MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

November 15, 2023

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 Neate, and Commissioner Venner present. Also in attendance were Director Eppink, Park Planner Kleshinski, Development Coordinator Peacock, Business Manager Chaney, and Legal Counsel Holland.

II. APPROVAL OF MINUTES

A. October 17, 2023

1. Commissioner Davis offered a motion approving the minutes of the October 17, 2023 meeting as presented. Commissioner Venner seconded; the motion unanimously carried.

III. PUBLIC PARTICIPATION

A. No members of the public were present, and Director Eppink didn't receive any related emails from the public prior to the meeting.

IV. FINANCIAL REPORTS

A. Cash Balance Statement

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

B. Cash Flow Statement

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

C. Approval of Vouchers

1. Resolution #23-019, October 2023 Vouchers

a. Commissioner Venner offered a motion approving Resolution #23-019, payment of the October 2023 vouchers, as presented. Chairwoman Davis seconded; the motion unanimously carried.

V. DIRECTOR/STAFF REPORTS

A. Director's Updates

1. Director Eppink shared that Interpretive Services Manager Shelley Tender has been recognized as the *Conservation Educator of the Year* by the Medina County Soil & Water Conservation District.
2. The Brown-Trump Homestead is the first-place winner in the *Management Innovation* category in the Ohio Parks and Recreation Association's (OPRA) 2023 Awards of Excellence program. The award will be presented during the annual Ohio Parks and Recreation Association's banquet on February 6, 2024, typically at 6:30 p.m., at Kalahari Resort, as part of the annual OPRA conference.

3. Director Eppink reported that the Chippewa Lake paddle-craft launch at Kennard Road is completed. It will officially open May 1, 2024 and will be open May - October each year. Earthwork and wetland enhancement was funded by H2Ohio. The parking lot and access to the outlet was funded by MCPD dollars.
4. The park district recently finalized the purchase of the former home of Theda Schleman, who donated Schleman Nature Preserve in the 1970s. The home is next door to, and immediately west of, the preserve and will become the park district's police headquarters.
5. In September, Director Eppink had mentioned the $50,000 bidding threshold in response to the threshold for county commissioners increasing to $75,000. The opinion of legal counsel, as well as that of other park districts and OPRA, is that ORC 1545 park districts are still at $50,000. OPRA and several park districts are looking to have the threshold for park districts increased as well.
6. Director Eppink reported that he is scheduling public meetings December 5 at Krabill Lodge to share proposed rule changes for Chippewa Lake. The times are to be determined but likely to be 4 and 6 p.m. The director and Chief Swinehart have discussed making changes with Deborah Green from the Ohio Department of Natural Resources (ODNR). She is the rules expert; ODNR will have to approve and file any changes to rules at Chippewa Lake. This includes a public comment period. Ms. Green will attend the meetings.
    a. Commissioner Neate commented that the proposed changes make sense conceptually, but he anticipates concern over the proposed no-wake time of 6 p.m.
    b. Chairwoman Davis noted that the public will, most likely, attend to ask questions about the docking program. Director Eppink reported that Administrative Secretary Schrader is planning to attend the meeting to respond to docking questions.
7. Director Eppink invited the board members and legal counsel to attend the park district staff holiday party on Wednesday, December 20 at 11:30 a.m. at Buffalo Creek Retreat. Invitees also include retirees and a guest.
8. Staff Reports
    a. Business Manager Chaney reported that the state's final audit report for fiscal years 2020-2021 is expected soon. She explained the Munis software program random anomaly occurring during the export process of the financial data that results in a discrepancy between the park district's report totals and those of the county auditor's office.
        1. An attempt was made to contract the park district's annual financial filing with the state auditor personnel the county utilizes; however, the schedule is full through 2024. Business Manager Chaney will prepare the annual filing as required in early 2024 and, for reliability, has made arrangements for the county auditor's office to provide the 2022 and 2023 financial data for the park district.

b. Development Coordinator Peacock reported that a proposal submitted by Proximity Marketing has been selected by the Friends of the Parks Trustees for the development of a Friends website at a cost of approximately $9,000.
   1. Westfield Companies is donating $100,000 to the Friends for use in designing, implementing, hosting, and maintaining the website.
   2. Commissioner Neate commented that this is a great step for the Friends organization as it continues to grow.
   3. Development Coordinator Peacock noted that Westfield also mentioned supporting the park district with a fund-raiser promotion that would involve posting QR codes throughout the park district that could be scanned by the public for information and giving options.

c. Development Coordinator Peacock shared that the Friends of the Parks Trustees are partnering with the Cleveland Foundation for management of larger Friends funds.

d. Park Planner Kleshinski reported that no bids were received for the Chippewa North barn renovation project that was recently advertised. He said three contractors gave him the impression that any quotes submitted would have exceeded the engineer's project estimate of $355,170. Per Director Eppink, the park district will rebid in 2024 with a revised engineer's estimate.
   1. Discussion was held regarding the possibility of bundling some of the various asphalt projects together and, perhaps, requiring the submission of performance bonds with bids that exceed $50,000.

e. Director Eppink reported that no proposals were received for applying additional stone to a portion of the Lester Rail Trail and that one proposal was received for the Lester Rail Trail Fenn Road trailhead earthwork project, but the cost was over $90,000. The park district will regroup and solicit proposals for a second time.

B. Monthly Report
   1. Director Eppink presented the October monthly report for the board's review.

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

VI. OLD BUSINESS

A. Mud Lake Mitigation Project
   1. Chairwoman Davis offered a motion ratifying the execution of the conservation easement with West Creek Conservancy to protect approximately 70 acres of land off Mud Lake Road. Commissioner Neate seconded; the motion unanimously carried.

B. Professional Design Services List
   1. Commissioner Neate offered a motion approving the revised list of qualified design firms for projects with design fees under $50,000 for the remainder of 2023 and 2024. Chairwoman Davis seconded; the motion unanimously carried.

VII. NEW BUSINESS

A. Surplus and Excess Equipment and Supplies
   1. This business item was tabled so research can be conducted regarding a minimum equipment/supply value for inclusion on inventory and may be returned to the board as two separate items for consideration.

B. Easement with Schipper Group – Lake Medina Greenway
   1. Commissioner Neate offered a motion authorizing the director to enter into an agreement with the Schipper Group that allows the park district to establish a Lake Medina Greenway connector path to the Waterford Village apartments, with the understanding that Legal Counsel Holland will write and review the necessary documents, which will be recorded with the Medina County Recorder's office. Chairwoman Davis seconded; the motion unanimously carried.

C. 2024 Budget
   1. Chairwoman Davis offered a motion approving Resolution #23-020 as presented.
      a. Resolution Authorizing the Transfer of Unexpended Fund Balances to the General Fund within the Fiscal Year 2024 and Declaring the Funds Dormant
         1. WHEREAS, the Board of Commissioners of Medina County Park District finds that the purposes of the Outdoor Education, 3405; Project Playscape, 3407; Granger Wetlands, 3410; and Chippewa Lake, 3413, funds have been fulfilled; and,
         2. WHEREAS, the balances of funds 3405, 3407, 3410, and 3413 are unused and unencumbered balances after all indebtedness and other obligations for the payment of which such funds exist have been paid and retired; and
         3. WHEREAS, pursuant to Ohio Revised Code Section 5705.14(D), unused and unencumbered funds may be transferred to the general fund after termination of the activity, service, or other undertaking for which the funds existed;
         4. NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Medina County Park District does hereby authorize the transfer of the unused and unencumbered balances of park district funds 3405, 3407, 3410, and 3413 to the general fund, and, upon completion of the transfers, deems park district funds 3405, 3407, 3410, and 3413 dormant.
      b. Commissioner Venner seconded; the motion unanimously carried.
   2. The proposed 2024 Budget and 2024 Capital Project List were presented to the board for review.
      A. Director Eppink highlighted a few items such as personnel expenditures, health care costs, and a healthy capital projects balance that is more than sufficient to support all number one priority projects on the 2024 Capital Projects List.

D. 2024 Board Meeting Dates
   1. A schedule of proposed board meeting dates for 2024 was presented.

VIII. EXECUTIVE SESSION

A. Chairwoman Davis offered a motion that the board move into executive session for the discussion of land acquisition and personnel review. Commissioner Neate seconded; the motion unanimously carried.
   1. Director Eppink, Park Planner Kleshinski, Development Coordinator Peacock, and Business Manager Chaney left the meeting prior to the personnel review discussion. Legal Counsel Holland left the meeting during the personnel review discussion. All but Legal Counsel Holland returned to the meeting following the personnel review discussion.

B. Chairwoman Davis offered a motion that the board move into regular session. Commissioner Neate seconded; the motion unanimously carried.

C. Commissioner Venner offered a motion authorizing the purchase of approximately 3.5 acres of land in Medina Township for $9,000/acre, with closing costs split between the two parties. The park district will coordinate and pay for the necessary survey, lot split, and legal descriptions. Expenses will be paid from fund 3403-7800-50790. Chairwoman Davis seconded; the motion unanimously carried.

IX. COMMISSIONERS' COMMENTS

A. Commissioner Neate commented that he is excited to attend the Smart 50 awards program with the director and commissioners this evening.

B. Commissioner Venner commented that he is glad Director Eppink is feeling better.

X. ADJOURNMENT

A. There being no further business for discussion, Chairwoman Davis declared the meeting adjourned at 11:11 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 52.

Kathleen E Davis

J – C. V –

BOARD OF COMMISSIONERS
MEDINA COUNTY PARK DISTRICT

NATHAN D. EPPINK
DIRECTOR
pbc