

Stark County Park District Park Board – Regular Meeting Minutes
Exploration Gateway at Sippo Lake Park, 5712 12th St. NW, Canton, OH 44708
February 1, 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 2:03 p.m.

A. Roll Call of Members:

MEMBERS PRESENT:

Denise Freeland, Bill Bryan, Pat Quick, David Regula

STAFF PRESENT:

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

Barbara Wells, Finance Manager

Corianne Kocarek, Clerk to the Board

Rick Summers, Operations Manager

Talula Wiater, Natural Resources Manager

Justin Laps, Chief of Public Safety

Sarah Buell, Projects & Administration Manager

GUESTS PRESENT:

Robert Wang, Canton Repository

B. Adoption of Agenda

B. Bryan MOVED to adopt the agenda, which was SECONDED by P. Quick

DISCUSSION: None

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Pat Quick, David Regula

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES:

WHEREAS, minutes from the January 4, 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 January 4, 2022 Regular Park Board meeting as submitted.

D. Regula 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, Bill Bryan, Pat Quick, David Regula

WHEREAS, minutes from the January 19, 2022 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 January 19, 2022 Special Park Board meeting as submitted.

P. Quick MOVED to adopt this resolution, which was SECONDED by B. Bryan

DISCUSSION: None

• **Reference 18**

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

Voting Aye: Denise Freeland, Bill Bryan, Pat Quick, David Regula

WHEREAS, minutes from the January 26, 2022 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 January 26, 2022 Special Park Board meeting as submitted.

B. Bryan 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, Pat Quick, David Regula

4. FINANCIAL REPORTS

WHEREAS, the monthly Financial Report and Summary Financial Report for the period ending December 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 December 31, 2021 as submitted.

P. Quick 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, Pat Quick, David Regula

5. APPROVAL OF PAYROLLS AND BILLS

WHEREAS, copies of payroll and bills for the month of December 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 December 31, 2021 as submitted.

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

DISCUSSION:

P. Quick asked about the purchase of a MacBook Pro laptop

B. Wells stated that our IT Administrator is the only person within the Park District who has an Apple computer

B. Bryan asked for a summary of how much the Park District has spent in legal fees in 2021

R. Fonte stated that we can provide that information to you. Attorney, Bill Morris typically bills for the full year, Gust Callas is our labor attorney and Squires, Patton, Boggs administers our note sale

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Pat Quick, David Regula

6. OLD BUSINESS

A. Informational: Upcoming Events

DISCUSSION:

R. Fonte stated the annual Regional Planning Commission dinner is coming up. Please let C. Kocarek know if you can attend

• **Reference 19**

7. NEW BUSINESS

A. RESOLUTION: #22-02-020: NatureWorks Grant Program-Petros Lake Park Restroom Grant

WHEREAS, the Stark County Park Board of Park Commissioners approved Resolution #21-05-037 authorizing the Park Director to apply for grant funding for a NatureWorks grant, administered by the Ohio Department of Natural Resources (ODNR) for the Petros Lake Park Restroom Project; and

WHEREAS, the total project cost for the Petros Lake Park Restroom Project is One Hundred Sixty Six Thousand Dollars Six Hundred Sixty Seven Dollars and Sixty Eight Cents (\$166,667.68); and

WHEREAS, the total grant funding awarded for the project will provide up to Seventy Five (75%) of that amount or One Hundred Twenty Five Thousand Dollars (\$125,000.00); and

WHEREAS, the Stark County Park District is responsible for Twenty Five Percent (25%) of the cost for match or Forty One Thousand Six Hundred Sixty Seven Dollars and Sixty Eight Cents (\$41,667.68) which is anticipated to be covered in force account labor, donated equipment value, and park funds.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to accept the grant funds and execute the grant agreements with ODNR for the Petros Lake Park Restroom Project, in the amount of One Hundred Twenty Five Thousand Dollars (\$125,000.00) with a match of Forty One Thousand Six Hundred Sixty Seven Dollars and Sixty Eight Cents (\$41,667.68).

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the Park Director to enter into a grant agreement with Ohio Department of Natural Resources and to sign/execute any paperwork necessary to complete the Petros Lake Park Restroom Project, pending approval by Attorney, William F. Morris for legal form and sufficiency.

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

DISCUSSION:

R. Fonte stated the Park District applied for the NatureWorks grant in 2021 and this resolution is accepting the grant award. Our goal as a Park District is to construct at least one restroom per year as money is available

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Pat Quick, David Regula

B. RESOLUTION: #22-02-021: Ohio Department of Natural Resources Paddling Enhancement Grant Application

WHEREAS, the State of Ohio through the Department of Natural Resources Division of Parks and Watercraft administers financial assistance for public boating access under the Paddling Enhancement Grant Program; and

WHEREAS, Stark County Park District (SCPD) desires financial assistance for the design, purchase, and installation of an Americans with Disabilities (ADA) accessible Kayak Launch System at Sippo Lake Marina; and

WHEREAS, the Paddling Enhancement Grant Program funds are One Hundred Percent (100%) reimbursable with a maximum request of Seventy Five Thousand Dollars (\$75,000.00).

NOW, THEREFORE, BE IT RESOLVED, be it resolved by the Stark County Park District Board of Park Commissioners to authorize the Park Director to apply for the Paddling Enhancement Grant in an amount not to exceed Seventy Five Thousand Dollars (\$75,000.00) through the Ohio Department of Natural Resources Division of Parks and Watercraft.

• **Reference 20**

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the Park Director to sign/execute any documents necessary for the grant application and to provide information and documentation required to be eligible for the Paddling Enhancement Grant Program.

BE IT FURTHER RESOLVED, The Stark County Park District Board of Park Commissioners agrees that once the grant is awarded they will obligate the funds required to satisfactorily complete the project under the terms and conditions of the Cooperative Agreement if the project is accepted for financial assistance from the Paddling Enhancement Grant.

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

DISCUSSION:

R. Fonte stated Adaptive Launch Docks are on the Project List & Budget for approval and these funds would help if the Park District is successful in securing the grant funding

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Pat Quick, David Regula

C. RESOLUTION: #22-02-022: 2022 Project List & Budget

WHEREAS, all 2022 proposed county-wide projects and as well as individual department projects, have been reviewed and prioritized in Exhibit A; and

WHEREAS, the Park Director has proposed that the projects listed under "Category 1" be approved for inclusion in the 2022 Budget.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the attached recommended 2022 Category 1 Project List & Budget Exhibit A.

BE IT FURTHER RESOLVED, to authorize the appropriation of funds from the Project Fund-Unallocated Account 072.28.0000.65000 as they become available in accordance with the previously approved budget (Resolution: #21-12-077) and the herein approved 2022 Project List & 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 Project List & 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 project cost of each project does not exceed the original project budget.

BE IT FURTHER RESOLVED, to authorize the Park Director to sign/execute any contracts or change orders necessary to complete the 2022 Project List & Budget provided the total project cost does not exceed the original project budget as approved by the Stark County Park District Board of Park Commissioners.

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

DISCUSSION:

B. Bryan asked if this was the whole Project List & Budget for approval

R. Fonte stated yes, this is the capital project list as well as the department level projects

B. Bryan asked if this included the ongoing projects

R. Fonte stated that this listing includes anything the Park Board approved in January to keep some of the projects moving forward. The Park District typically waits until the February Park Board meeting to approve any projects because that is when we know the carryover dollars. Special thank you to B. Well and C. Kocarek who worked through and balanced the budget. Thank you also to all of the managers who worked through the process so we did not have to wait for approvals in March

P. Quick asked if the grants are also included in this list

R. Fonte answered yes, they are included and the Park Board will vote in the next resolution to approve the certifications. If there is anything new those items will be brought to the Park Board as they come for approval

• **Reference 21**

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Pat Quick, David Regula

D. RESOLUTION: #22-02-023: 2022 Budget: Certificates of Resources/Appropriation

WHEREAS, the Stark County Park District receives funding through various entities; and

WHEREAS, funds in the total amount of Three Million Nine Hundred Twenty Three Thousand Seven Hundred Sixty Six Dollars (\$3,923,766.00) are anticipated to be received in 2022 from the following sources:

- Natural Resources Advisory Council (NRAC) – Five Hundred Eighty Eight Thousand One Hundred and Seven Dollars (\$588,107.00)
- State Capital Grant – Two Hundred Forty Five Thousand Dollars (\$245,000.00)
- Friends of Stark Parks – Five Thousand Dollars (\$5,000.00)
- The Conservation Fund – Two Hundred and One Thousand Dollars (\$201,000.00)
- Water Resource Restoration Sponsor Program – One Hundred Twenty Two Thousand Five Hundred Dollars (\$122,500.00)
- Summit Metroparks – Fifty Thousand Dollars (\$50,000.00)
- Natural Resources Advisory Council (NRAC) – Two Hundred Twenty One Thousand Eight Hundred Twenty Five Dollars (\$221,825.00)
- Ohio Department of Natural Resources-Natureworks – One Hundred Twenty Five Thousand Dollars (\$125,000.00)
- Stark County District Library – Thirteen Thousand Six Hundred Ninety Eight Dollars (\$13,698.00)
- Natural Resources Advisory Council (NRAC) – Seven Hundred Ninety Nine Thousand Five Hundred and Five Dollars (\$799,505.00)
- Friends of Stark Parks-Marathon Grant – Twenty Thousand Dollars (\$20,000.00)
- Natural Resources Advisory Council (NRAC) – Three Hundred Fifty Thousand Dollars (\$350,000.00)
- Jackson Township – Five Hundred Eighty Five Thousand and Sixty Six Dollars (\$585,066.00)
- Jackson Local Schools – Five Hundred Eighty Five Thousand and Sixty Six Dollars (\$585,066.00)
- Creating Healthy Communities – Seven Thousand Dollars (\$7,000.00)

WHEREAS, it is necessary to amend the 2022 Budget by an amount not to exceed Three Million Nine Hundred Twenty Three Thousand Seven Hundred Sixty Six Dollars (\$3,923,766.00) for the completion of the 2022 Project List & Budget.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to amend the 2022 Budget by an amount not to exceed Three Million Nine Hundred Twenty Three Thousand Seven Hundred Sixty Six Dollars (\$3,923,766.00) for the completion of the 2022 Project List & Budget.

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, Bill Bryan, Pat Quick, David Regula

E. RESOLUTION: #22-02-024: State Capital Improvement Grant: ‘Magnolia Flouring Mill Restoration’

WHEREAS, the Stark County Park District (SCPD) applied for State Capital Funds for continuation of the design and redevelopment of the Magnolia Flouring Mills into a visitor destination, including design work for an accessible elevator and visitor circulation, through Senate Bill (S.B. 310) Capital Improvement Community Recreation Project; and

WHEREAS, SCPD has been awarded Fifty Thousand Dollars (\$50,000.00) for these rehabilitation efforts; and

- **Reference 22**

WHEREAS, this grant does not require matching funds; and

WHEREAS, One Thousand Dollars (\$1,000.00) of the total project appropriation will be used by the Ohio Department of Natural Resources (ODNR) for the administration of the project.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to amend, certify and appropriate the 2022 Budget by an amount not to exceed Forty Nine Thousand Dollars (\$49,000.00) from the Ohio Department of Natural Resources (ODNR) for the completion of 'Magnolia Flouring Mill Restoration' Project.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the Park Director, Robert A. Fonte, to execute the documents required as approved for legal form and sufficiency by Attorney William Morris to complete the 'Magnolia Flouring Mill Restoration' Project.

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

DISCUSSION:

R. Fonte stated that the Park District was notified last year that we were awarded this grant, but just received the official documentation. This resolution accepts the grant

B. Bryan asked how much further does this get the Park District to completing the project?

R. Fonte stated that there is one additional grant pending that was applied for this year. If the Park District is awarded that grant, we would be able to complete the restoration and open the Mill up to the public

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Pat Quick, David Regula

8. DIRECTOR'S REPORT

A. Director's Report

B. Bryan asked about the COVID protocol

R. Fonte stated J. Laps took over for any case tracking in the absence of a Human Resources Manager

J. Laps stated that the Park District is following the Centers for Disease Control (CDC) protocols, at most we had 12 employees out right after the holidays and now we're down to one to two employees

R. Fonte stated we have had the same protocols in place for quite some time; if an employee is moving around in a building, they will wear a mask regardless of vaccination status, if they are at their workspace and six feet from others they can remove their mask

B. Fonte stated as a follow-up to D. Regula's request from the January Park Board Meeting regarding installing paper towel dispensers in restrooms with more than one stall. R. Summers received a quote from Bullseye Industrial Supply Corporation for paper towel sand dispensers for the Exploration Gateway, Fry Family Park Visitor Center, Quail Hollow Park Manor House and Tam O'Shanter Park Clubhouse for \$2,000

D. Regula asked if quotes were obtained from other companies

R. Summers stated that we asked for a quote from our supply contractor

D. Regula would like to make a motion that the Park District purchase and install the paper towel dispensers

RESOLUTION: #22-02-025: Budget Transfer: Paper Towel Dispensers for Sippo Lake Park-Exploration Gateway, Fry Family Park-Visitor Center, Quail Hollow and Tam O'Shanter-Clubhouse

WHEREAS, the restrooms at Sippo Lake Park-Exploration Gateway, Fry Family Park-Visitor Center, Quail Hollow Park-Manor House and Tam O'Shanter Park-Clubhouse only offer hand dryers; and

WHEREAS, the Park District desires to install paper towel dispensers in restrooms where there are multiple stalls; and

WHEREAS, the paper towels and dispensers are in an amount not to exceed Two Thousand Dollars (\$2,000.00).

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the transfer of funds in an amount not to exceed Two Thousand Dollars (\$2,000.00) from Project Fund Unallocated (072.28.0000.65000) to General Supplies (072.28.1035.63104) for the purchase of paper towels and dispensers for installation at Sippo Lake Park-Exploration Gateway, Fry Family Park-Visitor Center, Quail Hollow Park-Manor House and Tam O'Shanter Park-Clubhouse.

D. Regula 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, Pat Quick, David Regula

Director's Report (continued)

R. Fonte stated that he will begin talking with the spatial consultant for office space re-design that B. Bryan recommended

B. Bryan stated that he had a good result utilizing this consultant in the past

9. EXECUTIVE SESSION

BE IT RESOLVED, to adjourn into Executive Session at 2:24 pm to consider the appointment, employment and discipline of a public employee and to consider the purchase of property for public purposes.

B. Bryan moved to adopt this motion, which was SECONDED by P. Quick

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Pat Quick, David Regula

10. RECONVENE FROM EXECUTIVE SESSION

BE IT RESOLVED to reconvene to Regular Session at 2:58 p.m.

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

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Pat Quick, David Regula

11. ADJOURNMENT

BE IT RESOLVED to adjourn at 2:59 pm. Next scheduled meeting: March 1, 2022 at 2:00 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, Bill Bryan, Pat Quick, David Regula

APPROVAL DATE: March 1, 2022

ATTEST:

Denise Freeland, Chairperson
Stark County Park Commission

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

Corianne Kocarek/Clerk to the Board
Stark County Park District

• **Reference 24**