

**REGULAR MEETING****March 20, 2025**

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, Laverty, Schuster, Thompson. Staff: Palmeto, Henninger, Collins, Carleton, Doellman, DeJesus, Messerschmitt, Murray, Rahe, Snow, Lutz, Resnick, Zenni, Helmes, Anklan, Herbert, Roselle, Spencer, Sergeant, Ference. Guests: none

**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:

- Chief of Conservation & Parks Jason Rahe introduced new employee Richard Lutz, Trails Manager.
- Chief of Guest Experiences Rachel Messerschmitt introduced newly promoted employee Monica Resnik, Education Manager, Central Region.
- Chief of Guest Experiences Rachel Messerschmitt introduced newly promoted employee Chris Zenni, Golf Course Superintendent, Sharon Woods.
- Great Parks received a thank you letter from Matthew 25: Ministries for our 2024 product donations. Great Parks contributed 1,935 lbs. of old uniform items that will be repurposed to help those affected by humanitarian crises and natural disasters worldwide.
- Capital Campaign Update – Farmer Match progress – 95% to goal with \$1,895,407.86 received & pledged.

3. NEXT BOARD MEETING DATES:

Thursday	April 17, 2025	1:00 p.m.	Winton Centre
Thursday	May 15, 2025	1:00 p.m.	Winton Centre

**ACTION**

4. RESOLUTION #3831 – BILLS & PAYROLL RESOLUTION: Chief Executive Officer Todd Palmeter presented the Bills & Payroll Resolution to the Board. Ms. Lavery inquired about check #3446 for a door repair. The staff led a thorough discussion, providing clarifying information on the scope of the payment item. 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 # 3832 – OHIO DEPARTMENT OF TRANSPORTATION FINAL LEGISLATION FOR GLENWOOD GARDENS TO WINTON WOODS SHARED USE TRAIL: Chief Executive Officer Todd Palmeter and Manager of Design Ben Helmes presented the resolution to the Board. Ms. Lavery inquired about the order of the agenda and also about the park district's share of the cost. The staff led a thorough discussion, providing clarifying information on the scope of the project, funding sources, and Great Parks' share of the project cost. Upon motion duly made by Lavery, seconded by Wegman, the Board approved the Final Resolution for the construction of the Glenwood Gardens to Winton Woods Shared Use Trail and to agree that Great Parks will 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 \$1,510,433.40 in park district funds. The Roll Call vote was as follows: Ms. Lavery – Aye, Ms. Wegman – Aye, Mr. Schuster – Aye, Mr. Thompson – Aye, Mr. Burwinkel – Aye.
6. APPROVAL OF MINUTES: Upon motion duly made by Schuster, seconded by Burwinkel, and unanimously carried, the Board approved the Final Minutes of the Regular Board Meeting of February 20, 2025.
7. BID TAB – GOLF COURSE TURF FUNGICIDES AND GREENS FERTILIZER: Chief Executive Officer Todd Palmeter presented the bid to the Board. Upon motion duly made by Thompson, seconded by Lavery, and unanimously carried, the Board approved the bid in the amount of \$71,060.68 to Site One Landscape Supply, LLC, for golf course turf fungicides and greens fertilizer.
8. CAPITAL PURCHASE – ASPHALT AND RELATED SERVICES: Chief Executive Officer Todd Palmeter and Chief of Conservation & Parks Jason Rahe presented the bid to the Board. Mr. Thompson asked about the number of pavement miles in the park district. Ms. Wegman inquired about learning from the outcomes of the recent Embshoff Woods paving project. The staff led a thorough discussion, providing clarifying information on the State of Ohio Procurement program price of asphalt, core sampling, and rolling of asphalt. Upon motion duly made by Lavery, seconded by Burwinkel, and unanimously carried, the Board approved the purchase in the amount of \$355,000 from Valley Asphalt Corporation for asphalt and related services.

9. **CAPITAL PURCHASE – MICROSOFT 365 LICENSES:** Chief Executive Officer Todd Palmeter and Chief Financial Officer Andrew Collins presented the capital purchase to the Board. Mr. Thompson inquired if the cost was the same for all three contract years. Chief Executive Officer Todd Palmeter noted that the vendor was a 100% Minority-Owned, Woman-Owned business. Mr. Thompson pointed out the importance of tracking minority-owned vendors. The staff led a thorough discussion, providing clarifying information on the scope of the contract, yearly pricing, and Great Parks' ability to track vendor/supplier diversity. Upon motion duly made by Burwinkel, seconded by Schuster, and unanimously carried, the Board approved the purchase in the amount of \$283,338.56 per year from SHI International Corp for 1,150 Microsoft 365 software licenses.
10. **PROFESSIONAL SERVICES CONTRACT – CREDIT AND DEBIT CARD ACCEPTANCE SERVICES:** Chief Executive Officer Todd Palmeter and Chief Financial Officer Andrew Collins presented the professional services contract to the Board. Ms. Lavery noted the industry leaders providing these services and not being familiar with other vendors. Mr. Burwinkel inquired how the pricing for this service was determined. Mr. Thompson asked about the term of commitments for this contract. The staff led a thorough discussion, providing clarifying information on contract pricing, the length of the contract, and the vendor selection and evaluation process. Upon motion duly made by Lavery, seconded by Thompson, and unanimously carried, the Board awarded a professional services contract to Focus Merchant Services LLC for Credit and Debit Card Acceptance Services.

### **MONITORING REPORTS**

11. **ENDS PRIORITY 1:** Chief Executive Officer Todd Palmeter and Director of Natural Resources Jessica Spencer presented the Ends Priority 1 report to the Board. Mr. Thompson inquired if the data from the report would be incorporated into the Great Parks Annual Report. Ms. Wegman asked about the goal of engaging partners. Mr. Burwinkel inquired about the acreage amount. After a thorough discussion, the Board determined the report to be reasonable and acceptable. The Board thanked the staff for the presentation and then ordered the report filed for the record.
12. **TREATMENT OF GUESTS:** Chief Executive Officer Todd Palmeter, Ranger Chief Scott Snow, and Guest Relations Senior Manager Tracie Sargent presented the Treatment of Guests report to the Board. Mr. Thompson asked for information on documented incidents. Ms. Wegman asked about Ranger calls for wildlife issues. Mr. Thompson asked about the data for felony types in Table #2. Ms. Wegman inquired about the effectiveness of the flock cameras and how they impact the data in this report. After a thorough discussion, the Board determined the report to be reasonable and acceptable. The Board thanked the staff and then ordered the report filed for the record.

**EXECUTIVE SESSION**

A motion was made by Lavery and seconded by Burwinkel to go into Executive Session at 2:10 p.m. to consider the sale or other disposition of property. The Roll Call vote was as follows: Ms. Wegman – Aye, Mr. Schuster – Aye, Mr. Thompson – Aye, Mr. Burwinkel – Aye, Ms. Lavery – Aye.

Following the Executive Session, a motion was made by Lavery and seconded by Schuster to reconvene the Regular Meeting at 2:40 p.m. The Roll Call vote was as follows: Mr. Schuster – Aye, Mr. Thompson – Aye, Mr. Burwinkel – Aye, Ms. Lavery – Aye, Ms. Wegman – Aye.


13. LAND ITEM: Upon motion duly made by Thompson, seconded by Lavery, and unanimously carried, the Board authorized the CEO and his designees to negotiate a land acquisition proposal and execute the necessary documents for a less than 1-acre parcel in the central region of Hamilton County.
14. LAND ITEM: Upon motion duly made by Lavery, seconded by Wegman, and unanimously carried, the Board authorized the CEO and his designees to negotiate a land acquisition proposal and execute the necessary documents for approximately 11.42 acres in the west region of Hamilton County.
15. LAND ITEM: Upon motion duly made by Lavery, seconded by Wegman, and unanimously carried, the Board authorized the CEO and his designees to negotiate a land acquisition proposal and execute the necessary documents for approximately 3.32 acres in the east region of Hamilton County.
16. LAND ITEM: Upon motion duly made by Thompson, seconded by Burwinkel, and unanimously carried, the Board authorized the CEO and his designees to negotiate a land acquisition proposal and execute the necessary documents for approximately 9.44 acres in the central region of Hamilton County.

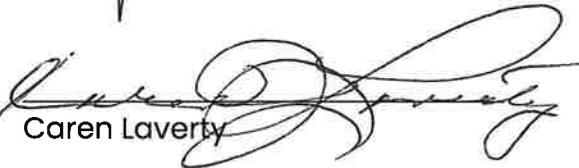
**ADJOURNMENT**

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 2:45 p.m.

Board of Park Commissioners  
Great Parks of Hamilton County

  
Melissa Wegman, President

  
William J. Burwinkel

  
Caren Lavery

**Absent**

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Scott Schuster

  
Marcus Thompson

ATTEST:

  
Todd Palmetier, Chief Executive Officer