MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

March 17, 2021

I. CALL TO ORDER

A. Chairman Neate called the meeting to order at 8:31 a.m. via Zoom Webinar Conference.

B. Roll Call

1. Roll call showed Chairman Neate 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. February 17, 2021

1. Commissioner Davis offered a motion approving the minutes of the February 17, 2021 meeting as presented. Commissioner Neate 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 February 2021 cash balance statement was presented for the board's perusal.

B. Cash Flow Statement

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

C. Approval of Vouchers

1. Resolution #21-006, February 2021
   a. Chairman Neate offered a motion approving Resolution #21-006, payment of the February 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. Nature centers remain closed.
   b. Headquarters remains closed to in-person business.
   c. Staff members are required to wear masks in the presence of others, and group meetings are not being held.
   d. Effective March 29, open-air shelters may be reserved for dates beginning Memorial Day weekend.
   e. Drinking fountains remain closed through June 30.

2. Director Eppink reported that Hidden Hollow Camp will be used as a drive-thru food bank location by Feeding Medina County the first Thursday of each month beginning April 1.
3. Director Eppink reported that Marketing Coordinator Teubl is working to establish the online sale of park district merchandise through medinacountyparks.com.
4. Director Eppink reported that newly hired park ranger Kevin English will begin work on March 22. Mr. English is retired from the sheriff's department and is expected to be an excellent resource and a great fit.
5. Director Eppink reported that Communications Coordinator John Gladden's last day is March 19. Mr. Gladden has accepted a full-time position with Cloverleaf Local School District.

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

C. Departmental Activities
   1. February 2021
      a. Director Eppink provided the February departmental activity report for the board's review.

VI. OLD BUSINESS

A. No Old Business was presented for discussion.

VII. NEW BUSINESS

A. ODOT Metroparks Funds – OPRA Park Road Improvement Program
   1. Chairman Neate offered a motion to approve Resolution #21-007 as presented.

Resolution #21-007
March 17, 2021

RE: Request of Funds from the Ohio Department of Transportation (ODOT) and Designation of Projects for Ohio Parks Districts Roadwork Fund FY 2022-2023 through the Ohio Parks & Recreation Association (OPRA)

WHEREAS, the Board of Park Commissioners (the Board) for the Medina County Park District (Park District) has need for improvement of public park roadways owned and maintained by the Park District in Medina County; and

WHEREAS, the Park District was created according to Ohio Revised Code 1545, owns or holds at a minimum a 15-year lease of eligible parkland for roadwork funding and has adequate, available resources for the construction and maintenance of requested park road improvements; and

WHEREAS, the Ohio Parks Districts Roadwork Fund is provided by the Ohio Department of Transportation (ODOT) for such purposes as authorized by Ohio Revised Code 5511.06, is subject to the Park District Guidance to ODOT's Metropark Program as prescribed by ODOT, and is coordinated by the Ohio Parks & Recreation Association (OPRA); and

WHEREAS, the Board is cognizant of the requirements for receiving such funds and agrees to comply with the OPRA Policy, as clarified at the Meeting on December 7, 2010, that the park districts are prohibited from accumulating more than three Bienniums (six years) of UNUSED funds.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Park Commissioners of the Medina County Park District requests the designated allocation from the Ohio Parks Districts Roadwork Fund along with any remaining balance of funds in accordance with the following stipulations:

1. Funds can be used for materials and labor necessary for construction or reconstruction of park drives, park roads, new or replacement bridges, park access roads, and parking lots. The funds also may be used for the purchase and hauling of materials for the improvement, repair, and maintenance of park drives; park roads; park access roads and parking lots; and rental of labor and equipment. Force account labor costs (charges by park district employees or associates) are ineligible. Ineligible costs include bikeways and items such as shelter houses, wells, pumps, restrooms facilities, park buildings, etc. All projects must be associated with public vehicular access to be eligible for funding. Funds may be used for eligible construction costs, including construction engineering (i.e., testing and inspection) of "LET" projects.

2. The Park District will pay all costs incurred over the appropriated allocation and, also, for all costs associated with design, environmental studies and documents, and right-of-way activities. Any deviation from the guidelines regarding environmental studies or roadway design requires the written approval of ODOT.

3. Medina County Park District has designated Nathan D. Eppink as the contact person for the local arrangements and to sign all documentation on behalf of the Board of Park Commissioners.

Commissioner Davis seconded; the motion unanimously carried.

B. Hubbard Valley Park Playground Replacement
   1. Commissioner Davis offered a motion authorizing the purchase and installation of a new playground at Hubbard Valley Park from Snider Recreation, Inc. for the State of Ohio cooperative purchasing contract price of $58,142. Chairman Neate seconded; the motion unanimously carried.

C. Chippewa Lake Master Plan
   1. Chairman Neate offered a motion authorizing the director to hire OHM Advisors to develop a master plan for Chippewa Lake for an amount not to exceed $45,000. Upon completion, OHM will deliver five hard copies of the master plan, including color maps, renderings, graphics, and tables, as well as digital copies of the plan

as PDFs. All associated data collected during the process is to be shared with MCPD, too.

2. Commissioner Davis seconded; the motion unanimously carried.

D. Employee Handbook Policy Updates
   1. Commissioner Davis offered a motion to approve adjustments to the employee policies, *Credit Card Purchasing Policy, Leave with Pay,* and *Resignations,* as presented.
   2. Chairman Neate seconded; the motion unanimously carried.

E. Approval of ODNR Cooperative Boating Facility Grant
   1. Commissioner Davis offered a motion to approve Resolution #21-008 as presented.

RESOLUTION #21-008
RESOLUTION OF AUTHORIZATION

WHEREAS the State of Ohio, through the Department of Natural Resources Waterways Safety Fund, administers financial assistance for public boating access, and

WHEREAS the Medina County Park District desires financial reimbursement under the Cooperative Boating Facility Grant Program,

NOW THEREFORE be it resolved by the Medina County Park District as follows:

1. The Medina County Park District approves of filing an application for Cooperative Boating Facility Grant financial assistance.

2. Nathan D. Eppink, Director, is hereby authorized and directed to file and execute an application with the Ohio Department of Natural Resources and provide all information and documentation required to be eligible for possible financial assistance.

3. The Medina County Park District agrees that it has and will obligate the funds required to satisfactorily complete the project under the terms and conditions of the Cooperative Agreement if the project is accepted for financial assistance.

CERTIFICATE OF RECORDING OFFICER

I, the undersigned, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Medina County Park District on the 17th day of March 2021 and that I am duly authorized to execute this certificate.

Chairman Neate seconded; the motion unanimously carried.

VIII. EXECUTIVE SESSION

A. Chairman Neate offered a motion that the board move into executive session at 9:19 a.m. for the discussion of land acquisition. Commissioner Davis seconded; the motion unanimously carried.
   1. The public portion of the Zoom meeting ended at this time. A second public Zoom session was scheduled at the conclusion of the executive session discussions.

B. Chairman Neate, Commissioner Davis, Director Eppink, Planning & Operations Manager Smith, Legal Counsel Holland, and Business Manager Chaney were present as the second public Zoom session began at 10 a.m.
   1. Chairman Neate offered a motion that the board move into regular session. Commissioner Davis seconded; the motion unanimously carried.

C. The following motion was made as a result of executive session.
   1. Commissioner Neate offered a motion authorizing the director to swap permanent parcel number 041-15D-36-024, which is 10.89 acres in Westfield Township, for approximately 14.5 acres of permanent parcel number 041-15D-28-009, also in Westfield Township. Closing costs and the cost of the land-split survey and new legal descriptions are to be shared equally between the two parties. The land swap is contingent upon approval by Westfield Township and the Medina County Probate Court.
   2. Commissioner Davis seconded; the motion unanimously carried.

IX. COMMISSIONERS' COMMENTS

A. Commissioner Davis asked about the annual Earth Day program. Director Eppink replied that the actual Earth Day program will not be held in person at Buffalo Creek Retreat. The Earth Day Committee has created a virtual *Earth Day is Everyday* program where various virtual activities will take place each day for the entire week.

B. Chairman Neate commended John Gladden for the outstanding work he did and thanked him for being such a great advocate for the park district. The board thanked John and wished him well as he becomes a full-time Cloverleaf employee.

C. Chairman Neate commented that it is great how the park district is able to provide a meal pickup location for Feeding Medina County.

D. Chairman Neate commented that he saw the announcement about the Chippewa Yacht Club's long-time lease with the park district. He feels that the yacht club is a great group that offers a great program.

X. ADJOURNMENT

A. There being no further business for discussion, Chairman Neate declared the meeting adjourned at 10:07 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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