MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

October 21, 2021

I. CALL TO ORDER

A. Chairman Neate called the meeting to order at 8:32 a.m. at Medina County Park District Headquarters, 6364 Deerview Lane, Medina, Ohio 44256.

B. Roll Call

1. Roll call showed Chairman Neate, Commissioner de Luna, 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. September 16, 2021

1. Commissioner Davis offered a motion approving the minutes of the September 16, 2021 meeting as presented. Commissioner de Luna seconded; the motion unanimously carried.

III. PUBLIC PARTICIPATION

A. No members of the public were in attendance, and Director Eppink did not receive public comments prior to the meeting.

IV. FINANCIAL REPORTS

A. Cash Balance Statement

1. The August and September 2021 cash balance statements were presented for the board's perusal.

B. Cash Flow Statement

1. The August and September 2021 cash flow statements were presented for the board's review.

C. Quarterly Expense Report #3

1. Quarterly Expense Report #3 for July, August, and September 2021 was presented to the board.

D. Quarterly Credit Card Report #3

1. Quarterly Credit Card Report #3, representing credit cards held during the third quarter of 2021 listing the types of credit cards issued on behalf of the park district, the employee positions holding those cards, and the card limits, was presented to the board.

E. Approval of Vouchers

1. Resolution #21-018, September 2021
   a. Chairman Neate offered a motion approving Resolution #21-018, payment of the September 2021 vouchers, as presented. Commissioner de Luna seconded; the motion unanimously carried.

F. Resolution Accepting Rates and Amounts
   1. Resolution #21-019
      a. Commissioner Davis offered a motion approving Resolution #21-019, *Accepting the Rates and Amounts* for 2022, as presented. Commissioner de Luna seconded; the motion unanimously carried.

V. DIRECTOR/STAFF REPORTS

A. Director's Updates
   1. COVID Updates
      a. Director Eppink reported that masks continue to be required to enter park headquarters and the nature centers.
   2. Key/Cleaning Deposits
      a. Following the discussion of Hidden Hollow Camp last month, commissioners asked for recommendations to increase deposits for all enclosed facilities. Discussions with staff determined that there isn't a need to increase deposit fees at any enclosed facility locations; issues have been far and few between. It is recommended that we see how new reservations and camping at Hidden Hollow go before increasing deposits for that location.
   3. Chippewa Lake Updates
      a. Director Eppink reported that the September 28 public meetings for presentation of the Chippewa Lake Master Plan were cancelled due to illlness of the key presenters. The meetings have been rescheduled for Monday, November 8 with three afternoon/early evening time slots. A lunchtime webinar will be held on November 11. Previous registrants were invited to register first with slots for the general public opening the following week.
   4. Bylaws
      a. Director Eppink reported that the revisions to the bylaws approved by the commissioners at the last meeting were printed in *The Gazette* as required by law. The new bylaws are now official and can be found on the park district's website.
   5. Advisory Council
      a. Director Eppink reported that he has been asked to serve on the Community Advisory Council of Medina Hospital. Council members meet three times per year and are expected to "promote Medina Hospital and its services to professional and community organizations, local businesses, and residents of the hospital's service area."

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

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

1. Planning & Operations Manager Smith reported that the search for a landscape architect continues. Though the selected candidate initially accepted the position verbally, she later declined the offer of employment.

VI. OLD BUSINESS

A. Contract with ODNR for H2Ohio Funding
   1. Commissioner de Luna offered a motion ratifying approval of the agreement with ODNR for $900,000 in H2Ohio funding for restoration of the approximately 145-acre Litchfield Wetlands site on Avon Lake Road in Litchfield Township. Commissioner Davis seconded; the motion unanimously carried.

VII. NEW BUSINESS

A. Recommended Pay Structure & New Job Descriptions
   1. Recommended Pay Structure
      a. Chairman Neate offered a motion approving the 2022 Recommended Pay Structure as presented as well as the staffing updates as defined in the new job descriptions for a development coordinator, land steward, park planner, and trail steward. Commissioner de Luna seconded; the motion unanimously carried.
   2. Updated Organizational Chart
      a. Director Eppink provided an updated organizational chart to demonstrate where the positions fall within the park district.
   3. New Job Descriptions
      a. Chairman Neate offered a motion approving the new job descriptions for the positions of development coordinator, land steward, park planner, and trail steward as presented. Commissioner Davis seconded; the motion unanimously carried.

B. Temporary Access Road
   1. Commissioner de Luna offered a motion to table the Temporary Access Road business item. Commissioner Davis seconded; the motion unanimously carried.
      a. Chairman Neate left the meeting at this time.

VIII. EXECUTIVE SESSION

A. Vice-chairperson 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.

B. Vice-chairperson Davis offered a motion that the board move to regular session. Commissioner de Luna seconded; the motion unanimously carried.

C. As a result of executive session discussion, Vice-chairperson Davis offered a motion authorizing the park district to settle the Chippewa Lake eminent domain case by paying $12,000 to Chippewa Lake Properties, Inc. and $12,000 to CSX from park fund 3403-7800-50790 via quit-claim deeds that include language provided by CSX to limit the grantees' future liabilities as reviewed and approved by legal counsel. Commissioner de Luna seconded; the motion unanimously carried.

IX. COMMISSIONERS' COMMENTS

A. Commissioner de Luna suggested that a pedestrian connection from Gloria Glens through Chippewa Lake Park and to points north may be beneficial.

X. ADJOURNMENT

A. There being no further business for discussion, Vice-chairperson Davis declared the meeting adjourned at 9:57 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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