

BOARD OF PARK COMMISSIONERS

August 16, 2018

MINUTES

A regular meeting of the Cincinnati Board of Park Commissioners was held on this day at 950 Eden Park Drive. Commissioner's present: President Brad Lindner, Vice President James Goetz, Commissioner Castellini, Commissioner Thomas and Commissioner Flynn. President Lindner called the meeting to order at 9:02 am.

MINUTES

President Lindner motioned for approval of the July 19, 2018 minutes. One correction for the minutes was made related to the discussion of the Burnet Woods Environmental Impact Study. Commissioner Flynn moved for approval and Commissioner Thomas seconded the motion. The motion was passed by vote.

PARK POLICE REPORT

There was not a Police report.

BOARD OF VISITORS INTRODUCTION

Steve Schuckman introduced the Board of Visitors and introduced Rick Griewe as the spokesperson. Rick Griewe described what the Board of Visitors role is with Riverfront Parks. They maintain Bicentennial Commons at Sawyer Point. Some of the Art Sculptures and the main gateway need repair and the Board of Visitors is working with staff to help fund and repair those items. Kelly Kolar, Art Hubb and Dan Geising introduced themselves.

Will Woodward from the Greater Cincinnati Foundation explained their relationship with the Board of Visitors. The Greater Cincinnati Foundation holds and invests the funds and the Board of Visitors allocate expenditures.

Rick added that they are working with interns from the University of Cincinnati to help explore new program ideas for Sawyer Point to keep up the amazing standards of the Riverfront.

Commissioner Flynn inquires whether the Board of Visitors has worked out the financial process with the staff so that follows current approved procedures.

Steve Schuckman confirmed that all the projects will follow proper City of Cincinnati and Cincinnati Park Board procedures.

Commissioner Goetz thanked the Board of Visitors for continuing their volunteer service and the passion they have brought to the City and making Sawyer Point the foundation of what the Riverfront is today.

STAFF RECOGNITION

Marijane Klug, Division Manager, introduced Doug Knebel, Central Florist.

We know him as Doug Knebel. Our park guests know him as Mr. Eden Park. For twenty one plus years Doug has been the Florist (horticulturist) responsible for the beautification of Eden Park. His primary responsibility is the design, installation and maintenance of the annual beds, landscape areas and trees throughout Eden Park including such areas as the Administration Building, Twin Lakes and Mirror Lake. Most of the “green” beauty of Eden Park rests on Doug’s shoulders.

Doug goes above and beyond to keep Eden Park clean, safe, reliable, green, beautiful and enriching. Along with his horticulture work he routinely picks up litter, mows grass, string trims, sprays weeds in the sidewalks and parking lots as well as a myriad of other detail tasks that keeps Eden Park beautiful. Basically, whatever it takes to maintain a quality park.

He has received many accolades over the years for his hard work, creativity and resourcefulness. Many people call him the hardest working Park employee. Doug has assisted in the installation of many of the Krohn shows and is commonly called upon to assist other Florists with installations or maintenance in areas outside of Eden Park. Doug even saved the life of a dog that was being swarmed by hornets.

Along with everything else Doug does for Parks, he is also a leader in customer service. His years of experience have given him a wide pallet of knowledge about Eden Park and the surrounding neighborhoods. He uses this knowledge to assist our park guests with directions to various points of interest in Eden Park, the neighborhoods around Eden Park as well as other parks in the system.

Marijane recognized Doug for his commitment and dedication shown in his 21 years of service. Doug offered gratitude for the opportunity to serve the public. He loves to work with the public and talk with all the visitors. He feels that being on the frontline is a unique job he is grateful to have.

Commissioner Castellini asked what he would like to see in Eden Park.

Doug replies that he would like to have more staff so that they can continue and maintain additional areas.

Wade Walcutt stated that Doug is not just a florist but an ambassador for Parks and is an outstanding employee.

NRPA LIFETIME OF DISCOVERY

Jenny Mobley introduced the initiative for Social Media video that were created by the Marketing team showing different perspective of how the community experiences Cincinnati Parks.

Megan Baudendistel describes the videos and how they were shared them on Social Media platforms. She explained the infographic showing over 250,000 reaches. And a 29% engagement rate, which is well above the national standard.

PERSONNEL: APPOINT OF ADMINISTRATIVE SPECIALIST

The Park Board recommends promoting Ms. Jane Gideon into the newly established Administrative Specialist position in the Financial Services Division. This is based on the fact that Ms. Gideon has been doing the higher level of work and she is currently at the top of the City's Administrative Specialist list.

Staff recommended the Board of Park Commissioners approve the promotion of Jane Gideon to an Administrative Specialist.

President Lindner motioned for approval for appointment of Jane Gideon to Administrative Specialist. Commissioner Castellini moved for approval. Commissioner Thomas seconded the motion. The motion passed by vote.

PERSONNEL: APPOINT OF LABORER

The Laborer position is assigned to the Operations Division and is responsible for the care and maintenance of grass and shrubbery, the removal of debris, and providing general facility cleanliness. The City Administration's Vacancy Review (VR) approved filling this position on June 22, 2018. This report recommends Park Board action to appoint the top candidate to fill the position.

Park staff recommends the appointment of Mr. Jajuan Buchanan as a Laborer for Cincinnati Parks.

Staff recommends the Board of Park Commissioners approve the promotion of JaJuan Buchannan to a Laborer.

President Lindner motioned for approval for appointment of Jajuan Buchannan to Laborer. Commissioner Castellini moves for approval. Commissioner Thomas seconded the motion. The motion passes by vote.

EXECUTIVE SESSION

President Lindner moved to go into executive section pursuant to Ohio Revised Code Section 121.22(G) to consider the employment, appointment, compensation, and discipline of public employees.

Vice President Goetz seconded the motion. Roll Call vote, all voted in agreement.

President Lindner moved to end the executive session and return to the regular meeting. Commissioner Castellini seconded the motion. The motion passed by vote.

Vice President Goetz moved to approve the temporary promotion of two employees. Commissioner Castellini seconded the motion. The motion passed by vote.

NEW BUSINESS

PE BUDGET ADJUSTMENT FOR TRAIL CREW TRUCK

Marijane Klug introduced a PE Adjustment for a Trail Crew truck.

During the FY 2019 PE Operating Budget process, the Board approved a line item out of the Greenspace Fund for \$45,000 to purchase a landscapers truck to be used by the Trial Crew. However, estimates came in higher and there is a need to adjust the FY 2019 PE Operating Budget by \$10,000 more to cover the truck costs.

Moreover, the truck is being purchased through the City's purchasing process via a "Direct Award" as suggested by Fleet Services. The Park Board will cut a check to the City of Cincinnati for the full purchase price plus in servicing items required by Fleet Services.

Commissioner Flynn requested a Capital Asset list showing how long the equipment has been in service and maintenance of capital assets.

Wade Walcutt indicated he will provide a fleet inventory and the deferred maintenance list that has been established.

President Lindner introduced the motion to approve the PE Budget Adjustment for a Trail Crew Truck. Vice President Goetz moves for approval. Commissioner Castellini seconded the motion. The motion passed by vote.

PE BUDGET ADJUSTMENT - GRANT ACCEPTANCE OF TOM JONES

Marijane Klug introduced the PE budget adjustment for the Tom Jones Commons in the amount of \$350,000. In February, 2018 the Board named the lower reservoir area in Eden Park along Martin Drive after Tom Jones in recognition of his significant donation to make enhancements to this area. Mr. Jones is a long time resident of Mt. Adams and has spent many hours enjoying Eden Park and engaging with staff. In order to implement the project, the budget needs to be adjusted to incorporate this donation. The Board is being asked to approve the adjusted budget.

The lower reservoir area is an open lawn of about 3.5 acres and has been used in the past as open space and drop-in play and, on occasion, for events. It sits below Mirror Lake and is accessible from Martin Drive where it enters Eden Park.

There is a small parking lot, a basketball court and a remnant of an old reservoir wall used for rock climbing. Staff worked with the adjacent neighborhood and business owners alongside Mr. Jones to create an enhanced public space and amenities for all, which include an overall concept of creating a tree-lined walking loop around the perimeter of the field and connect the walkway to the parking lot and other nearby features.

Other improvements will include benches, picnic tables, a nature play environment, gardens, a kiosk and possibly an orchard. The rich history of the site as a reservoir would be interpreted with informative signs.

Wade Walcutt adds that we have submitted a grant application to the Cincinnati Parks Foundation.

With the Board's acceptance of the Foundation grant, an adjustment to the FY 2019 Private Endowment Budget needs to be made in order to add funding for Tom Jones Commons. The donation is now held by the Parks Foundation and, once transferred to the Park Board, these funds will be deposited into a City Capital account. The amount requested to initiate the project is \$350,000.

Vice President asks if we have a time table for this project.

Steve Schuckman stated that by the end of the year Phase one will be underway.

Commissioner Thomas asked if there is a time table for the whole project start to finish.

Steve Schuckman responded that Phase one can begin but phase two still needs to be designed and priced to determine what features will be included.

President Lindner introduced the motion to accept funds for the Tom Jones Project. Commissioner Castellini moved approval and Commissioner Flynn seconded the motion. The motion passed by vote.

PE BUDGET ADJUSTMENT FOR GATES AT TWIN LAKES

Twin Lakes is one of the most popular parts of Eden Park. On summer weekend nights, crowds tend to stay right up to the time the park closes at 10:00 pm. The police try to have the park emptied by closing time. One way they do this is to pull a chain across the driveway into Twin Lakes and locking it at 10:00 pm. The chain, however, has proved to be unwieldy and since it is hard to see, cars have run into it. As a safer and easier replacement, two sets of metal gates are proposed, one at the entrance to Twin Lakes and one at the exit. The total cost is \$15,610.

Commissioner Goetz asked if this is in response to citizens requests.

Steve Schuckman answered that it is a response, however the Police had input on the decision.

Commissioner Flynn suggested a follow up with a report to the citizens after they have been installed. Wade Walcutt agreed and stated that staff will follow-up with the response.

President Lindner introduced the PE Adjustment for Twin Lakes gates. Commissioner Flynn moved for approval. Commissioner Castellini seconded the motion. The motion passed by vote.

EASEMENT FOR BREWERY DISTRICT SIGN AT GRANT PLAYGROUND

Steve Schuckman introduced the report. Grant Playground is located on McMicken Avenue in OTR. A sign is proposed there which is part of the larger effort to create a Brewing Heritage Trail, which will include signs within City right-of-way as well as signs on private buildings and on some city-owned properties such as Grant Playground. The signs will be made of bronze and affixed to the site with metal poles, some of which will be set on concrete bases and others on concrete foundations. The design, fabrication, installation and on-going maintenance will be provided by the Community Urban Redevelopment Corporation.

President Lindner introduced the motion to install Interpretive Signs for Grant Park. Commissioner Flynn moved for approval. Vice President Goetz seconded the motion. The motion passed by vote.

FERNBANK LEASE

Steve Schuckman introduced the report. The County Park system operated by Great Parks of Hamilton County (County Parks) agreed to partner with the City by taking on the maintenance, improvement and operation of two City parks, Armleder Park in Linwood and Fernbank Park in Sayler Park. This took the form of leases in which Great Parks agreed to operate these two river parks at no cost to the city. The lease provides that unlike other parks operated by Great Parks, there would be no charge for vehicles entering the parks.

The lease for Fernbank Park expired and the new lease is a five year lease expiring on December 31, 2022 and can be extended by mutual consent for additional five year periods. The lease also provides that the City has free use of the rental lodge in the park when it is not otherwise rented, once a month.

Commissioner Thomas asks the timeline of the lease.

The lease term is 5 years.

President Lindner introduced the motion to execute a new lease to Hamilton County Parks for the maintenance of Fernbank Park. Commissioner Castellini moves for approval. Commissioner Thomas seconded the motion. The motion passed by vote.

Vice President Goetz would like to review the process of how we handle leases or binding agreement in the future, so there is time to discuss before coming to the Board for approval.

Commissioner Castellini asks Vice President Goetz to put in writing how he would envision this procedure.

Commissioner Flynn states that this direction would be helpful for staff.

Commissioner Thomas agreed that an outline of the process would be great. She also stated she feels there is a process already in place, but to have this documented is a good idea.

Wade Walcutt would hope that these principals are guiding and not too vague nor too specific in order to not create more confusion. Staff needs to be able to have proper dialogue with the partners in order to negotiate and deliver a full package to the Board.

DIRECTORS COMMENTS

Wade Walcutt updated the Board on a couple projects.

Westwood Town Hall project is underway. The project is on schedule and completion is planned in April of 2019.

Lytle Park – The bids came back too high. Its has been put out for rebid to see if a better price can be obtained without removing desired scope. The Construction date for this project has been moved to later in the season.

Commissioner Castellini stated that Lytle Park was being funded by Western Southern. Can we go back to Western and Southern to see if they would fund the shortfall?

Wade Walcutt stated that staff did approach Western and Southern to see if they would cover the shortfall and they declined.

President Lindner asked how does the scope of the project scaling back process work?

Steve Schuckman replied the shortfall was discussed through a community discussion and at this time staff are trying to keep the bones of the original scaled back plan.

President Lindner asked if there is a way to create opportunities for future design if funds would come later.

Steve Schuckman stated that is being done.

Inwood Park – Staff have begun community conversation with the Mt. Auburn Community Council and the Urban Redevelopment Corporations about the redesign concepts. Staff will also have community walks to determine capital needs.

Playhouse in the Park lease will a part of the dialogue next month.

Ault Commons construction will begin August 20 and the project is scheduled to be completed early 2019.

NRPA Grant – If successful notification is expected by September 21st.

Stanbery Park Shelter – This grant was received by the Neighborhood Association through the State. We have submitted all the documentation required by ODNR. The State reviewed and sent the City the agreement for signing. Once that contract is executed, then the State secures funding. The process of selecting Architects, etc. may then begin. This will likely be completed in 2020.

Wade thanked everybody for attending the Crilley Playground Dedication at Alms Park. He also thanked staff for helping put together the dedication, but especially Cindy Witte for all the hard work in development of the playground.

He recognized Laura Manhardt, Social Media intern for all the time and effort in putting together the Lifetime of Discovery videos.

Staff are working on generating reports to show to the Board on various projects or monthly financials.

Wade thanked the Board for allowing him to participate in the recent NRPA trip. He was able to participate on a panel. He learned a lot and brought back useful framework.

COMMISSIONERS DISCUSSION

Commissioner Flynn recommended we focus on reviewing the budget process especially while Marijane is heading towards retirement. He would like to have the opportunity to review the process, the various funds and the Table of Organization before the new budget year approaches so he is prepared and knowledgeable when it comes time to approve next year's budget.

Vice President Goetz stated he has followed up with previous members of the Investment committee. All former members would like to rotate off the committee so they are looking for three new members. He would like to recommend John Neyers and Steve Pohlman as new members of the Investment committee. We do have a third person however she is in the process of getting approval from her firm before she can commit.

Vice President Goetz moved for approval for John Neyer and Steve Pohlman to be appointed to the Investment committee for a two-year term expiring August 15, 2020. Commissioner Castellini seconded the motion. The motion passed by vote.

Vice President Goetz stated he feels the Board has done a disservice to the Director because, being a fairly new Board, we have not provided clear guidance on items that needing to be brought to the Board and Board expectations of the Director. He recommended the President and the Vice President work with the Director to make a list of what is expected.

Commissioner Thomas suggested that the Board establish a baseline of where we operate now and expand from there.

Vice President Goetz would like to help coordinate an outline of Board guidelines.

Commissioner Thomas commended staff for organizing and conducting the Burnet Woods Conversation that took place n August 13, 2018.

Next Park Board meeting is scheduled for September 20, 2018.

President Lindner motioned to adjourn. Commissioner Castellini moved for approval. Vice President Goetz seconded the motion.

Meeting adjourned at 11:29 am

Speaker

Leslie Mooney commended Park Staff and a description of the Wednesday in the Woods event that occurred at the Burnet Woods Bandstand for the first time this year. The concert series has been in existence for 10 years. They had over 3,700 attendees. They partnered with Lighthouse Youth and Family Services and Project Connect who collected diapers, towels and many essential supplies for local families that they serve. A thank you to the Parks staff for all their assistance and hard work to assist with the setup. She thanked Jennifer Spieser from the Cincinnati Parks Foundation for her assistance in bringing 50 West to help fund this concert series, as well as providing the volunteers for each event.

ATTEST:

A handwritten signature in blue ink, appearing to read "G. M. Spieser", written over a horizontal line.

PRESIDENT

A handwritten signature in blue ink, appearing to read "L. Mooney", written over a horizontal line.

DIRECTOR