

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

January 17, 2019

I. CALL TO ORDER

A. Chairman Neate called the meeting to order at 8:30 a.m. at Medina County Park District Headquarters, 6364 Deerview Lane, Medina, Ohio.

B. Roll Call

1. Roll call showed Commissioners Davis and de Luna present. Also in attendance were Director Eppink, Operations Manager Perry, Communications Coordinator Gladden, Business Manager Chaney, Legal Counsel Holland, Medina County Probate Judge Kevin Dunn, former park district director Thomas K. James, and guests Bill Thombs and John Sandora of Chippewa Lake.

II. OATH OF OFFICE

A. Medina County Probate Judge Kevin Dunn administered the Oath of Office to Chairman Neate, renewing his term for another three years, January 1, 2019 through December 31, 2021.

1. Judge Dunn left the meeting at this time.

III. ELECTION OF OFFICERS

A. Resolution #19-001, Election of Officers

1. Chairman Neate offered a motion that Commissioner Davis be elected board chairwoman and Commissioner de Luna be elected vice chair for 2019. Commissioner de Luna seconded; the motion unanimously carried.

IV. APPROVAL OF MINUTES

A. December 5, 2018

1. Commissioner de Luna offered a motion approving the minutes of the December 5, 2018 meeting as presented. Commissioner Neate seconded; the motion unanimously carried.

V. PUBLIC PARTICIPATION

A. Guest Bill Thombs of Chippewa Lake encouraged the board to support a resolution as previously presented by the Citizens to Save the Lake committee requesting Muskingum Watershed Conservancy District (MWCD) to expand its jurisdiction to include an area from the Chippewa Lake outlet south to Buffham Road. This would enable MWCD to provide the service of cleaning and maintaining the outlet basin to assist in flood control and to enable movement of the water in the immediate area.

B. Guest John Sandora stated that he appreciates all the board is doing.

VI. EXECUTIVE SESSION

- A. Chairwoman Davis offered a motion that the board move into executive session for the discussion of land acquisition. Commissioner de Luna seconded; the motion unanimously carried.
 - 1. Operations Manager Perry, Communications Coordinator Gladden, and guests Bill Thombs and John Sandora left the meeting.
 - 2. Former director Tom James left the meeting during executive session discussion.
- B. Chairwoman Davis offered a motion that the board move into regular session. Commissioner de Luna seconded; the motion unanimously carried.
- C. Following the land acquisition discussion, Operations Manager Perry, Communications Coordinator Gladden, and guests Bill Thombs and John Sandora returned to the meeting.
- D. Chairwoman Davis offered a motion authorizing the director to develop and execute a 25-year easement and renewal clause with the city of Brunswick for Phase I construction of a trail on park land connecting Plum Creek Park to Brunswick's Mooney Park at no cost to the park district and also to develop and execute an agreement assuming responsibility for maintenance of the trail including trash removal, ranger patrol, and asphalt repair. Commissioner de Luna seconded; the motion unanimously carried.

VII. FINANCIAL REPORTS

- A. Cash Balance Statement
 - 1. The December 2018 cash balance statement was presented for the board's perusal.
- B. Cash Flow Statement
 - 1. The December 2018 cash flow statement was presented for the board's review.
- C. Quarterly Expense Report #4
 - 1. Expense Report #4, October through December 2018, was presented to the board.
- D. Approval of Vouchers
 - 1. Resolution #19-002, December 2018
 - a. Commissioner de Luna offered a motion approving Resolution #19-002, payment of the December 2018 vouchers, as presented. Chairwoman Davis seconded; the motion unanimously carried.

VIII. DIRECTOR/STAFF REPORTS

- A. Director's Report
 - 1. Monthly Report
 - a. Director Eppink provided the December 2018 monthly report for the board's perusal.
 - 2. Departmental Activities
 - a. Director Eppink provided the December 2018 Departmental Activity Report for the board's review.

- b. Director Eppink presented a slide show introducing some new initiatives.
 - 1. Leadership meetings – one per month; all-staff meetings – one each quarter to be held at Buffalo Creek Retreat
 - 2. Tree of Life program – Friends of the Parks will be accepting the donations and paying the bills for the trees. Memorial groves will be established at Allardale, Buckeye Woods Park, and Letha House Park.
 - 3. Natural Resource Building – Operations Manager Perry reported that we are probably just a few weeks away from having the final building inspection and receiving the occupancy permit.
 - a. Board members will tour the building after the February meeting.
 - 4. Medina County Poll – The Center for Marketing and Opinion Research in Akron will be conducting the poll in February 2019. The park district will receive a minimum of 600 completed telephone survey responses to four specific questions along with general quality of life questions from a representation of the county’s adult population. The cost of the poll is \$4,600.
 - 5. A variety of pictures from recent park district programs and projects was presented.
 - 6. The director reported that Public Information Manager Teubl recently updated the park district’s website to include the bylaws, the 2019 board meeting schedule, monthly meeting agenda, and board minutes.
 - 7. The director shared his interest in increasing his involvement in the Ohio Parks and Recreation Association (OPRA) – and possibly even running to serve as an OPRA board member – with the board. The board members encouraged the director’s involvement in this and other local organizations, such as Leadership Medina County, providing he maintains a balance with his park district priorities.
 - 8. OPRA Awards Dinner – The director confirmed dinner choices with the board for the upcoming February 5 OPRA Awards Dinner, from 6:30 - 8:30 p.m., at Kalahari. The park district will underwrite the cost of the event for board members and department managers as former director Thomas K. James is being honored with a lifetime achievement award.

IX. OLD BUSINESS

- A. No Old Business was presented for discussion.

X. NEW BUSINESS

- A. Ratification of 2019 Budget
 - 1. Chairwoman Davis offered a motion ratifying the 2019 Budget as submitted to the county auditor with adjustments made once final 2018 figures were available. Commissioner de Luna seconded; the motion unanimously carried.
- B. Credit Card Convenience Fees
 - 1. The board suggested that the park district work with the programmer of the online registration/reservation module to determine if a standard credit card convenience fee of five percent with a \$2 minimum charge can be written into the module. Further discussion was tabled to the February meeting.

- C. Revision of Credit Card Purchasing Policy
 - 1. Commissioner de Luna offered a motion approving the park district's revised credit card purchasing policy as presented and, in meeting the requirements of the policy, appoint the administrative secretary to perform quarterly reviews of the park district's credit card account. Commissioner Neate seconded; the motion unanimously carried.
- D. Vacation Sell-back Policy
 - 1. Commissioner Neate offered a motion authorizing the director to provide employees who earn vacation time the option of selling back to the park district up to 24 hours of accrued and unused vacation each fall. Requests are to be received by the director in writing by October 15. The hours sold back by employees will be included in paychecks for pay period #24. Commissioner de Luna seconded; the motion carried. Chairwoman Davis offered a nay vote.
- E. Approval for Thomas K. James to Volunteer
 - 1. Commissioner de Luna offered a motion authorizing the director to permit Thomas K. James to represent the park district and volunteer his time on an ongoing land-acquisition project – and on other select activities as requested – in the coming months. Chairwoman Davis seconded; the motion unanimously carried.
- F. Lease Agreement with York Diesel
 - 1. Chairwoman Davis offered a motion authorizing the director to execute an updated lease agreement with York Diesel as presented that offers access to its building's driveway and parking lot that are encroaching on the Lester Rail Trail right-of-way. Commissioner de Luna seconded; the motion unanimously carried.
- G. Easement in Support of a County Thoroughfare Plan
 - 1. Chairwoman Davis offered a motion granting a .87-acre easement on park district parcel 030-11A-09-001 adjacent to Bennington Point Subdivision in Montville Township to the Medina County Commissioners, authorizing the director to work with the county engineer to facilitate the request, and further authorizing the director to execute the document upon legal counsel's approval as to form. Commissioner de Luna seconded; the motion unanimously carried.
- H. Resolution Regarding Muskingum Watershed Conservancy District's (MWCD) Jurisdiction
 - 1. Following discussion and legal counsel's caution that, as written, the resolution presented by the Save the Lake committee suggests the park district will begin legal action requesting MCWD to expand its jurisdictional boundaries, the item died due to lack of a motion.
 - 2. The park district would like to work with MWCD's Chippewa Subdistrict to improve the quality of water flowing into Chippewa Lake from the inlet channel north to Buckeye Woods Park. Such work, which would take place within MWCD's jurisdiction, could include the creation of meanders and riffles in the stream and improve the dissolved oxygen flowing into the lake.

- I. Seismic Testing
 1. Commissioner de Luna offered a motion authorizing the director to permit underground seismic testing per guidelines as stated in an agreement with Precision Drilling on behalf of King Drilling on Mud Lake Road property owned by the park district, providing no surface damage will occur. Chairwoman Davis seconded; the motion unanimously carried.


XI. COMMISSIONERS' COMMENTS

- A. Commissioner Neate commented that Medina County's Loss Control/Risk Manager Ryan Goff will be contacting the park office regarding an online risk management system for county agencies that offers online tracking and training opportunities. Business Manager Chaney reported that she and Director Eppink have an appointment to meet with Mr. Goff on January 23.

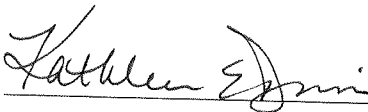
XII. ADJOURNMENT

- A. There being no further business for discussion, Chairman Neate declared the meeting adjourned at 11:02 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 48.







**BOARD OF COMMISSIONERS
MEDINA COUNTY PARK DISTRICT**



NATHAN D. EPPINK, DIRECTOR