

**REGULAR MEETING****May 16, 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, Laverty, Schuster  
 Staff: Palmeter, Henninger, Carleton, de Jesus, Doellman, Broughton Murray, Messerschmitt, Rahe, Honerlaw, Zenni, Rainey, Ray, Uffman, Steele, Dove, Bell, Busofsky, Melvin, Lampert, Stanley, Anklan, Bilyeu, Ference  
 Guests: Scott Weikel

**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:

- Chief of Guest Experiences Rachel Messerschmitt introduced newly promoted employee Chris Zenni, Golf Course Superintendent, Miami Whitewater Forest.
- Chief of Guest Experiences Rachel Messerschmitt introduced newly promoted employee Liz Ray, Golf Maintenance Technician, Sharon Woods.
- Chief of Guest Experiences Rachel Messerschmitt introduced newly promoted employee Matt Honerlaw, Golf Maintenance Technician, Miami Whitewater Forest.
- Captain Dale Steele introduced new employee Mack Rainey, Ranger, Shawnee Lookout.
- Mr. Burwinkel received the Pope Coleman Award at The Hillside Trust dinner on Thursday, April 18. This award recognizes outstanding individuals for their significant contributions to the communities of Greater Cincinnati.
- Great Parks is one of three recipients of the Adopt A Class 2024 Overall Best Partner award. This award recognizes Great Parks' commitment to the growth of the program and our continuing partnership to bring all 3<sup>rd</sup>-grade students to the parks.

Mr. Burwinkel was complimentary of Great Parks for mentoring underserved children in the Cincinnati area. He hoped the children would pursue careers in the industry after learning what the parks offer. He thanked Great Parks for helping him earn the Pope Coleman Award.

Ms. Wegman congratulated the staff and Mr. Burwinkel on receiving the awards.

3. NEXT BOARD MEETING DATES:

Thursday	June 20, 2024	1:00 p.m.	Winton Centre
Thursday	July 18, 2024	1:00 p.m.	Winton Centre

**ACTION**

4. RESOLUTION #3802 – BILLS & PAYROLL RESOLUTION: Chief Executive Officer Todd Palmeter presented the Bills & Payroll Resolution to the Board. Upon motion duly made by Laverty, seconded by Wegman, the Board approved the Bills & Payroll Resolution. The Roll Call vote was as follows: Mr. Burwinkel – Aye, Ms. Laverty – Aye, Ms. Wegman – Aye, Mr. Schuster – Aye.
  
5. RESOLUTION #3803 – OHIO DEPARTMENT OF TRANSPORTATION PRELIMINARY LEGISLATION KROGER HILLS CULVERT REHABILITATION: Chief Executive Officer Todd Palmeter presented the Preliminary Resolution to the Board. Upon motion duly made by Schuster, seconded by Burwinkel, the Board authorized the CEO and his designees to execute the required documents to participate with ODOT in the development and construction of the culvert rehabilitation project located underneath the Little Miami Scenic Trail in Kroger Hills. The Roll Call vote was as follows: Ms. Laverty – Aye, Ms. Wegman – Aye, Mr. Schuster – Aye, Mr. Burwinkel – Aye.
  
6. APPROVAL OF MINUTES: Upon motion duly made by Laverty, seconded by Wegman, and unanimously carried, the Board approved the Final Minutes of the Regular Board Meeting of April 18, 2024.
  
7. BID TAB – CLASS 5 TRUCK CHASSIS WITH ARBOR BODY: Chief Executive Officer Todd Palmeter presented the bid to the Board. Ms. Laverty inquired about the purpose of the truck. Mr. Burwinkel commented that he may understand the motivation of the bidder from Michigan. The staff led a thorough discussion, providing clarifying information on the vehicle's use. Upon motion duly made by Laverty, seconded by Schuster, and unanimously carried, the Board approved the bid in the amount of \$94,816.70 to Fuller Ford for a Class 5 Truck Chassis with Arbor Body.
  
8. BID TAB – CLASS 5 TRUCK CHASSIS WITH SERVICE BODY: Chief Executive Officer Todd Palmeter presented the bid to the Board. Upon motion duly made by Laverty, seconded by Wegman, and unanimously carried, the Board approved the bid in the amount of \$91,950.00 to Fuller Ford for a Class 5 Truck Chassis with Service Body.

9. BID TAB – VINEYARD GOLF COURSE IRRIGATION PUMP STATION: Chief Executive Officer Todd Palmeter and Park Engineer Steve Lampert presented the bid to the Board. Ms. Wegman inquired about why we needed to replace the pump. Mr. Schuster asked about the life cycle of the pump station. The staff led a thorough discussion, providing clarifying information on the pump size, the design similarity to the Sharon Woods station, and the life cycles of pump stations. Upon motion duly made by Schuster, seconded by Laverty, and unanimously carried, the Board awarded a contract in the amount of \$253,076 to Watertronics for the Vineyard Golf Course Irrigation Pump Station project.
10. BID TAB – GLENWOOD GARDENS – WOODLAND WALK AND PATIO RENOVATIONS: Chief Executive Officer Todd Palmeter and Chief of Planning Janet Broughton Murray presented the bid to the Board. Ms. Wegman inquired if we would submit the rebid in the future, and she also commented that the alternates complicate the bidding process. Mr. Burwinkel asked if there was any concern that the bids were much higher than the engineer's estimate. The staff led a thorough discussion, providing clarifying information on the project's scope, location, and rebid process. Upon motion duly made by Laverty, seconded by Burwinkel, and unanimously carried, the Board rejected the Base Bid submitted by Prus Construction since it exceeds the published estimate by more than 20%.
11. CAPITAL PURCHASE – ASPHALT AND RELATED SERVICES: Chief Executive Officer Todd Palmeter presented the capital purchase to the Board. Mr. Burwinkel asked if this was a bulk asphalt bid covering several projects. The staff led a thorough discussion, providing clarifying information on asphalt projects, the number of employees needed to work on the projects, and the need for external trucks to transport the asphalt. Upon motion duly made by Burwinkel, seconded by Laverty, and unanimously carried, the Board approved the purchase in the amount of \$595,000 from Valley Asphalt Corporation for asphalt and related services.

#### **GENERAL REPORTS**

12. STATE OF OHIO BIDDING THRESHOLDS: Chief Executive Officer Todd Palmeter presented the State of Ohio Bidding Thresholds report to the Board. Ms. Wegman commented that the State Legislature initiated the changes, not Great Parks. After a thorough discussion, the Board determined the report to be reasonable and acceptable. The Board then ordered the report filed for the record.

**ACTION**

13. BOARD GOVERNANCE POLICY REVISIONS: Chief Executive Officer Todd Palmeter presented the Board Governance Policy Revisions report to the Board. Ms. Laverty asked about the cost of the Board Tour. Mr. Burwinkel asked about the 2023 ending balance. Ms. Laverty inquired about what happens to the unspent balance at the end of the year. Ms. Wegman confirmed the Board approved the \$45,000 for 2024. The staff led a thorough discussion, providing clarifying information on the revisions. Upon motion duly made by Laverty, seconded by Wegman, and unanimously carried, the Board approved the updated Board Governance Policy as presented.
14. CODE OF BY-LAWS REVISIONS: Chief Executive Officer Todd Palmeter presented the Code of By-Laws Revisions report to the Board. Ms. Wegman asked for an updated Board Governance manual for each Commissioner if it were approved. The staff led a thorough discussion, providing clarifying information on revisions. Upon motion duly made by Burwinkel, seconded by Laverty, and unanimously carried, the Board approved the revisions to the By-Laws as presented.

**MONITORING REPORTS**

15. ENDS PRIORITY 2: Chief Executive Officer Todd Palmeter and Chief of Guest Experiences Rachel Messerschmitt presented the Ends Priority 2 report to the Board. Mr. Schuster commented that his son had a field trip to Sharon Woods, that the staff was very attentive, and that the children had a wonderful time. He recommended collecting testimonials from our guests. Ms. Laverty thought the marketing campaign must have been helpful and appreciated the high-level summary. Ms. Wegman commented that it was great to hear that empowering the staff was so important in delivering our services and was complimentary of the interpretive program staff. Mr. Burwinkel congratulated the staff on the number of visits and trail usage. He stated that the attitudes of the staff were exceptional. Chief Executive Officer Todd Palmeter stated that Chief Rachel Messerschmitt has moved the needle for culture in her division. He also commented that many other departments contribute to our success. Chief Executive Officer Palmeter said that it was important to share the report's details and also tell the Great Parks' story. He complimented the Marketing and Brand Strategy team and Chief Rachel Doellman on their efforts. 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 Laverty and seconded by Wegman to go into Executive Session at 2:05 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. Burwinkel – Aye, Ms. Laverty – Aye.

Following the Executive Session, a motion was made by Burwinkel and seconded by Wegman to reconvene the Regular Meeting at 2:37 p.m. The Roll Call vote was as follows: Mr. Schuster – Aye, Mr. Burwinkel – Aye, Ms. Laverty – Aye, Ms. Wegman – Aye.

16. LAND ITEM: Upon motion duly made by Laverty, seconded by Schuster, 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.
17. LAND ITEM: Upon motion duly made by Laverty, 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 an additional less than 1-acre parcel in the central region of Hamilton County.
18. LAND ITEM: Upon motion duly made by Laverty, seconded by Burwinkel, and unanimously carried, the Board authorized the CEO and his designees to negotiate with the Village of Woodlawn and Glenwood Housing Partners II LLC (c/o Buckingham Companies) and to execute the necessary documents for a permanent trail easement in the central region of Hamilton County.
19. LAND ITEM: Upon motion duly made by Burwinkel, seconded by Laverty, and unanimously carried, the Board authorized the CEO and his designees to negotiate with the City of Cincinnati and to execute the necessary documents for a permanent trail easement in the central region of Hamilton County.
20. LAND ITEM: Upon motion duly made by Schuster, seconded by Laverty, and unanimously carried, the Board authorized the CEO and his designees to sell or dispose of, as permitted by law, approximately 1 acre or less of land in the east region of Hamilton County that is not necessary for the purpose for which they were acquired.

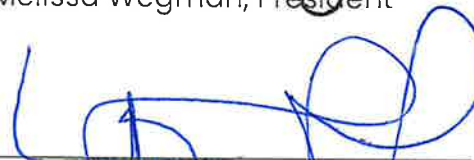
Ms. Wegman congratulated Great Parks on the completion of the OASIS trail agreement.

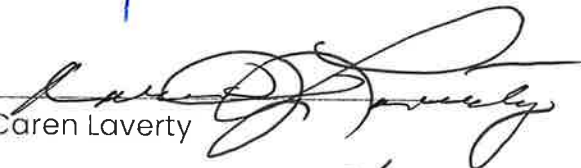
**ADJOURNMENT**


There being no further matters to come before the Board, a motion was made by Laverty, seconded by Schuster, and unanimously carried to adjourn the meeting at 2:44 p.m.

Board of Park Commissioners  
Great Parks of Hamilton County

  
Melissa Wegman, President

  
William J. Burwinkel

  
Caren Laverty

  
Scott Schuster

  
Marcus Thompson

ATTEST:

  
Todd Palmeter, Chief Executive Officer