MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

January 22, 2025

I. CALL TO ORDER

A. Chairman Neate called the meeting to order at 8:31 a.m. at Oenslager Nature Center, 6100 Ridge Road, Sharon Township, Ohio.

B. Roll Call

1. Roll call showed Chairman Neate and Commissioner Venner present. Also in attendance were Director Eppink, Deputy Director Stray, Planning Manager Smith, Marketing Coordinator Teubl, Project Coordinator Nekich, Business Manager Chaney, and Legal Counsel Holland. Guests included *The Gazette* Reporter Patrick Rhonemus and village of Gloria Glens Trustee Steve Tressler.

II. ELECTION OF OFFICERS

A. Resolution #25-001

1. Chairman Neate offered a motion nominating Commissioner Venner to serve as board chair for 2025 and Commissioner Davis to serve as vice chair for 2025. Commissioner Venner seconded; the motion unanimously carried.

III. APPROVAL OF MINUTES

A. December 18, 2024

1. Chairman Venner offered a motion approving the minutes of the December 18, 2024 meeting as presented. Commissioner Neate seconded; the motion unanimously carried.

IV. PUBLIC PARTICIPATION

A. Guest Steve Tressler of Gloria Glens stated that he had no comments to offer and was attending to hear the board's discussion regarding docking at Chippewa Lake.

B. Director Eppink reported that he had not received comments specifically for the board from the public prior to the meeting. However, he had received six emails following the January 7 public meeting held at Buffalo Creek to discuss docking at Chippewa Lake, and copies of those emails were forwarded to the board in advance of today's meeting.

VIII. NEW BUSINESS

F. Docking at Chippewa Lake

1. This item was moved forward on the agenda in consideration of Mr. Tressler's attendance at the meeting.

a. Director Eppink reported that the Chippewa Lake Stakeholders' Committee has met six times since September, and approximately 100 people attended the January 7 public meeting regarding docking that was held at Buffalo Creek Retreat.

b. Director Eppink felt there were two main "take-aways" from the public meeting.
   1. No new or additional docks should be constructed on the lake, and dock holders should not be permitted to extend the length of existing dock structures throughout 2025 to permit the park district time to photograph/GPS the placement of current docks.
   2. The committee should increase the required distance between dock structures to a minimum of 30 feet.

c. Legal Counsel Holland noted that the current draft of the proposed docking rules include two primary enforceable provisions: a dock structure may not extend more than 200 feet from the shore and that there is to be a minimum of 25 feet between docks. Director Eppink said that the rules must include that a maximum of two boat tags may be issued per residence and must clearly define the issues the park district may enforce (no dock tag, no boat sticker, etc.).
   1. Director Eppink said that the villages will only be issuing 2025 dock tags to those who held tags in 2024. No new applications will be accepted in 2025. He said that the application process for new, additional, or extension of existing docks still needs to be determined.
   2. Commissioner Neate commented that the stakeholders committee and the park district are doing the best that can be done to create docking rules at this time and that adjustments will need to be made as we move forward.

d. No board action was requested at this time, and guest Steve Tressler left the meeting.

V. FINANCIAL REPORTS

A. Cash Balance Statement
   1. The December 2024 cash balance statement was presented for the board's perusal.

B. Cash Flow Statement
   1. The December 2024 cash flow statement was presented for the board's review.

C. Expense Report #4
   1. Expense Report #4 for the period January - December 2024 was presented to the board.

D. Quarterly Credit Card Report #4
   1. October, November, December 2024
      a. Quarterly Credit Card Report #4, 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 #25-002, December 2024 Vouchers
      a. Chairman Venner offered a motion approving Resolution #25-002, payment of the December 2024 vouchers, as presented. Commissioner Neate seconded; the motion unanimously carried.

VI. DIRECTOR/STAFF REPORTS

A. Director's Updates
   1. In addition to what was previously submitted in advance of the meeting, Director Eppink reported that he and Deputy Director Stray recently met with the Medina Farm Bureau. The agency will not be partnering with the park district due to its policy positions at the state level.
   2. Director Eppink and Deputy Director Stray met with the Medina County Beekeepers Association to discuss partnership ideas. A site visit has been planned for February to view a possible location for a community bee yard.
   3. Director Eppink reported that the annual OPRA Conference is less than two weeks away and that a number of staff members will be in attendance. He invited board members to attend the awards dinner being held Tuesday evening, February 4, where the park district will receive the top award for *Capital Projects Under $500,000* for the Alladale Playscape. Director Eppink is presenting a session, "Partnering for Success," on Wednesday, February 5.
   4. Director Eppink invited board members to attend a public meeting at Lodi Library on February 12, from 6 to 7:30 p.m., to collect feedback about the ongoing Killbuck Lakes master plan. The park district anticipates receipt of the plan from OHM Advisors this spring.

B. Deputy Director Stray reported that a plug in the inlet channel at the Chippewa Inlet Trail Vaughn project failed three months after installation, resulting in water flowing back through the inlet rather than into the linear wetlands. Park staff is working with the project engineer, Envirotech, and the contractor, Marks Construction, to determine why the plug failed and how to correct the situation. The park district feels the engineer and contractor are still responsible for the project as the park district has yet to receive as-built drawings, and the project hasn't been closed out. Commissioner Neate requested pictures to better understand the issue.

C. Due to the full January meeting agenda, Business Manager Chaney provided a verbal report, rather than written memo, as follow-up to the board's December request for analysis of credit card fees paid by the park district. The related business memo will be included in the February board package.
   1. An analysis of the last three years shows that the five-percent convenience fee the park district charges the public for each shelter reservation paid via credit card is adequately offsetting what the district pays in fees to the three vendors involved in the online charge process.

D. Director Eppink introduced Project Coordinator Brooke Nekich, hired this past September, to the board. Project Coordinator Nekich said she is happy to be here, is getting settled in, and is looking forward to working on upcoming projects with Planning Manager Smith and Park Planner Kleshinski.

E. Director Eppink shared that while Master Renovations was removing the Chippewa North barn foundation as part of the current renovation project, it discovered rotten timber in need of replacement at an approximate cost of $30,000 above the contract price. Planning Manager Smith said that these structural issues were concealed by the foundation. To preserve the structural integrity of the building, the rotten material will need to be replaced before the project can proceed. This item will be brought to the board for deliberation at another meeting.

F. Monthly Report
   1. December 2024
      a. Director Eppink provided the December monthly report for the board's perusal.

G. Departmental Activities
   1. December 2024
      a. Director Eppink provided the December departmental activity report for the board's review.

VII. OLD BUSINESS

A. No Old Business was presented for discussion.

VIII. NEW BUSINESS

A. 2025 Budget
   1. Commissioner Neate offered a motion ratifying the 2025 Budget as presented. Chairman Venner seconded; the motion unanimously carried.

B. 2025 Capital Projects
   1. Chairman Venner offered a motion approving the 2025 Capital Projects list as presented. Commissioner Neate seconded; the motion unanimously carried.

C. Website Redesign
   1. Chairman Venner offered a motion authorizing the director to enter into an agreement, pending legal counsel review as to form, with Proximity Marketing for the not-to-exceed cost of $26,500 for website design but excluding hosting and technical support after the launch. Commissioner Neate seconded; the motion unanimously carried.

D. MCPD Purchasing Guidelines
   1. Chairman Venner offered a motion approving purchasing guidelines for the park district as presented, effective immediately. Commissioner Neate seconded; the motion unanimously carried.

E. Brunswick Agreement for Accessing, Mowing Parcel
   1. Chairman Venner offered a motion authorizing the director to enter into an agreement with the city of Brunswick for the maintenance and mowing of the park district's 0.4728-acre parcel on Samuel Drive (PPN 003-18D-22-042) in Brunswick as per the presented Consent Agreement. Commissioner Neate seconded; the motion unanimously carried.

G. Levy Information
   1. Director Eppink presented information regarding the park district's last three property-tax levies, language from Ohio Revised Code Section 1545.21 regarding *Tax Levy for Use of District*, and a spreadsheet depicting the success rate of park and recreation levies for the last five years. He also provided the definitions of a *renewal levy* and a *replacement levy*, including a renewal or replacement *with an increase*. The information was provided for discussion purposes, and no board action was recommended at this time.
      a. Commissioner Neate asked the director to continue to provide additional information on a monthly basis moving forward.

H. Lake Medina Greenway Capital Improvement Grant Agreement
   1. Commissioner Neate offered a motion ratifying the Capital Improvement Grant Agreement for the Lake Medina Greenway project as presented. Chairman Venner seconded; the motion unanimously carried.

I. Purchase of CXT Restrooms for Lake Medina Shotwell Gardens and Rivendell Nature Preserve using Sourcewell Cooperative Pricing
   1. Commissioner Neate offered a motion authorizing the planning manager to enter into a contract with CXT in a combined amount not to exceed $155,000 to cover potential contingencies, utilizing Sourcewell cooperative pricing, for the purchase and installation of the CXT restrooms for Rivendell Nature Preserve and Lake Medina Shotwell Gardens as presented. Chairman Venner seconded; the motion unanimously carried.

J. RFQ/RFP #2024-015 Liverpool Meadows Nature Preserve
   1. Commissioner Neate offered a motion authorizing the planning manager to enter into a design-build contract with the top-ranked design build team, Mc.B Paving, for design and construction of the Liverpool Meadows Nature Preserve project in an amount not to exceed $360,000, which includes contingencies for potential unforeseen project items, and subject to review and approval by legal counsel as to form. Chairman Venner seconded; the motion unanimously carried.

K. RFQ/RFP #2024-016 Chippewa Lake Phase 1 Public Access
   1. Chairman Venner offered a motion authorizing the planning manager to enter into a design-build contract with the top-ranked design build team, Schirmer Construction, for design and construction of the Chippewa Lake Phase 1 Public Access project in an amount not to exceed $360,000, which includes contingencies for potential unforeseen project items, and subject to review and approval by legal counsel as to form. Commissioner Neate seconded; the motion unanimously carried.

L. ONC Nature Center Parking Resurfacing and Striping
   1. Chairman Venner offered a motion authorizing the planning manager to enter into a contract with Melway Paving for repair and re-paving of the ONC entry drive and parking lot for the proposed amount of $190,805.50, and further authorizing the use of ODOT/OPRA funds allocated to the park district for the eligible costs, as presented, and authorizing the park district to pay the remaining costs from 3402-7800-50580 for the project at a not-to-exceed amount of $25,000 to cover contingencies for potential unforeseen project items, subject to review and approval by legal counsel as to form. Commissioner Neate seconded; the motion unanimously carried.

IX. EXECUTIVE SESSION

A. Chairman Venner offered a motion that the board move into executive session to consider the purchase of property for public purposes, where premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest and for the purpose of considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Commissioner Neate seconded; the motion unanimously carried.

1. *The Gazette* Reporter Patrick Rhonemus left the meeting at this time.
2. Deputy Director Stray, Planning Manager Smith, Project Coordinator Nekich, and Business Manager Chaney left the meeting for the personnel discussion. Business Manager Chaney returned to the meeting after the personnel discussion.

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

C. As a result of executive session discussions, the following actions were taken.
   1. Commissioner Neate offered a motion authorizing the director to purchase up to seven acres in Bath Township, Summit County, for $2,500 per acre and for the park district to pay surveying and parcel-split expenses from fund 3403-7800-50790. Closing costs will be equally split between buyer and seller. Chairman Venner seconded; the motion unanimously carried.
   2. Chairman Venner offered a motion ratifying the business manager's employment contract with an adjusted ending date of January 2, 2027. Commissioner Neate seconded; the motion unanimously carried.

X. COMMISSIONERS' COMMENTS

A. Commissioner Neate welcomed Commissioner Venner to his first term of service as chairman of the board.

XI. ADJOURNMENT

A. There being no further business for discussion, Chairman Venner declared the meeting adjourned at 11:41 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 54.

BOARD OF COMMISSIONERS
MEDINA COUNTY PARK DISTRICT

NATHAN D. EPPINK, DIRECTOR

pbc