MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

April 17, 2019

I. CALL TO ORDER

A. Chairwoman Davis called the meeting to order at 8:34 a.m. at Medina County Park District Headquarters, 6364 Deerview Lane, Medina, Ohio.

B. Roll Call

1. Roll call showed Chairwoman Davis, Commissioner de Luna, and Commissioner Neate present. Also in attendance were Director Eppink, Operations Manager Perry, Communications Coordinator Gladden, Business Manager Chaney, Legal Counsel Holland, and Guests Mark Krosse and John Sandora of Chippewa Lake.

II. APPROVAL OF MINUTES

A. March 20, 2019

1. Commissioner de Luna offered a motion approving the minutes of the March 20, 2019 meeting as presented. Commissioner Neate seconded; the motion unanimously carried.

III. PUBLIC PARTICIPATION

A. Guest Mark Krosse reported that the grant application requesting partial funding of a full-time Chippewa watershed coordinator position for the Medina County Soil & Water Conservation District was submitted to the state. Mr. Krosse thanked the board for its support and Director Eppink for his assistance.

IV. EXECUTIVE SESSION

A. Chairwoman Davis offered a motion that the board move into executive session for the discussion of land acquisition. Commissioner de Luna seconded; the motion unanimously carried. The director, board, and legal counsel moved to the conference room to conduct the executive session discussion.

B. Following executive session discussion, the director, board, and legal counsel returned to the meeting room. Chairwoman Davis offered a motion that the board move into regular session. Commissioner Neate seconded; the motion unanimously carried.

C. Commissioner Neate offered a motion authorizing the director to submit a grant application to the Clean Ohio Fund for the acquisition of approximately 51.25 acres of land in Lafayette Township to become the Chippewa Rail Trail–Lafayette Woods Extension Project and further authorizing the director to execute all necessary documents to complete the application process. Chairwoman Davis seconded; the motion unanimously carried.

V. FINANCIAL REPORTS

A. Cash Balance Statement
   1. The March 2019 cash balance statement was presented for the board's perusal.

B. Cash Flow Statement
   1. The March 2019 cash flow statement was presented for the board's review.

C. Quarterly Expense Report #1
   1. Quarterly Expense Report #1 for January, February, and March 2019 was presented to the board.

D. Quarterly Credit Card Report #1
   1. Quarterly Credit Card Report #1, listing the types of credit cards issued on behalf of the park district, the employee positions holding those cards, and the card limits was presented to the board.

E. Approval of Vouchers
   1. Resolution #19-007 – March 2019
      a. Commissioner de Luna offered a motion approving Resolution #19-007, payment of the March 2019 vouchers, as presented. Commissioner Neate seconded; the motion unanimously carried.

VI. DIRECTOR/STAFF REPORTS

A. Director's Report
   1. Monthly Report
      a. Director Eppink provided the March 2019 monthly report for the board's perusal.
      b. Director Eppink reported that former park district legal counsel John Jeandrevin has completely retired from practicing law. The board may wish to consider a backup attorney in the event that Legal Counsel Holland is unavailable for any reason.

B. Departmental Activities
   1. Director Eppink provided the March 2019 Departmental Activity Report for the board's review.
   2. Director Eppink provided slides of the Leadership Team's recent tour of the Mud Lake Road property. He reported that a variety of uses for the residence were discussed.
   3. Director Eppink reported that he spoke to the current Leadership Medina class at Buffalo Creek Retreat. Following his presentation, the group went for a hike with Interpretive Services Manager Tender and visited Letha House Park.
   4. Director Eppink reported that the park district hosted the Seville Area Chamber of Commerce's April meeting at Buffalo Creek Retreat.
   5. Director Eppink reported that Administrative Secretary Fonner has spent considerable time working with Chippewa Lake area residents regarding the dock program. He has met with residents regarding disputes over dock space.
   6. Director Eppink reported that Communications Coordinator Gladden had ordered a few replacement park signs. Slides showed the signs being installed by maintenance employees.

7. Director Eppink reported that Public Information Manager Teubl has done a great job in working with a local graphic artist to refresh the park district's logo. The tree now has a more modern, fresh look. Examples were presented.
8. The director explained that, in an effort to establish consistency among park signs, as signs are replaced, they will utilize the same color combination of green letters on a tan background with the posts being painted the same red color used on park district buildings. A slide of the freshly painted headquarters sign was presented.

VII. OLD BUSINESS

A. There was no old business for discussion.

VIII. NEW BUSINESS

A. Approval of Updated Job Descriptions
   1. Commissioner Neate offered a motion approving a job description for a planning manager position and revised job descriptions for reorganization of the administration department as presented. Commissioner de Luna seconded; the motion unanimously carried.

B. Headquarters Entrance
   1. Chairwoman Davis offered a motion approving the hiring of Ben Miller Construction, LLC to build the new entrance canopy at a cost of $41,902 and JTS Landscaping, Inc. to rework the entranceway area including the barn-stone wall, flagpole, and planting bed prep at a cost of $20,960. Commissioner de Luna seconded; the motion unanimously carried.

C. Westfield Road House Roof
   1. Commissioner Neate offered a motion approving the hiring of Ben Miller Construction, LLC for replacement of the Westfield Road house roof at a cost of $20,856. Commissioner de Luna seconded; the motion unanimously carried.

D. Request for ODOT Funds
   1. Resolution #19-008
      a. Commissioner de Luna offered a motion approving Resolution #19-008, Requesting Funds from the Ohio Department of Transportation (ODOT) and Designation of Projects for Ohio Parks Districts Roadwork Fund FY 2020-2021 through the Ohio Parks & Recreation Association (OPRA) as presented. Commissioner Davis seconded; the motion unanimously carried.

E. Employee Handbook Updates
   1. Chairwoman Davis offered a motion approving updates to the Employee Handbook as presented regarding credit card purchasing, jury duty, paternity leave, use of FMLA, performance evaluations, suggestion awards, work hours, vacation (years of service), and the vacation sell-back policy. Commissioner de Luna seconded; the motion unanimously carried.

IX. COMMISSIONERS' COMMENTS

A. Commissioner Neate asked if there has been further communication with the individual regarding duck hunting at Killbuck Lakes. Director Eppink has not received a reply to the last email he sent.

B. Commissioner Neate mentioned that he had attended calling hours for Medina County Probate Judge Dunn's father. Director Eppink had also attended.

X. ADJOURNMENT

A. There being no further business for discussion, Chairwoman Davis declared the meeting adjourned at 9:44 a.m.

We, the undersigned, as Board of Commissioners of Medina County Park District, Medina, Ohio, do certify the above minutes are true and correct as recorded in the board of commissioners' journal, Volume 48.

BOARD OF COMMISSIONERS
MEDINA COUNTY PARK DISTRICT

NATHAN D. EPPINK, DIRECTOR

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