MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

September 20, 2023

I. CALL TO ORDER

A. Vice-chairwoman Davis called the meeting to order at 8:32 a.m. at Medina County Park District Headquarters, 6364 Deerview Lane, Medina, Ohio.

B. Roll Call

1. Roll call showed Vice-chairwoman Davis, Commissioner Neate, and Commissioner Venner present. Also in attendance were Director Eppink, Development Coordinator Peacock, Park Planner Kleshinski, Business Manager Chaney; Guilford Township residents James Carpenter, Paul Wyrzykowski, and Jansen Wehrley; and Westfield Road residents Steve and Lucie Petranek.

II. ELECTION OF OFFICERS

A. Commissioner Neate offered a motion nominating Commissioner Davis to serve as board chair for the remainder of 2023 and Commissioner Neate to serve as vice chair for the remainder of 2023. Commissioner Venner seconded; the motion unanimously carried.

III. APPROVAL OF MINUTES

A. August 16, 2023

1. Commissioner Davis offered a motion approving the minutes of the August 16, 2023 meeting as presented. Commissioner Neate seconded; the motion unanimously carried.

IV. PUBLIC PARTICIPATION

A. Chairwoman Davis thanked the Guilford Township residents for attending but asked that only new information that had yet to be shared regarding the proposed land trade with Muskingum Watershed Conservancy District (MWCD) be presented.

B. Jansen Wehrley

1. Mr. Wehrley asked to speak to bring newly appointed Commissioner Venner up to date on the issue. Mr. Wehrley stated that he and the Guilford Township residents attending are opposed to the park district's possible land trade with MWCD as it would impede the view the residents currently enjoy and requires a conditional zoning variance. He encouraged the park district to seek a different location. Mr. Wehrley said that he had spoken with the MWCD board last month.
   a. Park District Legal Counsel Wagner arrived at this time.
2. Mr. Wehrley asked that the board listen to the concerns of the residents and Guilford Township Zoning Department. He appreciated Director Eppink meeting with him to discuss this issue and the work the park district does.
3. Director Eppink reported that he and MWCD are investigating other alternatives to make sure the right location is chosen.

C. Lucie Petranek
   1. Mrs. Petranek and her husband, Steve, live near the park district's Westfield Road house and have concerns over the park district's possible lease of the house and part of the property to Majestic Equine Connections, Inc. for use as an equine therapy ranch. She asked how the lease will affect the use of her land as well as the neighbors' use of their land; . . . the size of Majestic's buildings and paddocks; the growth of Majestic; the number of horses; concern over how local noise and, perhaps, gunshots, will affect the horses as staff won't be there overnight; the impact of increased traffic and vehicles on their quiet, rural area and road; and how Majestic plans to process the horse waste. The Petraneks feel they and their neighbors need more time to receive answers to their questions rather than the lease being effective in December.
   2. Director Eppink stated that the park district mailed notices to neighbors approximately two weeks ago though the park district is not required to give notice prior to executing a lease. The park board still needs to vote on the issue, and the lease would require probate court approval to move forward.
      a. The proposed lease area is 5.5 acres in size, and there is a six-horse maximum clause.
   3. Commissioner Neate mentioned the successful lease with Medina Creative Housing's equine therapy ranch next to Ravago in Medina. He said MCPD is trying to find the best resolution for all involved.
   4. Chairwoman Davis thanked the Petraneks for attending and sharing their concerns.
      a. Guests Jansen Wehrley, James Carpenter, and Paul Wyrzykowski left the meeting at this time.

V. FINANCIAL REPORTS

A. Cash Balance Statement
   1. The August 2023 cash balance statement was presented for the board's perusal.

B. Cash Flow Statement
   1. The August 2023 cash flow statement was presented for the board's review.
      a. Discussion was held regarding the amount of reservation refunds issued. At some point, the entire reservation module needs to be revisited including cancellation fees, credit card fees/percentages, key deposits, and the possibility of installing access pads on the enclosed lodges.

C. Approval of Vouchers
   1. Resolution #23-015, August 2023 Vouchers
      a. Chairwoman Davis offered a motion approving Resolution #23-015, payment of the August 2023 vouchers, as presented. Commissioner Venner seconded; the motion unanimously carried.

VI. DIRECTOR/STAFF REPORTS

A. Director's Updates
   1. Director Eppink reported that the park district finally received the new mowing/plow truck ordered two years ago.
   2. Officer Bruce Woodruff resigned this month to accept a position with Montville Police Department. Former park district auxiliary officer Josh Thompson has been hired in a part-time role to fill the vacancy.
   3. Director Eppink reported that we have two new maintenance employees. Leanne Hines has been a temporary seasonal worker for the past two summers and has been hired as a part-time park laborer. Matthew Shiverdecker has been hired as a full-time park laborer.
   4. Managers are hosting more than a dozen Geauga Park District staff members tomorrow. We will be touring several MCPD facilities and project sites.
   5. The October board meeting date was rescheduled to Tuesday, October 17 at 8:30 a.m. at park headquarters.
   6. Commissioner Neate asked if there has been resolution to the issue with Fechko, the contractor working along State Route 18 in front of the Brown-Trump Homestead. Director Eppink said that one of two issues has been resolved so far.
   7. Business Manager Chaney updated the board on the three months of reoccurring Canon copier repair issues and suggested that, at some point yet this year, the park district may need to purchase a new copier.

B. Monthly Report
   1. Director Eppink presented the August Monthly Report for the board's review.
      a. A formula error in the August mileage report will be corrected.

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

VII. OLD BUSINESS

A. No old business was presented for discussion.

VIII. NEW BUSINESS

A. Request for Qualifications (RFQ) 2023-001 – Approval of the 2023-2024 List of Qualified Professional Design Firms for Projects with Design Fees Less Than $50,000
   1. Chairwoman Davis offered a motion approving the 2023-2024 List of Qualified Professional Design Firms for Projects with Design Fees Less Than $50,000 as presented. Commissioner Neate seconded; the motion unanimously carried.

B. Change in Services Agreement, Lake Medina Greenway
   1. Commissioner Neate offered a motion authorizing the director to execute a $4,500 increase in the current services agreement with CESO, Inc. to include preliminary design of modular block abutments for the Lake Medina Greenway for a revised agreement total of $49,800. Chairwoman Davis seconded; the motion unanimously carried.

C. Killbuck Lakes Lease, Reclamation
   1. Commissioner Neate offered a motion authorizing a several-year extension of the lease with Baker Sand, Inc., based on a final review and determination by legal counsel and probate court approval, to enable the company time to auction off equipment and conduct reclamation work on the 193-acre parcel in the Killbuck Lakes area, located at 7881 White Road, as required by the state. Commissioner Venner seconded; the motion unanimously carried.

D. New Job Description
   1. Chairwoman Davis offered a motion approving the job description for deputy director, the updated organizational chart, and the revised pay structure as presented. Commissioner Venner seconded; the motion unanimously carried.

E. Lease of Westfield Road Property
   1. Chairwoman Davis offered a motion authorizing the director to execute a lease agreement with Majestic Equine Connections, Inc. for use of the Westfield Road property as an equine therapy center providing three clarifications are added to the document regarding general liability insurance including animals and improvements, how horse waste will be handled, and that permanent structures such as barn/stable and paddock can only be constructed behind the home. The revised lease is contingent upon probate court approval. Commissioner Venner seconded; the motion unanimously carried.

IX. EXECUTIVE SESSION

A. Chairwoman Davis offered a motion that the board move into executive session for the discussion of pending litigation and land acquisition. Commissioner Neate seconded; the motion unanimously carried.
   1. Guests Lucie and Steve Petranek, Park Planner Kleshinski, Development Coordinator Peacock, and Business Manager Chaney left the meeting for the pending litigation discussion. Park Planner Kleshinski, Development Coordinator Peacock, and Business Manager Chaney returned to the meeting for the land acquisition discussion.

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

C. Commissioner Venner offered a motion authorizing the acceptance of a donation of approximately 44 acres of land in Lafayette Township pending probate court approval and further authorizing the director to pay all direct costs required for the transfer, excluding the donor's legal fees, from fund 3403-7800-50790. Chairwoman Davis seconded; the motion unanimously carried.

X. COMMISSIONERS' COMMENTS

A. Commissioner Neate officially welcomed Commissioner Venner to the board.

B. Director Eppink is seeking legal counsel opinion regarding budget amendments to permit counties to increase the bidding threshold from $50,000 to $75,000. He asked the director of the Ohio Parks & Recreation Association when this would be open to park districts and was told that the amendment may be tied into counties as early as 2024.

XI. ADJOURNMENT

A. There being no further business for discussion, Chairwoman Davis declared the meeting adjourned at 10:46 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 52.

BOARD OF COMMISSIONERS
MEDINA COUNTY PARK DISTRICT

NATHAN D. EPPINK
DIRECTOR

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