

**BOARD OF PARK COMMISSIONERS**  
**February 18, 2021**

**CALL TO ORDER**

A regular meeting of the Cincinnati Board of Park Commissioners was held on this day remotely by video conference. Commissioners present: President Brad Lindner, Vice President Jim Goetz, Commissioner Susan Castellini, Commissioner Linda Lee Thomas, and Commissioner Molly North. President Lindner called the meeting to order at 9:04 A.M. Attendance was confirmed by roll call.

**Acknowledgement of Public Comments**

President Lindner announced there were no public comments submitted for this meeting.

**Approval of January 21, 2021 Meeting Minutes**

Vice President Goetz motioned to approve the January 21, 2021 meeting minutes. Commissioner Castellini seconded. The motion passed by unanimous roll call vote.

**Approval of February 4, 2021 Special Meeting Minutes**

Commissioner Castellini motioned to approve the February 4, 2021 Special meeting minutes. Vice President Goetz seconded. The motion passed by unanimous roll call vote.

**NEW BUSINESS**

**Proposed Parks Property Sale – Hollister Recreation at Inwood Park**

Steven Schuckman provided background on the Hollister Recreation Area adjacent to Inwood Park and announced the interest of Uptown Rental Properties, LLC (URP) in acquiring the property for residential development. Mr. Schuckman explained several community stakeholders and CRC are in support of the sale. He described the property condition and explained it is not suitable for park use because of issues including wet conditions, poor sight lines, and wooded hillsides prone to homeless encampments and collecting debris. Mr. Schuckman described Parks' divestiture guidelines and explained how the sale meets the guidelines and is consistent with the 2007 Master Plan for Inwood Park. He expressed staff will work with the developer on how many trees will be impacted and recovering the value of trees lost. He presented the staff recommendation to approve the sale of the site in concept with the following conditions: 1.) the Park Board reviews and approve the design of the development; 2.) the sale price at least equals the appraised value; 3.) the developer provides additional financial resources related to the value of tree loss, the value of recreational amenity loss, and ongoing maintenance of Inwood Park; and 4.) sale proceeds and additional financial resources come to the Park Board for reinvestment in Inwood Park and other Mt. Auburn parks as needed with a portion going to CRC for reinvestment in the neighborhood.

Dan Schimberg, Uptown Rental Properties, provided background on URP's interest in revitalization of Inwood Park and described past funding provided to improve the park assets. He explained the proposal for the underutilized portion to be sold and to provide an endowment to create a vibrant

addition to Inwood Park. He expressed this opportunity is in preliminary stages and would require months of further planning and aligning interests.

Director Kish emphasized the preliminary phase of this opportunity and explained the staff would like to determine if the Board is in favor of the City proceeding with URP in the next phase of discussion. Mr. Schuckman added URP owns property at the northwest corner of the park and has offered it as an addition to Inwood.

Commissioner North emphasized the need to not only determine appraised value of the sale, but to also ensure the sale would add meaningful value to the Park Board.

Vice President Goetz expressed CRC's support of the sale and how proceeds could benefit other CRC facilities is the Mt. Auburn area. He clarified the state of disrepair at the site was caused by natural occurrences, which damaged the site beyond repair. He expressed support for this opportunity and recommended establishing a procedure for sale opportunities on sites owned by Parks but managed by CRC.

Commissioner Thomas expressed the opportunity seemed positive overall, especially given the community support. She suggested the basketball courts at the site be relocated or replaced, as they are heavily used. She asked for clarification on the Board's review of the site design, as well as how proceeds will be distributed between Parks and CRC. Mr. Schuckman clarified Parks will be included in design discussions to determine tree loss and congruence between the development and the Park. He explained staff have been in early conversations with CRC about ball courts.

Mr. Schimberg indicated strong community input will be sought on priority items as well as alignment with the plans for the park. He explained other opportunities for Parks to be involved in the design considerations.

Commissioner Castellini asked if this opportunity was open to other developers. Mr. Schimberg explained the ways in which URP was uniquely qualified for the acquisition, including their established presence near the site and past improvements made to the park. Director Kish explained the Department of Community & Economic Development will be thoroughly reviewing the proposal as well.

President Lindner expressed overall support of the idea.

Vice President Goetz motioned for the Park Board to express its desire to move forward conceptually with the sale of this property as outlined in the staff recommendation presented to the Board. Commissioner Castellini seconded. The motion passed by unanimous roll call vote.

### **Property Issues: Easement & ROE – Tanglewood Preserve**

President Lindner amended the agenda, moving *Item II.B.2.) Easement & ROE - Tanglewood Preserve* next for discussion.

Cindy France presented the staff recommendation to approve issuing a right-of-entry to BP Oil to construct a replacement oil line at Tanglewood Preserve as well as an easement with BP Oil to allow for future maintenance or repairs.

Vice President Goetz commented on the thoroughness of the remediation planned for the site.

Vice President Goetz motioned to approve the staff recommendation as presented. Commissioner Thomas seconded. The motion passed by unanimous roll call vote.

### **Property Issues: Waterworks Easement – Playhouse in the Park**

Cindy France presented the need for an easement at Playhouse in the Park for GCWW to maintain a relocated water main on Park Board property.

There was discussion regarding the location of the water main in relation to existing roadways and rights-of-way. Ms. France clarified the easement location. Mr. Shuckman explained one small section is not under roadway.

Commissioner Castellini motioned to approve granting an easement to GCWW for Playhouse in the Park. Commissioner Thomas seconded. The motion passed by unanimous roll call vote.

### **Contracts Over \$50K/Additional Appropriations: Construction Contracts**

Cindy France described projects with contracts over \$50K requiring Board approval, including the exterior painting of three buildings and the expansion and improvement of Mt. Airy parking lots at Shepard Creek Road and Diehl Road. She presented the staff recommendation to approve these construction contracts.

Vice President Goetz noted the \$100K discrepancy between the cost and encumbrance for the exterior painting contract and asked where the additional money would go. Ms. France explained the bid came back under what was initially budgeted and the additional dollars will be returned to source. Mr. Goetz requested more clarity and transparency regarding these instances, so the Park Board has an opportunity to weigh in on project decisions when there is excess funding available.

Commissioner Castellini asked if there will be additional administrative obstacles for the contracts following Park Board approval. Ms. France clarified the processes needed and explained staff are following Purchasing's advice and expect the contracts to be approved by City Administration.

Commissioner Thomas asked about the next steps and timeline for these projects and requested context be provided for how capital improvements, like those presented, address needs identified in the infrastructure study. Ms. France clarified the timelines for the presented contracts. Director Kish clarified she will be working with staff on effectively reporting out on these projects.

Vice President Goetz asked why the Direct Award process was not used initially for the exterior painting contract. Ms. France clarified the process and explained the point in which DEI recommended a Direct Award for the contract. Director Kish expressed the intent to work with

Craig Sherman, Purchasing, and DEI to create efficiencies in these processes. Mr. Schuckman explained further why the bids were rejected initially. Mr. Sherman emphasized the need to clean up these processes with Purchasing.

Commissioner North motioned to approve the presented construction contracts. Commissioner Castellini seconded. The motion passed by unanimous roll call vote.

### **Contracts Over \$50K/Additional Appropriations: Design Services for Electrical Safety Engineering**

Cindy France described the need for engineering work to perform an arc flash study for safety of electrical equipment at various locations. She presented the staff recommendation to enter into a contract with Automated Systems Engineering for services in the amount of \$66,955.

The purpose of the study and services provided by ASE was clarified. Ms. France clarified Parks staff will be pulling information on electrical panels and equipment, and ASE will assess the information and make safety recommendations. Ms. France clarified the source of funds as capital and explained funding is available to address recommendations resulting from the study, if needed.

Mr. Goetz motioned to approve the staff recommendation as presented. Commissioner Thomas seconded. The motion passed by unanimous roll call vote.

### **Contracts Over \$50K/Additional Appropriations: Division of Natural Resources – Urban Forestry & Greenspace**

Crystal Courtney presented the request for an appropriation of funds from Fund 792 for the Urban Forestry program and from Fund 430 for the Greenspace program. She explained underutilized funds discovered during the budget review process can be utilized for preventative maintenance in Urban Forestry and new contracted services in Greenspace. She described the projects to be funded with \$767,600 total appropriation to the two funds.

Commissioner Thomas asked for an update on the Urban Tree Canopy analysis and planting. Ms. Courtney explained some data has come back from the contractor, but the study will not be completed until the end of the year. She provided a status update and next steps for a tree prioritization planting plan to guide efforts for the next ten years. She offered to provide an update to the Board in March or April.

Vice President Goetz clarified the request is to allow access to available funds restricted to Urban Forestry and would not detract from the Commissioners Fund. Ms. Courtney further clarified this point and explained why the excess funding existed.

Commissioner North asked for more information on Fund 792. Access to the fund and its balance fund were discussed. Director Kish mentioned further information about the fund can be provided to Ms. North for reference.

Commissioner Castellini motioned to approve the additional appropriation of \$767,600 to the accounts within the Division of Natural Resource as presented. Commissioner Thomas seconded. The motion passed by unanimous roll call vote.

### **Contracts Over \$50K/Additional Appropriations: Division of Finance – OnBase Software**

Patricia Thompson, Senior Accountant presented a proposal for the appropriation of funds to purchase OnBase software for document management. She described the need for the software to streamline financial processes that are currently accomplished manually and via email, electronically, saving staff time. She explained the cost is \$109,914 for implementation and \$34,440 for the annual license fee and the software could be used for other departmental processes. Craig Sherman further emphasized the operational advantages and savings of staff time the software would offer.

Opportunities for expansion of the software for use throughout the department and associated additional costs were discussed. Vice President Goetz commented the software would free up staff time for more strategic work and clean up current processes and commended staff for investigating.

Vice President Goetz motioned to approve an additional appropriation of \$144,354 to the FY 2021 Commissioners budget for the implementation of OnBase and initial annual license fee to be paid from the Fund 430 – Meyer Fund. Commissioner Thomas seconded. Motion passed by unanimous roll call vote.

### **COMMISSIONER’S COMMENTS**

Commissioner North commented there may be an opportunity for Parks through the City to benefit from COVID relief stimulus dollars, and placement of dollars would be timely. President Lindner emphasized the need to be responsive if and when the opportunity is presented. Ms. North expressed intent to communicate to the Assistant City Manager’s office the importance of working more rapidly than the City is accustomed to. Known qualifications and potential obstacles were discussed. Director Kish explained staff have begun discussions in response to the possible available stimulus funding and have provided a list of shovel-ready projects to the Budget Office. She explained once further information is available, staff will understand more about specific opportunities. Vice President Goetz asked for the list of projects be shared with the Board and reminded staff of the Board’s requirement that they are made aware of reports sent to the City Manager’s office.

Commissioner North asked for Mr. Shuckman to share highlights from the monthly Capital Project Update report. Mr. Schuckman described projects as generally on course, despite recent inclement weather conditions. He explained the Smale expansion, Tom Jones Commons, and Sawyer Point Fishing Pier might be delayed by a few weeks due to weather. He commented the Johnston Park design will be presented to the Park Board in March or April.

The multi-use trails at Mt. Airy Forest were discussed. President Lindner asked if the course has moved beyond “proof of concept” and if staff have begun surveying the park for other trails that could be converted to multi-use. Mr. Schuckman commented the multi-use trails have been very

successful and there are plans to walk the trails in Mt. Airy with staff and CORA to determine if any additional trails are suitable for multi-use. Director Kish added her excitement for the success of the trails so far and looks forward to additional opportunities for mountain biking and multi-use trails, especially with a strong community partner such as CORA. Mr. Lindner noted the positive impact of activating the trails on safety and minimizing criminal activity.

Commissioner Castellini asked for a status update on the RFP for the stabilization of the river edge at Smale. Mr. Schuckman explained staff is getting permission from the City Manager's office to put out the RFP. Ms. Castellini emphasized the importance of accomplishing this.

Vice President Goetz asked about the status of the RFQ for the public boat dock. Mr. Schuckman explained staff have been working with Purchasing and City Administration on putting a selection committee together so an RFQ can be issued. Jenny Mobley clarified the evaluation committee has been selected and she is currently drafting the RFQ with the goal to release February 22<sup>nd</sup>. There was discussion regarding the cause of the delay. Mr. Schuckman commented conversations with Purchasing had slowed the process.

### **EXECUTIVE SESSION**

President Lindner announced the next Regular meeting date of March 18, 2021.

Mr. Lindner announced the plan to move into Executive Session. He explained the public livestream would be discontinued for the session and would continue when the public meeting reconvenes for the sole purpose of adjourning the meeting.

President Lindner motioned to enter into Executive Session pursuant to ORC Section 121.22(G) to consider the employment and compensation of a public employee. Vice President Goetz seconded. The motion passed by unanimous roll call vote.

The Board entered into Executive Session at 10:52 A.M.

### **ADJOURNMENT**

The Board entered back into public session at 1:14 P.M.

Commissioner Thomas motioned to adjourn. Commissioner Castellini seconded. The meeting adjourned at 1:14 P.M.

ATTEST:

  
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PRESIDENT

  
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DIRECTOR