MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

June 16, 2021

I. CALL TO ORDER

A. Chairman Neate called the meeting to order at 8:36 a.m. at Medina County Park District Headquarters, 6364 Deerview Lane, Medina, OH 44256.

B. Roll Call

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

II. APPROVAL OF MINUTES

A. May 19, 2021

1. Commissioner de Luna offered a motion approving the minutes of the May 19, 2021 meeting as presented. Commissioner Davis seconded; the motion unanimously carried.

III. PUBLIC PARTICIPATION

A. No members of the public were present, and Director Eppink did not receive comments from the public via email prior to the meeting.

IV. FINANCIAL REPORTS

A. Cash Balance Statement

1. The May 2021 cash balance statement was presented for the board's perusal.

B. Cash Flow Statement

1. May 2021 cash flow statement was presented for the board's review.

C. Approval of Vouchers

1. Resolution #21-012, May 2021
   a. Chairman Neate offered a motion approving Resolution #21-012, payment of the May 2021 vouchers, as presented. Commissioner Davis seconded; the motion unanimously carried.

V. DIRECTOR/STAFF REPORTS

A. Director's Updates

1. Director Eppink provided COVID-19 updates to the board.
   a. Mask-wearing is optional as a great majority of staff is vaccinated.
   b. Drinking fountains are slowly being turned on throughout the district.
   c. Headquarters will remain closed to in-person business through July 5. Normal operations will resume the following day.
   d. Oenslager Nature Center will be closed through July 5. Normal operations will resume the following day.

e. Susan Hambley Nature Center will only be open Saturdays and Sundays beginning July 10 and 11.
f. Through July, all renters of enclosed facilities are required to pay for cleaning and disinfecting through Mark's Cleaning.

2. Hives in Buckeye Woods Park
   a. A special-use permit has been granted to Feeding Medina County and the Medina County Beekeepers Association to place three honeybee hives in the field across the street from HQ, near the pond and at the edge of the new prairie, beginning this season. The permit is good for three years.

B. Monthly Report
   1. May 2021
      a. Director Eppink provided the May monthly report for the board's perusal.

C. Departmental Activities
   1. May 2021
      a. Director Eppink provided the May departmental activity report for the board's review.
         1. Commissioner de Luna asked the director about the in-person Chippewa Lake Stakeholder meeting and virtual OHM/staff meeting.
            a. Director Eppink reported that 14 leaders from the Greater Medina Chamber of Commerce, Medina County Economic Development, the Medina County Engineering Center, Medina County Soil & Water, and the villages and townships attended and provided enthusiastic feedback at the stakeholder meeting.
            b. The virtual OHM/staff meeting was a planning meeting for Chippewa Lake. The next step is to plan an in-person public meeting and an online public survey. The board will be notified as soon as a date and location are established for the public meeting.
         2. Plum Creek Greenway
            a. Planning & Operations Manager Smith reported that Brunswick City has awarded its portion of the greenway construction to Marks Construction. The park district is currently working with its consultant to get documents ready for a possible project award in August.

VI. OLD BUSINESS

A. Acreage in Medina Township
   1. Commissioner Davis offered a motion ratifying the purchase of 12.63 acres of land on Foote Road adjacent to Lake Medina for $217,000 with closing costs split between buyer and seller. The park district's total cost, after receipt of a Clean Ohio grant, was $9,057.25. Commissioner de Luna seconded; the motion unanimously carried.

VII. NEW BUSINESS

A. Request for Qualifications (RFQ) – Professional Design Services for Projects with Design Fees Less Than $50,000 (Annual Update)
   1. Commissioner de Luna offered a motion approving the annual solicitation of qualifications statements from professional design service firms for projects with design fees less than $50,000 per ORC 153.71 guidelines. Commissioner Davis seconded; the motion unanimously carried.

B. H2Ohio Chippewa Lake Wetland Restoration Project: Request for Qualifications (RFQ) for Design-Build Services – Kennard Site
   1. Chairman Neate offered a motion approving the solicitation of statements of qualifications (SOQs) from design-builders interested in the Kennard site wetland construction project. Upon receipt of the SOQs, the park district will conform with the two-stage selection process outlined in ORC 15.693 by short listing qualified design-builders and requesting cost proposals for presentation to the board. Commissioner de Luna seconded; the motion unanimously carried.

C. Authorization to Work with Belz & Associates
   1. Commissioner de Luna offered a motion authorizing the director to work with Chris Belz of Belz & Associates, at a fee not to exceed $1,500, for the review of full-time and part-time salary ranges and recommendations for the board's consideration in remaining competitive in the marketplace. Commissioner Davis seconded; the motion unanimously carried.

VIII. EXECUTIVE SESSION

A. Commissioner de Luna offered a motion that the board move into executive session for the discussions of land acquisition and employee compensation. Commissioner Davis seconded; the motion unanimously carried.

B. Following these discussions, Chairman Neate offered a motion that the board move into public session. Commissioner Davis seconded; the motion unanimously carried.

IX. COMMISSIONERS' COMMENTS

A. Chairman Neate commented that it is good to finally be able to meet in person.

B. Legal Counsel Holland informed the board that he will be on vacation next month and will send an associate to attend the July board meeting.

C. It was agreed that the July 21 board meeting will be held in person at park district headquarters.

X. ADJOURNMENT

A. There being no further business for discussion, Chairman Neate declared the meeting adjourned at 10:14 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 49.

BOARD OF COMMISSIONERS
MEDINA COUNTY PARK DISTRICT

NATHAN D. EPPINK, DIRECTOR

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