MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

October 17, 2018

I. CALL TO ORDER

A. Chairman Neate called the meeting to order at 8:35 a.m. at Medina County Park District's Buffalo Creek Retreat, 8708 Hubbard Valley Road, Seville, Ohio 44273.

B. Roll Call

1. Roll call showed Chairman Neate, Commissioner Davis, and Commissioner de Luna present. Also in attendance were Director Eppink, Capital Projects Coordinator James, Operations Manager Perry, Communications Coordinator Gladden, Legal Counsel Holland, Business Manager Chaney, and Guests Mark Krosse and John Sandora.

II. APPROVAL OF MINUTES

A. September 19, 2018

B. October 10, 2018

1. Commissioner Davis offered a motion approving the minutes of the September 19 and October 10, 2018 meetings as presented. Commissioner de Luna seconded; the motion unanimously carried.

III. PUBLIC PARTICIPATION

A. There was no public participation.

IV. EXECUTIVE SESSION

A. Chairman Neate 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. Operations Manager Perry, Communications Coordinator Gladden, and Guests Mark Krosse and John Sandora left the meeting at this time.

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

1. Operations Manager Perry, Communications Coordinator Gladden, and Guests Mark Krosse and John Sandora returned to the meeting.

C. Commissioner de Luna offered a motion authorizing Director Eppink and Legal Counsel Holland to draft an agreement for the purchase of 51.26 acres of land on Lake Road at a cost of $465,000 contingent upon the receipt of Clean Ohio grant funding. Commissioner Davis seconded; the motion unanimously carried.

D. Commissioner de Luna offered a motion authorizing Director Eppink and Legal Counsel Holland to draft an agreement, including right of first refusal, for the purchase of 228 acres of land on Vandemark Road at a cost of $1,485,000 contingent upon the receipt of Clean Ohio grant funding. Commissioner Davis seconded; the motion unanimously carried.

V. FINANCIAL REPORTS

A. Cash Balance Statement
   1. The September 2018 cash balance statement was presented for the board's perusal.

B. Cash Flow Statement
   1. The September 2018 cash flow statement was presented for the board's review.

C. Approval of Vouchers
   1. Resolution #18-013, September 2018
      a. Commissioner Davis offered a motion approving Resolution #18-013, payment of the September 2018 vouchers, as presented. Commissioner de Luna seconded; the motion unanimously carried.
      b. Chairman Neate asked Operations Manager Perry for an update on construction of the natural resource building. Operations Manager Perry reported that the HVAC, electrical, and insulation work is done; staff will install interior finishes as time permits.

D. Quarterly Expense Report – Q3
   1. Quarterly Expense Report #3 for June, July, and August 2018 was presented to the board.

E. Accepting Rates & Amounts . . .
   1. Resolution #18-014
      a. Commissioner de Luna offered a motion approving Resolution #18-014, Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor, as presented. Commissioner Davis seconded; the motion unanimously carried.

VI. DIRECTOR/STAFF REPORTS

A. Director's Report
   1. Monthly Report
      a. Director Eppink provided the September 2018 monthly report for the board's perusal.
   2. Director Eppink reported that the state audit of park district financial records conducted earlier in the year resulted in a "clean" report. Capital Projects Coordinator James will offer details later in the meeting.
   3. Director Eppink described a great Pioneers in the Park program held at Buckeye Woods Park this past weekend as Stop #1 on the Medina County Fall Foliage Tour. He commended Interpretive Services Manager Shelley Tender and the rest of the park district staff members for their efforts in making this large-scale event successful.
   4. Director Eppink thanked the board for the opportunity to serve as director of the park district.

5. Capital Projects Coordinator James reported there were no findings or citations issued in the state audit of park district 2016 and 2017 financial records.
   a. The state auditors recommended reporting Friends of the Parks sponsorship monies in the park district's Fund 3409 as monies paid on behalf of the park district. Friends of the Parks will be opening a credit card account to prevent sponsorship funds from impacting park district finances in the future.
   b. The park district will begin preparing annual financial statements in-house as the state auditors recommended grouping annual receipts and expenditures differently than the county auditor's template for annual reporting.

B. Departmental Activities
   1. Director Eppink provided the September 2018 Departmental Activity Report for the board's review.

VII. OLD BUSINESS

A. No Old Business was presented for discussion.

VIII. NEW BUSINESS

A. Bench Sponsorship Program
   1. Chairman Neate offered a motion approving revised guidelines for the park district's bench sponsorship program as presented. Commissioner de Luna seconded; the motion unanimously carried.
      a. It was agreed that benches sponsored by the park district (i.e. in honor of former board commissioners, etc.) should not be restricted to a limited sponsorship period.

B. Tree Sponsorship Program
   1. Commissioner Davis offered a motion approving revision of the park district's tree sponsorship program as presented. Commissioner de Luna seconded; the motion unanimously carried.
      a. Park office staff will continue to send the appropriate cards, letters, and/or certificates as it has in the past.

C. Restroom Service
   1. Chairman Neate offered a motion approving a three-year service contract with Great Lakes Portable Toilet Rental for park district portable and permanent restroom units effective January 1, 2019. Funds for this service will come from 3400-7800-0580. Commissioner de Luna seconded; the motion unanimously carried.

IX. COMMISSIONERS' COMMENTS

A. Commissioner de Luna suggested the consideration of honoring the local history of Chippewa Lake when the park district begins developing a park in the area.

B. Capital Projects Coordinator James invited board members and legal counsel to a "Hello/Goodbye" open house on December 6 from 3 - 6 p.m. at Buffalo Creek Retreat for the community to meet and say "hello" to the new director and "goodbye" to the former director.

C. Chairman Neate thanked Communications Coordinator Gladden for his efforts in making the retirement dinner for former Director James and Legal Counsel John Jeandrevin such a success. Communications Coordinator Gladden reported that the event raised $5,800 for the Friends of the Parks' endowment fund. He thanked the board, former Director James, and Legal Counsel Jeandrevin for their leadership.

X. ADJOURNMENT

A. There being no further business for discussion, Chairman Neate declared the meeting adjourned at 10 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 47.

BOARD OF COMMISSIONERS
MEDINA COUNTY PARK DISTRICT

NATHAN D. EPPINK, DIRECTOR

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