MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

May 18, 2022

I. CALL TO ORDER

A. Chairwoman Davis called the meeting to order at 8:30 a.m. at park headquarters, 6364 Deerview Lane, Medina, Ohio.

B. Roll Call

1. Roll call showed Chairwoman Davis present. Commissioners Neate and de Luna attended via telephone as currently permitted by HB 51. Also in attendance were Director Eppink, Planning & Operations Manager Smith, Development Coordinator Peacock, Legal Counsel Holland, Business Manager Chaney, and Guest Chris Music of 565 Chippewa Road.

II. APPROVAL OF MINUTES

A. April 20, 2022

1. Vice-Chairman de Luna offered a motion approving the minutes of the April 20, 2022 meeting as presented. Commissioner Neate seconded; the motion unanimously carried.

III. PUBLIC PARTICIPATION

A. License Agreement with 565 Chippewa Road as brought forward from *New Business*

1. Following discussion, Chairwoman Davis offered a motion authorizing the director to work with legal counsel to develop an easement for property owners of 565 Chippewa Road to use a portion of adjacent park property as part of a driveway for the residence, subject to approval of the Medina County Probate Court. Commissioner de Luna seconded; the motion unanimously carried.
   a. Mr. Music left the meeting at this time.

B. Chippewa Lake Dock Concern

1. Director Eppink had received a complaint from a Chippewa Lake property owner via email regarding the Chippewa Lake resident at 5 Bungalow Bay placing a dock on and crossing her property without permission.
   a. Legal counsel recommended that the property owner report trespass activity to the local law-enforcement agency and seek legal counsel regarding the matter.
   b. It was also suggested that the park district review its existing docking policy and consider upgrades such as the requirement to renew dock permits annually and the attachment of a letter of approval from a property owner if a dock owner doesn't own the shoreline property.

IV. FINANCIAL REPORTS

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

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

C. Approval of Vouchers
   1. Resolution #22-008, April Vouchers
      a. Chairwoman Davis offered a motion approving Resolution #22-008, payment of the April 2022 vouchers, as presented. Commissioner Neate seconded; the motion unanimously carried.
      b. Commissioner Neate asked and Planning & Operations Manager Smith reported that Jagger Construction is moving along nicely with the Plum Creek Greenway project. The contractor is waiting for site conditions to dry and for boardwalk materials to arrive.

D. Quarterly Credit Card Report
   1. Q1 – January, February, March 2022
      a. The first quarter credit card report was presented for the board's review.

E. First Half Cash Transfers
   1. Resolution #22-009
      a. Chairwoman Davis offered a motion approving the first-half cash transfers as budgeted. Commissioner de Luna seconded; the motion unanimously carried.

V. DIRECTOR/STAFF REPORTS

A. Director's Updates
   1. Chippewa Lake Master Plan
      a. Director Eppink reported that the Chippewa Lake Master Plan has been completed and is now available on the park district's website. A news release was distributed on May 17.
   2. Job Postings
      a. Director Eppink reported three new hires: Danny Dydek as trail steward, Paul Hruby as a full-time officer, and Bruce Woodruff as a part-time officer. There are vacancies for park laborers and a park planner.
   3. Stan Allard's Tractor
      a. Director Eppink offered kudos to Joe Hokes and Nate Maynard in operations for their work in restoring Stan Allard's 1939 Ford tractor.
   4. Leadership Medina County
      a. Director Eppink thanked the board for the opportunity to participate in Leadership Medina County's 2021-22 Signature Class.
   5. Farm Announcement
      a. Director Eppink reported that Friends of Medina County Parks, Inc. is receiving land in Medina Township and a financial gift from an estate. The park district will be the stewards of the property. A lease from the Friends to MCPD will be brought before commissioners at a future meeting. An announcement will be released on May 19. Details have already been shared with Friends trustees, partners, county commissioners, the city of Medina, and Judge Dunn.

6. Development Coordinator
    a. Development Coordinator Peacock reported that she has been making contacts and meeting with various community leaders/partners throughout the county. She is working to establish a donor database.

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

C. Departmental Activities
1. April 2022
    a. Director Eppink provided the April departmental activity report for the board's review.

VI. OLD BUSINESS

A. No old business was presented to the board.

VII. NEW BUSINESS

A. License Agreement with 565 Chippewa Road
1. This business item was discussed under *Public Participation* as the property owner was in attendance.

B. Request for Qualificiations (RFQ) – Professional Design Services for Projects with Design Fees Less Than $50,000 (Annual Update)
1. Chairwoman Davis offered a motion authorizing the annual solicitation of qualifications for professional design services for projects with design fees less than $50,000 from professional planning and design service firms. Commissioner de Luna seconded; the motion unanimously carried.

C. Lake Medina Master Plan Update
1. Commissioner Neate offered a motion authorizing the director to enter into an agreement with Environmental Design Group to update the Lake Medina Master Plan at an amount not to exceed $40,000 with legal counsel's recommended edits. 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. Commissioner de Luna seconded; the motion unanimously carried.
1. Development Coordinator Peacock left the meeting at this time.

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

C. Chairwoman Davis offered a motion ratifying the purchase of approximately 15.06 acres in Sharon Township, which commissioners authorized in August 2021. The purchase price is $325,000. With financial support from the Clean Ohio Green Space Conservation Program, the cost to the park district is not to exceed $96,000 from fund 3403-7800-50790. Closing is expected to take place May 27, 2022. Commissioner de Luna seconded; the motion unanimously carried.

IX. COMMISSIONERS' COMMENTS

A. Commissioner Neate and Commissioner de Luna thanked those in attendance for accommodating their participation via phone.

X. ADJOURNMENT

A. There being no further business for discussion, Chairwoman Davis declared the meeting adjourned at 9:51 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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