

**Stark County Park District Park Board – Regular Meeting Minutes**  
**Exploration Gateway at Sippo Lake Park, 5712 12<sup>th</sup> St. NW, Canton, OH 44708**  
**December 7, 2021**  
**Page 1 of 5**

**(AGENDA ITEM: 3)**

- 1. CALL TO ORDER** – The regular meeting of the Stark County Park Commission was called to order by Denise Freeland at 2:00 p.m.

**A. Roll Call of Members**

MEMBERS PRESENT:

Denise Freeland, Ralph Dublikar, Pat Quick, David Regula

STAFF PRESENT:

Robert A. Fonte, Park Director/Secretary to the Board

Barbara Wells, Financial Manager

Corianne Kocarek, Clerk to the Board

Justin Laps, Chief of Public Safety

Talula Wiater, Natural Resources Manager

GUESTS PRESENT:

None

**B. Adoption of Agenda**

R. Dublikar MOVED to adopt the agenda, which was SECONDED by P. Quick

**DISCUSSION:**

None

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Ralph Dublikar, Pat Quick, David Regula

**2. PUBLIC COMMENT**

None

**3. APPROVAL OF MINUTES**

**WHEREAS**, minutes from the November 3, 2021 Regular Park Board meeting have been submitted for review.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to approve the minutes from the November 3, 2021 Regular Park Board meeting as submitted.

P. Quick MOVED to adopt this resolution, which was SECONDED by D. Regula

**DISCUSSION:** None

MOTION CARRIED to approve the minutes on a vote as follows:

Voting Aye: Denise Freeland, Ralph Dublikar, Pat Quick, David Regula

**WHEREAS**, minutes from the November 16, 2021 Special Park Board meeting have been submitted for review.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to approve the minutes from the November 16, 2021 Special Park Board meeting as submitted.

R. Dublikar MOVED to adopt this resolution, which was SECONDED by P. Quick

**DISCUSSION:** None

MOTION CARRIED to approve the minutes on a vote as follows:

Voting Aye: Denise Freeland, Ralph Dublikar, Pat Quick, David Regula

• **Reference 93**

#### 4. FINANCIAL REPORTS

**WHEREAS**, the monthly Financial Report and Summary Financial Report for the period ending October 31, 2021 have been submitted to the Board for review.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to approve and accept for audit the Financial Report and Summary Financial Report for the period ending October 31, 2021 as submitted.

P. Quick MOVED to adopt this resolution, which was SECONDED by D. Regula

**DISCUSSION:** None

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Ralph Dublikar, Pat Quick, David Regula

#### 5. APPROVAL OF PAYROLLS AND BILLS

**WHEREAS**, copies of payroll and bills for the month of October 2021 were submitted for the Board's review in accordance with Resolution #98-133.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to approve and accept for audit the payroll and bills for October 31, 2021 as submitted.

D. Regula MOVED to adopt this resolution, which was SECONDED by R. Dublikar

**DISCUSSION:** None

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Ralph Dublikar, Pat Quick, David Regula

#### 6. OLD BUSINESS

##### A. Informational: Upcoming Events

**DISCUSSION:** None

#### 7. NEW BUSINESS

##### A. RESOLUTION: #21-12-076: Exploration Gateway Capital Replacement Fund

**WHEREAS**, as part of the agreement for the Exploration Gateway Building (EG) between the Stark County Park District (Park) and the Stark County District Library (Library) there is a Capital Replacement Fund (Fund) in place; and

**WHEREAS**, the 2021 budgeted amount to be transferred to the Fund is Thirty Thousand Two Hundred Fifty One Dollars and Fifty Five Cents (\$30,251.55).

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to transfer Thirty Thousand Two Hundred Fifty One Dollars and Fifty Five Cents (\$30,251.55) for the Exploration Gateway Capital Replacement Fund from 072.28.0000.82100 (Transfers Out) to 529.28.0000.72100 (Transfers In).

P. Quick MOVED to adopt this resolution, which was SECONDED by R. Dublikar

**DISCUSSION:** R. Fonte stated this is the annual transfer to put our share in the capital replacement fund for the Exploration Gateway building for unplanned capital improvements. We share this fund with the Stark County District Library the percentages are: 56.5% from Stark Parks and 43.5% from Stark County District Library.

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Ralph Dublikar, Pat Quick, David Regula

##### B. RESOLUTION: #21-12-077: 2022 Proposed Budget

**WHEREAS**, the Stark County Park District Park Board submitted to the Budget Commission a 2022 Budget on August 19, 2021; and

**WHEREAS**, revisions are routinely made to the Legislative Budget previously submitted to the Budget Commission; and

• **Reference 94**

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to accept the revisions and adopt the 2022 Operating Budget dated November 30, 2021 attached as Exhibit A.

**BE IT FURTHER RESOLVED**, to authorize the appropriation of the 2021 Operating Budget.

**BE IT FURTHER RESOLVED**, to authorize the Park Director to place for Public Bid or Request for Qualifications (RFQ's) those items exceeding Fifty Thousand Dollars (\$50,000.00) to complete the 2022 Operating Budget unless the items are purchased in accordance with park policies or from the state bid list.

**BE IT FURTHER RESOLVED**, to authorize the Park Director to award the contracts to the lowest and/or best bids or highest ranked qualifications submitted, provided the total cost does not exceed the original operating budget.

**BE IT FURTHER RESOLVED**, to authorize the Park Director to sign/execute any contracts necessary to complete the 2022 Operating Budget.

R. Dublikar MOVED to adopt this resolution, which was SECONDED by D. Regula

**DISCUSSION:**

R. Fonte stated that B. Wells has worked to anticipate any increases with inflation to prepare the budget.

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Ralph Dublikar, Pat Quick, David Regula

**C. RESOLUTION: #21-12-078: White Property Lease**

**WHEREAS**, the current tenant, park employee, Justin Laps is continuing to lease the "White" Property in order to meet the needs of having a presence on the property as well as assist with the maintenance of the property; and

**WHEREAS**, based on mutual agreement, the Park District and Justin Laps have agreed to renew the one-year lease at the market rate of Six Hundred Seventy Five Dollars per month (\$675.00).

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the Park Director to sign the lease agreement approved to legal form and sufficiency by Attorney William Morris.

P. Quick MOVED to adopt this resolution, which was SECONDED by D. Regula

**DISCUSSION:**

R. Fonte stated the rent is reviewed every couple of years and is priced just under market value due to the tenant providing security and maintenance to the grounds.

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Ralph Dublikar, Pat Quick, David Regula

**D. RESOLUTION: #21-12-079: Updated Appearance and Attire Policy**

**WHEREAS**, it was determined by the Stark County Park District Director that there is a need to update the Appearance and Attire Policy; and

**WHEREAS**, the recommended policy is attached as Exhibit B.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to adopt the Updated Appearance and Attire Policy as attached as Exhibit B.

R. Dublikar MOVED to adopt this resolution, which was SECONDED by D. Regula

**DISCUSSION:**

R. Fonte stated this is included in the Employee Handbook

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Ralph Dublikar, Pat Quick, David Regula

• **Reference 95**

**E. RESOLUTION: #21-12-080: Ohio & Erie Canalway Association: Strategic initiative Program Funding – Crystal Springs Trailhead Improvements**

**WHEREAS**, grant funding is available from the Ohio & Erie Canalway Association for the Strategic Initiative Program, a competitive grant program that funds organizations and political subdivisions that enhance the Ohio & Erie Canalway Heritage Area – which extends 110 miles from Cleveland to New Philadelphia, OH; and

**WHEREAS**, the Stark County Park District (SCPD) desires financial assistance through the Ohio & Erie Canalway Association (OECA) with applications being due no later than January 7<sup>th</sup>, 2022; and

**WHEREAS**, SCPD is recommending improvements to the Crystal Springs Trailhead, including historical transportation interpretation of the historic highway, and additional park amenities for the grant program funding; and

**WHEREAS**, SCPD is requesting Fifty Thousand Dollars (\$50,000.00) for the Crystal Springs Trailhead project; and

**WHEREAS**, it is anticipated the total project cost will be One Hundred Fifty Thousand Dollars (\$150,000.00); and

**WHEREAS**, OECA requires a Sixty-Seven Percent (67%) or 2:1 funding match for each project which equates to One Hundred Thousand Dollars (\$100,000.00); and

**WHEREAS**, the match funds will be made up of force account labor, materials, and cash.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the Park Director to submit an application for a grant to OECA for trailhead improvements and historical interpretation at Crystal Springs Trailhead totaling a grant request of Fifty Thousand Dollars (\$50,000.00) with a match of One Hundred Thousand Dollars (\$100,000.00).

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the Park Director and to sign any documents necessary to submit the grant application.

P. Quick MOVED to adopt this resolution, which was SECONDED by D. Regula

**DISCUSSION:**

R. Fonte stated that we are trying to create destinations along the Towpath. This will help to increase traffic and tell the interpretive story.

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Ralph Dublikar, Pat Quick, David Regula

**F. RESOLUTION: #21-12-081: 2022 Use of Stark County Law Enforcement Training Facility: Stark County Sheriff's Office and Stark County Park District**

**WHEREAS**, the Stark County Sheriff's Office operates the Stark County Law Enforcement Training Center, (herein referred to as the "LETC") located at 143 1<sup>st</sup> St. SE, Massillon, Ohio 44646 for the purpose of providing professional training to law enforcement agencies; and

**WHEREAS**, the Stark County Park District desires to continue to use the LETC for its intended purpose in 2022; and

**WHEREAS**, a continuing memorandum of understanding was approved with Resolution: #21-11-073 between the Sheriff's Office and the Park District beginning on October 1, 2021 through December 31, 2021 with an agreement to extend the initial term on terms that are mutually agreed upon; and

**WHEREAS**, the Park District desires to continue the memorandum of understanding from January 1 to December 31, 2022; and

**WHEREAS**, the Park District agrees to pay Twenty Five Dollars (\$25.00) per person to utilize the LETC in 2022.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the Park Director to continue the memorandum of understanding with the Stark County Sheriff's Office from January 1 to December 31, 2022 at a rate of Twenty Five Dollars (\$25.00) per person.

P. Quick MOVED to adopt this resolution, which was SECONDED by D. Regula

**DISCUSSION:**

J. Laps stated the last agreement was for the last two months of 2021. This is for all of 2022 and we'll be invoiced for \$25 per officer. This fee will include all of the required trainings. The training center will benefit the whole county.

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Ralph Dublikar, Pat Quick, David Regula

**8. DIRECTOR'S REPORT**

A. 2021 Project List and Budget

**DISCUSSION:** None

B. Director's Report

**9. EXECUTIVE SESSION**

**BE IT RESOLVED**, to reconvene into Executive Session at 2:14 p.m. to consider the compensation of a public employee.

R. Dublikar moved to adopt this motion, which was SECONDED by P. Quick

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Denise Freeland, Ralph Dublikar, Pat Quick, David Regula

**10. RECONVENE FROM EXECUTIVE SESSION**

**BE IT RESOLVED** to reconvene to Regular Session at 2:43 p.m.

R. Dublikar MOVED to adopt this resolution, which was SECONDED by D. Regula

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Ralph Dublikar, Pat Quick, David Regula

**11. ADJOURNMENT**

**BE IT RESOLVED** to adjourn at 2:44 p.m. Next scheduled meeting: January 4, 2022 at 5:30 p.m. at the Exploration Gateway at Sippo Lake Park.

P. Quick MOVED to adjourn the meeting, which was SECONDED by D. Regula

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Ralph Dublikar, Pat Quick, David Regula

**APPROVAL DATE:** January 4, 2022

ATTEST:

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Denise Freeland, Chairperson  
Stark County Park Commission

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Robert A. Fonte, Director/Secretary to the Board  
Stark County Park District

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Corianne Kocarek/Clerk to the Board  
Stark County Park District

• **Reference 97**