MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

October 16, 2024

I. CALL TO ORDER

A. Chairman Neate called the meeting to order at 8:31 a.m. at Oenslager Nature Center, 6100 Ridge Road, Sharon Township, Ohio.

B. Roll Call

1. Roll call showed Chairman Neate, Commissioner Davis, and Commissioner Venner present. Also in attendance were Director Eppink, Natural Resources Manager Morton, Business Manager Chaney, and Legal Counsel Holland.

II. APPROVAL OF MINUTES

A. September 18, 2024

1. Commissioner Davis offered a motion approving the minutes of the September 18, 2024 meeting as presented. Commissioner Venner seconded; the motion unanimously carried.

III. PUBLIC PARTICIPATION

A. No members of the public were present, and the director hadn't received any emails for the board prior to the meeting.

IV. FINANCIAL REPORTS

A. Cash Balance Statement

1. The September cash balance statement was presented for the board's perusal.
   a. Guest Barbara McGrath of Chippewa Lake joined the meeting at this time.

B. Cash Flow Statement

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

C. Expense Report #3

1. January - September 2024
   a. Expense Report #3 for January - September 2024 was presented to the board.

D. Quarterly Credit Card Report #3

1. July, August, September 2024
   a. Quarterly Credit Card Report #3, 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 #24-015, September 2024 Vouchers
   a. Commissioner Davis offered a motion approving Resolution #24-015, payment of the September 2024 vouchers, as presented. Commissioner Venner seconded; the motion unanimously carried.

F. Resolution #24-016
   1. Accepting the Rates and Amounts . . .
      a. Commissioner Davis offered a motion approving Resolution #24-016, *Accepting the Rates and Amounts* . . . for 2025, as presented. Commissioner Neate seconded; the motion unanimously carried.

G. Appropriation Transfer
   1. Ratification of September 16 and October 4, 2024 Appropriation Transfers
      a. Chairman Neate offered a motion ratifying the September 16, 2024 $1,700 appropriation transfer within funds 3402 and 3404 and the October 4, 2024 $8,000 transfer within fund 3401. Commissioner Davis seconded; the motion unanimously carried.

V. DIRECTOR/STAFF REPORTS

A. Director's Updates
   1. Director Eppink introduced Travis Morton, who was recently promoted to the natural resources manager position, to the board. The board welcomed Natural Resources Manager Morton who shared that he is ecstatic to be a part of the park district team. He is looking forward to continuing to serve the county.
   2. Director Eppink reported that Brooke Nekich has been hired as the project coordinator, Isaac Smith is returning as the planning manager, Tim Schirripa has been promoted from a temporary seasonal position to a full-time resource management specialist position, and Chuck Mashburn has been hired as a full-time police officer.
   3. Director Eppink recapped that from 4 - 7 p.m. on September 18, he and the three board commissioners, Legal Counsel Holland, Deputy Director Stray, and Business Manager Chaney toured several park sites near Chippewa Lake, in Lodi, and in Harrisville Township. No deliberation was had. The tour was for informational purposes only.
   4. Director Eppink reported that the last of three staff field trips to the same locations as above was completed yesterday. These opportunities were for the staff to see project sites and newer acquisitions.
   5. Director Eppink noted that he will be speaking with Medina City Council's Public Properties Committee next week to discuss planned improvements at Lake Medina. Per the park district's lease agreement, we're to communicate, in advance, improvements on city-owned land.
   6. Director Eppink reported that work is underway with OHM Advisors to create the Killbuck Lake Master Plan. A walk with stakeholders is scheduled for October 26 at 11 a.m. Natural Resource Manager Morton and Park Planner Kleshinski will join the director on the walk. Director Eppink invited the board members to attend.

7. Director Eppink reported that he and Chairman Neate hosted a lunchtime webinar for the Ohio Parks and Recreation Association (OPRA) on October 8 to discuss the board-director relationship. A few dozen attendees from around the state participated. The webinar was part of a four-part OPRA series for park directors and board members, the last two of which will be held in 2025.
   a. Chairman Neate shared that it was a good program with approximately 40 attendees.
   b. Commissioner Davis, who attended the webinar, commented that both Director Eppink and Chairman Neate did a good job representing Medina County Park District.
8. Commissioner Venner asked the director how the recent all-staff meetings went last month. The director replied that the meetings went really well and that Consultant Cathy Posner was helpful in facilitating the discussions. Director Eppink shared that he emailed a summary of the meeting discussions to the leadership team. Commissioner Davis asked that the summary also be emailed to the board. Chairman Neate suggested that Director Eppink be sure to share with the staff how the administration is following through on the discussions and the goals established. Commissioner Venner agreed and stated that follow up and communication with the staff are critical.

B. Staff Updates
   1. Business Manager Chaney reported that she is still awaiting word from the state auditors regarding completion of the FY'22/'23 audit and subsequent follow-up meeting.
   2. Natural Resources Manager Morton commented that he is excited to be a part of expanding the park district's opportunity to really "wow" the public.
      a. Chairman Neate stated that the board appreciates Mr. Morton attending the meeting and his interest in taking on the responsibilities of managing the natural resources department. Chairman Neate asked Mr. Morton for a suggestion of one thing the board should do. Mr. Morton suggested that the board members continue to keep open minds on upcoming projects and ideas and to continue to think creatively for unique opportunities for county residents.

C. Monthly Report
   1. The September 2024 Monthly Report was presented for the board's review.

D. Departmental Activities
   1. The September 2024 Departmental Activity Report was presented for the board's perusal.

VI. OLD BUSINESS

A. No Old Business was presented for discussion.

VII. NEW BUSINESS

A. MCPD Purchasing Guidelines
   1. A draft of purchasing guidelines as reviewed by Director Eppink, Legal Counsel Holland, and Business Manager Chaney was provided to the board in an effort to define, in writing, best practices and purchasing parameters for board input and approval.
      a. Discussion was held, and suggestions and clarifications were offered by the board. No board action was proposed as, at this time, the guidelines are intended to be a first look before considering adoption of a final draft before year's end.

B. Chairman Neate recognized guest Barbara McGrath at this time as she had arrived after the Public Participation portion of the meeting.
   1. Ms. McGrath provided copies of a written, updated historical overview of lake rights and docking on Chippewa Lake for the board and director's review.
      a. Ms. McGrath left the meeting at this time.

VIII. EXECUTIVE SESSION

A. Commissioner Davis offered a motion that the board move into executive session for the discussion of land acquisition to consider the purchase of property for public purposes, the discussion of personnel for the purpose of considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, and pending litigation. Chairman Neate seconded; the motion unanimously carried.
   1. Natural Resources Manager Morton left the meeting at this time.

B. Commissioner Davis offered a motion that the board move into regular session. Commissioner Venner seconded; the motion unanimously carried.
   1. No action was taken as a result of Executive Session.

IX. COMMISSIONERS' COMMENTS

A. Commissioner Davis commented that she felt bad that she didn't manage to attend either of the all-staff meetings. Director Eppink will share the follow-up summary of the meetings with the board.

X. ADJOURNMENT

A. There being no further business to conduct, Chairman Neate declared the meeting adjourned at 12:11 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 53.

BOARD OF COMMISSIONERS
MEDINA COUNTY PARK DISTRICT

NATHAN D. EPPINK
DIRECTOR

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