MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

December 14, 2022

I. CALL TO ORDER

A. Chairwoman Davis called the meeting to order at 8:30 a.m. at park 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, Development Coordinator Peacock, Business Manager Chaney, Legal Counsel Wagner, Medina County Probate Judge Dunn and Guest Bryan Midlik of the Chippewa Lake Ski Team.

II. OATH OF OFFICE

A. Medina County Probate Judge Dunn administered the Oath of Office to Commissioner de Luna, renewing his term for another three years, January 1, 2023 through December 31, 2025.

1. Judge Dunn left the meeting at this time.

III. APPROVAL OF MINUTES

A. November 16, 2022

1. Chairwoman Davis offered a motion approving the minutes of the November 16, 2022 meeting as presented. Commissioner de Luna seconded; the motion unanimously carried.

IV. PUBLIC PARTICIPATION

A. Guest Bryan Midlik of the Chippewa Lake Ski Team asked if there had been any follow-up discussion regarding a possible sign at the public boat ramp on Westfield Landing as previously discussed with Director Eppink. The director reported that there had been no discussion at the board level; however, staff will be working on the 2023 capital projects list soon. Director Eppink will be in touch with Mr. Midlik after the first of the year.

V. FINANCIAL REPORTS

A. Cash Balance Statement

1. The November 2022 cash balance statement was presented for the board's perusal.

B. Cash Flow Statement

1. The November 2022 cash flow statement was presented for the board's review.

C. Approval of Vouchers

1. Resolution #22-020, November Vouchers

a. Chairwoman Davis offered a motion approving Resolution #22-020, payment of the November 2022 vouchers, as presented. Commissioner de Luna seconded; the motion unanimously carried.

1. Guest Tim Cochrane of the Chippewa Lake Ski Team arrived at this time.

VI. EXECUTIVE SESSION

A. Chairwoman Davis offered a motion to move into executive session for the discussion of land acquisition and employee compensation. Commissioner de Luna seconded; the motion unanimously carried.
   1. Mr. Midlik, Mr. Cochrane, and Development Coordinator Peacock left the meeting at this time. At various times during the employee compensation discussion, Business Manager Chaney and Director Eppink left and returned to the room.

B. Chairwoman Davis offered a motion to move out of executive session. Commissioner de Luna seconded; the motion unanimously carried.
   1. Development Coordinator Peacock and Business Manager Chaney returned to the meeting.

C. Commissioner de Luna offered a motion accepting the 2023 salary ranges as presented and adjusted during Executive Session. Chairwoman Davis seconded; the motion unanimously carried.
   1. Commissioner de Luna left the meeting at this time.

VII. DIRECTOR/STAFF REPORTS

A. Director's Updates
   1. Holiday Party
      a. The director invited the board to the staff holiday party on December 21 at 11:30 a.m. at Buffalo Creek Retreat.
   2. Capital Campaign
      a. Development Coordinator Peacock shared information about an upcoming capital fundraising campaign for Friends of the Parks to assist with the cost of various development projects including Rivendell Nature Preserve, Chippewa Lake, a third entrance to Lake Medina, and the Brown-Trump Homestead. The initial campaign goal is $2 million dollars, and some donor pledges have already been received.

B. Monthly Report
   1. The director presented the November Monthly Report for the board's review.

C. Departmental Activity Report
   1. Director Eppink provided the November Departmental Activity Report for the board's review.
      a. Chairwoman Davis asked the director about the meeting with Wadsworth City Parks. The director reported that the city hired OHM to review all of its park sites, and the park district is participating due to the lease agreement for development of Holmesbrook Park.
      b. Commissioner Neate recommended talking with the county about providing a recorded benefits orientation program that could be shared as part of the new-staff onboarding process.

VIII. OLD BUSINESS

A. 2023 Budget
   1. Chairwoman Davis offered a motion approving the 2023 Budget with adjustments to personnel compensation as discussed, to make cash carryover adjustments when the numbers are available, and to file the budget with the county auditor's office. Commissioner Neate seconded; the motion unanimously carried.

B. Lease of Property in Granger Township
   1. Commissioner Neate offered a motion authorizing the director to enter into a lease agreement with Theresa Laffey, Successor Trustee of the Richard Mugrage Trust and Theresa Laffey, Successor Trustee of the Beverly Mugrage Trust, for the park district's use of the Mugrage house for satellite maintenance operations, located at 5045 Windfall Road, Medina, at a cost of $12,000 per year due and payable before March 1 each year. Chairwoman Davis seconded; the motion unanimously carried.

C. Lease Agreement for CYC Shelter
   1. Chairwoman Davis offered a motion ratifying the revised and executed memorandum agreement between the park district, the Chippewa Yacht Club, and the Medina County Sanitary Engineer as presented. Commissioner Neate seconded; the motion unanimously carried.

D. Lease Agreement with Cleveland Museum of Natural History
   1. Chairwoman Davis offered a motion authorizing the director to enter into the revised lease agreement with the Cleveland Museum of Natural History for property located on Wooster Pike in Guilford Township as presented. Commissioner Neate seconded; the motion unanimously carried.

E. Leases at 4092 Medina Road
   1. Commissioner Neate offered a motion authorizing the director to enter into the revised 25-year lease agreement with Friends of Medina County Parks, Inc. to be the stewards of the property at 4092 Medina Road and to enter into a separate 10-year lease with Cathy's House to use one of the residences on the property as recovery housing. The lease with Cathy's House will be contingent upon approval by the Medina County Probate Court. Chairwoman Davis seconded; the motion unanimously carried.

IX. NEW BUSINESS

A. Sharon Nature Preserve Phase 1 – Change Order Request #1
   1. Chairwoman Davis offered a motion ratifying Change Order Request #1 for the Sharon Nature Preserve Phase 1 project in the amount of $3,579 and amending the total contract sum with Marks Construction, Inc. to $177,330.66. Commissioner Neate seconded; the motion unanimously carried.

B. Travel Expenses—Mileage & Meals
   1. Chairwoman Davis offered a motion authorizing the director to update the employee travel and reimbursement rates to Breakfast $12, Lunch $15, Dinner $20, or a maximum of $60 for employees traveling for a full day; tips up to and including 20 percent may be reimbursed; and mileage reimbursement at the then-current rate for travel as determined by the IRS, but only if use of a MCPD vehicle is not available and the employee's current certificate of liability insurance is on file with the park district. Commissioner Neate seconded; the motion unanimously carried.

C. Proposed 2023 Meeting Schedule
   1. The board accepted the proposed meeting dates for 2023 with the exception of adjusting the March meeting date to March 22.

2. Medina County Engineers—Lake Road Right-of-Way Expansion and Culvert
   a. Commissioner Neate offered a motion authorizing the director, or his designee, to execute all documents necessary to transfer a right-of-way to the Medina County Sanitary Engineer at the intersection of Lake and Eastlake roads for the completion of a realignment project and construction of a new box culvert to carry water under Lake Road. Chairwoman Davis seconded; the motion unanimously carried.

X. COMMISSIONERS' COMMENTS

A. Chairman Davis shared that Fox 8 and the Kaulig Charitable Giving Program recently recognized Dianne DePasquale-Hagerty as one of "Cleveland's Own" for her work as CEO of Medina Creative Housing and Affiliates.

B. Director Eppink thanked the board for its guidance and support of the park district throughout the year.

XI. ADJOURNMENT

A. There being no further business for discussion, Chairwoman Davis declared the meeting adjourned at 10:31 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 51.

BOARD OF COMMISSIONERS
MEDINA COUNTY PARK DISTRICT

NATHAN D. EPPINK, DIRECTOR

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