MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

December 15, 2021

I. CALL TO ORDER

A. Chairman Neate called the meeting to order at 8:30 a.m. at Medina County Park District Headquarters, 6364 Deerview Lane, Medina, Ohio 44256.

B. Roll Call

1. Roll call showed Chairman Neate, Commissioner Davis, and Commissioner de Luna present. Also in attendance were Director Eppink, Planning & Operations Manager Smith, Legal Counsel Holland, Business Manager Chaney, and Medina County Probate Judge Kevin Dunn.

II. OATH OF OFFICE

A. Medina County Probate Judge Kevin Dunn administered the Oath of Office to Chairman Neate, renewing his term for another three years, January 1, 2022 through December 31, 2024.

1. Judge Dunn left the meeting at this time.

III. APPROVAL OF MINUTES

A. November 19, 2021

1. Commissioner Davis offered a motion approving the minutes of the November 19, 2021 meeting as presented. Chairman Neate seconded; Commissioner de Luna abstained as he did not attend the November 19 meeting. The motion unanimously carried.

IV. PUBLIC PARTICIPATION

A. No members of the public were present, and Director Eppink did not receive any comments or concerns via email.

V. FINANCIAL REPORTS

A. Cash Balance Statement

1. The November 2021 cash balance statement was presented for the board's perusal.

B. Cash Flow Statement

1. The November 2021 cash flow statement was presented for the board's review.

C. Approval of Vouchers

1. Resolution #21-022, November 2021

a. Chairman Neate offered a motion approving Resolution #21-022, payment of the November 2021 vouchers, as presented. Commissioner de Luna seconded; the motion unanimously carried.

VI. DIRECTOR/STAFF REPORTS

A. Director's Updates
   1. COVID Updates
      a. Director Eppink reported that masks continue to be required to enter park headquarters and the nature centers. The mask mandate has been in place since August 9.
      b. Director Eppink reported that seven employees are currently out due to either positive COVID tests or residing with someone who tested positive for COVID.
         1. Remaining in-person year-end reviews have been delayed until January.
   2. Job Postings
      a. Director Eppink reported that a few applications have been received for the development coordinator position as well as the park planner position. No applications have been received for the police officer position.
      b. Director Eppink reported that there are currently two park laborer vacancies, and the Allardale site supervisor submitted his letter of resignation earlier this week.

B. Monthly Report
   1. November 2021
      a. Director Eppink provided the November monthly report for the board's perusal.
      b. Chairman Neate commented that he received great feedback regarding the paving of the Killbuck Lakes parking lot.

C. Departmental Activities
   1. November 2021
      a. Director Eppink provided the November departmental activity report for the board's review.
      b. Planning & Operations Manager Smith reported that the deadline for receipt of bids for the Plum Creek Greenway project is January 11, and RFQs for the Litchfield Wetlands project are due January 18.

VII. OLD BUSINESS

A. 2022 Budget
   1. Commissioner Davis offered a motion approving the 2022 Budget as submitted and authorizing the director to make necessary adjustments after the final cash carryover figures are available. Once the adjustments are made, the final budget may be filed with the county auditor. Any adjustments made will be ratified by the board at its regular meeting in January. Commissioner de Luna seconded; the motion unanimously carried.

VIII. NEW BUSINESS

A. 2022 Board Meeting Dates
   1. After adjusting the January meeting date to Thursday, January 20 2022, the board agreed with all of the other proposed 2022 meeting dates presented.

B. Easement for Water Line
   1. Chairman Neate offered a motion authorizing the director to execute an easement for a water line with Ms. Diane (Dedee) O'Neil to bring water from a fishing pond on the property to her greenhouse and outbuildings, subject to a restriction of transfer of the easement with the sale of the property, if possible. The easement is contingent upon approval by the Medina County Probate Court, and the agreement will be recorded with the Medina County Recorder's Office. Commissioner de Luna seconded; the motion unanimously carried.

C. Lease with the City of Wadsworth
   1. Commissioner Davis offered a motion authorizing Legal Counsel Holland and Director Eppink to develop a 50-year agreement with the city of Wadsworth for the lease of Holmesbrook Park and to forward the agreement to city officials for their consideration. The agreement, which will require probate court approval, will be brought to the commissioners for ratification at a future meeting. Commissioner de Luna seconded; the motion unanimously carried.

D. 2022 Administrative Leave Policy
   1. Commissioner de Luna offered a motion approving an extension of COVID-related administrative leave offering up to five days (40 hours) for full-time employees through the first six months of 2022 and up to three days (24 hours) for part-time employees during the same period as per the proposed 2022 Administrative Leave policy as submitted. Chairman Neate seconed; the motion unanimously carried.

IX. EXECUTIVE SESSION

A. Chairman Neate offered a motion that the board move into executive session for the discussion of land acquisition and employee compensation. Commissioner de Luna seconded; the motion unanimously carried.
   1. Director Eppink, Planning & Operations Manager Smith, and Business Manager Chaney left the meeting during the employee compensation discussion and returned afterward.

B. At the conclusion of executive session discussions, Chairman Neate offered a motion that the board move to regular session. Commissioner Davis seconded; the motion unanimously carried.

C. The following motion was made as a result of executive session.
   1. Commissioner Davis offered a motion ratifying the purchase of 35.1 acres of land in the village of Lodi at a cost of $260,000. With financial support from the Clean Ohio Green Space Conservation Program, the cost to Medina County Park District is not to exceed $41,000 from fund 3403-7800-50790. Closing is expected to take place by December 29, 2021. Commissioner de Luna seconded; the motion unanimously carried. Chairman Neate abstained from the vote.

X. COMMISSIONERS' COMMENTS

A. Chairman Neate wished everyone a Merry Christmas and a happy holiday season.

XI. ADJOURNMENT

A. There being no further business for discussion, Chairman Neate declared the meeting adjourned at 10:26 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 49.

BOARD OF COMMISSIONERS
MEDINA COUNTY PARK DISTRICT

NATHAN D. EPPINK, DIRECTOR

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