich Sonnenberg for serving as Compliance Officer. CEO Todd Palmeter introduced Guest Relations Coordinator Lauren Hake as the Purchasing Card Compliance Officer for 2024.

EXECUTIVE SESSION

A motion was made by Laverty and seconded by Thompson to go into Executive Session at 2:45 p.m. to consider the employment and compensation of public employees. The Roll Call vote was as follows: Mr. Thompson – Aye, Mr. Burwinkel – Aye, Ms. Laverty – Aye, Ms. Wegman – Aye.

Following the Executive Session, a motion was made by Laverty and seconded by Wegman to reconvene the Regular Meeting at 5:20 p.m. The Roll Call vote was as follows: Mr. Burwinkel – Aye, Ms. Laverty – Aye, Ms. Wegman – Aye, Mr. Thompson – Aye.

ACTION

18. COMPENSATION OF PUBLIC EMPLOYEES: Upon motion duly made by Laverty, seconded by Thompson, and unanimously carried, the Board authorized the Board President, Chief Executive Officer, and his designees to execute the necessary documents for compensation of public employees.

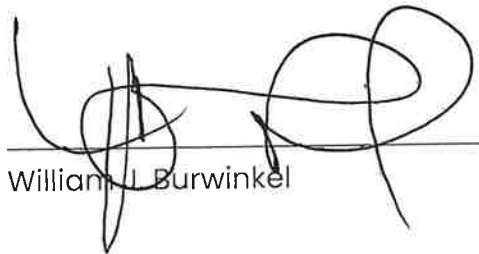
ADJOURNMENT

There being no further matters to come before the Board, a motion was made by Lavery, seconded by Wegman, and unanimously carried to adjourn the meeting at 5:25 p.m.

Board of Park Commissioners
Great Parks of Hamilton County



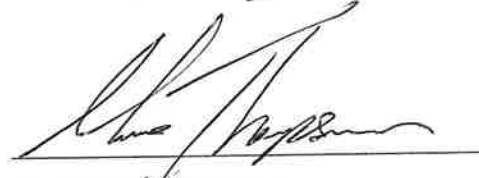
Melissa Wegman, President



William J. Burwinkel



Caren Lavery



Marcus Thompson

ATTEST:



Todd Palmeto, Chief Executive Officer