MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

July 20, 2022

I. CALL TO ORDER

A. Chairwoman Davis called the meeting to order at 8:36 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, Planning & Operations Manager Smith, Natural Resource Manager Spetz, Development Coordinator Peacock, Legal Counsel Holland, and Business Manager Chaney.

II. APPROVAL OF MINUTES

A. June 15, 2022 and June 29, 2022
   1. Commissioner de Luna offered a motion approving the minutes of the June 15 and June 29, 2022 meetings as presented. Commissioner Neate seconded; the motion unanimously carried.

III. PUBLIC PARTICIPATION

A. No members of the public were in attendance, and no public comments or concerns were received via email prior to the meeting

IV. FINANCIAL REPORTS

A. Cash Balance Statement
   1. The June 2022 cash balance statement was presented for the board's perusal.

B. Cash Flow Statement
   1. The June 2022 cash flow statement was presented for the board's review.

C. Quarterly Expense Report #2
   1. Quarterly Expense Report #2 for April, May, and June 2022 was presented.

D. Quarterly Credit Card Report
   1. Q2 – April, May, June 2022
      a. The second quarter credit card report was presented for the board's review.

E. Approval of Vouchers
   1. Resolution #22-012, June Vouchers
      a. Commissioner Neate offered a motion approving Resolution #22-012, payment of the June 2022 vouchers, as presented. Commissioner de Luna seconded; the motion unanimously carried.

F. 2023 Tax Budget
   1. Commissioner Davis offered a motion approving the 2023 Tax Budget as presented. Commissioner de Luna seconded; the motion unanimously carried.

V. DIRECTOR/STAFF REPORTS

A. Director's Updates

1. Director Eppink reported that a lunchtime gathering for staff was held at Buffalo Creek Retreat on June 22. It was the first time most of the staff had been together, in person, since March of 2020. Friends of the Parks, Inc. underwrote the cost of boxed lunches.
2. Director Eppink invited the board to attend a park district staff and family evening program being hosted by the Northern Ohio Railway Museum (NORM) on July 27 at the museum property on Buffham Road from 6 - 8 p.m.
3. Director Eppink reported that the park district is still seeking a park planner, police officer, and park laborer. Interviews for the administrative secretary position will be conducted over the next two weeks.
4. The director reported that, per the lease agreement with Wadsworth, the park district must have a master plan for Holmesbrook Park to the city by the end of the year. As Wadsworth hired OHM Advisors to review its park sites, the park district will pay for the Holmesbrook Park portion of the study.
5. The park district is tentatively holding the date of August 23 for groundbreaking events at two H2Ohio sites – the Kennard Road wetland and kayak launch and the Litchfield Wetlands project. Director Eppink will confirm the date with the board within the next week based on permitting/construction drawings.
6. Director Eppink reported that the Sharon Wetlands project was not awarded H2Ohio monies; however, the purchase of an H2Ohio grant-funded property in Harrisville Township is scheduled to close September 15.
7. Director Eppink reported that the park district is holding the date of August 10 for a dedication ceremony of the Plum Creek Greenway Phase 1 with Brunswick officials. That date is subject to change based on progress made on the boardwalk portion of construction.

B. Monthly Report

1. Director Eppink provided the June Monthly Report for the board's perusal.

C. Departmental Activities

1. Director Eppink provided the June departmental activity report for the board's review.

VI. OLD BUSINESS

A. Lease with York Township

1. Commissioner de Luna offered a motion ratifying approval of a 25-year lease agreement with York Township for land near the intersection of Norwalk (SR 18) and Fenn roads that has been approved by the Medina County Probate Court and will not be recorded with the Medina County Recorder's Office. Commissioner Neate seconded; the motion unanimously carried.

VII. NEW BUSINESS

A. Plum Creek Greenway – Change Order Request #3
   1. Chairwoman Davis offered a motion ratifying Change Order Request #3 for the Plum Creek Greenway in the amount of $8,210 and amending the total contract sum with Jagger Construction to $339,361.90. Commissioner Neate seconded; the motion unanimously carried.

B. Sharon Nature Preserve Phase 1 – Bid Award
   1. Commissioner de Luna offered a motion authorizing the director to enter into a construction contract with the lowest and best bidder for the Sharon Nature Preserve Phase 1 project, Marks Construction, Inc., in the amount of $173,751.66, subject to review and approval by legal counsel as to form. Commissioner Neate seconded; the motion unanimously carried.

C. Updated Job Description
   1. Commissioner Davis offered a motion ratifying the updated job description for the administrative secretary position as presented, updating the previous board-approved description from 2019. The salary range has not changed. Commissioner de Luna seconded; the motion unanimously carried.

D. Lease of Property in Granger Township
   1. Commissioner Neate offered a motion authorizing the director to enter into a lease, pending legal counsel review, for use of the former Mugrage home on Windfall Road in Granger Township contingent upon approval by the Medina County Probate Court. The final, executed agreement will be brought to commissioners for ratification at a future board meeting and will not be recorded with the Medina County Recorder's Office. Commissioner de Luna seconded; the motion unanimously carried.

E. Re-appropriation of Budget Fund 3403, Land Acquisition
   1. Chairwoman Davis offered a motion approving re-appropriation of the 2022 land acquisition budget as presented to accommodate the ODNR H2Ohio grant award of $813,000 for the purchase of 173 acres of land as part of the state's "Little Killbuck Creek Wetlands Project." Commissioner de Luna seconded; the motion unanimously carried.

VIII. EXECUTIVE SESSION

A. Chairwoman Davis offered a motion that the board move into executive session for the discussion of land acquisition and pending litigation. Commissioner Neate seconded; the motion unanimously carried.

B. Following discussion, Chairwoman Davis offered a motion that the board move into regular session. Commissioner de Luna seconded; the motion unanimously carried.

C. Trail License Agreement

1. Commissioner Neate offered a motion authorizing the director to enter into a Trail License Agreement with the Medina County District Library for the purpose of utilizing the library's Lodi branch as a trailhead for the planned Lodi Woods Nature Preserve. The license was drafted by Legal Counsel Holland, revised following previous discussion, and unanimously approved by the library board July 18, 2022. Chairwoman David seconded; Commissioner de Luna abstained from the vote. The motion carried.

IX. COMMISSIONERS' COMMENTS

A. Commissioner de Luna asked if the park district had any available land appropriate for use by the Cloverleaf Youth Football program located within the school district. Director Eppink replied that, due to topography and/or funding sources, there is no park land suitable for such use in the area. As the district continues to investigate opportunities, there could be a possible future collaboration with the school district to acquire land.

1. Some discussion followed regarding the possible connection of the Chippewa Rail Trail to the Village of Chippewa's Lions Park. Due to the existing CSX rail line separating the properties, a connection would be challenging.

X. ADJOURNMENT

A. There being no further business for discussion, Chairwoman Davis declared the meeting adjourned at 10 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 50.

BOARD OF COMMISSIONERS
MEDINA COUNTY PARK DISTRICT

NATHAN D. EPPINK, DIRECTOR

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