**MINUTES OF THE**

**BOARD OF COMMISSIONERS**

**OF**

**MEDINA COUNTY PARK DISTRICT**

**September 21, 2022**

## I. CALL TO ORDER

A. Chairwoman Davis called the meeting to order at 8:30 a.m. at park headquarters, 6364 Deerview Lane, Medina, Ohio.

B. Roll Call

1. Roll call showed Chairwoman Davis, Commissioner de Luna, and Commissioner Neate present. Also in attendance were Director Eppink, Planning & Operations Manager Smith, Development Coordinator Peacock, Business Manager Chaney, Legal Counsel Holland, and Guest Alan Robbins of Chippewa Lake Village Council.

## II. APPROVAL OF MINUTES

A. August 17, 2022

1. Commissioner de Luna offered a motion approving the minutes of the August 17 meeting as presented. Commissioner Neate seconded; the motion unanimously carried.

## III. PUBLIC PARTICIPATION

A. Guest Alan Robbins – Emergency Siren at Chippewa Lake

1. Guest Alan Robbins of Chippewa Lake Village Council requested the board's consideration of the installation of an emergency siren on park property at Chippewa Lake, asked that the board contribute toward the $60,000 - $80,000 project, and/or direct the village council as to available grant funding. Discussion was held regarding a signal upgrade for existing sirens in Chippewa Lake, specifically the siren located at the village's Lion's Park. Per Mr. Robbins, emergency management said the siren is antiquated, and the signal cannot be upgraded.
2. The board asked Mr. Robbins to contact surrounding townships and entities to garner interest in the project.
3. When asked who would pay for maintenance, repair, and upgrade of the siren, Mr. Robbins suggested the county emergency management agency would do so, but he didn't know where such funds would come from. Director Eppink stressed the importance of determining which agency would own and maintain the siren.

B. Guest Alan Robbins – Citizens' Issues

1. Director Eppink confirmed that the eagles nest off of Kennard Road had fallen in August during a windstorm. Hopefully, the eagles will rebuild in the vincinity.
2. Director Eppink confirmed there was a minor algal bloom detected in Chippewa Lake a few weeks ago that subsided naturally with no chemical application.
3. Mr. Robbins thanked the board for all it does and left the meeting at this time.

## IV. FINANCIAL REPORTS

A. Cash Balance Statement
   1. The August 2022 cash balance statement was presented for the board's perusal.

B. Cash Flow Statement
   1. The August 2022 cash flow statement was presented for the board's review.

C. Approval of Vouchers
   1. Resolution #22-015, August Vouchers
      a. Commissioner Neate offered a motion approving Resolution #22-015, payment of the August 2022 vouchers, as presented. Commissioner de Luna seconded; the motion unanimously carried.

D. Appropriation Transfer
   1. September 2022
      a. Commissioner de Luna offered a motion ratifying the September 2022 appropriation transfer within the land fund as presented. Chairwoman Davis seconded, the motion unanimously carried.

## V. DIRECTOR/STAFF REPORTS

A. Director's Updates
   1. State Awards
      a. Director Eppink reported that two park district projects will be receiving state funding: a $40,000 reimbursement for the paving of a parking lot at S.R. 162 for the Chippewa Rail Trail and $50,000 of the construction cost to build a paddle-craft launch at Brunswick Lake.
   2. Volunteer Appreciation Night
      a. Director Eppink reported that over 70 volunteers attended this year's event and that Volunteer Judy Soroczak coordinated a nice event.
   3. Job Postings
      a. Director Eppink reported that the park district is still looking for a park planner, police officer, and park laborer.
   4. Life Insurance
      a. Director Eppink reported that, in keeping with the county commissioners' increase in full-time employee life insurance coverage to $50,000 for 2023, the park district would like to increase its full-time staff to the $50,000 coverage, regardless of title, to mirror the county. The anticipated annual cost is $2,595.84. The board agreed to the increase in coverage.
   5. Change Orders
      a. It was agreed that for bid-contract projects, each memo requesting board approval will address change orders including who can authorize, a statement of the threshold amount at a cumulative ten percent of the contract amount, and that all change orders will be presented to the board for ratification. Legal Counsel Holland will research the legalities.
   6. New Administrative Secretary
      a. Business Manager Chaney shared information on the newly hired administrative secretary, Patty Bower, with the board.

7. Project Update
   a. Planning & Operations Manager Smith reported that the contractor has broken ground on the Sharon Nature Preserve project at State and Sharon Copley roads. He said the project is moving along quickly.
   b. Director Eppink reported that Planning & Operations Manager Smith is participating in this year's Leadership Medina County Signature Class.

## VI. OLD BUSINESS

A. No Old Business was presented for discussion.

## VII. NEW BUSINESS

A. Employee Policy Updates
   1. Chairwoman Davis offered a motion approving updates to the employee handbook as presented including removal of the expired administrative leave policy, the addition of a drug-free workplace policy, and revision of the lost and found policy. Commissioner de Luna seconded; the motion unanimously carried.

B. H2Ohio Chippewa Lake Wetland Restoration Project: Kennard Site Design-Build Contract Amendment
   1. Commissioner Neate offered a motion approving amendment to the existing H2Ohio Chippewa Lake Wetland Restoration Project: Kennard Site design-build contract with Davey Resource Group at a cost of $60,000 for construction of public amenities including a parking lot and paddle-craft access area. The work will be paid from the park district's development fund 3402-7800-50580 as indicated within the 2022 Project List. Commissioner de Luna seconded; the motion unanimously carried.

## VIII. EXECUTIVE SESSION

A. Commissioner Davis offered a motion to move into executive session for the discussion of land acquisition and personnel hiring. Commissioner Neate seconded; the motion unanimously carried.

B. Commissioner Davis offered a motion to move out of executive session. Commissioner de Luna seconded; the motion unanimously carried.

## IX. COMMISSIONERS' COMMENTS

A. Commissioner Neate commented that the conversation with Alan Robbins regarding the siren was good with the appropriate questions asked.

## X. ADJOURNMENT

A. There being no further business for discussion, Chairwoman Davis declared the meeting adjourned at 10:18 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 51.

**BOARD OF COMMISSIONERS**
**MEDINA COUNTY PARK DISTRICT**

**NATHAN D. EPPINK, DIRECTOR**

pbc