MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

April 22, 2020

I. CALL TO ORDER

A. Chairman de Luna called the meeting to order at 8:30 a.m. at Buffalo Creek Retreat, 8708 Hubbard Valley Road, Seville, Ohio.

B. Roll Call

1. Roll call showed Chairman de Luna, Commissioner Davis, and Commissioner Neate present. Also in attendance were Director Eppink, Communications Coordinator Gladden, Business Manager Chaney, and Legal Counsel Holland.
2. Chairman de Luna welcomed viewers to the park district's first live-streamed virtual meeting in keeping with the state's COVID-19 guidelines for social distancing and public meetings. He thanked Cloverleaf Schools for its loan of the equipment to the park district.

II. APPROVAL OF MINUTES

A. February 19, 2020 Regular Meeting

1. Commissioner Davis offered a motion approving the minutes of the February 19, 2020 regular meeting as presented. Commissioner Neate seconded; the motion unanimously carried.

B. March 6, 2020 Special Meeting

1. Commissioner Neate offered a motion approving the minutes of the March 6, 2020 special meeting as presented. Commissioner Davis seconded; the motion unanimously carried.

III. PUBLIC PARTICIPATION

A. No members of the public were present, and no comments or questions were received in advance by Director Eppink.

V. FINANCIAL REPORTS

A. Cash Balance Statements

1. The February and March 2020 cash balance statements were presented for the board's perusal.
2. Director Eppink discussed the potential loss of financial revenue due to the COVID-19 crisis.

B. Cash Flow Statement

1. The February and March 2020 cash flow statements were presented for the board's review.

C. Quarterly Expense Report #1

1. Quarterly Expense Report #1 for January, February, and March 2020 was presented to the board.

D. Approval of Vouchers
   1. Resolution #20-005, February 2020 and Resolution #20-006, March 2020
      a. Commissioner Davis offered a motion approving Resolution #20-005 and #20-006, payment of the February and March 2020 vouchers, as presented. Chairman de Luna seconded; the motion unanimously carried.
   2. Director Eppink reported that, due to the governor's guidelines for managing the COVID-19 crisis, scheduled shelter reservations and programs for March, April, and the first half of May were cancelled by the park district, and full refunds were issued. The park district will closely follow state guidelines for the reopening of shelters and programs when such restrictions are lifted. Director Eppink expressed concern for the safety of park visitors and park staff members.
   3. Discussion as to how the parks and shelters will be managed moving forward included investigating the hiring of a company to professionally sanitize each shelter following a reservation and passing the cost on to the user group, the purchase of air purification systems for each building, and what best practices for the safety of all may be as the governor reopens the state.

E. Fund Transfers
   1. Resolution #20-007
      a. Chairman de Luna offered a motion approving Resolution #20-007, transfers from fund 3400 to funds 3403 and 3412 as budgeted. Commissioner Davis seconded; the motion unanimously carried.

F. Ratification of Appropriation Transfer
   1. Chairman de Luna offered a motion ratifying the April 14 transfer of funds from 3402-7800-50580 to 3402-7800-50200. Commissioner Neate seconded; the motion unanimously carried.

G. Quarterly Credit Card Report #1
   1. Quarterly Credit Card Report #1, representing credit cards held during the first quarter of 2020, 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.

VI. DIRECTOR/STAFF REPORTS

A. Director's Report
   1. Monthly Report
      a. Director Eppink provided the February and March 2020 monthly reports for the board's perusal.

B. Departmental Activities
   1. Director Eppink provided the February and March 2020 departmental activity reports for the board's review.

C. Director's Updates
   1. Clean Ohio Funding
      A. Director Eppink reported that park commissioners had recently authorized two land purchases contingent on receiving Clean Ohio grant funding. The Ohio Public Works Commission reported that the Clean Ohio program is currently on hold due to unknowns related to the state budget. The land purchases are now in limbo.

2. H2Ohio Program
   A. Director Eppink reported that the park district had applied for H2Ohio funding to acquire land, create wetlands, and reforest park property in the Chippewa Lake watershed. A $4 million project was presented and was very well received by ODNR. At this time, the H2OHio program is also on hold.
3. Park District Sites, Programs, Playgrounds, and Drinking Fountains
   A. Director Eppink reported that a number of park areas were closed in March due to staff shortages and COVID-19 concerns. Most staff members have returned to duty, and a few additional sites will be reopened. As the safety of the public and park district staff members must remain a priority, building reservations, programs, and sports field reservations that result in large gatherings will be cancelled. Playgrounds, drinking fountains, and some park sites will remain closed until further notice.

VII. OLD BUSINESS

A. No old business was presented for discussion.

VIII. NEW BUSINESS

A. Remote-working Policy
   1. Chairman de Luna offered a motion approving the Remote-working Policy with revision of the last sentence to read: *Employees are responsible for keeping track of their own time and shall not knowingly accrue overtime hours without first obtaining permission from the department supervisor.* Commissioner Davis seconded; the motion unanimously carried.

B. COVID-19 Work Hours
   1. Commissioner Neate offered a motion approving the Administrative Leave & FMLA Expansion policy as presented. Chairman de Luna seconded; the motion unanimously carried.
   2. Commissioner Davis commented that it is important to treat the staff well while also ensuring the appropriate expenditure of park district funds.

C. 2020 Audit
   1. Business Manager Chaney reported that the state has begun its audit of park district records for fiscal years 2018 and 2019. The park district qualifies for a special abbreviated version of the standard audit as it meets certain criteria that include having no debt, having no outstanding legal issues, and overall expenditures for the audit period remaining under a specific spending threshold. Ms. Chaney stated that the audit is being conducted remotely with PDF files being sent to the state auditor.

IV. EXECUTIVE SESSION

A. Commissioner Davis offered a motion that the board move into executive session for the discussion of land acquisition. Commissioner Neate seconded; the motion unanimously carried.

B. Following discussion, Chairman de Luna offered a motion that the board move into regular session. Commissioner Davis seconded; the motion unanimously carried.

IX. COMMISSIONERS' COMMENTS

A. No comments were offered.

X. ADJOURNMENT

A. There being no further business for discussion, Chairman de Luna declared the meeting adjourned at 9:43 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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