MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

June 17, 2020

I. CALL TO ORDER

A. Chairman de Luna called the meeting to order at 8:32 a.m. at Buffalo Creek Retreat, 8708 Hubbard Valley Road, Seville, Ohio.

B. Roll Call

1. Roll call showed Chairman de Luna, Commissioner Davis, and Commissioner Neate present. Also in attendance were Director Eppink, Communications Coordinator Gladden, Planning Manager Smith, Business Manager Chaney, and Legal Counsel Holland.

II. APPROVAL OF MINUTES

A. May 20, 2020 Meeting

1. Commissioner Davis offered a motion approving the minutes of the May 20, 2020 meeting as presented. Commissioner Neate seconded; the motion unanimously carried.

III. PUBLIC PARTICIPATION

A. No members of the public were present; however, two questions were received via email prior to the meeting.

1. On June 9, a gentleman asked when the dog park at C.L. Mugrage Park would reopen. Director Eppink replied via email that the dog park is scheduled to open on July 1.
2. On June 9, a young lady asked about buoys on Chippewa Lake near resident docks. She expressed concern over fast-moving boats and is wondering if additional buoys could be installed. Director Eppink replied via email that the buoys are set for this year. He explained that the park district applied for a grant with the state for new/additional buoys, but that program is currently on hold. Rangers are aware of the concern and will make contact with boaters who are creating wake too close to the docks and shoreline.

IV. FINANCIAL REPORTS

A. Cash Balance Statements

1. The May 2020 cash balance statement was presented for the board's perusal.

B. Cash Flow Statement

1. The May 2020 cash flow statement was presented for the board's review.
2. Director Eppink explained that enclosed shelters are remaining closed through July 31 due to the park district's inability to meet the state's COVID-19 guidelines for frequent cleaning of touch points, staff limitations, etc.

C. Approval of Vouchers
   1. Resolution #20-010, May 2020
      a. Commissioner Davis offered a motion approving Resolution #20-010, payment of the May 2020 vouchers, as presented. Commissioner Neate seconded; the motion unanimously carried.

V. DIRECTOR/STAFF REPORTS

A. Director's Report
   1. Monthly Report
      a. Director Eppink provided the May 2020 monthly report for the board's perusal.

B. Departmental Activities
   1. Director Eppink provided the May departmental activity report for the board's review.

C. Director's Updates
   1. Director Eppink reported that he recently met with various staff members to discuss trail standards – maintenance, types of trails, trail widths, trail markers, and more. He commended Park Planner Bondi for visiting each park site to measure existing trails. The planning department is developing an in-house guide that will help plan new trails and improve existing trails.
   2. Director Eppink reported that the June all-staff meeting has been cancelled due to social distancing concerns. He will be holding micro-level meetings with individual departments to talk about projects and answer questions.
   3. Director Eppink provided COVID-19 updates.
      a. Playgrounds reopened on June 10.
      b. Drinking fountains and enclosed shelters remain closed; headquarters remains closed for in-person business.
      c. Public programs have been cancelled through June 30. Only self-guided programs will be offered in July.
      d. Reservations for enclosed facilities have been cancelled through July 30; existing reservations for open-air shelters will resume July 1. No new shelter reservations will be taken for 2020 dates.

VI. OLD BUSINESS

A. No old business was presented for discussion.

VII. NEW BUSINESS

A. Request for Qualifications (RFQ) – Professional Design Services for Projects with Design Fees Less Than $50,000
   1. Commissioner Neate offered a motion approving the solicitation of qualifications statements from design firms for projects under $50,000 as proposed for the purpose of maintaining a list of qualified professional design service firms in accordance with ORC 153.71. Commissioner Davis seconded; the motion unanimously carried.

B. Lake Medina Parking and Trail Improvements – Bid Award
   1. Commissioner Davis offered a motion authorizing the director to enter into a construction contract for the Lake Medina Park and Trail Improvement project with Marks Construction at a base-bid cost of $280,941.34 and further authorizing the director to execute all necessary documents to enable work to proceed pending review by legal counsel. Commissioner Neate seconded; the motion unanimously carried.

C. Approval of Updated Job Descriptions
   1. Chairman de Luna offered a motion approving job descriptions for the Planning & Operations Manager, Maintenance Superintendent, and Foreman positions as presented, with Planning Manager Smith assuming the role of the planning & operations manager in September, Foreman Hokes filling the role of maintenance superintendent, and the foreman position remaining vacant for the time being. Commissioner Davis seconded; the motion unanimously carried.

VIII. EXECUTIVE SESSION

A. Chairman de Luna offered a motion that the board move into executive session for the discussion of land acquisition. Commissioner Neate seconded; the motion unanimously carried.

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

C. The following motions were made as a result of executive session.
   1. Chairman de Luna offered a motion authorizing the filing of eminent domain proceedings against CSX for the determination of a fair-market value purchase price for two acres of unbuildable, vacant land in Lafayette Township that has been unused by the railroad for the last ~100 years. Commissioner Davis seconded; the motion unanimously carried.
   2. Commissioner Neate offered a motion authorizing the director to purchase approximately 100 acres of land in Granger Township contingent upon receipt of a Clean Ohio grant, with local funds paid from park district fund 3403-7800-50790 and closing costs split between the buyer and seller. Chairman de Luna seconded; the motion unanimously carried.

IX. COMMISSIONERS' COMMENTS

A. No comments were offered.

X. ADJOURNMENT

A. There being no further business for discussion, Chairman de Luna declared the meeting adjourned at 9:37 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 48.

BOARD OF COMMISSIONERS
MEDINA COUNTY PARK DISTRICT

NATHAN D. EPPINK, DIRECTOR

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