

**REGULAR MEETING****August 17, 2023**

The Regular Meeting of the Board of Park Commissioners of Great Parks of Hamilton County was held on this day, 1:09 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, Abrams, Burwinkel, Thompson, Wegman  
 Staff: Henninger, Carleton, Doellman, Messerschmitt, Rahe, Snow, Ireland, Singh, McConnell, Klug, Winkler, Laabs, Hoffman, Short, Dickensheets, Roberts, Masella, Schirmer, Bruce, Helms, Melvin, Murray, Bell, Spencer, Bacher, Ference  
 Guests: Scott Weikel

**GENERAL**

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

Chief Operating Officer Bret Henninger notified the Board of the following:

- Chief of Conservation & Parks Jason Rahe introduced newly promoted employee Pam Ireland, Conservation & Parks Technician, Sharon Woods.
- Chief of Conservation & Parks Jason Rahe introduced newly promoted employee Kate McConnell, Conservation & Parks Senior Park Manager, Miami Whitewater Forest.
- Chief of Conservation & Parks Jason Rahe introduced newly promoted employee Jashan Singh, Conservation & Parks Technician, Mitchell Memorial Forest.
- Chief of Conservation & Parks Jason Rahe introduced newly promoted employee Kevin Klug, Fleet Manager.
- Chief of Guest Experiences Rachel Messerschmitt introduced new employee Bobby Winkler, Clubhouse Manager, Meadow Links & Golf Academy.
- Chief of Guest Experiences Rachel Messerschmitt introduced new employee Rocky Laabs, Guest Experiences Manager, Miami Whitewater Forest.
- Chief of Guest Experiences Rachel Messerschmitt introduced newly promoted employee Jordan Hoffman, Interpreter, Miami Whitewater Forest.

## 3. NEXT BOARD MEETING DATES:

Thursday	September 21, 2023	1:00 p.m.	Winton Centre
Thursday	October 19, 2023	3:00 p.m.	Winton Centre*

\* Board tour will precede the October 19 Regular Meeting, tentatively scheduled from 8:30 a.m. to 2:45 p.m. Please plan to arrive at 8:00 a.m.

**ACTION**

4. RESOLUTION #3770 – BILLS & PAYROLL RESOLUTION: Chief Operating Officer Bret Henninger presented the Bills & Payroll Resolution to the Board. Ms. Lavery commented on the payments to consulting and design firms and was excited about the capital projects in progress. Mr. Burwinkel stated that he reviewed the payments monthly and had no questions. He congratulated the Finance Team on receiving the Government Finance Officers Association award for Great Parks budget book presentation. Upon motion duly made by Abrams, seconded by Burwinkel, the Board approved the Bills & Payroll Resolution. The Roll Call vote was as follows: Mr. Abrams – Aye, Mr. Burwinkel – Aye, Ms. Lavery – Aye, Mr. Thompson – Aye, Ms. Wegman – Aye.
5. RESOLUTION #3771 – THEN & NOW RESOLUTION: Chief Operating Officer Bret Henninger presented the Then and Now Resolution to the Board. Upon motion duly made by Wegman, seconded by Abrams, the Board approved the Then and Now explanations as presented. The Roll Call vote was as follows: Mr. Burwinkel – Aye, Ms. Lavery – Aye, Mr. Thompson – Aye, Ms. Wegman – Aye, Mr. Abrams – Aye.
6. RESOLUTION #3772 – RESOLUTION OF AUTHORIZATION TO EXECUTE AND FILE AN APPLICATION UNDER ODNR OHIO RIVER BASIN H2OHIO WETLAND GRANT PROGRAM – SHARON WOODS LAKE RESTORATION: Chief Operating Officer Bret Henninger presented the H2Ohio Wetland Grant Resolution to the Board. The staff led a thorough discussion, providing clarifying information on wetland enhancement, community engagement, grant funding, and capital projects. Upon motion duly made by Thompson, seconded by Wegman, the Board approved the Resolution authorizing the CEO and his designees to file an application with the Ohio Department of Natural Resources under the H2Ohio Wetland Grant Program. The Roll Call vote was as follows: Ms. Lavery – Aye, Mr. Thompson – Aye, Ms. Wegman – Aye, Mr. Abrams – Aye, Mr. Burwinkel – Aye.

7. RESOLUTION # 3773 – ODOT FINAL LEGISLATION: Chief Operating Officer Bret Henninger presented the ODOT Final Legislation Resolution to the Board. The staff led a thorough discussion, providing clarifying information on the project scope and project timeline. Ms. Wegman commented about the visibility of the Glenwood Garden's entrance signage from the traffic light on Glendale Milford Road. Ms. Wegman commented on the need for better orientation of entrance signage, and Ms. Lavery commented on the need for additional wayfinding signage inside the park. Upon motion duly made by Abrams, seconded by Burwinkel, the Board approved the Final Resolution for the construction of the Glenwood Gardens entrance pedestrian access improvements and agreed that Great Parks would assume and bear the entire cost and expense of the improvement, less the amount of federal allocation as set aside by the Director of Transportation, totaling \$89,212.20 in park district funds. The Roll Call vote was as follows: Mr. Thompson – Aye, Ms. Wegman – Aye, Mr. Abrams – Aye, Mr. Burwinkel – Aye, Ms. Lavery – Aye.
8. APPROVAL OF MINUTES: Upon motion duly made by Wegman, seconded by Burwinkel, and unanimously carried, the Board approved the Final Minutes of the Regular Board Meeting of July 20, 2023. Mr. Thompson abstained from voting on this motion.
9. BID TAB – LIGHTNING DETECTION SYSTEMS: Chief Operating Officer Bret Henninger presented the bid tab to the Board. The staff led a thorough discussion, providing clarifying information on the differences between the Hamilton County Emergency Management Agency warning systems and lightning detection systems on the golf courses. Upon motion duly made by Wegman, seconded by Abrams, and unanimously carried, the Board approved the bid in the amount of \$130,050.00 to Technical Choice LLC for the purchase of replacement lightning detection systems for the six golf courses.
10. BID TAB – MIAMI WHITEWATER FOREST INNER LOOP TRAIL REALIGNMENT: Chief Operating Officer Bret Henninger presented the bid tab to the Board. The staff led a thorough discussion, providing clarifying information on the reasons for the trail realignment, removal of the old trail, website updates, stream restoration, and reforestation. Upon motion duly made by Wegman, seconded by Abrams, and unanimously carried, the Board awarded a contract in the amount of \$977,483.70 to Rack and Ballauer Excavating Company, Inc. for the Miami Whitewater Forest Inner Loop Trail Realignment project.


11. BID TAB – PURCHASE, INSTALLATION, AND STORAGE OF LIGHTING: Chief Operating Officer Bret Henninger presented the bid tab to the Board. The staff led a thorough discussion, providing clarifying information on the bid tab, including off-site storage, event expansion, and marketing efforts. Upon motion duly made by Thompson, seconded by Wegman, and unanimously carried, the Board approved the bid in the amount of \$94,605.00 to Outdoor Lighting Perspectives for the purchase, installation, and storage of lighting.
  12. CAPITAL PURCHASE – SHARON WOODS CARDINAL CREST SHELTER REPLACEMENT: Chief Operating Officer Bret Henninger presented the bid tab to the Board. The staff led a thorough discussion, providing clarifying information on the damage to the shelter, the insurance claim, and the type of roof on the new shelter. Upon motion duly made by Abrams, seconded by Wegman, and unanimously carried, the Board approved the purchase in the amount of \$105,414 to DWA Recreation, Inc. for the Sharon Woods Cardinal Crest Shelter Replacement.
  13. CAPITAL PURCHASE – SCULPTURE REPLACEMENT: Chief Operating Officer Bret Henninger presented the bid tab to the Board. The staff led a thorough discussion, providing clarifying information on the size of the sculptures, the sculptures being replaced, and the project timeline. Upon motion duly made by Wegman, seconded by Abrams, and unanimously carried, the Board approved the purchase in the amount of \$101,610 to Soft Play for five replacement sculptures with installation.
- Mr. Burwinkel attended the Fairy Tale Festival on July 29 and commented on the crowded parking. He inquired about the number of tickets sold for this event and Great Parks' efforts to make the event more successful. Mr. Burwinkel congratulated the staff on the successful event.
14. PROFESSIONAL SERVICES CONTRACT – SYSTEMS ANALYSIS AND REQUIREMENTS GATHERING: Chief Operating Officer Bret Henninger presented the bid tab to the Board. Upon motion duly made by Thompson, seconded by Wegman, and unanimously carried, the Board rejected all the bids. The Board instructed the staff to review and update the Request for Proposal and rebid the project.
  15. COOPERATIVE PURCHASING PROGRAM – GSA ADVANTAGE: Chief Operating Officer Bret Henninger presented the Cooperative Purchasing Program to the Board. The staff led a thorough discussion, providing clarifying information on various goods and services available through cooperative purchasing programs. Ms. Laverty enquired about the cost of membership for joining the programs. Upon motion duly made by Wegman, seconded by Thompson, and unanimously carried, the Board authorized the staff to participate in the GSA Advantage program for the purchase of goods and services. For any proposed purchases over \$50,000, the staff will obtain Board approval before proceeding with the purchase.

16. BOARD OF PARK COMMISSIONER MEETING RULES UPDATE: Chief Operating Officer Bret Henninger presented the Meeting Rules Update to the Board. The staff led a thorough discussion, providing clarifying information on the updates. Mr. Thompson thanked the Board for their participation in the update process. Upon motion duly made by Abrams, seconded by Laverty, and unanimously carried, the Board approved the updated Board of Park Commissioners Meeting Rules.
17. PURCHASING CARD POLICY UPDATE: Chief Operating Officer Bret Henninger presented the Purchasing Card Policy Update to the Board. Upon motion duly made by Thompson, seconded by Wegman, and unanimously carried, the Board approved the updated Purchasing Card Policy as presented.
18. MEMORANDUM OF UNDERSTANDING – CITY OF CINCINNATI BIOCHAR PROJECT: Chief Operating Officer Bret Henninger presented the Memorandum of Understanding to the Board. The staff led a thorough discussion, providing clarifying information on the partnership agreement, responsibilities, site location, and the benefits to Great Parks. Mr. Burwinkel enquired about the status of the funding commitment if the project is not executed. Upon motion duly made by Thompson, seconded by Abrams, and unanimously carried, the Board authorized the Chief Executive Officer and his designees to execute a Memorandum of Understanding with the City of Cincinnati, including a capital project funding commitment of \$300,000.

**ADJOURNMENT**

There being no further matters to come before the Board, a motion was made by Burwinkel, seconded by Wegman, and unanimously carried to adjourn the meeting at 2:28 p.m.

Board of Park Commissioners  
Great Parks of Hamilton County

  
Caren Lavery, President  
Douglas Abrams  
William J. Burwinkel  
Marcus Thompson  
Melissa Wegman

ATTEST:

  
Todd Palmet, Chief Executive Officer