

REGULAR MEETING**November 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, Keating, Lavery, Schuster, Thompson
 Staff: Palmeto, Henninger, Collins, Carleton, Broughton Murray, deJesus, Doellman, Messerschmitt, Rahe, Snow, Masterson, Arnold, Cooper, Janz, Poat, Westerhof, Reddy, Pfau, Swigart, Goetz, J. Robinson, K. Robinson, Ference
 Guests: Tony Rosiello

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 Guest Experiences Rachel Messerschmitt introduced newly promoted employee Margaret Janz, Interpreter, Sharon Woods.
- Chief of Guest Experiences Rachel Messerschmitt introduced newly promoted employee Sean Masterson, Interpreter, Sharon Woods.
- Chief of Guest Experiences Rachel Messerschmitt introduced new employee Tyler Cooper, Adventure Program Coordinator, East Region.
- Chief of Guest Experiences Rachel Messerschmitt introduced newly promoted employee Jessica Arnold, Interpreter, Miami Whitewater Forest.
- Chief of Marketing & Brand Strategy Rachel Doellman introduced newly promoted employee Suzi Poat, Events & Community Outreach Manager.
- Great Parks Levy, Issue 34, was approved by the voters of Hamilton County by a 74.12% margin on November 4, 2026.
- Communications Manager, Troy Westerhof, completed the Cincinnati Regional Chamber's Cincy Next program in October.

Mr. Thompson noted that excellent voter support was made possible by staff and teams offering great continuity, increased public awareness, which has come to distinguish the organization, and by Great Parks building some great amenities.

Mr. Schuster, Ms. Lavery, and Ms. Keating echoed these comments.

Ms. Wegman expressed her appreciation to the staff for their service to the community, which contributed to the successful passage of the levy. She noted kudos to Creepy Campouts and Pumpkin Hike and said she had received positive feedback from guests about improvements to Winton Woods Campground. She also congratulated staff on the opening of the Mitchell Memorial Forest Mountain Bike Skills Loop and Skills Course.

Ms. Keating noted an update on her push to visit all the parks. She has now visited nine parks and has pointed out that they are in excellent condition.

3. NEXT BOARD MEETING DATES:

Thursday	December 18, 2025	1:00 p.m.	Winton Centre
Thursday	January 22, 2026	1:00 p.m.	Winton Centre

ACTION

4. RESOLUTION #3858– BILLS & PAYROLL RESOLUTION: Chief Executive Officer Todd Palmeter presented the Bills & Payroll Resolution to the Board. The Board submitted two payment items: one to John P. Tumlin & Sons Ltd. for the Winton Woods Farm & Equestrian Center Biochar & Electric Upgrades project, and one to Prus Construction for the Sharon Centre Playground and Sharon Lake Improvements project. Ms. Laverty noted the cost of the entire Biochar project, including electrical upgrades. She asked about payment for the Sharon Woods Playground, which was combined with payments for improvements to the trail, kayak launch, and boardwalks at Sharon Woods. Chief Executive Officer Todd Palmeter stated that the total contract payment is 76% of the bid cost for the Sharon Woods Lake Improvement Project, with work still underway. The staff led a thorough discussion, providing clarifying information on the Bills & Payroll report. Upon motion duly made by Laverty, seconded by Schuster, the Board approved the Bills & Payroll Resolution. The Roll Call vote was as follows: Ms. Keating – Aye, Ms. Laverty – Aye, Ms. Wegman – Aye, Mr. Schuster – Aye, Mr. Thompson – Aye.
5. APPROVAL OF MINUTES: Upon motion duly made by Thompson, seconded by Keating, and unanimously carried, the Board approved the Final Minutes of the Regular Board Meeting of October 15, 2025.
6. BID TAB – SHARON WOODS LAKESIDE LODGE IMPROVEMENTS: Chief Executive Officer Todd Palmeter presented the bid tab to the Board and noted the Base Bid and Alternate 3 pricing. Mr. Schuster noted that other roof projects in the region have been exceeding pricing expectations. Mr. Thompson asked about the delay in the roof and window replacement alternates. The staff led a thorough discussion, providing clarifying information on the project's scope, location, and timeline. Upon

motion duly made by Laverty, seconded by Wegman, and unanimously carried, the Board awarded a contract, including the Base Bid and Alternate 3 – Siding Replacement, in the amount of \$430,000 to John P. Tumlin & Sons Ltd. for the Lakeside Lodge Improvements project.

7. CAPITAL PURCHASE – FORD TRANSIT 12-PASSENGER VAN: Chief Executive Officer Todd Palmetter presented the capital purchase to the Board. Ms. Laverty asked about the use of the vans to transport program participants. Ms. Keating asked if a wrap was included in the cost. The staff led a thorough discussion, providing clarifying information on the various uses and prices of the passenger vans. Upon motion duly made by Keating, seconded by Thompson, and unanimously carried, the Board approved the purchase in the amount of \$120,764 to Cronin Ford for two Ford Transit 12-Passenger Vans.
8. PROFESSIONAL SERVICES CONTRACT – GEOTECHNICAL CONSULTING SERVICES: Chief Executive Officer Todd Palmetter presented the professional services contract to the Board. Mr. Schuster asked about the impact the increase would have on the budget. The staff led a thorough discussion, providing clarifying information on the increased services and budget impact. Upon motion duly made by Schuster, seconded by Laverty, and unanimously carried, the Board approved an increase of \$65,000 to the current contracted amount of \$24,500 for the existing professional services contract with S&ME, Inc., for a total of \$89,500.
9. LEASE AND OPERATING AGREEMENT – CITY OF CINCINNATI – OTTO ARMLEDER MEMORIAL PARK AND RECREATION COMPLEX: Chief Executive Officer Todd Palmetter presented the Otto Armleder Memorial Park and Recreation Complex Lease and Operating Agreement to the Board. Chief Executive Officer Todd Palmetter noted that amending the lease in 2026 may be discussed with the City partners to take over the operation of the restrooms and pavilion. Mr. Thompson pointed out that there may be capital needs in the pavilion. Mr. Schuster inquired about upgrading these facilities using both city and Great Parks funds. Chief Executive Officer Todd Palmetter noted that staff would review the facilities' conditions, and if the city agrees to the lease change, we could speak with the city about capital needs. Ms. Wegman asked if the other agreements with City parks were different. Ms. Keating asked about the operation of the sports fields at Armleder at CRC. She also asked about the operation of Lunken playfields. Ms. Keating asked about the timeline for the amended operating agreement. The staff led a thorough discussion, providing clarifying information on the length and areas of responsibility of the lease and operating agreement. Upon motion duly made by Thompson, seconded by Keating, and unanimously carried, the Board authorized the Chief Executive Officer and his designees to execute an amendment for a five-year extension of the current lease and operating agreement with the City of Cincinnati to operate Otto Armleder Memorial Park.

10. MEMORANDUM OF UNDERSTANDING GREAT PARKS FOREVER: Chief Executive Officer Todd Palmeter presented the Memorandum of Understanding to the Board. He discussed the change to the Distribution of Funds section. Upon motion duly made by Laverty, seconded by Wegman, and unanimously carried, the Board authorized the Chief Executive Officer to execute the updated Memorandum of Understanding with Great Parks Forever.
11. BOARD OF PARK COMMISSIONERS CONFLICT OF INTEREST POLICY: Chief Executive Officer Todd Palmeter presented the Conflict of Interest Policy to the Board. Ms. Wegman encouraged the Board to disclose their employers. Ms. Laverty asked about the history of the policy. Mr. Schuster asked about the social relationships noted on page 1. The staff led a thorough discussion with the Board on the need for the policy and their comfort level. Upon motion duly made by Keating, seconded by Schuster, and unanimously carried, the Board adopted the Conflict of Interest Policy and will annually disclose their involvement through execution of the policy.

GENERAL REPORTS

12. PARK VISITATION & TRAIL USAGE REPORT: Chief Executive Officer Todd Palmeter and Chief of Guest Experiences Rachel Messerschmitt presented the report to the Board. Ms. Wegman asked whether Sharon Woods' visitation was related to construction activities in the park. Mr. Thompson asked about Avoca Trail use numbers, and Ms. Wegman asked about Mitchell Memorial Forest Mountain Bike Trail numbers. Ms. Wegman and Ms. Keating discussed how the website was helpful when visiting the parks. Ms. Wegman also noted that upgrades to the website may also be driving visits. The staff led a thorough discussion, providing clarifying information on the installation of new trail cameras and the 2025 trail usage and park visitation data. After a thorough discussion, the Board determined the report to be reasonable and acceptable. The Board then ordered the report filed for the record.
13. ODNR LAND AND WATER CONSERVATION FUND PROGRAM: Chief Executive Officer Todd Palmeter presented the report to the Board. Mr. Thompson asked about the application process. Ms. Keating asked if the Lunken paving project would still occur without this funding. 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 Schuster and seconded by Wegman to go into Executive Session at 2:18 p.m. to consider the sale or other disposition of property. The Roll Call vote was as follows: Ms. Lavery – Aye, Ms. Wegman – Aye, Mr. Schuster – Aye, Mr. Thompson – Aye, Ms. Keating – Aye.


Following the Executive Session, a motion was made by Lavery and seconded by Thompson to reconvene the Regular Meeting at 3:00 p.m. The Roll Call vote was as follows: Ms. Wegman – Aye, Mr. Schuster – Aye, Mr. Thompson – Aye, Ms. Keating – Aye, Ms. Lavery – Aye.

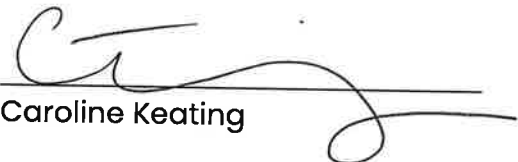
14. LAND ITEM: Upon motion duly made by Schuster, seconded by Keating, and unanimously carried, the Board authorized the CEO and his designees to negotiate a land acquisition proposal and execute the necessary documents for approximately 55 acres in the east region of Hamilton County.

ADJOURNMENT

There being no further matters to come before the Board, a motion was made by Lavery, seconded by Keating, and unanimously carried to adjourn the meeting at 3:03 p.m.

Board of Park Commissioners
Great Parks of Hamilton County


Melissa Wegman, President


Caroline Keating


Caren Lavery


Scott Schuster


Marcus Thompson

ATTEST:


Todd Palmeto, Chief Executive Officer