

The regular scheduled 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 HC Buck Niehoff opened the meeting and led the Board, staff and guests in the Pledge of Allegiance.

ROLL CALL: Present were Commissioners - Niehoff, Seta, Burwinkel, Warner; Staff - Sutton, McDonough, Lowe, Palmeter, Frazer, Mowery, Roell, Henninger, Sivak; Guests: Alicia Culman & Tess Burns, Great Parks Foundation; Vincent Andwan; Julie Byrne, Frost Brown Todd; Tom Doyle

Executive Director Jack Sutton presented the double eagle award Great Parks received from the Little Miami Conservancy on April 19.

### I a - ACTION

1. RESOLUTION NO. 3464 - BILLS & PAYROLL RESOLUTION: The Board reviewed the Bills and Payroll Resolution asking staff to provide clarifying information on the content and scope of several payment items. Following a thorough discussion, the Board found the staff explanations acceptable and satisfactory. Upon motion duly made by Burwinkel and unanimously carried, the Board approved and signed the Bills & Payroll Resolution.
2. DONATIONS: Upon motion duly made by Burwinkel and unanimously carried, the Board approved accepting the donations received during March 2017. The letter from the Judge of Probate Court approving the terms of the gifts will be attached to the Final Minutes.
3. RESOLUTION NO. 3465 – RESOLUTION OF APPRECIATION / SCOTT DELAND: Upon motion duly made by Seta and unanimously carried, the Board approved the resolution and authorized the Board President to sign the Resolution of Appreciation for Scott Deland, who is retiring with thirty-two years of service as Seasonal Maintenance Technician, Maintenance Technician II, Maintenance Crew Leader, Assistant Park Manager, and Park Manager for Great Parks of Hamilton County.
4. RESOLUTION NO. 3466 - REQUEST OF FUNDS FROM THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) AND DESIGNATION OF PROJECTS FOR OHIO PARK DISTRICTS ROADWORK FUND FY 2018-2019 THROUGH THE OHIO PARKS & RECREATION ASSOCIATION (OPRA): Upon motion duly made by Warner and unanimously carried, the Board approved and signed the resolution authorizing Great Parks of Hamilton County to participate in the Request of Funds from the Ohio Department of Transportation for Ohio Park Districts Roadwork Fund FY 2018-2019.

5. NEXT BOARD MEETING DATES:

Thursday	May 18, 2017	1:00 p.m.	Winton Centre
Thursday	June 15, 2017	1:00 p.m.	Winton Centre

**I b – ACTION**

6. GREAT PARKS FOUNDATION: Great Parks Foundation Executive Director Alicia Culman attended the Board meeting and provided an overview of the Foundation’s recently adopted strategic plan. In her remarks, Ms. Culman highlighted the Foundation’s Mission and Core Values while focusing on its Strategic Objectives for 2017-2020 which include:

1. Raise awareness of Great Parks Foundation
2. Expand the influence of the Board of Directors
3. Increase financial strength

Following a thorough discussion, the Board congratulated Ms. Culman on the Strategic Plan and thanked her for the presentation.

7. APPROVAL OF MINUTES: Upon motion duly made by Seta and unanimously carried, the Board approved and signed the Final Minutes of the Board meeting of March 16, 2017.

8. BID TABS:

UNLEADED GASOLINE AND DIESEL FUEL: Sealed bids were opened on April 5, 2017 for the supply and delivery of approximately 110,000 gallons of Unleaded Regular Gasoline to fifteen park district locations and approximately 30,000 gallons of Diesel No. 2 Fuel to ten park district locations. This is an annual contract with the option for three additional one year extensions. Upon motion duly made by Warner and unanimously carried, the Board accepted the lowest and best bid from Lykins Oil Company for Unleaded Gasoline at the rate of \$0.0489 per gallon (differential above Oil Price Information Service [OPIS]). The Board also accepted the lowest and best bid from Lykins Oil Company for Diesel Fuel at the rate of \$0.0489 per gallon (differential above OPIS).

LITTLE MIAMI SCENIC TRAIL WEST TERMINUS PARKING LOT: Sealed bids were opened on April 5, 2017 for the Little Miami Scenic Trail West Terminus Parking Lot project. Upon motion duly made by Warner and unanimously carried, the Board accepted the lowest and best bid from Brown Construction and Paving Corporation in the amount of \$66,800.00 for the Little Miami Scenic Trail West Terminus Parking Lot.

9. COMMUNITY RECREATION PROJECT – PASS THROUGH GRANT AGREEMENT - OHIO DEPARTMENT OF NATURAL RESOURCES: Upon motion duly made by Warner and unanimously carried, the Board authorized the staff to execute the pass through grant agreement with the Ohio Department of Natural Resources in the amount of \$343,000 for costs associated with construction of the Little Miami Scenic Trail Beechmont Bridge once approved as to form by the Hamilton County Prosecutor’s Office. The Board signed Resolution No. 3467, authorizing the Executive Director to execute a contract with the Ohio Department of Natural Resources.

10. CONTRACT SERVICES FOR PARK MULCHING: Proposals were opened on March 9, 2017 for mulching of landscape beds and tree rings throughout Great Parks. Upon motion duly made by Warner and unanimously carried, the Board awarded a contract for mulching of landscape beds and tree rings to Keller Group Limited in the total amount of \$81,300.

## II – MONITORING REPORTS

11. MONITORING REPORT - TREATMENT OF STAFF AND VOLUNTEERS: The Board reviewed the Monitoring Report for Treatment of Staff and Volunteers. After a thorough discussion, the Board found the report to be reasonable and acceptable. The Board then ordered the report filed for the record.
12. MONITORING REPORT - FINANCIAL CONDITIONS AND ACTIVITIES: The Board reviewed the Monitoring Report for Financial Condition and Activities. After a thorough discussion, the Board found the report to be reasonable and acceptable. The Board then ordered the report filed for the record.

## III – GENERAL INFORMATION REPORTS

13. 2016 FINANCIAL AUDIT UPDATE: Ordered filed for the record.
14. PERFORMANCE AUDIT UPDATE: Ordered filed for the record.

## IV – EXECUTIVE SESSION

A motion was made by Seta to go into Executive Session to consider a personnel grievance matter at 1:40 p.m. The Roll Call vote was as follows: Niehoff – Aye; Seta – Aye; Burwinkel - Aye; Warner - Aye.

Following Executive Session, a motion was made by Seta to reconvene the Regular meeting at 2:20 p.m. and the following action taken:

15. PERSONNEL ISSUE: Mr. Niehoff reported that the Board carefully considered and deliberated the Workplace Resolution Request submitted by Tom Doyle on April 8, 2017 and as presented in Executive Session. Upon motion duly made by Seta and unanimously carried, the Board denied Mr. Doyle's requests made through the Work Place Resolution Process.

There being no further matters to come before the Board, the meeting was adjourned at 2:25 p.m.

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ATTEST: \_\_\_\_\_  
Executive Director