MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

December 18, 2024

I. CALL TO ORDER

A. Chairman Neate called the meeting to order at 8:30 a.m. at Oenslager Nature Center, 6100 Ridge Road, Sharon Township, Ohio.

B. Roll Call

1. Roll call showed Chairman Neate, Commissioner Davis, and Commissioner Venner present. Also in attendance were Medina County Probate Judge Dunn, Medina County Park District Director Eppink, Deputy Director Stray, Planning Manager Smith, Natural Resources Manager Morton, Business Manager Chaney, and Legal Counsel Holland. Guests included *The Gazette* Reporter Patrick Rhonemus; Jill Heck, Debbie Horning, and Barbara McGrath of Chippewa Lake; and Greg O'Connell of Gloria Glens.

II. OATH OF OFFICE

A. Medina County Probate Judge Dunn administered the Oath of Office to Chairman Neate, renewing his term for another three years, January 1, 2025 through December 31, 2027.

III. APPROVAL OF MINUTES

A. November 20, 2024

1. Commissioner Davis offered a motion approving the minutes of the November 20, 2024 meeting as presented. Commissioner Venner seconded; the motion unanimously carried.

IV. PUBLIC PARTICIPATION

A. Chippewa Lake resident Jill Heck said she enjoyed the park district's Trekking Through Autumn, Natural Discoveries, and other programs as well as the parks in general. She is attending the meeting to hear about the proposed docking rules.

B. Gloria Glens resident Greg O'Connell reported that the Gloria Glens shoreline work has been completed. He is attending the meeting to hear about the proposed docking rules.

C. Chippewa Lake resident Debbie Horning said she is attending the meeting to hear about the proposed docking rules.

D. Chairman Neate noted that the subject of docking is listed under Old Business on the agenda and asked the board to move the discussion forward so the guests wouldn't have to sit through the first half of the meeting.

VII. OLD BUSINESS

D. Chippewa Lake Docking

1. Director Eppink presented an updated summary of the Chippewa Lake stakeholders docking meetings to date. Legal counsel's review and opinion is required on several items, and a public meeting will be scheduled for early January for public discussion and input.
2. Chairman Neate provided additional information about progress made by the stakeholders group regarding docks, administration of the dock tags and watercraft stickers, annual fees, and compliance with and governance of the docking rules.
3. Comments and questions from the guests in attendance were heard and addressed.
   a. Medina County Park District Police Officer Kellar arrived at this time.
4. Director Eppink noted that the intent of the proposed docking rules is to simplify the rules for all in regard to fees, rights, permissions, etc.
   a. Judge Dunn left the meeting at this time.
5. Discussion continued, and the meeting for public input was scheduled for Tuesday, January 7 at 6 p.m. at Buffalo Creek Retreat. The proposed docking rules and meeting information will be posted on the park district's website, and a specific email will be sent to the current Chippewa Lake boaters address list on file for residents of the three docking communities: Chippewa Lake, Gloria Glens, and Euclid Avenue.
   a. Director Eppink noted that the proposed docking rules will be updated as necessary after the public meeting and will be presented to the board for approval at either the January or February board meeting.
   b. Guests Jill Heck, Barbara McGrath, and Debbie Horning left the meeting.

V. FINANCIAL REPORTS

A. Cash Balance Statement

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

B. Cash Flow Statement

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

C. Approval of Vouchers

1. Resolution #24-019, November 2024 Vouchers
   a. Chairman Neate offered a motion approving Resolution #24-019, payment of the November 2024 vouchers, as presented. Commissioner Davis seconded; the motion unanimously carried.

VI. DIRECTOR/STAFF REPORTS

A. Director's Updates

1. Director Eppink reported that, due to the number of items on today's agenda, the proposed purchasing guidelines will be presented in January or February.
2. Business Manager Chaney reported that Securitec is installing the security system in the new police headquarters building and garages. The county's IT department has installed the necessary network equipment, and park maintenance staff is running cables from the network closet to the various workstation jacks.

3. Director Eppink reported that he recently approved a $1,500 change order for a drainage issue along the trail at Rivendell. Planning Manager Smith provided details of the problem and described the correction made to resolve the issue.
4. Director Eppink reported that he and Deputy Director Stray met with the Medina County Farm Bureau to discuss partnership ideas.
5. Director Eppink shared a thank-you note from the county auditor for the use of Buffalo Creek Retreat, a thank-you note from the Ohio Parks and Recreation Association as he filled in as a last-minute presenter at the annual Leadership Summit, and letters from the city of Brunswick regarding zoning concerns over a park sign mounted along the Plum Creek Greenway Trail. Legal Counsel Holland described the issue and shared his thoughts on the matter.
    a. Director Eppink noted that the park district will be standardizing its signs and updating the cosmetics around them for consistency throughout the district. The board agreed with the updating of the park signs for consistency and asked Legal Counsel Holland to communicate with the city of Brunswick regarding the Plum Creek Greenway sign.
6. Director Eppink reminded the board and Legal Counsel Holland of the park district's staff holiday party to be held December 19 at 11:30 a.m. at Buffalo Creek Retreat.
7. Deputy Director Stray reported that he is excited to be back from his recent military leave.
8. Business Manager Chaney reported that she attended the audit exit conference for the Fiscal Year '22/'23 Audit with Director Eppink and two state auditors on December 2. There were two minor notes listed on the management letter.
    a. One note was regarding amendment to the original filing of the 2022 annual financial report after the March 1 deadline when it was discovered that an anomaly was occurring in the county's Munis ERP system that resulted in inaccurate monthly financial data.
    b. The second note was for failure to locate prevailing wage certificates in two of the five construction files audited.
9. Planning Manager Smith reported that the planning department is reviewing proposals received for the Liverpool Meadows Nature Preserve and Chippewa Lake Phase I design-build projects. Recommendations should be presented to the board at the January meeting. Mr. Smith also reported that a meeting for the design of Shotwell Gardens is scheduled with park staff, Becky Shotwell, and the design team.
10. Natural Resources Manager Morton provided a update on the deer hunt program with 52 deer harvested through archery hunts and 13 deer harvested through gun hunts. He also reported that he will be reviewing the park district's land management agreements in early 2025.

B. Monthly Report
    1. The November monthly report was provided for the board's review.
C. Departmental Activities
    1. Director Eppink provided the November departmental activity report for the board's perusal.

VII. OLD BUSINESS

A. 2024 Budget
   1. Chairwoman Davis offered a motion approving the 2025 Budget subject to adjustments as discussed--fixing the Excel formula in the Medicare line, a six-percent reduction across the medical line, adjusting transfers as necessary to increase the 3400 cash carryover--authorizing the director to adjust the cash carryovers once the final figures are available and to file the final budget with the county auditor. Commissioner Venner seconded; the motion unanimously carried.
   2. The board asked that credit card fees be analyzed to determine if the park district's credit card convenience fee needs to be adjusted.

B. Lease Agreement with Bath Pony Club
   1. No action was taken on this business item. The lease agreement with Bath Pony Club will be returned to the board for consideration once outstanding details are received and Legal Counsel Holland reviews the agreement.

C. Website Design
   1. Due to the $22,000 spread across the six proposals received for the redesign of the park district's website, the board asked the director to continue to work with the companies involved to better understand how the proposed prices were determined and to better evaluate the differences between the levels of service included among the proposals.
      a. This item will be revisited at the January meeting with Marketing Coordinator Teubl in attendance and only the top three proposals submitted for board consideration.
   2. Guest Greg O'Connell left the meeting at this time.

VIII. NEW BUSINESS

A. 2025 Capital Project List
   1. Director Eppink will revisit the 2025 Capital Project List to determine any changes required to update the 2025 Budget as requested by the board. The revised project list will be presented to the board for approval at the next meeting.

B. 2025 Board Meeting Dates
   1. The 2025 board meeting dates were scheduled as presented for 8:30 a.m. on the third Wednesday of each month at Oenslager Nature Center except for the proposed October meeting that was changed to Thursday, October 16 at the same time and location. Commissioner Davis will send calendar invites to the board members through Outlook.

C. 2025 Holidays
   1. Director Eppink provided a list of 2025 park district holidays as stated in the employee handbook as well as a list comparing other public entity holidays with the MCPD's. The 2025 director's choice floating holiday is scheduled for Friday, July 3. No board action was required.

D. 2024 Police Statistics for Chippewa Lake
   1. Director Eppink provided the board with a summary of written warnings and citations issued on Chippewa Lake from early May through early September in 2024. The information provided does not include a count of every interaction between Medina County Park District officers and the public. No board action was required. This information will be available at the January 7 meeting being held for public input on the proposed Chippewa Lake docking rules.

E. RFP for Chippewa Lake Water-quality Monitoring
   1. Chairman Neate offered a motion authorizing the solicitation for proposals for Chippewa Lake water-quality monitoring per RFP #NR 2024-001 as presented, with the selected vendor being brought forward for approval by commissioners in early 2025. Commissioner Davis seconded, the motion unanimously carried.
      a. Chairman Neate requested that a slide or two of this information, as well as information on improvement of the lake outlet plates, be presented at the January 7 public input meeting with no opportunity for feedback.

IX. EXECUTIVE SESSION

A. Chairman Neate offered a motion that the board move into executive session for the discussion of land acquisition to consider the purchase of property for public purposes and the discussion of personnel for the purpose of considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Commissioner Venner seconded; the motion unanimously carried.
   1. *The Gazette* Reporter Patrick Rhonemus left the meeting at this time.
   2. Deputy Director Stray, Planning Manager Smith, Natural Resources Manager Morton, and Business Manager Chaney left the meeting for the discussion of personnel.
   3. During the personnel discussions, Director Eppink and Deputy Director Stray left and reentered the meeting as requested by the board.

B. Chairman Neate offered a motion that the board move into regular session. Commissioner Davis seconded; the motion unanimously carried.
   1. Commissioner Venner offered a motion authorizing the director to rehire the business manager per the presented employment agreement. Commissioner Davis seconded; the motion unanimously carried.
   2. Commissioner Venner offered a motion authorizing the director to rehire the maintenance superintendent per the presented employment agreement. Commissioner Davis seconded; the motion unanimously carried.
   3. Commissioner Venner offered a motion authorizing an increase in the director's annual salary to $125,000 effective Pay Period #1. Commissioner Davis seconded; the motion unanimously carried.

X. COMMISSIONERS' COMMENTS

A. Commissioner Venner wished all a Merry Christmas.

XI. ADJOURNMENT

A. There being no further business for discussion, Chairman Neate declared the meeting adjourned at 12:45 p.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 53.

BOARD OF COMMISSIONERS
MEDINA COUNTY PARK DISTRICT

NATHAN D. EPPINK
DIRECTOR

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