MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

July 17, 2024

I. CALL TO ORDER

A. Chairman Neate called the meeting to order at 8:33 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, Park Planner Kleshinski, Development Coordinator Peacock, Business Manager Chaney, Legal Counsel Holland, and guests Jacob Pries and Andy McDowell of the Western Reserve Land Conservancy.

II. APPROVAL OF MINUTES

A. June 18, 2024
   1. Chairman Neate offered a motion approving the minutes of the June 18, 2024 meeting as presented. Commissioner Davis 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. 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 and the discussion of personnel for the purpose of considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Commissioner Venner seconded; the motion unanimously carried.
   1. Guests Jacob Pries and Andy McDowell left the meeting during the executive session discussion.

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

V. FINANCIAL REPORTS

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

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

C. Expense Report #2
   1. January - June 2024
      a. Expense Report #2 for January - June 2024 was presented to the board.

D. Quarterly Credit Card Report #2
   1. April, May, June 2024
      a. Quarterly Credit Card Report #2, 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 #24-012, May 2024 Vouchers
      a. Commissioner Davis offered a motion approving Resolution #24-012, payment of the June 2024 vouchers, as presented. Commissioner Venner seconded; the motion unanimously carried.

F. Appropriation Transfer
   1. Ratification of June 13, 2024 Appropriation Transfer
      a. Chairman Neate offered a motion ratifying the June 13, 2024 $1,000 appropriation transfer within fund 3402. Commissioner Davis seconded; the motion unanimously carried.

G. 2025 Tax Budget
   1. Commissioner Davis offered a motion approving the 2025 Tax Budget with the adjustment of the 2025 Capital Improvements expenditure figure to $6,070,229. Commissioner Venner seconded; the motion unanimously carried.

VI. DIRECTOR/STAFF REPORTS

A. Director's Updates
   1. Director Eppink shared with the board his intent to schedule a fall tour, perhaps in September, of project sites and recent acquisitions for commissioners. The tour will be announced in advance and will be included in the director's report after the fact; no deliberations or talk of any action will be included as the tour is for informational purposes only.
   2. Director Eppink reported that he and Development Coordinator Peacock have spoken with the Medina County Community Foundation about several opportunities. He has invited foundation Director Jen Anzalone and Board Chair Dan Calvin to next month's park board meeting.
   3. Following last month's board discussion of the director's role with Friends of the Parks, what ex-*officio* means, and related roles within a few staff job descriptions, the Friends Trustees Executive Committee, Board Commissioner Davis, and Director Eppink discussed these topics at the Friends Trustees' meeting. The director's *ex-officio* role is written into the Friends bylaws, and the director is a voting member of the group. Discussion was also held regarding the draft partnership agreement that was shared with Friends Trustees after review by legal counsel. Friends Trustees will be working on a handbook to address the purpose of Friends, the responsibilities of the trustees, and more.

B. Staff Reports
   1. Business Manager Chaney
      a. The 2022-2023 state audit is underway. Board members were encouraged to check their email in-boxes for an employment verification request and fraud risk form for completion.

2. Development Coordinator Peacock
   a. The Friends of the Parks' *Folk with Friends* concert went well. Friends received over $200 in the donation box on display, and the trustees would like to hold another such event.
   b. Development Coordinator Peacock reported that she is planning to attend The Cleveland Foundation's annual meeting on Thursday, July 18.
3. Park Planner Kleshinski
   a. Chippewa Lake Birding & Bridle Trail parking lot has been installed and looks great. The 2.3 mile trail will open on August 1.
   b. Two public bid openings were held last week, one for Rivendell (item B under *New Business*) and one for the Buckeye Woods North barn renovation project. One bid was received for the barn project; however, it was close to the 20-percent bid cap and was over the engineer's project estimate with alternates. If the shelter is included in the project, the cost estimate will be over the bid cap as well. A project scope meeting will be held with the contractor and architect for discussion on options for making this project work. The project will be brought to the board for consideration next month. Per Director Eppink, no other alternates are being considered other than the shelter due to cost.

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

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

VII. OLD BUSINESS

A. Killbuck Lakes Master Plan
   1. Commissioner Venner offered a motion authorizing the director to enter into an agreement, pending legal counsel review, with OHM Advisors to develop the Killbuck Lakes master plan at a not-to-exceed cost of $45,000. Chairman Neate seconded; the motion unanimously carried.

B. Lease with the Village of Chippewa Lake
   1. Commissioner Davis offered a motion approving the ten-year lease agreement with the village of Chippewa Lake, pending probate court approval, and with amendment to delete the first sentence from Item 7, for shoreline access to the water along Beachside Boulevard as defined in a map attached to the lease agreement. Commissioner Venner seconded; the motion unanimously carried.

VIII. NEW BUSINESS

A. MFC Drilling Letter Agreement
   1. Chairman Neate offered a motion ratifying the director's execution of a letter of agreement with MFC Drilling dated July 8, 2024 for installation of shut-off valves and the rerouting and lowering of MFC's existing gas line that runs parallel to the Chippewa Inlet Trail at an approximate cost to the park district of $22,000. Should the cost exceed $22,000, commissioners will be asked to ratify the overage at a future meeting. Commissioner Venner seconded; the motion unanimously carried.

B. Bid Award for Rivendell Nature Preserve
   1. Commissioner Venner offered a motion authorizing the director to enter into a construction contract with Mc. B Paving, LLC for Rivendell Nature Preserve Phase 1 construction at a cost of $241,852, subject to review and approval by legal counsel as to form, and further authorizing the director to approve any change orders necessary to successfully complete the project in an amount not to exceed the engineer's project estimate. Commissioner Davis seconded; the motion unanimously carried.

C. RFQ for List of Pre-qualified Design Firms for Projects with Fees Under $50,000
   1. Commissioner Davis offered a motion approving the solicitation of qualifications from design firms capable of completing certain design projects with fees under $50,000 in accordance with Ohio's Qualifications-Based Selection Law and ORC 153.71. The list of pre-qualified firms will be brought to the board for the commissioners' consideration in September. Chairman Neate seconded; the motion unanimously carried.

D. Approval Request for Parking Lot Resurfacing Plans at Various Parks
   1. Chairman Neate offered a motion authorizing the director to enter into a contract with CESO, Inc, as the lowest and best proposal due to its detailed time line, processing, and permitting information for the preparation of construction drawings for resurfacing five park district parking lots, Oenslager Nature Center lot and drive, Hubbard Valley Park lot and drive, Allardale Park West lot and drive, Krabill Lodge lot and drive, and Buckeye Woods Park soccer parking lot, at a cost not to exceed $34,700. Commissioner Venner seconded; the motion unanimously carried.

E. Natural Resources Manager
   1. Commissioner Davis offered a motion approving revision to the Natural Resources Manager job description as presented. Commissioner Venner seconded; the motion unanimously carried.

F. Number of Park Commissioners
   1. As requested, Director Eppink researched and presented the process for increasing the number of park commissioners from three to five as outlined in ORC 1545.05.
      a. The commissioners agreed that there are pros and cons to having either three or five board members and will continue to think about this without taking action at today's meeting.
      b. Director Eppink will contact the attorney general for an opinion as to how the board can assemble for a strategic planning work session.

IX. COMMISSIONERS' COMMENTS

A. No comments were offered.

X. ADJOURNMENT

A. There being no further business to conduct, Chairman Neate declared the meeting adjourned at 11:31 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

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