

**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**  
**September 6, 2022**  
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**(AGENDA ITEM: 4)**

- 1. CALL TO ORDER** – The regular meeting of the Stark County Park Commission was called to order by Denise Freeland at 2:02 p.m.

**A. Roll Call of Members**

MEMBERS PRESENT:

Denise Freeland, Bill Bryan, Ralph Dublikar & David Regula

STAFF PRESENT:

Daniel Moeglin, Executive Director/Secretary to the Board

Derek Gordon, Deputy Director

Bill Bartos, Staff Attorney

Victoria Nickl, Staff Accountant

Chelsie Haupt, Human Resources Manager

Parker Spencer, Volunteer Coordinator

Sarah Buell, Projects & Administration Manager

Justin Laps, Chief

Rick Summers, Operations Manager

David Green, Education Manager

Donovan Koman, Education Programmer

Emma Weisent, Education Programmer

PUBLIC PRESENT:

Robert Wang

**B. Adoption of Agenda**

D. Regula MOVED to adopt the agenda, which was SECONDED by B. Bryan

**DISCUSSION:** None

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Ralph Dublikar, David Regula

**2. PUBLIC COMMENT**

None

**3. STAFF PRESENTATION**

- C. Haupt presented the 2022 human resources-related highlights including:
  - Total of 113 employees
  - Staff received an across-the-board 5% pay increase
  - Both the vacation and remote work policies have been updated
  - Working in Talent LMS program to improve staff training process
  - Working with Staff Attorney Bartos to update employee handbook
- P. Spencer presented the 2022 volunteer-related highlights including:
  - Total of 197 active employees
    - Total Stark Parks hours is about 8,616
    - Number of groups is 28
    - Activities include coral crochet, beehives, fishing derbies, planting at Tammy, iCount, etc.
  - The volunteer handbook has been updated

- Accommodations section added on the volunteer application
- Will become part of the Community Engagement Department soon
- D. Moeglin- applauded both C. Haupt & P. Spencer both for their involvement and organization of the Stark Parks booth at the County Fair, as well as the language/responses to use when asked questions
  - D. Regula- were public comment cards returned?
  - P. Spencer- yes, a total of 10-15 cards, and the Marketing Dept. will follow up on them
  - D. Moeglin- there were 2,083 'quality contacts' from the County Fair (not counting children)

#### 4. APPROVAL OF MINUTES

**WHEREAS**, minutes from the August 2, 2022 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 August 2, 2022 Regular Park Board meeting as submitted.

R. Dublikar 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, Bill Bryan, Ralph Dublikar, David Regula

#### 5. FINANCIAL REPORTS

**WHEREAS**, the monthly Financial Report and Summary Financial Report for the period ending July 31, 2022 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 July 31, 2022 as submitted.

B. Bryan MOVED to adopt this resolution, which was SECONDED by D. Regula

**DISCUSSION:**

- B. Bryan- Is the Jackson Tunnel project complete?
- D. Moeglin- No, there is still more work to do

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Ralph Dublikar, David Regula

#### 6. PAYROLL AND BILLS

**WHEREAS**, copies of payroll and bills for the period ending July 31, 2022 were submitted for the Board's review.

**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 the period ending July 31, 2022 as submitted.

R. Dublikar MOVED to adopt this resolution, which was SECONDED by B. Bryan

**DISCUSSION:** None

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Ralph Dublikar, David Regula

#### 7. OLD BUSINESS

A. Informational: 2023 Proposed Budget

**DISCUSSION:** None

## 8. NEW BUSINESS

### A. RESOLUTION: #22-09-073: Deer Creek and Walborn Reservoirs Lease Agreement with the City of Alliance

**WHEREAS**, the Stark County Park District currently leases real estate at the Deer Creek and Walborn Reservoirs from the City of Alliance for public park, recreational, and conservation activities; and

**WHEREAS**, said lease is for twenty-five years and is set to expire on or about December 27, 2022; and

**WHEREAS**, depending upon the results of current discussions with the City of Alliance, the Park District wishes to either renew the current lease upon the same terms or enter into a new lease with modified terms that are favorable to the Park District.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners that Daniel J. Moeglin, Executive Director, is hereby authorized to execute a renewal of a lease for real estate at the Deer Creek and Walborn Reservoirs.

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners that Daniel J. Moeglin, Executive Director, is hereby alternatively authorized to execute a new lease agreement for real estate at the Deer Creek and Walborn Reservoirs.

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners that Daniel J. Moeglin, Executive Director, is hereby authorized to take any and all other actions necessary to accomplish the intent of this resolution.

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

#### DISCUSSION:

- D. Moeglin- briefly outlined the purpose of this agreement, noting that it expires later this year so it may become a renewal or tweaked a bit

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Ralph Dublikar, David Regula

### B. RESOLUTION: #22-09-074: Deer Creek and Walborn Reservoirs Fish & Wildlife Management Agreement with the City of Alliance and the Ohio Department of Natural Resources

**WHEREAS**, the Stark County Park District currently leases real estate at the Deer Creek and Walborn Reservoirs from the City of Alliance for public park, recreational, and conservation activities; and

**WHEREAS**, in conjunction with said lease, the Park District also entered into a Fish & Wildlife Management Agreement with the City of Alliance and the Ohio Department of Natural Resources in 1999; and

**WHEREAS**, said management agreement is set to expire on January 5, 2023; and

**WHEREAS**, the Park District wishes to enter into an updated management agreement, to commence after the above expiration date.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners that Daniel J. Moeglin, Executive Director, is hereby authorized to execute an updated Fish & Wildlife Management Agreement for the Deer Creek and Walborn Reservoirs.

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners that Daniel J. Moeglin, Executive Director, is hereby authorized to take any and all other actions necessary to enter into the above agreement.

B. Bryan MOVED to adopt this resolution, which was SECONDED by D. Regula

**DISCUSSION:**

- D. Moeglin- briefly outlined the purpose of this agreement

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Ralph Dublikar, David Regula

**C. RESOLUTION: #22-09-075: Mutual Use Agreement with the Stark County District Library: Exploration Gateway Atrium Digital Display**

**WHEREAS**, the Stark County Park District and the Stark County District Library occupy and conduct separate operations out of the Exploration Gateway, in accordance with the terms of a Cooperative Agreement and a Lease Agreement between the Park District and the Library; and

**WHEREAS**, the Exploration Gateway contains an atrium that is available for the common use of the Park District and the Library; and

**WHEREAS**, the Park District and the Library wish to define the terms of the installation and use of a digital display in said atrium; and

**WHEREAS**, the Park District and the Library intend to mutually use said display for their individual public marketing and communication purposes; and

**WHEREAS**, the Park District's contribution to the digital display is estimated to be \$1,590.00 for a television, a mount, and electrical upgrades; and

**WHEREAS**, there are sufficient funds in the Parks Operating Budget to encumber and expend said estimated amount.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners that Daniel J. Moeglin, Executive Director, is hereby authorized to execute a Mutual Use Agreement with the Stark County District Library for a digital display in the atrium of the Exploration Gateway.

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners that Daniel J. Moeglin, Executive Director, is hereby authorized to execute any and all other contracts and documents and to take any and all other actions necessary to ensure the successful installation and mutual use of said digital display.

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners that the encumbrance and expenditure of \$1,590.00 in funds in the Park Operating Budget for a television, a mount, and electrical upgrades for the digital display are hereby approved.

B. Bryan MOVED to adopt this resolution, which was SECONDED by R. Dublikar

**DISCUSSION:**

- D. Gordon- briefly outlined the shared expense between the Library and Stark Parks for using a digital display in the atrium of the Exploration Gateway
- B. Bryan- so this allows a tailored message without the use of paper or flyers?
- D. Gordon- yes, exactly
- D. Moeglin- will be improving the appearance of the atrium
- B. Bryan- who owns the Exploration Gateway building?
- B. Wells- Stark Parks owns it

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Ralph Dublikar, David Regula

**D. RESOLUTION: #22-09-076: 2022 Project List & Budget Amendment: Knickerbocker Farm Partition Fence Project**

**WHEREAS**, the Stark County Park District Board of Park Commissioners, via Resolution #22-02-022 (2022 Project List & Budget), approved funding in the amount of Fifty Thousand Dollars (\$50,000) for the installation of a wetland along the Middle Branch Trail at Faith Bible Church; and

**WHEREAS**, after recent negotiations with the Faith Bible Church property owner, a wetland is no longer needed at this site to complete the project; and

**WHEREAS**, Judith A. Knickerbocker, the apparent surviving owner of a farm in Lawrence Township, Parcel No. 2614040, has requested that the Stark County Park District participate in cost sharing for a partition fence in an amount not to exceed Fifteen Thousand Dollars (\$15,000.00), as provided in Chapter 971 of the Ohio Revised Code.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners that the 2022 Project List & Budget is hereby amended to add the Knickerbocker Farm Partition Fence Project.

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners that a transfer of funds in an amount not to exceed Fifteen Thousand Dollars (\$15,000.00) from the Middle Branch Trail, Faith Bible Church, Wetland Installation Project to the Knickerbocker Farm Partition Fence Project is hereby authorized.

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners that Daniel J. Moeglin, Executive Director, is hereby authorized to execute any and all contracts and other documents and to take any and all other actions necessary to ensure the successful completion of the Knickerbocker Farm Partition Fence Project.

B. Bryan MOVED to adopt this resolution, which was SECONDED by D. Regula

**DISCUSSION:**

- D. Moeglin- invoking partition fence law with the property owner. Mentioned that S. Buell researched how MWCD handles similar matters in terms of the equitable share of what is owed by both parties
- D. Regula- how many feet?
- S. Buell- 3,700 feet
- D. Regula- was this bid out?
- D. Moeglin- the proposal for materials was less than \$15,000, and the Parks is not paying for labor

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, David Regula

Abstain: Ralph Dublikar

**E. RESOLUTION: #22-09-077: 2022 Project List & Budget Amendment: Bates (Franklin) Schoolhouse Project**

**WHEREAS**, the Stark County Park District Board of Park Commissioners, via Resolution #22-02-022 (2022 Project List & Budget), approved funding in the amount of Fifty Thousand Dollars (\$50,000) for the installation of a wetland along the Middle Branch Trail at Faith Bible Church; and

**WHEREAS**, after recent negotiations with the Faith Bible Church property owner, a wetland is no longer needed at this site to complete the project; and

**WHEREAS**, the Bates (Franklin) Schoolhouse requires immediate repair work, including miscellaneous brickwork, electrical work, caulking, power-washing, and asbestos abatement in an amount not to exceed Thirty Thousand Dollars (\$30,000.00); and

**WHEREAS**, the Board has already allocated Fifteen Thousand Dollars (\$15,000.00) to the Bates (Franklin) Schoolhouse project.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners that the 2022 Project List & Budget is hereby amended to rename the Bates Schoolhouse Project the Franklin Schoolhouse Project.

**BE IT FURTHER RESOLVED**, a transfer of funds in an amount not to exceed Fifteen Thousand Dollars (\$15,000.00) from the Middle Branch Trail, Faith Bible Church, Wetland Installation project to the Franklin Schoolhouse project is hereby authorized.

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners that Daniel J. Moeglin, Executive Director, is hereby authorized to execute any and all contracts and other documents and to take any and all other actions necessary to ensure the successful completion of the work referenced above.

B. Bryan MOVED to adopt this resolution, which was SECONDED by D. Regula

**DISCUSSION:**

- D. Moeglin- \$15,000 was put into the budget for studies, but another \$15,000 is needed to completely clean it up. R. Summers' crew have sealed windows and removed an old heating tank from the property

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Ralph Dublikar, David Regula

**F. RESOLUTION: #22-09-078: Stark County Area Transportation Study (SCATS) Transportation Grant Applications**

**WHEREAS**, the Stark County Area Transportation Study (SCATS) is accepting applications for transportation grants, including the Transportation Alternatives (TA), Congestion Management Air Quality (CMAQ), Surface Transportation Block Grant (STBG) and Carbon Reduction (CR) grants for the fiscal year budgets 2023-2027; and

**WHEREAS**, eligible projects are being considered for pedestrian and bicycle enhancement, historic, scenic, and environmental projects; and

**WHEREAS**, SCATS transportation grants provide Eighty Percent (80%) of Right-of-Way and construction project costs; and

**WHEREAS**, acceptance of such grants by the Stark County Park District would be contingent on the Twenty Percent (20%) matching funds being appropriated at the time of the grant award, in accordance with the Park District's annual budgetary process; and

**WHEREAS**, the Park District desires to pave its multi-purpose trails that are high volume and high maintenance; and

**WHEREAS**, the Park District also desires to replace bridges along the Sippo Valley Trail that have been identified on the annual bridge inspection list as requiring improvements.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners that Daniel J. Moeglin, Executive Director, is hereby authorized to apply for SCATS transportation grants for the paving of high traffic and high maintenance multi-purpose trails and for the replacement of bridges along the Sippo Valley Trail requiring improvements.

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Commissioners that Daniel J. Moeglin, Executive Director, is hereby authorized to execute any and all documents and to take any and all other actions necessary to ensure the successful submission of applications for SCATS transportation grants for the purposes referenced above.

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Commissioners that the Twenty Percent (20%) matching funds required for any SCATS transportation grant awarded to the Park District will be considered in accordance with the Park District's annual budgetary process.

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

**DISCUSSION:**

- D. Moeglin- discussed the paving of high traffic and high maintenance trails and the replacement of bridges along the Sippo Valley Trail. Mentioned that S. Buell and M. Grueber are working hard to determine which projects to pursue

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Ralph Dublikar, David Regula

**G. RESOLUTION: #22-09-079: Amendment to Request Funds from the Ohio Department of Transportation (ODOT) and Designation of Projects for Ohio Parks Districts Roadwork Fund FY 2022-2023 through the Ohio Parks & Recreation Association (OPRA)**

**WHEREAS**, the Board of Park Commissioners (the Board) for the Stark County Park District has need for improvement of public park roadways owned and maintained by the Park District in Stark County; and

**WHEREAS**, the Park District was created according to Ohio Revised Code 1545, owns or holds at a minimum a 15-year lease of eligible parkland for roadwork funding, and has adequate, available resources for the construction and maintenance of requested park road improvements; and

**WHEREAS**, the Ohio Park Districts Roadwork Fund is provided by the Ohio Department of Transportation (ODOT) for such purposes as authorized by Ohio Revised Code 5511.06, is subject to the Park District Guidance To ODOT's Metropark Program as prescribed by ODOT, and is coordinated by the Ohio Parks & Recreation Association (OPRA); and

**WHEREAS**, the Board is cognizant of the requirements for receiving such funds, and agrees to comply with the OPRA Policy, as clarified at the Meeting on December 7, 2010, that the park districts are prohibited from accumulating more than 3 Bienniums (six years) of UNUSED funds; and

**WHEREAS**, the Board previously approved Resolution #21-04-028, prioritizing paving projects for funding through the Ohio Parks Districts Roadwork Fund in FY 2022-2023; and

**WHEREAS**, the Board's priorities for paving projects have now changed due to the Park District's maintenance needs; and

**WHEREAS**, the following is an amended list of priority paving projects for the 2022-2023 Biennium:

- Lock 4 Park along the Ohio & Erie Canal Towpath
- Devonshire Park North Parking Lot
- Quail Hollow Parking Lots and Driveway
- Olde Muskingum Trail – Butterbridge (West Lot)

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Park Commissioners of the Stark County Park District hereby adopts the above amended list of priority paving projects for the 2022-2023 Biennium and requests the designated allocation from the Ohio Parks Districts Roadwork Fund along with any remaining balance of funds in accordance with the following stipulations:

- 1.) Funds can be used for materials and labor necessary for construction or reconstruction of park drives, park roads, new or replacement bridges, park access roads and parking lots. The funds also may be used for the purchase and hauling of materials for the improvement, repair and maintenance of park drives, park roads, park access roads, and parking lots, and rental of labor and equipment. Force account labor costs (charges by park district employees or associates) are ineligible. Ineligible costs include bikeways and items such as shelter houses, wells, pumps, restrooms facilities, park buildings, etc. All projects must be associated with public vehicular access to be eligible for funding. Funds may be used for eligible construction costs, including construction engineering (i.e., testing and inspection) of "LET" projects.

- 2.) The Park District will pay all costs incurred over the appropriated allocation and, also, for all costs associated with design, environmental studies and documents, and right-of-way activities. Any deviation from the guidelines regarding environmental studies or roadway design requires the written approval of ODOT.
- 3.) The Stark County Park District has designated Daniel J. Moeglin, Executive Director, as the contact person for the local arrangements and to sign all documentation on behalf of the Board of Park Commissioners.

B. Bryan MOVED to adopt this resolution, which was SECONDED by R. Dublikar

**DISCUSSION:**

- D. Moeglin- the focus on paving will be for Lock 4 Park, Quail Hollow Park, Devonshire Park and Olde Muskingum Trail to Butterbridge

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Ralph Dublikar, David Regula

**9. DIRECTOR’S REPORT**

**A. 2022 Project List & Budget**

- D. Moeglin- it has been a very busy month:
  - Met with Josh Staley and Eric Pugh at a breakfast that D. Gordon coordinated. There was much positive discussion, and they seemed receptive to current projects. Will follow up with township trustees and any concerned constituents
    - Invited to meet with the Ohio Farm Bureau soon
  - Met with Faye Heston to discuss potential gap funding resources
  - Planning to visit Malabar Farms with S. Buell as their business model could translate well for Quail Hollow (rather than Stan Huett)
  - D. Gordon is working with D. Green to brainstorm program ideas
  - The Parks’ involvement at the County Fair was successful
  - The Wild Night for Wildlife event, in which former Stark Parks Director B. Fonte was honored, went very well
  - The Mindfulness Walk dedication for B. Fonte is September 10<sup>th</sup>
  - The Chicken Dinner is October 27<sup>th</sup> at the Hoover property near Walsh College

**B. Department Reports**

- D. Moeglin- each department has been submitting monthly reports as requested

**10. EXECUTIVE SESSION**

**BE IT RESOLVED**, in accordance with Division (G)(1) of Section 121.22 of the Ohio Revised Code, to enter into Executive Session at 2:43 p.m. to include:

- 1) All Members of the Board
- 2) Executive Director Moeglin
- 3) Deputy Director Gordon
- 4) HR Manager Haupt
- 5) Financial Manager Wells
- 6) Staff Attorney Bartos

to consider:

- 1) the employment and compensation of a public employee; and
- 2) the dismissal and compensation of a public employee.

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

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Ralph Dublikar, David Regula

**11. RECONVENE FROM EXECUTIVE SESSION**

**BE IT RESOLVED** to reconvene from Executive Section into Regular Session at 2:59 p.m.

B. Bryan MOVED to adopt this motion, which was SECONDED by D. Regula

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Ralph Dublikar, David Regula

**12. ADJOURNMENT**

**BE IT RESOLVED** to adjourn at 2:59 p.m. Next scheduled meeting: October 4, 2022 at 5:30 p.m. at the Exploration Gateway at Sippo Lake Park.

R. Dublikar MOVED to adjourn the meeting, which was SECONDED by B. Bryan

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Ralph Dublikar, David Regula

**APPROVAL DATE:** October 4, 2022

ATTEST:

\_\_\_\_\_  
Denise Freeland, Chairperson  
Stark County Park Commission

\_\_\_\_\_  
Daniel Moeglin, Executive Director/Secretary to the Board  
Stark County Park District

\_\_\_\_\_  
Victoria Nickl/Clerk to the Board  
Stark County Park District

