MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

March 20, 2019

I. CALL TO ORDER

A. Chairwoman Davis called the meeting to order at 8:30 a.m. at Medina County Park District 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, Operations Manager Perry, Communications Coordinator Gladden, Natural Resource Manager Spetz, Business Manager Chaney, Legal Counsel Holland, Volunteer Tom James, and Guests Mark Krosse and John Sandora of Chippewa Lake.

II. APPROVAL OF MINUTES

A. February 20, 2019

1. Commissioner de Luna offered a motion approving the minutes of the February 20, 2019 meeting as presented. Commissioner Neate seconded; the motion unanimously carried.

III. PUBLIC PARTICIPATION

A. Guest Mark Krosse informed the board that he is attending the meeting for the Soil and Water Conservation District grant application discussion scheduled under New Business.

B. Guest John Sandora commented that he appreciates Director Eppink hosting recent meetings in the Chippewa Lake area in an effort to share information and answer questions for the residents. Mr. Sandora said he is hearing many positive comments about the meetings.

IV. EXECUTIVE SESSION

A. Commissioner Neate offered a motion that the board move into executive session for the discussion of land acquisition and employee hiring. Commissioner de Luna seconded; the motion unanimously carried. The director, board, legal counsel, and Volunteer James moved to the director's office to conduct the executive session discussions.

B. Following executive session discussions, the director, board, legal counsel, and Volunteer James returned to the meeting room. Chairwoman Davis offered a motion that the board move into regular session. Commissioner Neate seconded; the motion unanimously carried.

C. Commissioner de Luna offered a motion to accept a donation of three parcels of land, approximately .16 acres total, in the Chippewa Lake area, parcel numbers 020-10D-38-084, 020-10D-38-072, and 020-10D-38-065, pending approval of the Medina County Probate Judge. Commissioner Neate seconded; the motion unanimously carried.

V. FINANCIAL REPORTS

A. Cash Balance Statement
   1. The February 2019 cash balance statement was presented for the board's perusal.

B. Cash Flow Statement
   1. The February 2019 cash flow statement was presented for the board's review.

C. Approval of Vouchers
   1. Resolution #19-005, February 2019
      a. Commissioner Neate offered a motion approving Resolution #19-005, payment of the February 2019 vouchers, as presented. Commissioner de Luna seconded; the motion unanimously carried.

VI. DIRECTOR/STAFF REPORTS

A. Director's Report
   1. Monthly Report
      a. Director Eppink provided the February 2019 monthly report for the board's perusal.

B. Departmental Activities
   1. Director Eppink provided the February 2019 Departmental Activity Report for the board's review.

C. Land Management Agreements
   1. Natural Resource Manager Spetz explained the purpose of the park district's land management agreement program, provided slides explaining where the managed lands are located along with the benefits of each agreement, and how this process ultimately prepares the land for reforestation.
      a. Commissioner Neate agreed that the process is good for the park district, and the board thanked Natural Resource Manager Spetz for the report.

D. Lunch & Learn Opportunities
   1. Director Eppink shared information regarding opportunities being offered to employees a couple times per year in which they can attend programs being presented by other staff members during lunch time to learn about park-district related practices/activities such as the land management program and the annual butterfly survey.

E. Employee Survey Report
   1. Director Eppink shared a summary of employee responses to an anonymous survey he had distributed to all staff members earlier this year.

F. All-Staff Meeting
   1. Director Eppink reported that the first "all-staff" meeting of the year was successful. He provided a summary of the information discussed and shared details about a group activity in which staff members were separated into five small groups to each lay out and create development plans for the Black River park property.

G. Community Conversation at Chippewa Lake
   1. Director Eppink provided a summary of the recent meeting he held at Krabill Shelter to share information, including the Aqua Doc study results, with area residents and answer questions about Chippewa Lake. Approximately 25 - 30 people attended.

H. Staff Activities
1. Director Eppink shared pictures of maintenance staff members replacing bridges at Wolf Creek and a video of Foreman Hokes using an excavator to push down a dilapidated barn on park property in Valley City.

VII. OLD BUSINESS

A. Credit Card Convenience Fees
1. Director Eppink reported that office staff members are continuing to work with Emerge to implement the online credit card purchasing program.
2. Business Manager Chaney reported that Emerge has been able to successfully program the recommended five percent/minimum $2 credit card fee schedule. Staff is hopeful that credit card purchasing can be opened to the public in time for Young Naturalist Camp program registration in late April.

VIII. NEW BUSINESS

A. Service Agreement with Educational Service Center of Medina County
1. Chairwoman Davis offered a motion authorizing the director to execute the 16-month contract with the Educational Service Center of Medina County to provide technology services for Medina County Park District at the rate of $40/hour on an as-needed basis with the addition of a 30-days' notice termination clause. Commissioner de Luna seconded; the motion unanimously carried.

B. Support of SWCD Grant Application for Watershed Coordinator
1. Chairwoman Davis offered a motion approving Resolution #19-006 as presented.

Resolution #19-006
Support of Medina County SWCD Grant Application for Watershed Coordinator

WHEREAS, Medina County Park District owns and manages significant acreage in the Chippewa Watershed including Chippewa Lake, Ohio's largest glacial lake; and

WHEREAS, Chippewa Lake has been impacted by harmful algal blooms for several years due to internal nutrient loading and poor water quality in the watershed; and

WHEREAS, the Medina County Soil & Water Conservation District is applying for a state grant to partially fund a full-time Chippewa Watershed Coordinator;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Medina County Park District supports the grant application of Medina County SWCD and authorizes the park district director to collaborate with the proposed watershed coordinator for the benefit of the residents of Medina County.

Commissioner de Luna seconded; the motion unanimously carried.

C. Approval of Updated Job Descriptions
1. Commissioner de Luna offered a motion approving updated job descriptions for full- and part-time positions as submitted and authorizing the director to make updates as needed to seasonal/internship descriptions without board approval. Commissioner Neate seconded; the motion unanimously carried.

Financial Report
April 17, 2019

MEDINA COUNTY PARK DISTRICT

CASH BALANCE

March 31, 2019

		2019	2018
3400	General Fund	$690,064.87	$501,705.65
3401	Office Maintenance and Building Fund	$189,165.97	$265,438.30
3402	Major Park Development	$966,573.56	$644,116.33
3403	Land Acquisition	$430,525.44	$280,048.67
3404	Allardale Development	$177,570.41	$138,422.38
3405	Outdoor Education	$174,090.94	$121,401.54
3406	Equipment	$56,441.24	$75,820.40
3407	Project Playscape	$156,585.96	$131,282.21
3408	Natural Resource Restoration	$88,236.70	$93,920.38
3409	Funds Distributed by Others	$0.00	$0.00
3410	Inactive Fund	$0.00	$0.00
3411	Salary Reserve Fund	$76,749.44	$48,805.09
3412	Inactive Fund	$0.00	$0.00

Financial Report
April 17, 2019

MEDINA COUNTY PARK DISTRICT

CASH FLOW STATEMENT AND EXPENDITURE REPORT

March 31, 2019

		March		2019 Year to Date		2108 Year to Date
REVENUE						
Real Estate		$ 0.00		$ 0.00		$ 0.00
LGF/LGRAF		$ 28,541.39		$ 52,269.30		$ 52,765.01
Investment Income		$ 0.00		$ 0.00		$ 0.00
Fees/Fines/Other		$ 19,272.50		$ 59,662.50		$ 59,267.50
Royalties/Sales		$ 202.73		$ 3,007.75		$ 2,564.65
Donations/Grants		$ 0.00		$ 0.00		$ 530.00
Refunds & Reimb.		$ 0.00		$ 0.00		$ 19.33
Transfers		$ 0.00		$ 0.00		$ 0.00
				0		
TOTAL REVENUE		**$ 48,016.62**		**$ 114,939.55**		**$ 115,146.49**
Change				-$ 206.94		-0.18%
EXPENDITURES						
Staff		$ 200,803.74		$ 525,671.90		$ 456,682.60
Supplies		$ 164.10		$ 359.05		$ 1,495.09
Materials		$ 1,417.12		$ 4,783.77		$ 6,250.22
Contract Repairs		$ 0.00		$ 380.15		$ 248.85
Advertising/Printing		$ 3,001.25		$ 10,562.23		$ 10,179.50
Travel		$ 2,831.69		$ 8,863.16		$ 9,890.33
Contract Services		$ 9,143.43		$ 50,264.58		$ 34,770.58
Insurance/Other		$ 509.95		$ 21,652.41		$ 42,704.43
Rental		$ 0.00		$ 0.00		$ 0.00
Equipment Rental		$ 0.00		$ 0.00		$ 0.00
Equipment Purchase		$ 331.82		$ 742.76		$ 550.67
Transfers		$ 0.00		$ 0.00		$ 0.00
TOTAL EXPEND.		**$ 218,203.10**		**$ 623,280.01**		**$ 562,772.27**
Change				$ 60,507.74		10.75%
CAPITAL FUNDS						
Revenue		$ 5,510.00		$ 16,938.25		$ 27,001.13
Expenditures		$ 14,498.68		$ 73,746.56		$ 754,147.65

Financial Report
April 17, 2019

EXPENSE REPORT #1 -- January, February, March 2019
3400 – GENERAL FUND

Line Item	Budgeted	Spent to Date	Percentage Expended
Salary	$1,577,035.00	$410,332.08	26.02%
Workers Compensation	$22,511.00	$3,077.59	13.67%
Unemployment Insurance	$6,500.00	$2,655.68	0.00%
PERS	$217,398.00	$51,655.40	23.76%
Medicare	$21,758.00	$5,876.04	27.01%
Hospitalization	$289,476.00	$52,075.11	17.99%
Supplies	$16,100.00	$359.05	2.23%
Materials	$59,675.00	$4,783.77	8.02%
Contract Repairs	$6,400.00	$380.15	5.94%
Advertising & Printing	$59,200.00	$10,562.23	17.84%
Gasoline and Travel	$56,300.00	$8,863.16	15.74%
Contract Services	$190,335.00	$50,264.58	26.41%
Other Expenses	$171,005.00	$21,652.41	12.66%
Rental – General	$550.00	$0.00	0.00%
Rental – Equipment	$5,450.00	$0.00	0.00%
Equipment Purchase	$50,355.00	$742.76	1.48%
Transfers	$2,570,000.00	$0.00	0.00%
TOTALS	**$5,320,048.00**	**$623,280.01**	**11.72%**

IX. COMMISSIONERS' COMMENTS

A. Commissioner Neate offered his thanks to the park district for permitting Oswald Companies to hold a program at Wolf Creek Environmental Center.

X. ADJOURNMENT

A. There being no further business for discussion, Chairwoman Davis declared the meeting adjourned at 9:59 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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