MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

November 17, 2020

I. CALL TO ORDER

A. Chairman de Luna called the meeting to order at 12:01 p.m. via Zoom Video Conference Webinar.

B. Roll Call

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

II. APPROVAL OF MINUTES

A. October 21, 2020

1. Commissioner Davis offered a motion approving the minutes of the October 21, 2020 meeting as presented. Commissioner Neate seconded; the motion unanimously carried.

III. PUBLIC PARTICIPATION

A. None

IV. FINANCIAL REPORTS

A. Cash Balance Statements

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

B. Cash Flow Statement

1. The October 2020 cash flow statement was presented for the board's review.

C. Approval of Vouchers

1. Resolution #20-017, October 2020

a. Commissioner Neate offered a motion approving Resolution #20-017, payment of the October 2020 vouchers, as presented. Commissioner Davis seconded; the motion unanimously carried.

V. DIRECTOR/STAFF REPORTS

A. Director's Updates

1. Village of Gloria Glens

a. Director Eppink reported that legal counsel is updating the village's lease of ~1.5 acres on the shoreline of Chippewa Lake. The Gloria Glens Homeowners' Association will manage the docking program for village residents and provide related data to the park district. The park district will regulate the number of boats/docks permitted, and the HOA can retain and use the docking fees for capital improvements in the leased area.

b. Chairman de Luna asked if the park district will set the docking permit fee or if the village will be permitted to do so. Director Eppink suggested that the park district may also add regulation of the docking fee to the clause regulating the number of boats/docks permitted.

2. Donations
   a. Director Eppink reported that the park district received a $15,000 donation from the Lodi Rotary for construction of an observation platform at Bluebell Valley. Phase 2 construction of a small shelter and restroom should take place next year with the observation deck to follow shortly thereafter.
   b. Director Eppink reported that the park district received a donation of $3,500 from Westfield Insurance for "missed volunteer opportunities." As Westfield staff helped plant trees in 2019, this donation will be deposited into Fund 3408 Wetland Mitigation.
3. COVID-19 Updates
   a. Director Eppink reported that drinking fountains and nature centers remain closed due to the pandemic. As winter is approaching, the drinking fountains will remain closed until spring.
   b. Park District Headquarters remains closed to in-person business. Staff members are required to wear masks in common indoor spaces and when riding in vehicles with others.
   c. Leadership team meetings are being held via Zoom video. There will not be an all-staff meeting in December, and a holiday staff party won't be held this year.
   d. Those who can work remotely are encouraged to do so to limit in-person interactions; however, few staff members are able to do this.
4. OPRA Award Winner
   a. Director Eppink reported that park district volunteer David Harrison received this year's Outstanding Citizen award from the Ohio Parks & Recreation Association. Some days, Mr. Harrison walks up to 15 miles per day in the parks and often covers all 40 miles of the district's trails each week while performing his duties. In three years, he has logged more than 1,700 hours of park district volunteer service.

B. Monthly Report
   1. October 2020
      a. Director Eppink provided the October 2020 monthly report for the board's perusal.
         1. Commissioner Neate asked if Brunswick City was able to move the proposed trail through Plum Creek Park since the barn on the former Crane property had been razed. Planning & Operations Manager Smith replied that the layout of the trail was shifted closer to where the barn had been.

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

VI. OLD BUSINESS

A. No Old Business was presented for discussion.

VII. NEW BUSINESS

A. Signing Authority
   1. Commissioner Davis offered a motion authorizing the planning and operations manager to sign vouchers, time sheets, and other official documents in the absence of the director. Chairman de Luna seconded; the motion unanimously carried.

B. Amending Park Rules – Open Carry
   1. Commissioner Neate offered a motion approving amendment to Park Code 5.1 to read as follows: *5.1 Concealed Firearms, Deadly Weapons, Dangerous Ordnance – No person, except duly-authorized employees, rangers, or other law-enforcement officers, shall knowingly carry or have concealed on his/her person(s) or concealed ready at hand, any firearm, any deadly weapon, and/or any dangerous ordnance, unless the person(s) has (have) a valid permit for concealing a handgun, or as otherwise provided by law.* Commissioner Davis Seconded; the motion unanimously carried.
   2. A succinct summary of the proposed change will be published in a newspaper of general circulation (e.g., *The Gazette*) once per week for two consecutive weeks. The amendment will become effective ten days after the last publication.

C. Mud Lake Property Insurance Claim
   1. This item was tabled to the December meeting to enable the director to check with insurance to see if the park district has the flexibility for a specific time period to construct a structure more suitable to park district needs anywhere on the 232-acre site without losing the depreciation value payment.

D. 2021 Budget
   1. Director Eppink provided a draft of the 2021 Budget and various line-item explanations for the board's review. The board will be asked to approve the 2021 Budget at the December meeting and to ratify the budget with actual fund cash carryover amounts at the January meeting.
   2. Commissioner Neate asked about the projected 15 percent increase in the medical coverage expenditure line. Director Eppink explained that there are currently four unfilled positions, three of which are full-time positions eligible for health care. Because the level of coverages won't be known until the positions are filled, the budget must reflect the possibility of the new employees needing the most expensive family coverage levels.

IX. COMMISSIONERS' COMMENTS

A. Commissioner Neate asked for the director's thoughts on accepting new shelter rental reservations in light of the pandemic. Director Eppink responded that the next few months remain unknown, making enclosed facility reservations challenging. Park districts across the state are questioning best practices in this situation. Summit Metroparks opened some areas, while Cleveland Metroparks facilities remain closed.
   1. Commissioner Neate feels this is a prudent approach at this time. The topic of facility reservations can be revisited this spring or when a COVID-19 vaccine becomes available. Open-air facilities will be available for reservation as soon as possible in light of the situation.

B. Commissioner Neate encouraged the director to look at the salaries line of the budget as it relates to entry-level positions vs. retaining good people who have been with the park district for several years. Director Eppink replied that he is looking to create balance through the salary schedule as he plans for next year.
C. Commissioner Neate suggested that, as the park district grows and expands, perhaps flexible schedules with weekend hours could be considered for various departments.
D. Commissioner Neate wondered if there are many requests for extra trail maintenance because of snow in the winter. Director Eppink said that he hasn't received many such requests. It is complicated as certain users, such as runners, may want snow removed from trails, but other users, such as those who cross-country ski, prefer the snow-covered trails. Other challenges include the limited number of maintenance employees and appropriate equipment for providing such service.

VIII. EXECUTIVE SESSION

A. Chairman de Luna offered a motion that the board move into executive session for the discussion of land acquisition and employment of a public employee. 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 for approximately 1:30 p.m. at the conclusion of the executive session discussions.
B. As the second public Zoom session began, Commissioner Davis offered a motion that the board move into regular session. Commissioner Neate seconded; the motion unanimously carried.
C. The following motions were made:
   1. Commissioner Davis offered a motion authorizing the director to purchase approximately 35.1 acres of land in the Village of Lodi contingent on receiving a Clean Ohio grant, with local funds paid from park district fund 3403-7800-50790. Closing costs will be split between buyer and seller. Chairman de Luna seconded; the motion carried. Commissioner Neate abstained from the vote.
   2. Chairman de Luna offered a motion ratifying the final language in Director Eppink's five-year employment and compensation contract which was approved at the October 21, 2020 meeting. Commissioner Neate seconded; the motion unanimously carried.

IX. COMMISSIONERS' COMMENTS

E. Commissioner Davis asked if new signage had been installed at the Lake Medina Granger Road parking lot. Director Eppink replied that the large entry sign is scheduled to be installed next year when conditions permit. Commissioner Davis said the parking lot is nice and looks very different from the former lot.
F. Director Eppink thanked everyone for their attendance and patience with the first Zoom board meeting. He is anticipating a flawless meeting next month. He will make arrangements with the board members for signatures on the minutes and vouchers.

X. ADJOURNMENT

A. There being no further business for discussion, Chairman de Luna declared the meeting adjourned at 1:35 p.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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