MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

September 16, 2020

I. CALL TO ORDER

A. Chairman de Luna called the meeting to order at 8:31 a.m. at Wolf Creek Environmental Center, 6100 Ridge Road, Sharon Center, Ohio 44274.

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

II. APPROVAL OF MINUTES

A. August 19, 2020
   1. Commissioner Davis offered a motion approving the minutes of the August 19, 2020 meeting as presented. Commissioner Neate seconded; the motion unanimously carried.

III. PUBLIC PARTICIPATION

A. No members of the public were present, and no questions or comments were received via email prior to the meeting.

IV. FINANCIAL REPORTS

A. Cash Balance Statements
   1. The August 2020 cash balance statement was presented for the board's perusal.

B. Cash Flow Statement
   1. The August 2020 cash flow statement was presented for the board's review.

C. Approval of Vouchers
   1. Resolution #20-013, August 2020
      a. Commissioner Neate offered a motion approving Resolution #20-013, payment of the August 2020 vouchers, as presented. Commissioner Davis seconded; the motion unanimously carried.

D. Cash Transfers
   1. Resolution #20-014
      a. Chairman de Luna offered a motion approving Resolution #20-014, second-half cash transfers, as presented. Commissioner Davis seconded; the motion unanimously carried.

V. DIRECTOR/STAFF REPORTS

A. Director's Report
   1. Monthly Report
      a. Director Eppink provided the August 2020 monthly report for the board's perusal.

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

C. Director's Updates
   1. Capital Projects
      a. Bluebell Valley at Black River Nature Preserve is set to open in mid-October. Director Eppink is arranging "sneak peeks" for volunteers to view the site.
      b. The opening of Granger Wetlands won't occur until next year as there is a delay with the covered-bridge project. The cost of the bridge has increased from $80,000 to $150,000 due to the difficulty in obtaining building materials. The plan for the bridge is being reevaluated.
      c. Construction of the fishing platform at Brunswick Lake Park has been completed. A new entry sign was installed at S.R. 303 and Brunswick Lake Parkway. The natural resource staff has staked out an area for a prairie planting of native pollinator plants.
      d. The two rock walls at the S.R. 162 entrance to Buckeye Woods were failing. ODOT wouldn't permit replacement of the walls without also replacing the culvert, widening the entry drive, and constructing the walls outside of the road right-of-way. The estimate for these improvements was ~$120,000. After further discussions, ODOT approved replacement of the stone walls with wooden guard rails at a significantly lower cost.
   2. Lake Medina Parking Lot and Trail Improvements
      a. Planning & Operations Manager Smith reported that Marks Construction is working on the parking lot and trail improvements at Lake Medina. The massive rain storm that occurred on Labor Day revealed unstable soils in the flood plain that must be addressed. Marks has been asked to provide an estimate for a change order to provide long-term stabilization to the parking lot and road areas.
      b. Director Eppink noted that he will, most likely, ask the board to ratify the change order at the October meeting. The project estimate was ~$360,000; however, Marks Construction's bid was ~$280,000, leaving room for the unanticipated expense in the project budget.
   3. COVID-19
      a. Director Eppink reported that drinking fountains and nature centers are still closed due to the pandemic. Headquarters is closed to in-person business. All staff members are working, and park district business is continuing.
   4. H2Ohio
      a. The park district submitted a $4 million application to the H2Ohio grant program for cleanup, restoration, reforestation, and land acquisition to benefit Chippewa Lake. Director Eppink received an email from ODNR stating that it has partnered with the Ohio Water Development Authority to secure $5 million for additional H2Ohio projects. No announcement has been made as to the exact dollar amount of the award, but a "significant contribution" should be awarded to the Chippewa Lake project.
   5. Ross County Park District
      a. Director Eppink shared a thank-you letter received from Ross County Park District for MCPD's donation of a former ranger vehicle.

VI. OLD BUSINESS

A. Additional Legal Counsel
   1. Commissioner Neate offered a motion authorizing the director to enter into a legal retainer agreement with Critchfield, Critchfield & Johnston and for Daniel P. Calvin to serve as additional legal counsel for the park district when attorneys from the law firm of Holland & Muirden cannot represent MCPD due to potential or perceived conflicts of interest. Commissioner Davis seconded; the motion unanimously carried.

B. Utility Vehicle
   1. Planning & Operations Manager Smith reported that the quote for a replacement utility vehicle brought before the board last month did not include the purchase of a snow plow for the new Kubota as we were told that the old snow plow would fit on the new unit. It has since been determined that the old plow is not compatible with the new vehicle.
      a. Commissioner Davis offered a motion approving the purchase of a replacement Kubota utility vehicle and snow plow at a cost of $14,065.45 for use at Allardale. Chairman de Luna seconded; the motion unanimously carried.

VII. NEW BUSINESS

A. 2021 Administrative Leave & FMLA Expansion
   1. Commissioner Neate offered a motion approving the proposed 2021 Administrative Leave and FMLA Expansion policy as presented to reset the three weeks of emergency COVID leave as established in the 2020 policy revision. Commissioner Davis seconded; the motion unanimously carried.

B. Lease Agreement with Medina County Sheriff's Office
   1. Chairman de Luna offered a motion authorizing the director to draft a 20-year renewable lease agreement and, with legal counsel's review, execute the agreement with the Medina County Sheriff's Office allowing the department, at its own expense, to build, operate, and maintain a shooting range on the Vandemark Road property. Commissioner Davis seconded; the motion unanimously carried.

C. Agreement with Summa Health Medina Medical Center for Trail Connection
   1. Commissioner Neate offered a motion authorizing the director to enter into an agreement, to be drafted by Legal Counsel Holland and reviewed by the hospital's legal team, for trail construction and maintenance on property owned by Summa Health Medical Center to link the park district's Chandler property to S.R. 18. Chairman de Luna seconded; the motion unanimously carried.

VIII. EXECUTIVE SESSION

A. Commissioner Davis offered a motion that the board move into executive session for the discussion of land acquisition and employment of a public employee. Chairman de Luna seconded; the motion unanimously carried.

B. Following discussion, Chairman de Luna offered a motion that the board move into regular session. Commissioner Neate seconded; the motion unanimously carried.

IX. COMMISSIONERS' COMMENTS

A. Commissioner Davis commented that the volunteer recognition reverse parade turned out well, and staff did a great job. Director Eppink mentioned that the program was a great collaborative effort, and the volunteers certainly seemed to appreciate the event. Commissioner Neate commented that the program was very well done.

B. Commissioner Neate commented that, as the COVID-19 situation isn't changing any time soon, we need to discuss how future reservations of park district facilities can be made.

1. Director Eppink reported that 2021 reservations have been put on hold through June 30. The reservation calendar will open this coming November 1 as usual, however, we are currently planning to only accept reservations for the dates of July 1 - December 31, 2021. The director stated that professional sanitizing discounts will be not be given to any new reservations made.
2. Business Manager Chaney commented that, to date, approximately 80 percent of 2020 reservation revenue has been refunded to renters.
3. Commissioner Neate is interested in opening facilities sooner rather than later and recommended further discussion on the matter.
4. Commissioner Davis suggested that we remain flexible and see how the pandemic situation pans out.

X. ADJOURNMENT

A. There being no further business for discussion, Chairman de Luna declared the meeting adjourned at 9:55 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 48.

BOARD OF COMMISSIONERS
MEDINA COUNTY PARK DISTRICT

NATHAN D. EPPINK, DIRECTOR

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