MINUTES OF THE

BOARD OF COMMISSIONERS

OF

MEDINA COUNTY PARK DISTRICT

June 18, 2024

I. CALL TO ORDER

A. Chairman Neate called the meeting to order at 8:30 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, and Legal Counsel Holland.

II. APPROVAL OF MINUTES

A. May 15, 2024
   1. Commissioner Davis offered a motion approving the minutes of the May 15, 2024 meeting as presented. Chairman Neate 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. FINANCIAL REPORTS

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

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

C. Approval of Vouchers
   1. Resolution #24-011, May 2024 Vouchers
      a. Chairman Neate offered a motion approving Resolution #24-011, payment of the May 2024 vouchers, as presented. Commissioner Davis seconded; the motion unanimously carried.

V. DIRECTOR/STAFF REPORTS

A. Director's Updates
   1. Director Eppink reported that the Ohio Parks and Recreation Association (OPRA) is hosting a free quarterly virtual "lunch and learn" series for park board members and leaders. The first session is July 9, and registration is available online.
   2. The director invited the board to join park staff members for an all-staff training session on either September 19 or 24, from 10 a.m. - 1 p.m., to discuss mission, vision, and values. Lunch will be provided. He also reported that several dates in October are being held for staff field trips to new properties and project sites.

3. Director Eppink reported that the solicitation of quotes (SOQ) advertisement for design-build teams for the Shotwell Gardens project at Lake Medina has been released. Construction is anticipated to begin in 2025.
4. The director reported that Senate Bill 292, fully funding the Clean Ohio program, has been released and should pass as introduced. The park district will also be receiving $1.5 million in state capital dollars for Lake Medina and $500,000 for Oenslager Nature Center.
5. Director Eppink asked the board to ratify the contractor selection for the Little Killbuck Creek demolition project.
    a. Commissioner Davis offered a motion ratifying the director's selection of Hendricks & Sons as the lowest and best quote of $21,735 for the Little Killbuck Creek demolition project. Commissioner Venner seconded; the motion unanimously carried.
        1. Guest Bob Frechette of Chippewa Lake arrived at this time.
6. Chairman Neate asked if the director has received any feedback or thoughts on the updated rules for Chippewa Lake that recently went into effect. The director said that, overall, things have been quiet on the lake. Citations and warnings have been issued for alcohol and the lack of a waterskiing spotter on a boat. The new kayak launch is heavily used.
    a. Commissioner Venner shared that he has received positive feedback on the lake and that it is gorgeous out on the water. He did make a suggestion for replacement of the stone located at the water's edge of the paddlecraft launch with either sand or a gradual ramp, as the stone makes it difficult for people to exit their watercraft.

B. Staff Updates
1. Development Coordinator Peacock reported that the Friends of the Parks' website is now live at *friendsofmedinacountyparks.org*. Both Development Coordinator Peacock and Marketing Coordinator Teubl are trained and able to make changes to the content.
2. Development Coordinator Peacock reported that the park district has been promoting the upcoming "Folk with Friends" concert scheduled for June 29 at 7 p.m. at Buffalo Creek Retreat featuring the Steve Free Band.
    a. Director Eppink shared that the Friends of the Parks' annual meeting is scheduled for Wednesday, June 26 at 6:30 p.m. at the OSU Extension office on Foote Road. A tour of the neighboring Brown-Trump Homestead will immediately follow the business meeting.
3. Park Planner Kleshinski reported that new playground equipment was installed at River Styx Park two weeks ago, and grading and mulching was completed last week. The playground will be open to the public soon.
4. Park Planner Kleshinski shared that he has been accepted into this fall's Leadership Medina County Signature Class.

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

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

E. Commissioner Davis asked about Akron Children's Hospital and the Lake Medina Greenway Trail. Director Eppink noted that the greenway trail runs through the health campus. He reported that he, Park Planner Kleshinski, and Development Coordinator Peacock met with the officials to discuss possibilities.

F. Director Eppink reported that a slight adjustment had to be made in the Lake Medina Greenway Trail to avoid a small wetland located in the original trail alignment.

VI. OLD BUSINESS

A. Chippewa Lake Birding & Bridle Trail Parking Lot Update
   1. Commissioner Venner offered a motion ratifying the director's selection of Mc B. Paving as the lowest and best bid for construction of the Chippewa Lake Birding & Bridle Trail with a quote of $58,705 and a total project cost not to exceed $65,000 to accommodate contingency and additional grading work as needed. Commissioner Davis seconded; the motion unanimously carried.

VII. NEW BUSINESS

A. Project Coordinator, Planning Manager, and Revisions to Current Job Descriptions
   1. Commissioner Davis offered a motion approving the Project Coordinator and Planning Manager job descriptions, organizational chart, and updated pay structure as presented. Chairman Neate seconded; the motion unanimously carried.
   2. Revisions to the director, development coordinator, and marketing coordinator job descriptions did not take place at this time as no motion for approval was offered.

B. RFQ-RFP Process for Chippewa Lake Park
   1. Chairman Neate offered a motion authorizing the director to begin the FRQ-RFP process for design and construction of the Chippewa Lake Phase 1 project to include two trail heads, restrooms, picnic areas, and approximately 1.25 miles of aggregate trails. Qualifications statements will be reviewed, scored, and ranked, and following interviews with the short-listed firms, a request to award the project to the highest scoring design-build team will be brought to the board for approval. Commissioner Davis seconded; the motion unanimously carried.

C. Signing Authority for Deputy Director
   1. Chairman Neate offered a motion authorizing signing authority to the deputy director in the director's absence effective 90 days after appointment to the deputy director position. Commissioner Davis seconded; the motion unanimously carried.
   2. The board requested an operational policy proposing signing authority by staff position and time period.

D. Update to Employee Handbook Policies
   1. Commissioner Davis offered a motion approving edits to the Employee Handbook Credit Card Purchasing policy, Employment of Relatives policy, and Work Hours policy to include the new deputy director position where specified. Chairman Neate seconded; the motion unanimously carried.

E. Construction Agreement for Plum Creek Greenway Phase 3
   1. Chairman Neate offered a motion authorizing the director to execute the Plum Creek Greenway Phase 3 construction agreement with the city of Brunswick pending legal counsel review. Commissioner Venner 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 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 Davis seconded; the motion unanimously carried.
   1. Guest Bob Frechette and Development Coordinator Peacock left the meeting.

B. Commissioner Davis offered a motion that the board move into regular session. Chairman Neate seconded; the motion unanimously carried.
   1. Development Coordinator Peacock returned to the meeting.

C. The following motion was made as a result of Executive Session discussion.
   1. Commissioner Davis offered a motion authorizing the director to sell, via sealed, advertised bids and quitclaim deeds, the following parcels in Lafayette Township with a minimum bid of $500 per parcel, contingent upon probate court approval. Parcel number 020-10D-52-091; 020-10D-52-037; 020-10D-52-084 with 020-10D-52-085; 020-10D-52-080 with 020-10D-52-081; 020-10D-52-055; and 020-10D-52-048 with 020-10D-52-049 and 020-10D-52-050. Each winning bidder shall be responsible for any and all closing costs and fees associated with his or her purchase(s). Commissioner Venner seconded; the motion unanimously carried.

IX. COMMISSIONERS' COMMENTS

A. Commissioner Davis asked for an update on the gas well under Lester Rail Trail near the NEOLS complex. Director Eppink reported that there has been no additional communications with Columbia Gas/TC Energy.

B. Commissioner Venner commented that people have been telling him that they like what the park district is doing.

C. Commissioner Davis asked if the earlier-mentioned citations and warnings issued at Chippewa Lake were given to local or out-of-county residents. The director responded that he wasn't sure, but he would ask Officer Hruby to keep track going forward.

D. Business Manager Chaney asked as to the availability of Commissioner Davis and Legal Counsel Holland for participation in a short Medina County Park District Records Commission meeting next month. The meeting will be scheduled to immediately follow the July 17 park board meeting.

X. ADJOURNMENT

A. There being no further business to conduct, Chairman Neate declared the meeting adjourned at 10:41 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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