

**Stark County Park District Park Board - Regular Meeting Minutes**  
**Sippo Lake Clubhouse**  
**August 8, 2018**  
**Page 1 of 8**

**(AGENDA ITEM: 3)**

- **CALL TO ORDER** – The regular meeting of the Stark County Park Commission was called to order by Andy Hayden at 2:01 p.m.

**A. Roll Call of Members:**

MEMBERS PRESENT:

Andy Hayden, Denise Freeland, Bill Bryan, Pat Quick

STAFF PRESENT:

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

Barb Wells, Financial Manager

Dani McGuinness, Human Resources Manager

Corianne Kocarek, Clerk to the Board

Sarah Buell, Projects and Administration Manager

Rick Summers, Operations Manager

Jason Yost, Parks and Trails Supervisor

GUESTS PRESENT:

None.

**B. Adoption of Agenda**

D. Freeland MOVED to adopt the agenda as amended, which was SECONDED by P. Quick

**DISCUSSION:**

- None

MOTION CARRIED on a vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Bill Bryan, Pat Quick

- **PUBLIC COMMENT**

None.

- **STAFF PRESENTATION – Jason Yost, Parks and Trails Supervisor**

- Overview of Parks and Trails: three geographic zones of parks and trails (East, West and Central), varied responsibilities depending on territory, mowing and landscape contracts for 90 acres.
  - East Side Parks and Trails:
    - Deer Creek (Alliance), Fichtner (Hartville), Quail Hollow (Hartville), Molly Stark (Louisville), Walborn (Alliance)
    - Nickel Plate (5.67 miles), Walborn (6.95 miles), Mahoning Valley (4.46 miles), Iron Horse (4.87 miles), Quail Hollow (13.45 miles), Minerva Connector (.45 miles), Stark Electric Railway (1.15 miles)
  - Central Parks and Trails:
    - Devonshire (Jackson), Zimber Ditch (North Canton), Cooks Lagoon (Canton), Esmont (Canton South), Sippo Lake (Perry), Petros (Perry), Whitacre-Greer (Waynesburg)
    - Devonshire (4.56 miles), Pioneer (1.34 miles), Cooks (.25 miles), Whitacre-Greer (5.89

- **Reference 61**

miles), Esmont (.57 miles), Sandy Valley (5 miles), Sippo Lake (4.56 miles), Petros (3.38 miles), Hoover (5.60 miles) Fry (5 miles), Middle Branch (6.96 miles), West Branch (4.44 miles)

- West Side Parks and Trails:
  - Towpath (25 miles), Olde Muskingum (5.74 miles), Sippo Valley Trail (10 miles)
- Service Requests and Work Orders
- Improvements
- Accomplishments

- **STAFF PRESENTATION – Sarah Buell, Projects and Administration Manager**

- Major Focus Areas: Long Range Planning, Grants/Development, Project Coordination, Marketing, Information Technology
  - 5 Year Plan – In progress
  - Strategic Plan – Complete
  - Grants (Underway & Planned)
  - Completed Project: Sippo Lake Park Wildlife Conservation Center (Perry Township)
  - Completed and Underway: Fry Family Park Pavilion Completion and Visitor Center Renovation (Magnolia)
  - Completed: Hoover Trail Phase IV (City of North Canton)
  - Underway: Hoover Trail Zimber Ditch (City of North Canton)
  - Underway: Magnolia Mill Rehabilitation Project
  - Marketing Highlights: Wrapped up a successful 50<sup>th</sup> Anniversary Campaign, 2017 Annual Report Preparing, Public Outreach Plan for 2019: Volunteer Ambassador Program
  - IT Highlights: Work on improving internet connectivity, using equipment like the drone in innovative new ways, security audit

- **APPROVAL OF MINUTES:**

**WHEREAS**, minutes from the July 11, 2018 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 July 11, 2018 Regular Park Board meeting as submitted.

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

**DISCUSSION:**

None.

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

Voting Aye: Andy Hayden, Denise Freeland, Pat Quick

- **FINANCIAL REPORTS**

**WHEREAS**, the monthly Financial Report and Summary Financial Report for the period ending June 30, 2018 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 June 30, 2018 as submitted.

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

**DISCUSSION:**

- A. Hayden questioned about line 172 regarding trail cameras
- B. Wells answered the transaction is to correct the organization structure – these cameras are to monitor the outside cages at the Wildlife Conservation Center

• **Reference 62**

- A. Hayden asked about the Grant Status Report, specifically the Donzelli project
- R. Fonte answered that this property is north east of Canal Fulton and will be part of the Canal Fulton Master Plan study
- S. Buell stated that Stark Parks will close on the property once the Water Resource Restoration Sponsor Program (WRRSP) grant money is received

MOTION CARRIED on a vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Bill Bryan, Pat Quick

## • APPROVAL OF PAYROLLS AND BILLS

**WHEREAS**, copies of payroll and bills for the month of June 2018 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 June 30, 2018 as submitted.

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

### DISCUSSION:

- A. Hayden questioned line 92; what is the trailer wrap?
- S. Buell stated it is a marketing wrap for a canoe/kayak trailer
- R. Fonte stated, these trailers are “walking billboards” to help advertise for the Park District
- A. Hayden asked about line 98; People Facts – background checks
- D. McGuinness stated this firm is Fair Credit Reporting Act (FCRA) compliant and provides background checks for volunteers and employees
- A. Hayden asked if the Park District employees are searching the database for records
- D. McGuinness stated no, the firm searches the databases and will check further with local courthouses if the person has lived in other states
- P. Quick questioned line 122; Stark County Auditor Charge – will this be a big change for the Park District?
- B. Wells answered, yes, the change is mandated by the Stark County Auditor and is supposed to replace both the Banner system and Oracle that are currently used by the finance team

MOTION CARRIED on a vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Bill Bryan, Pat Quick

## • OLD BUSINESS

### A. Informational: Upcoming Events

#### DISCUSSION:

- R. Fonte stated to let C. Kocarek know if you would like to sign up for The Stark Council of Governments (SCOG) Ohio Ethics Training on August 17, 2018 at Silk Auditorium – Mitchell Hall at Malone University. Many of the Park Districts management team will be in attendance
- A. Hayden asked about the Catfish with Cops event in September, has the Park District done this event in the past?
- D. McGuinness answered, yes, it was a successful event last year

## • NEW BUSINESS

### A. RESOLUTION: #18-08-042: Employee Handbook Updates (Exhibit A)

**WHEREAS**, a draft copy of the Employee Handbook was submitted to the Board for review at the June 6 and July 11, 2018 meetings; and

- **Reference 63**

**NOW, THEREFORE, BE IT RESOLVED** by the Stark County Park District Board of Park Commissioners adopt the Employee Handbook as submitted by Exhibit A.

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

**DISCUSSION:**

None.

MOTION CARRIED on a vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Bill Bryan, Pat Quick

**B. RESOLUTION: #18-08-43: Fry Park Site Development**

**WHEREAS**, the Park District desires to continue to develop the site at the Fry Family Park; and

**WHEREAS**, the Park District tested the on-site well which was intended for use for water service on the property and was found to have poor water quality; and

**WHEREAS**, it will be necessary to drill a new well to provide water service to the site; and

**WHEREAS**, the property currently has no gas service as all prior ownership has utilized electric as a power source; and

**WHEREAS**, it will be necessary to run gas service to the property; and

**WHEREAS**, the Park District currently has Seventy Six Thousand Dollars (\$76,000.00) budgeted for the development of a trail connection through Faith Bible Church as part of the Upper Middlebranch Trail; and

**WHEREAS**, a bioswale design is required before any construction can be done on the Faith Bible Church property at a cost of Four Thousand Eight Hundred and Seventy Dollars (\$4,870.00); and

**WHEREAS**, the remainder of the Faith Bible Church connection will not begin construction until 2019.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the reallocation in an amount not to exceed Seventy One Thousand One Hundred Thirty Dollars (\$71,130.00) from the Faith Bible Church project on the 2018 Project List & Budget to the Fry Family Park project.

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

**DISCUSSION:**

- A. Hayden asked where the bioswale was being designed
- R. Fonte explained the proposed trail route through the Lexington Farms development east to Firestone Avenue then on to Middlebranch Avenue. In exchange for the Park District to gain the right-of-way to Firestone Avenue, we are having the bioswale designed and constructed on their property – only the design will be completed in 2018, construction is slated for 2019

MOTION CARRIED on a vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Bill Bryan, Pat Quick

**C. RESOLUTION: #18-08-044: Nimisila Creek Preserve Phase III**

**WHEREAS**, grant funding is available from the Muskingum Watershed Conservancy District (MWCD) under the “Partners in Watershed Management” Project Assistance Program for the acquisition of 52.78 acres in Lawrence Township to begin Phase III of the Nimisila Creek Preserve Project; and

**WHEREAS**, grant funding is also available from NRAC for the preservation of open space; and

**WHEREAS**, applications for the MWCD grant must be submitted to the MWCD no later than September 1<sup>st</sup>, 2018; and

- **Reference 64**

**WHEREAS**, applications for the Natural Resources Assistance Council (NRAC) grant must be submitted to the Stark County Regional Planning office no later than October 5<sup>th</sup>, 2018; and

**WHEREAS**, the goals of both grant programs include providing assistance to local communities, agencies, and groups involved in projects and programs that preserve open space and support land conservation and flood control; and

**WHEREAS**, the funding requested will support the acquisition of 52.78 acres of current category three fen wetlands, providing a contiguous 398 acres of preserved space for wetland habitat conservation and minimal passive recreation; and

**WHEREAS**, the grant funds sought in this round of the MWCD funding are approximately One Hundred and Fifty Thousand Dollars (\$150,000.00) (53.19% of total project costs) provided on a reimbursement basis; and

**WHEREAS**, the grant funds sought in this round of NRAC are approximately One Hundred and Twenty-Two Thousand Dollars (\$122,000.00) (43.26% of total project); and

**WHEREAS**, The Stark County Park District will commit in kind contributions in the amount of Ten Thousand Dollars (\$10,000.00) (3.55% of total project) in the form of labor for invasive species removal; and

**WHEREAS**, the total project costs total Two Hundred Eighty Two Thousand dollars (\$282,000.00).

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the Park Director, Robert A. Fonte to submit an application for grants to the Muskingum Watershed Conservancy District and Natural Resources Assistance Council for the acquisition of 52.78 acres in Lawrence Township to begin Phase III of the Nimisila Creek Preserve Project in a total project amount of approximately Two Hundred Eighty Two Thousand dollars (\$282,000.00) and to sign a letter of commitment towards the project.

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

**DISCUSSION:**

None.

MOTION CARRIED on a vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Bill Bryan, Pat Quick

**D. RESOLUTION: #18-08-045: Stark County Area Transportation Study (SCATS) Grant Application**

**WHEREAS**, the Stark County Area Transportation Study (SCATS) is accepting applications for the Transportation Alternatives Program (TA) grants for the fiscal year budgets 2020-2023; and

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

**WHEREAS**, the SCATS grant would provide up to Eighty Percent (80%) of project costs; and

**WHEREAS**, acceptance of such grants by the Stark County Park District would be contingent on funds being appropriated after the time of the grant award with expenditures by the Stark County Park District not beginning before the budget year 2019; and

**WHEREAS**, based on public input it is unlikely that adequate right of way will be available in a timely manner to connect the proposed, and currently funded Pleasant Valley Drive Bridge Project (PID: 99870); and

**WHEREAS**, The Stark County Park District desires to build a tunnel under Fulton Road, connecting Jackson High School, Jackson Township's North Park, Stark County District Library – Jackson Township, Amphitheater, Jackson Bog, and Trail in Jackson Township; and

• **Reference 65**

**WHEREAS**, The Stark County Park District also desires to build a bridge over the Sandy Creek in Minerva to connect the Nickel Plate Trail to the existing Minerva Connector Trail; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the Park Director, Robert A. Fonte to request Regional Planning Commission (RPC) to withdraw the current Pleasant Valley Drive Bridge Project (PID: 99870) funds; and

**BE IT FURTHER RESOLVED**, to authorize the Park Director, Robert A. Fonte to apply for a SCATS Transportation Alternatives Program grant for the Jackson Tunnel, requiring a Stark County Park District match of a minimum of twenty percent (20%) of construction costs; and

**BE IT FURTHER RESOLVED**, to authorize the Park Director, Robert A. Fonte, to apply for a second SCATS Transportation Alternatives program grant for the Minerva Connector Trail-Sandy Creek Bridge, also requiring a Stark County Park District match of a minimum of twenty percent (20%) of construction costs; and

**BE IT FURTHER RESOLVED**, to authorize the Park Director to sign any documents necessary to apply for the SCATS Transportation Alternatives Program grants.

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

**DISCUSSION:**

- R. Fonte stated that this cancels the funding for the Pleasant Valley Drive Bridge Project on the Nickel Plate Trail route and authorizes the Park District to apply for the Jackson Township tunnel under Fulton. The other grant is the Market Street bridge in Minerva to connect the Nickel Plate Trail to the Minerva Connector Trail behind the Minerva High School

MOTION CARRIED on a vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Bill Bryan, Pat Quick

**E. RESOLUTION: #18-08-046: Natural Resource Advisory Council (NRAC) Grant Cancellation**

**WHEREAS**, the Stark County Park District was awarded grant funds from the Ohio Public Works Commission (OPWC) through Stark County's Natural Resources Assistance Council (NRAC) for the Sandy Valley Corridor Project CSHAC and the Sandy & Beaver Canal Corridor Project CSHAA; and

**WHEREAS**, the goals of the grant program included the acquisition of lands connecting the Fry Family Park to the Magnolia Flouring Mills via the Sandy Creek and the Magnolia Flouring Mills to the Magnolia guard lock via the Sandy & Beaver Canal Lands; and

**WHEREAS**, the property owners in this area are not inclined to sell their properties at this time; and

**WHEREAS**, NRAC has agreed to re-certify funds from the Sandy Valley Corridor Project CSHAC and the Sandy & Beaver Canal Corridor Project CSHAA in the amount of Three Hundred Seventy Nine Thousand Nineteen Dollars and Fifty Seven Cents (\$379,019.57) and Seven Hundred Fifty Eight Thousand Nine Hundred Sixty Nine Dollars and Forty One Cents (\$758,969.41) respectively; and

**WHEREAS**, the Park District is required to refund Two Thousand Seven Hundred Thirty Four Dollars and Sixty Five Cents (\$2,734.65) to the Ohio Public Works Commission for the Park District's twenty five percent (25%) share of expenditures on the Sandy & Beaver Canal Corridor Project CSHAA; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the Park Director, Robert A. Fonte to return grant funds from the Sandy Valley Corridor Project CSHAC and the Sandy & Beaver Canal Corridor Project CSHAA in the amount of Three Hundred Seventy Nine Thousand Nineteen Dollars and Fifty Seven Cents (\$379,019.57) and Seven Hundred Fifty Eight Thousand Nine Hundred Sixty Nine Dollars and Forty One Cents (\$758,969.41) respectively.

- **Reference 66**

**BE IT FURTHER RESOLVED**, to refund Two Thousand Seven Hundred Thirty Four Dollars and Sixty Five Cents (\$2,734.65) to the Ohio Public Works Commission for the Park District's twenty five percent (25%) share of expenditures on the Sandy & Beaver Canal Corridor Project CSHAA and to transfer an amount not to exceed Two Thousand Seven Hundred Thirty Four Dollars and Sixty Five Cents (\$2,734.65) from Net Project Dollars Available on the 2018 Capital Project List & Budget from Project Fund-Unallocated (072.28.0000.65000) to the Other Allocations-Refunds/Reimbursements (072.28.1000.67300) for the share of expenditures.

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

**DISCUSSION:**

- None.

MOTION CARRIED on a vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Bill Bryan, Pat Quick

**F. RESOLUTION: #18-08-047: Bat Surveying Solutions Workshop, Mammoth, Kentucky**

**WHEREAS**, the 2018 Budget was approved by the Stark County Park District Board of Commissioners by resolution #17-12-075 on December 6, 2017; and

**WHEREAS**, the 2018 Budget includes the training and travel; and

**WHEREAS**, Natural Resources Manager, Talula Koch has been approved to attend the Bat Surveying Solutions Workshop takes place from September 4 - 12, 2018, in Mammoth, Kentucky;

**WHEREAS**, Ms. Koch will be driving a park vehicle across state lines on September 4 and 12, 2018.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the Natural Resources Manager, Talula Koch to drive the park vehicle on September 4 and September 12, across state lines to attend the Bat Surveying Solutions Workshop that takes place from September 4 - 18, 2018, in Mammoth, Kentucky.

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

**DISCUSSION:**

- B. Bryan asked about the workshop
- S. Buell answered that T. Koch can attend this workshop and get certified to run bat surveys

MOTION CARRIED on a vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Bill Bryan, Pat Quick

**9. DIRECTOR'S REPORT**

A. 2018 Project List and Budget

**Discussion:**

- None.

B. Director's Report

- A. Hayden asked about the July 31, 2018 meeting with Bill Lemmon re: the Edgewood Trail Connection east of the Route 43 Tunnel
- R. Fonte stated that the Park District has received verbal commitment from the developer and the owner of the First Christian Church in Colorado, the Park District is also working with the developers to have a temporary route to the south of the development so the trail is not going through an active construction site
- R. Fonte updated the Board on the status of the three way partnership with Jackson Township, Jackson Local Schools and Stark Parks for construction and maintenance of the Jackson Township Tunnel under Fulton Road

- **Reference 67**

- R. Fonte stated the cost estimate for construction of the Market Street Bridge in Minerva is approximately \$331,670
- R. Fonte stated the project manager over the Magnolia Mill project has been replaced
- R. Fonte updated the Board about the game at the Stark County Fair at the request of the Board, it will be an interactive animal dice game with chances to win prizes for matching the dice
- R. Fonte stated the Park District is in conversation with multiple parties including the Stark County Commissioners regarding the Mount Pleasant Trail

## 10. EXECUTIVE SESSION

**BE IT RESOLVED**, to adjourn into Executive Session at 3:24 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, and/or compensation of a public employee or official, and/or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee or regulated individual requests a public hearing pursuant to division (G) (1) of this section of the Ohio Revised Code (ORC).

B. Bryan moved to adopt this motion, which was SECONDED by D. Freeland

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Bill Bryan, Pat Quick

## 11. RECONVENE FROM EXECUTIVE SESSION

**BE IT RESOLVED** to reconvene to Regular Session at 3:53 p.m.

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

MOTION CARRIED on a vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Bill Bryan, Pat Quick

## 12. ADJOURNMENT

**BE IT RESOLVED** to adjourn at 3:54 p.m. Next scheduled meeting: September 5, 2018 at 2:00 p.m. at the Sippo Lake Clubhouse.

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

MOTION CARRIED on a vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Bill Bryan, Pat Quick

**APPROVAL DATE:** September 5, 2018

ATTEST:

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Andy Hayden, 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 68**