MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

April 19, 2023

I. CALL TO ORDER

A. Chairman de Luna 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 Chairman de Luna, Commissioner Davis, and Commissioner Neate present. Also in attendance were Director Eppink, Development Coordinator Peacock, and Business Manager Chaney. Legal Counsel Holland attended via Zoom Meetings.

II. APPROVAL OF MINUTES

A. March 22, 2023

1. Commissioner Davis offered a motion approving the minutes of the March 22, 2023 meeting as presented. Commissioner Neate seconded; the motion unanimously carried.

III. PUBLIC PARTICIPATION

A. No members of the public were present, and Director Eppink didn't receive any related emails prior to the meeting.

VIII. EXECUTIVE SESSION

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

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

C. The following motions were made as a result of Executive Session discussion.

1. Commissioner Neate offered a motion authorizing the director to purchase the property at 7464 Lake Road in Lafayette Township for $130,000, with closing costs split between the buyer and seller, from Fund 3403-7800-50790. Chairman de Luna seconded; the motion unanimously carried.

2. Commissioner Davis offered a motion authorizing the director to purchase, over several years and contingent on award of grants from the Clean Ohio Fund, approximately 640 acres in Liverpool Township from Fund 3403-7800-50790. The director is to seek board ratification for each round of purchases associated with this acquisition. Chairman de Luna seconded; the motion unanimously carried.

IV. FINANCIAL REPORTS

A. Cash Balance Statement

1. The March 2023 cash balance statement was presented for the board's perusal.

B. Cash Flow Statement
   1. The March 2023 cash flow statement was presented for the board's review.

C. Quarterly Expense Report #1
   1. January, February, March 2023
      a. Quarterly Expense Report #1 for January, February, and March 2023 was presented to the board.

D. Quarterly Credit Card Report #1
   1. January, February, March 2023
      a. 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 #23-007, March 2023 Vouchers
      a. Commissioner Neate offered a motion approving Resolution #23-007, payment of the March 2023 vouchers, as presented. Commissioner Davis seconded; the motion unanimously carried.

F. Cash Transfers
   1. Resolution #23-009, First Half Cash Transfers
      a. Commissioner Davis offered a motion approving Resolution #23-009, cash transfers from the general fund to the capital accounts, as presented. Chairman de Luna seconded; the motion unanimously carried.

V. DIRECTOR/STAFF REPORTS

A. Director's Updates
   1. Director Eppink reported that the park district was created on April 19, 1965, which makes the park district 58 years old today!
   2. Director Eppink reported that he was asked to join the United Way of Summit & Medina's Public Policy and Advocacy Committee. He attended the first meeting last week.
   3. Director Eppink thanked Commissioner Davis, Commissioner Neate, Planning & Operations Manager Smith, and Development Coordinator Peacock for attending Leadership Medina County's awards ceremony last week where Director Eppink and Feeding Medina County Director Katy Fuerst were dual winners of the *Excellence in Public Service Leadership* award.
   4. Director Eppink asked the board if it preferred having Friends of the Parks Trustees present the group's annual report in person or via a brief, written report. The board doesn't have a preference, but noted it is important that the Friends Trustees feel the park board is interested and connected with the organization.
   5. Director Eppink reported that he received a request from Columbia Gas for a temporary easement after the April board packet was distributed. Following discussion, Commissioner Davis offered a motion approving the temporary easement pending legal counsel review providing the work concludes by December 31, 2023 as proposed. Chairman de Luna seconded; the motion unanimously carried.

B. Monthly Report
   1. Director Eppink provided the March monthly report for the board's perusal.

C. Departmental Activities
   1. March 2023
      a. Director Eppink provided the March departmental activity report for the board's review.
         1. Development Coordinator Peacock reported that 55 responses have been received for the May 7 "Friend-raising" event. She also updated the board as to the status of the *eTapestry* donor software implementation.

VI. OLD BUSINESS

A. No Old Business was presented for discussion.

VII. NEW BUSINESS

A. ODNR Construction Agreement
   1. Chairman de Luna offered a motion ratifying the construction agreement with the Ohio Department of Natural Resources for the purpose of building an interceptor berm on a portion of the park district's 2022 H2Ohio-funded property in Harrisville Township. Commissioner Davis seconded; the motion unanimously carried.

B. ODOT Metroparks–OPRA Park Road Improvement Program
   1. Resolution #23-008
      a. Commissioner Neate offered the following resolution for approval.

Resolution 2023-008
April 19, 2023

RE: Request of Funds from the Ohio Department of Transportation (ODOT) and Designation of Projects for Ohio Park Districts Roadwork Fund FY 2022-2023 through the Ohio Parks & Recreation Association (OPRA)

WHEREAS, the Board of Park Commissioners (the Board) for the Medina County Park District (Park District) has need for improvement of public park roadways owned and maintained by the Park District in Medina County; and

WHEREAS, the Park District was created according to Ohio Revised Code 1545; owns or holds at a minimum a 15-year lease of eligible parkland for roadwork funding; and has adequate, available resources for the construction and maintenance of requested park road improvements; and

WHEREAS, the Ohio Park Districts Roadwork Fund is provided by the Ohio Department of Transportation (ODOT) for such purposes as authorized by Ohio Revised Code 5511.06, is subject to the Park District Guidance to ODOT's Metropark Program as prescribed by ODOT, and is coordinated by the Ohio Parks & Recreation Association (OPRA); and

WHEREAS, the Board is cognizant of the requirements for receiving such funds and agrees to comply with the OPRA Policy, as clarified at the Meeting on December 7, 2010, that the park districts are prohibited from accumulating more than three Bienniums (six years) of UNUSED funds.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Park Commissioners of the Medina County Park District requests the designated allocation from the Ohio Park Districts Roadwork Fund along with any remaining balance of funds in accordance with the following stipulations:

1. Funds can be used for materials and labor necessary for construction or reconstruction of park drives, park roads, new or replacement bridges, and park access roads and parking lots. The funds also may be used for the purchase and hauling of materials for the improvement, repair, and maintenance of park drives, park roads, park access roads and parking lots, and rental of labor and equipment. Force account labor costs (charges by park district employees or associates) are ineligible. Ineligible costs include bikeways and items such as shelter houses, wells, pumps, restroom facilities, park buildings, etc. All projects must be associated with public vehicular access to be eligible for funding. Funds may be used for eligible construction costs, including construction engineering (i.e., testing and inspection) of "LET" projects.
2. The Park District will pay all costs incurred over the appropriated allocation and, also, for all costs associated with design, environmental studies and documents, and rights-of-way activities. Any deviation from the guidelines regarding environmental studies or roadway design requires the written approval of ODOT.
3. Medina County Park District has designated Nathan D. Eppink as the contact person for the local arrangements and to sign all documentation on behalf of the Board of Park Commissioners.

b. Commissioner Davis seconded; the motion unanimously carried.

C. Carolyn Ludwig Mugrage Park Playground Surface Repairs
   1. Commissioner Neate offered a motion authorizing the director to enter into a contract with DWA Recreation to repair the playground surface at Carolyn Ludwig Mugrage Park for the estimated cost of $29,710 plus contingency, for a total amount not to exceed $33,000. Chairman de Luna seconded; the motion unanimously carried.

D. Gift Recognition & Naming Rights Policy
   1. Chairman de Luna offered a motion approving the Gift Recognition & Naming Rights policy as presented to help guide current and future gifts that will benefit Medina County Park District. Commissioner Neate seconded; the motion unanimously carried.

E. Medina Fiber Easement
   1. A complete construction easement for Medina Fiber's proposed work around Chippewa Lake's Main Drive was not received in time for inclusion in the meeting. The director will attempt to receive a draft easement and exhibit for legal counsel review, probate court approval, and consideration by the park board at the May meeting.

IX. COMMISSIONERS' COMMENTS

A. Commissioner Neate congratulated Director Eppink on receipt of Leadership Medina County's *Excellence in Public Service Leadership* award. It is a great testament to the work the park district does.

B. Commissioner de Luna stated that he will continue to serve on the park board for as long as his health permits.

X. ADJOURNMENT

A. There being no further business for discussion, Commissioner 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 52.

BOARD OF COMMISSIONERS
MEDINA COUNTY PARK DISTRICT

NATHAN D. EPPINK
DIRECTOR

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