

REGULAR MEETING**December 19, 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: Palmeto, Collins, Carleton, Broughton Murray, DeJesus, Doellman, Messerschmitt, Snow, Busofsky, Creighton, Lampert, Bell, Westerhof, De Iorio, Poat, Mentzer, Behmer, Herbert, Anklan, Ference
 Guests: Chris Grabosky

GENERAL

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

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

- The passing of Robert A. Goering, Sr., who served as a Park Commissioner from 1994 to 2012.
- Ginger Warner was named a Great Living Cincinnati by the Cincinnati USA Regional Chamber. Ms. Warner served as a Park Commissioner from 2012 to 2020.
- Great Parks received two Blacksmith awards from the Public Relations Society of America (PRSA) Cincinnati Chapter.
 - The second place Award of Excellence in Marketing for The Wild Starts Here campaign.
 - The first place Blacksmith Award in Integrated Communications for the Sharon Lake Improvement Project
- In 2024, Great Parks donated to 223 charities, schools, and community organizations. The donation package includes:
 - 1 – Motor Vehicle Permit
 - 2 – Daily Highfield Discovery Garden admissions
 - 2 – Greens fees for Meadow Links & Golf Academy
- In 2024, Great Parks issued 140 Motor Vehicle Permits (MVPs) to Armed Services Veterans. Since 2012, Armed Forces veterans with a 100% service-related disability as determined by the Department of Veterans Affairs, former prisoners of war, or Medal of Honor recipients may apply for free MVPs.
- In 2024, Great Parks issued 1,109 Motor Vehicle Permits (MVPs) to Ohio EBT Card Holders. Hamilton County residents with a valid food assistance card can receive a free annual Motor Vehicle Permit.

- In 2024, Great Parks issued 747 free admissions to Highfield Discovery Garden to Ohio EBT, Ohio WIC Nutrition, and Ohio P-EBT cardholders. Since January 2021, Hamilton County residents can stop into the Cotswold Visitor Centre and show their valid assistance card and state-issued photo ID for free entry.

Mr. Thompson enquired about exploring opportunities for honoring past Commissioners.

Ms. Lavery commented that her family had a great time at Holidays at the Farm and complimented the staff for being enthusiastic and engaging with the children.

Ms. Wegman said she attended the Great Parks Forever event hosted during Holidays at the Farm at Parky's Farm. She was impressed with the astronomy display and the interpretive boxes along the Frozen Forest Loop Lighted Walking Trail.

Mr. Burwinkel said he had a wonderful time at the Employee Holiday Breakfast and was impressed by the staff attendance and Great Parks' team spirit.

3. NEXT BOARD MEETING DATES:

Thursday	January 16, 2025	1:00 p.m.	Winton Centre
Thursday	February 20, 2025	1:00 p.m.	Winton Centre

ACTION

4. RESOLUTION #3823 – BILLS & PAYROLL RESOLUTION: Chief Executive Officer Todd Palmeter presented the Bills & Payroll Resolution to the Board. Upon motion duly made by Lavery, seconded by Thompson, 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 – Aye.
5. RESOLUTION #3824 – BUDGET ADJUSTMENT: Chief Financial Officer Andrew Collins presented the Budget Adjustment Resolution to the Board. 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. Lavery – Aye, Ms. Wegman – Aye, Mr. Thompson – Aye, Mr. Burwinkel – Aye.

6. RESOLUTION #3825 – 2025 FINAL BUDGET: Chief Financial Officer Andrew Collins presented the 2025 Final Budget to the Board. Mr. Burwinkel asked if grants were accounted for in revenue. Mr. Thompson stated that Great Parks is fiscally responsible and that we need to have a strong written narrative. The staff led a thorough discussion, providing clarifying information on the 2025 final budget, including revenue and expenses, departmental budget changes, and grant funding. Upon motion duly made by Lavery, seconded by Wegman, the Board approved the 2025 Final Budget as presented. The Roll Call vote was as follows: Ms. Wegman – Aye, Mr. Thompson – Aye, Mr. Burwinkel – Aye, Ms. Lavery – Aye.
7. RESOLUTION #3826 – REQUESTING THE COUNTY AUDITOR TO MAKE ADVANCE PAYMENTS OF TAXES: Chief Financial Officer Andrew Collins presented the Resolution to the Board. Upon motion duly made by Lavery, seconded by Burwinkel, the Board approved the Resolution Requesting the County Auditor to Make Advance Payments of Taxes. The Roll Call vote was as follows: Mr. Thompson – Aye, Mr. Burwinkel – Aye, Ms. Lavery – Aye, Ms. Wegman – Aye.
8. RESOLUTION #3827 – OHIO DEPARTMENT OF TRANSPORTATION 2024-2025 BIENNIUM ALLOCATION & REDISTRIBUTION OF FUNDS: Chief Executive Officer Todd Palmeter presented the resolution to the Board. Upon motion duly made by Lavery, seconded by Wegman, the Board approved the resolution authorizing Great Parks of Hamilton County to pay any costs greater than the total available funding balance of \$356,224.61 for the 2024-2025 Biennium Allocation and Redistribution of Funds in cooperation with the Ohio Department of Transportation. The Roll Call vote was as follows: Mr. Thompson – Aye, Mr. Burwinkel – Aye, Ms. Lavery – Aye, Ms. Wegman – Aye.
9. APPROVAL OF MINUTES: Upon motion duly made by Thompson, seconded by Lavery, and unanimously carried, the Board approved the Final Minutes of the Regular Board Meeting of November 21, 2024.
10. BID TAB – WOODLAND MOUND – VINEYARD GOLF COURSE IRRIGATION PUMP STATION CONSTRUCTION: Chief Executive Officer Todd Palmeter presented the bid to the Board. Mr. Thompson enquired about the previous bid. The staff led a thorough discussion, providing clarifying information about the previous bid and the number of bids received. Upon motion duly made by Lavery, seconded by Wegman, and unanimously carried, the Board awarded a contract in the amount of \$159,613.73 to Unlimited Core Solutions, LLC for the Vineyard Golf Course Irrigation Pump Station Construction project.

11. CAPITAL PURCHASE – VMWARE SOFTWARE: Chief Executive Officer Todd Palmeter presented the capital purchase to the Board. Upon motion duly made by Lavery, seconded by Burwinkel, and unanimously carried, the Board approved the purchase in the total amount of \$231,301.44 for a five-year period from OARnet for VMware software licenses.
12. PROFESSIONAL DESIGN SERVICES CONTRACT – WEST REGION BLUEWAY AND TRAIL SYSTEM – MITCHELL MEMORIAL FOREST CANOE AND KAYAK LAUNCH SITE: Chief Executive Officer Todd Palmeter and Park Landscape Architect Sean Creighton presented the professional design services contract to the Board. Ms. Wegman asked where the location of the Mitchell Memorial Forest launch site. Mr. Burwinkel asked how many launch sites would be built. The Board expressed their excitement for the West Region Blueway System project. The staff led a thorough discussion, providing clarifying information on the launch site location and the number of launch sites scheduled to be built along the Great Miami and Whitewater rivers. Upon motion duly made by Thompson, seconded by Wegman, the Board awarded a professional design services contract in the amount of \$610,850 to Kimley-Horn for the West Region Blueway & Trail System project Part 2 Design Services for the Mitchell Memorial Forest Canoe and Kayak Launch Site.
13. PURCHASING CARD POLICY UPDATE: Chief Financial Officer Andrew Collins presented the Purchasing Card Policy Update to the Board. Upon motion duly made by Lavery, seconded by Wegman, the Board approved the updated Purchasing Card Policy as presented and the re-appointment of Lauren Hake, Guest Relations Coordinator, as the Compliance Officer for 2025.

MONITORING REPORTS

14. FINANCIAL PLANNING/BUDGETING: Chief Financial Officer Andrew Collins and Chief Executive Officer Todd Palmeter presented the Financial Planning/Budgeting report to the Board. Ms. Wegman inquired about upcoming county levies. Mr. Thompson asked about the timing of a renewal recommendation. Ms. Lavery speculates a renewal shouldn't be as tough as it would not increase taxes. 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. CHIEF EXECUTIVE OFFICER SUCCESSION: Chief Executive Officer Todd Palmeter presented the Monitoring Report for Executive Limitation Policy – Emergency Chief Executive Officer Succession to the Board. The Board determined the report to be reasonable and acceptable and ordered the report filed for the record.

16. GLOBAL EXECUTIVE CONSTRAINT: Chief Executive Officer Todd Palmeter presented the Monitoring Report for Executive Limitation Policy – Global Executive Constraint to the Board. Mr. Burwinkle requests a separate file with all the monitoring reports. The Board determined the report to be reasonable and acceptable and ordered the report filed for the record.

GENERAL REPORTS

17. EMPLOYEE BENEFIT PLAN SUMMARY: Chief of Human Resources Molly deJesus presented the Employee Benefit Plan Summary to the Board. Ms. Lavery asked about other benefits provided to employees, including the deferred compensation programs. Mr. Burwinkle inquired about the carryover from the self-insured healthcare fund, and he complimented the staff for their efforts to provide high-value benefits to Great Parks employees. After a thorough discussion, the Board determined the report to be reasonable and acceptable. The Board then ordered the report filed for the record.

EXECUTIVE SESSION

A motion was made by Lavery and seconded by Wegman to go into Executive Session at 2:04 p.m. to consider the sale or other disposition of property and to consider the employment and compensation of public employees. The Roll Call vote was as follows: Mr. Burwinkle – Aye, Ms. Lavery – Aye, Ms. Wegman – Aye, Mr. Thompson – Aye.

Following the Executive Session, a motion was made by Lavery and seconded by Thompson to reconvene the Regular Meeting at 2:56 p.m. The Roll Call vote was as follows: Ms. Lavery – Aye, Ms. Wegman – Aye, Mr. Thompson – Aye, Mr. Burwinkle – Aye.


LAND ITEM: Upon motion duly made by Lavery, seconded by Burwinkle, and unanimously carried, the Board authorized the CEO and his designees to negotiate with seven landowners for right-of-way acquisition and to execute the necessary documents for a permanent easement in the east region of Hamilton County. The landowners are as follows:

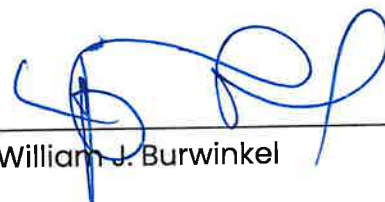
- Mariemont School Board of Education
- Public Library of Cincinnati and Hamilton County
- Charter Commercial MMP LLC
- Mariemont Landing Homeowners Association
- Kroger Limited Partnership
- McDonalds Real Estate Company
- Alamin Family Partnership

ADJOURNMENT


There being no further matters to come before the Board, a motion was made by Lavery, seconded by Burwinkel, and unanimously carried to adjourn the meeting at 2:58 p.m.

Board of Park Commissioners
Great Parks of Hamilton County


Melissa Wegman, President


William J. Burwinkel


Caren Lavery


Scott Schuster


Marcus Thompson

ATTEST:


Todd Palmetier, Chief Executive Officer