

REGULAR MEETING**January 19, 2023**

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 1515 West Sharon Road, Cincinnati, OH 45240.

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: Palmeter, Henninger, Collins, Culman, deJesus, Doellman, Messerschmitt, Rahe, Snow, Zelek, Albers, Fath, Wallace, Bundy, Hake, Beatty, Christophersen, Campbell, Minnich, Brech, Hoffman, Wiita, Dickensheets, Sonnenberg, Spencer, Bruce, Ference
 Guests: Alana Tucker

GENERAL

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

Board President Caren Laverty introduced and welcomed our two new Commissioners – Douglas Abrams and Melissa Wegman.

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

- Chief of Conservation & Parks Jason Rahe introduced new employee Henry Albers, Arborist.
- Chief of Conservation & Parks Jason Rahe introduced newly promoted employee Gregor Bundy, Park Manager, Mitchell Memorial Forest
- Chief of Conservation & Parks Jason Rahe introduced newly promoted employee Sean Wallace, Conservation & Parks Maintenance Specialist, East Region.
- Chief of Conservation & Parks Jason Rahe introduced newly promoted employee Chris Fath, Conservation & Parks Maintenance Specialist, West Region.
- Chief of Guest Experiences Rachel Messerschmitt introduced new employee Lauren Beatty, Adventure Coordinator
- Chief of Guest Experiences Rachel Messerschmitt introduced newly promoted employee Lauren Hake, Guest Relations Coordinator
- Chief of Planning Tim Zelek introduced new employee Doug Christophersen, Site Construction Manager.
- Ranger Chief Scott Snow introduced new employee Jim Campbell, Park Ranger, Winton Woods.
- Ranger Chief Scott Snow introduced new employee Donald Minnich, Park Ranger, Shawnee Lookout.

- Ellequate has certified Great Parks as a Bronze-Level Leader in Workplace Equity.

3. NEXT BOARD MEETING DATES:

Thursday,	February 16, 2023	1:00 p.m.	Mill Race Banquet Center
Thursday,	March 16, 2023	1:00 p.m.	Mill Race Banquet Center

ACTION

4. RESOLUTION #3749 – BILLS & PAYROLL RESOLUTION: Chief Executive Officer Todd Palmeter presented the Bills & Payroll Resolution to the Board. Upon motion duly made by Thompson, seconded by Burwinkel, the Board approved the Bills & Payroll Resolution. The Roll Call vote was as follows: Mr. Abrams – Aye, Mr. Burwinkel – Aye, Ms. Laverty – Aye, Mr. Thompson – Aye, Ms. Wegman – Aye.
5. RESOLUTION #3750 – THEN & NOW RESOLUTION: Chief Executive Officer Todd Palmeter presented the Then and Now Resolution to the Board. Upon motion duly made by Burwinkel, seconded by Abrams, the Board approved the Then and Now explanations as presented. The Roll Call vote was as follows: Mr. Burwinkel – Aye, Ms. Laverty – Aye, Mr. Thompson – Aye, Ms. Wegman – Aye, Mr. Abrams – Aye.
6. RESOLUTION #3751 – BUDGET ADJUSTMENT: Chief Financial Officer Andrew Collins presented the Budget Adjustment Resolution to the Board. The staff led a thorough discussion, providing clarifying information on allocating funds to specific parks. Upon motion duly made by Thompson, seconded by Laverty, the Board approved the budget adjustment as presented in the resolution. The Roll Call vote was as follows: Ms. Laverty – Aye, Mr. Thompson – Aye, Ms. Wegman – Aye, Mr. Abrams – Aye, Mr. Burwinkel – Aye.
7. RESOLUTION #3752 – CONSERVATION AWARD – JOSEPH C. SETA: Chief Executive Officer Todd Palmeter presented the Conservation Award resolution to the Board. Upon motion duly made by Abrams, seconded by Burwinkel, the Board approved the Resolution awarding Joseph C. Seta the Conservation Award for his service as Park Commissioner for the past twelve years. The Roll Call vote was as follows Mr. Thompson – Aye, Ms. Wegman – Aye, Mr. Abrams – Aye, Mr. Burwinkel – Aye, Ms. Laverty – Aye.
8. APPROVAL OF MINUTES: Upon motion made by Thompson, seconded by Laverty, and unanimously carried, the Board approved the Final Minutes of the Regular Board Meeting of December 15, 2022. Mr. Abrams and Ms. Wegman abstained from voting on this motion. Mr. Burwinkel did not attend the December 15, 2022, meeting but signed the acceptance of the Final Minutes.

9. BID TAB – GOLF COURSE TURF FUNGICIDES: Chief Executive Officer Todd Palmeter presented the bid to the Board. The staff led a thorough discussion, providing clarifying information on the differences between a supply bid and a construction bid and when estimated costs are included in a board report. Upon motion made by Wegman, seconded by Abrams, and unanimously carried, the Board approved the bid in the amount of \$65,077.55 to Helena Agri-Enterprises for golf course turf fungicides.
10. BID TAB – LIVE FISH DELIVERY AND STOCKING: Chief Executive Officer Todd Palmenter presented the bid to the Board. The staff led a thorough discussion, providing clarifying information on the price increases of fish and the timing of the fish stocking. Upon motion duly made by Thompson, seconded by Abrams, and unanimously carried, the Board approved the bids for each species of fish as follows: Adult Channel Catfish, Shovelhead/Blue Catfish, and Rainbow Trout to the Midwest Fish Company for a total of \$53,957.50, and Adult Hybrid Bluegill to Marlow's Fish for a total of \$5,250.00.
11. PROFESSIONAL SERVICES CONTRACT – WEBSITE SUPPORT: Chief Financial Officer Andrew Collins presented the professional services contract to the Board. The staff led a thorough discussion, providing clarifying information on the management of greatparks.org and Find Your Wild websites. Upon motion duly made by Abrams, seconded by Wegman, and unanimously carried, the Board awarded a professional services contract in the amount of \$60,000 to The Old State, LLC for website support.
12. PROFESSIONAL SERVICES CONTRACT – LEGAL SERVICES – ADMINISTRATION: Chief Executive Officer Todd Palmeter presented the professional services contract to the Board. The staff led a thorough discussion, providing clarifying information on the types of legal services awarded to the different firms. Upon motion duly made by Burwinkel, seconded by Thompson, and unanimously carried, the Board awarded a professional services contract in the amount of \$60,000 to The Abrams Law Firm, LLC for legal services.
13. PROFESSIONAL SERVICES CONTRACT – LEGAL SERVICES – PERSONNEL: Chief Executive Officer Todd Palmeter presented the professional services contract to the Board. Upon motion duly made by Abrams, seconded by Wegman, and unanimously carried, the Board awarded a professional services contract in the amount of \$60,000 to Frost Brown Todd, LLP for legal services.

14. PURCHASING CARD COMPLIANCE OFFICER APPOINTMENT: Chief Executive Officer Todd Palmeter presented the appointment to the Board. Upon motion duly made by Thompson, seconded by Burwinkel, and unanimously carried, the Board approved the reappointment of Rich Sonnenberg as the Purchasing Card Compliance Officer for 2023. The Board thanked him for serving as Purchasing Card Compliance Officer in 2022 and again in 2023.
15. GIFT ACCEPTANCE POLICY AND PROCEDURES: Chief Executive Officer Todd Palmeter and Chief of Philanthropy Alicia Culman presented the gift acceptance policy and procedures to the Board. The staff led a thorough discussion, providing clarifying information on the acceptance of stock and selling securities. Upon motion duly made by Abrams, seconded by Wegman, and unanimously carried, the Board approved the Gift Acceptance Policies and Procedures as presented.
16. NAMING POLICY GUIDELINES AND PROCEDURES: Chief Executive Officer Todd Palmeter and Chief of Philanthropy Alicia Culman presented the naming policy guidelines and procedures to the Board. The staff led a thorough discussion, providing clarifying information on the definition of substantial gifts and flexibility in the classification of a project. Mr. Thompson requested more information regarding the Legacy Tree program. Upon motion duly made by Burwinkel, seconded by Laverty, and unanimously carried, the Board approved the Naming Policy Guidelines and Procedures as presented.
17. EMERGENCY RESTORATION WORK – WINTON WOODS – WINTON CENTRE: Chief of Conservation and Parks Jason Rahe presented the damage report to the Board. The staff led a thorough discussion, providing clarifying information on insurance and the restoration process. Upon motion duly made by Abrams, seconded by Wegman, and unanimously carried, the Board determined that a real and present emergency exists in accordance with ORC Section 307.86(A) permitting Great Parks an exception from the legal bid process for an estimated cost less than one hundred thousand dollars.

MONITORING REPORTS

18. FINANCIAL CONDITIONS & ACTIVITIES: Chief Financial Officer Andrew Collins presented the Financial Conditions & Activities report. The staff led a thorough discussion, providing clarifying information on interest rate increases and trends in the golf industry. 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. ASSET PROTECTION: Chief Executive Officer Todd Palmeter and Risk Manager Dave Bruce presented the Monitoring Report for Asset Protection to the Board. The staff led a thorough discussion, providing clarifying information about claims and the process of self-insurance. 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

20. PURCHASING CARD COMPLIANCE OFFICER: HRIS & Payroll Administrator Rich Sonnenberg 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 Abrams and seconded by Burwinkel to go into Executive Session at 2:30 p.m. to consider the employment and compensation of public employees. The Roll Call vote was as follows: Ms. Wegman – Aye, Mr. Abrams – Aye, Mr. Burwinkel – Aye, Ms. Lavery – Aye, Mr. Thompson – Aye.

Following the Executive Session, a motion was made by Thompson and seconded by Wegman to reconvene the Regular Meeting at 4:40 p.m. The Roll Call vote was as follows: Mr. Abrams – Aye, Mr. Burwinkel – Aye, Ms. Lavery – Aye, Mr. Thompson – Aye, Ms. Wegman – Aye.

ACTION

21. COMPENSATION OF PUBLIC EMPLOYEES: Upon motion duly made by Abrams, seconded by Wegman, 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.

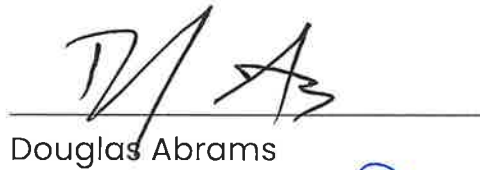
ADJOURNMENT

There being no further matters to come before the Board, a motion was made by Thompson, seconded by Lavery, and unanimously carried to adjourn the meeting at 4:43 p.m.

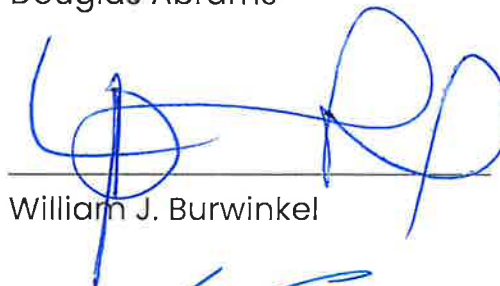
Board of Park Commissioners
Great Parks of Hamilton County



Caren Lavery, President



Douglas Abrams



William J. Burwinkel



Marcus Thompson



Melissa Wegman

ATTEST:



Todd Palmeto, Chief Executive Officer