MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

September 18, 2024

I. CALL TO ORDER

A. Chairman Neate called the meeting to order at 8:38 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; Deputy Director Stray; Park Planner Kleshinski; Development Coordinator Peacock; Business Manager Chaney; Legal Counsel Holland; and guests Dan Calvin, Jon Park, Jennifer Anzalone of the Medina County Community Foundation; and Patrick Rhonemus of the *Gazette.*

II. APPROVAL OF MINUTES

A. August 21, 2024

1. Commissioner Davis offered a motion approving the minutes of the August 21, 2024 meeting as presented. Commissioner Venner seconded; the motion unanimously carried.

III. PUBLIC PARTICIPATION

A. Medina County Community Foundation

1. Guests Jennifer Anzalone, Dan Calvin, and Jon Park of the Medina County Community Foundation were present to share information about the organization.
2. Ms. Anzalone provided a brief history of the group's transition from the Akron Community Foundation to the Medina County Community Foundation.
3. Mr. Calvin provided information about the investment process and the types of funds available. He answered a variety of questions asked by park board members.
    a. The guests from the Medina County Community Foundation left the meeting.

B. No members of the public were present, and Director Eppink reported that he hadn't received any emails for the board prior to the meeting.

IV. FINANCIAL REPORTS

A. Cash Balance Statement

1. The August Cash Balance Statement was presented for the board's review.

B. Cash Flow Statement

1. The August Cash Flow Statement was presented to the board.

C. Approval of Vouchers

1. Resolution #24-014, August 2024 Vouchers
    a. Chairman Neate offered a motion approving Resolution #24-014, payment of the August 2024 vouchers, as presented. Commissioner Davis seconded; the motion unanimously carried.

V. DIRECTOR/STAFF REPORTS

A. Director's Updates

1. Director Eppink reminded the board of this evening's tour of the park district's Chippewa Lake and Lodi area properties from 4 - 7 p.m. starting at park headquarters. The tour is for informational purposes only; there will be no deliberation.
2. Director Eppink reminded the board of the all-staff sessions being held September 19 and 24 from 10 a.m. - 1 p.m. at Buffalo Creek Retreat to discuss mission, vision, and values with Cathy Posner of Transition Consulting and Coaching. Staff members are to attend one session based on their schedules. Snacks and beverages will be provided; participants are to bring their own lunches.
   a. Director Eppink also reminded the board that park staff will be breaking into three groups to tour various park properties on either October 2, October 9, or October 15.
3. Director Eppink shared with the board that a meeting regarding docking has been scheduled with the Chippewa Lake shareholders group that had worked through the changes to the boating rules earlier this year. The meeting is scheduled for September 23 at 6 p.m. at park headquarters. A recap of the 2024 boating season and stats from the 2023 season will be presented, along with review of the current docking rules, and discussion of the park district's next steps for the program.
   a. Commissioner Davis asked the director to email the docking meeting slide presentation to the board.
4. Director Eppink asked the board to save the date of April 1, 2025 to attend a "State of the Park District" presentation with the Greater Medina Chamber regarding the 60th anniversary of the park district's April 19, 1965 creation.

B. Staff Reports

1. Deputy Director Ken Stray
   a. Deputy Director Stray reported that, after soliciting for applications and interviewing candidates, the park district filled the natural resources manager vacancy internally with Travis Morton, who has been with the park district for ten years. We are confident that Mr. Morton will be great in his new role.
   b. Deputy Director Stray reported that an offer has been made to a project coordinator candidate, and we are expecting a reply within the next few days. We are still in the interview phase for the planning manager position.
2. Business Manager Pam Chaney
   a. Business Manager Chaney reported that the state auditors have not requested additional documents for the 2022-2023 audit within the last two weeks. The audit exit conference to discuss results may take place as early as next month.
3. Development Coordinator Peacock
   a. Development Coordinator Peacock reported that she will be attending the Friends of the Parks Trustee meeting this evening and will ask the trustees to fund prizes for one of the park district's 60th anniversary programs. She will attend the Medina County Community Foundation's event Thursday evening.

b. Commissioner Venner asked how the Friends' new website is being received. Development Coordinator Peacock said that people are visiting the site, and we are receiving comments and questions from the public. He asked if data can be drawn from the website. Development Coordinator Peacock said that the website creator (Proximity Marketing) and Marketing Coordinator Teubl can pull data; however, she only monitors for comments and questions.
c. Chairman Neate asked if the Friends should consider the addition of a corporate membership level. Director Eppink said that, perhaps, it is time for the group to evaluate its membership levels.
d. Commissioner Venner commented that many companies are looking to not only donate but to also take part in improving their quality of life.

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

D. Departmental Activities
1. The August 2024 Departmental Activity Report was shared by Director Eppink for the board's perusal.

VI. OLD BUSINESS

A. Request for Qualifications (RFQ) 2024-03 – Approval of the 2024-2025 List of Qualified Professional Design Firms for Projects with Design Fees Less Than $50,000
1. Commissioner Davis offered a motion approving the 2024-2025 List of Qualified Professional Design Firms for Projects Design Fees Less Than $50,000, in accordance with ORC 153.71, through September 30, 2025. Commissioner Venner seconded; the motion unanimously carried.

B. Design-Build Award for Shotwell Gardens
1. Chairman Neate offered a motion ratifying the selection of Davey Resource Group and Marks Construction as the design-build team for design and construction of Shotwell Gardens at Lake Medina with a project budget of $475,000; approving the director's decision to remove the restroom from the list of deliverables and, instead, have MCPD self-perform that task; and authorizing the director to execute the agreement with Davey Resource Group with legal counsel review as to form. Commissioner Davis seconded; the motion unanimously carried.

VII. NEW BUSINESS

A. Buckeye Woods Barn Renovation and New Shelter Project – GMP Change Order #2
1. Commissioner Venner offered a motion authorizing the director to move forward with Change Order #2 to the Buckeye Woods Barn Renovation and New Shelter Project, upgrading to board and batten metal siding at an additional cost of $39,000, increasing the total cost of the project to $530,840, still well below the engineer's estimate for the renovation, new shelter, and alternate upgraded siding. Chairman Neate seconded; the motion unanimously carried.

B. Buffalo Creek Retreat Roof Replacement
   1. Commissioner Venner offered a motion authorizing the director to enter into a contract with Country Roofing & Exteriors for the Buffalo Creek Roof Replacement Project at a not-to-exceed cost of $60,000 at his discretion upon determination that installation of a metal roof will not have a negative impact in regard to acoustics and/or ice buildup over outside walkways. Chairman Neate seconded; the motion unanimously carried.

C. H2Ohio Chippewa Lake Wetlands – Vaughn Project Site, Change Order #3
   1. Chairman Neate offered a motion ratifying Change Order #3 to the H2Ohio Chippewa Lake Wetlands – Vaughn Project Site at a cost of $16,173 for the addition of geo-grid beneath the stone subbase to improve stabilization before paving the new asphalt sections of the trail. Commissioner Davis seconded; the motion unanimously carried.

D. H2Ohio Chippewa Lake Wetlands – Vaughn Project Site, Change Order #4
   1. Commissioner Davis offered a motion ratifying Change Order #4 to the H2Ohio Chippewa Lake Wetlands – Vaughn Project Site at a cost of $10,654.40 due to increased prevailing wage costs to Marks Construction and necessary additional earthwork and stone required by the Medina Fuel Company for evacuation of banks and installation of a ford crossing. Commissioner Venner seconded; the motion unanimously carried.

E. Website Redesign
   1. Chairman Neate offered a motion authorizing the director to issue an RFP for website design at a cost not to exceed $50,000 and for the director to execute a contract with the best-scoring design firm following legal counsel review as to form. Commissioner Davis seconded; the motion unanimously carried.

F. Parking Lot Resurfacing Plans at Various Parks – Public Bid Advertisement
   1. Commissioner Venner offered a motion authorizing the director to advertise for public bid, as required by law, the Parking Lot Resurfacing at Various Parks project, including Oenslager Nature Center lots and drive, Hubbard Valley Park lot and drive, Allardale Park West lot and drive, Krabill Lodge lots and drive, and Buckeye Woods soccer lot, when final plans are submitted by CESO. Commissioner Davis seconded; the motion unanimously carried.

VIII. EXECUTIVE SESSION

A. Chairman Neate 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, where premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. The board will also discuss personnel for the purpose of considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Commissioner Davis seconded; the motion unanimously carried.
   1. Development Coordinator Peacock, Planner Kleshinski, and Business Manager Chaney left the meeting for the personnel discussion.

B. Chairman Neate offered a motion that the board move into regular session. Commissioner Venner seconded; the motion unanimously carried.
   1. Development Coordinator Peacock, Planner Kleshinski, and Business Manager Chaney returned to the meeting.

C. Chairman Neate offered a motion authorizing the director to purchase, in collaboration with West Creek Conservancy, 97 acres on Medina Line Road in Granger Township contingent upon Clean Ohio grant funding. The director shall execute all agreements to acquire the land and spend up to $475,000 from fund 3403-7800-50790. Commissioner Davis seconded; the motion unanimously carried.

IX. COMMISSIONERS' COMMENTS

A. Commissioner Venner commented that he and his family were at Granger Wetlands last week, and the site is absolutely gorgeous. He said we need to remind ourselves that we are creating an experience for people.

B. Commissioner Davis asked for details regarding the all-staff meeting sessions scheduled for September 19 and 24. Director Eppink replied that the meetings will take place from 10 a.m. - 1 p.m. each day at Buffalo Creek Retreat. Staff members will attend either session based on work schedules. Cathy Posner will assist in the facilitation of the meeting with ice breakers; discussion of mission, vision, values, and purpose; how we view our departments; and where we see ourselves in the misison. Staff will break into groups for an exercise in developing a park property. These activities will influence the strategic plan for the next levy period in planning for staff and park district growth. Director Eppink and Cathy Posner will summarize the results of the sessions and determine the best way to share with the staff.

X. ADJOURNMENT

A. There being no further business to conduct, Chairman Neate declared the meeting adjourned at 11:49 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 53.

BOARD OF COMMISSIONERS
MEDINA COUNTY PARK DISTRICT

NATHAN D. EPPINK
DIRECTOR