

Stark County Park District Park Board – Regular Meeting Minutes
Sippo Lake Clubhouse
May 1, 2019
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(AGENDA ITEM: 3)

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

A. Roll Call of Members:

MEMBERS PRESENT:

Andy Hayden, Denise Freeland, Bill Bryan, Pat Quick

STAFF PRESENT:

Barbara Wells, Financial Manager
Corianne Kocarek, Clerk to the Board
Rick Summers, Operations Manager
Dan George, Chief of Public Safety

GUESTS PRESENT:

Robert F. Fay

B. Adoption of Agenda

P. Quick MOVED to adopt the agenda as amended, 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

2. PUBLIC COMMENT

None

3. STAFF PRESENTATION: Rick Summers, Operations Manager

- Organizational Structure
 - The Operations Department is divided into three sub-departments: Construction, Facilities, and Parks & Trails
 - Construction – constructs the trails, builds structures, installs bridges etc., and acts as a contractor for other projects throughout the Park District
 - Facilities – manages and maintains all of the Park owned and managed buildings
 - Parks & Trails – main focus is the trail – inside this sub-department there are three regions
 - The West crew and the Central crew report out of the operations compound at Sippo Lake Park and the East side crew reports out of the operations garage in Alliance near Walborn Reservoir
 - There is a vehicle specialist for the fleet and they report to the construction supervisor
 - There is a lot of blending between the groups, this is a shift over the last few years, they come together to respond to meet deadlines and provide support. The staff support all of the departments in the park one way or another, and they receive a lot of support from all the departments as well
- It's a Numbers Game
 - 8200+ Acres of Land and 15 Parks
 - 120+ Miles of trail (x2) – R. Summers explained that he would be remiss if he did not explain the

• **Reference 49**

times two relating to the trail. The team is a little sensitive about this, since the Park has to maintain and mow grass on both sides of the trail they want to be sure everyone has thought about the multiplier

- Initiatives
 - This year the department approached safety training a bit different and has leaned on some experts as well as utilizing the training the trainer method
 - The department hired chainsaw experts – construction, parks & trails, as well as natural resources all participated. Each attendee actually had to fall a tree in front of the trainers to earn a certificate. The training was videotaped to show to new hires (they would not be certified, but could see the training). In addition, a connection was made for tree service supplies and the company is helping with some free services for the Mindfulness Walk Trail at Petros Lake Park
 - R. Summers has a corporate facility background and thought it would be beneficial for the facilities team to attend the 10-hour Occupational Safety and Health Administration (OSHA) Certification, which also required the successful completion of an examination
 - Other trainings held for the operations department were chemical training, trailer tie downs, call before you dig (811) and we continue to focus on offering and encouraging the Class A Commercial Driver's License (CDL)
- Reservations/Setups
 - Shelters = 675 reservations, this includes Petros Lake Park, Walborn Reservoir, Exploration Gateway Shelter, Boat Shelter at Sippo Lake as well as the Clubhouse
 - Exploration Gateway = 848 reservations, this includes internal and external business meetings, weddings, showers, graduations and other events
 - Quail Hollow = 218, this includes internal and external business meetings, weddings, showers, graduations and Quail Hollow Volunteer Association sponsored events like the Christmas at the Hollow and the Quail Hollow Herbal Society Events
 - Wildlife Conservation Center = 66 reservations, 4 setups in the building atrium and classroom
 - Operations department employees delivers the special event trailer, helps setup and cleanup after park sponsored special events as well as assisting with various volunteer projects park-wide
- Upcoming Projects (if all goes well)
 - Quail Hollow Manor House, Nature Center and Gift Shop painting
 - LED installation and Stucco repair at the Exploration Gateway
 - Chip and seal of trail sections of frequently washed out areas
 - The Bates Schoolhouse roof replacement
 - Mindfulness Walk construction at Petros Lake Park
 - Iron Horse Trail
 - Fry Family Park Phase II
 - Hoover Trail Bridge near the Hoover ballfields
- Looking to 2020 and beyond these are a few of the initiatives, projects, purchases we have on our radar
 - Improvement at the operations compound – Pavement, Fence, Building, Parking
 - Replacing the Exploration Gateway carpeting in the rental spaces
 - Skid Steer
 - 5 Ton Truck
 - Chipper
- Better all the time
 - Tree tracker is our current work order system and one of R. Summers' goals is to get all employees using the it – as the old saying goes “if you can't measure it, you can't manage it.” He expects the various inspection programs that have started will increase the number of work orders, and he believes in proactive work order tracking
 - Work orders were increased by 200 from last year
 - Fleet
 - 44 vehicles (2019: Trade 3 – purchase 4)

- Younger, less maintenance, as well as fuel savings
 - 864 (624) Work requests 2018 – six still outstanding from last year
 - Administration (144) – including volunteers/trailblazers
 - Education (103)
 - Enterprises (31)
 - Natural Resources (127)
 - Operations (112)
 - Public Safety (343)
 - Other (2)
- R. Summers then shared photos of projects and updates that were completed since the last presentation he gave in 2018
 - “Super Structure” some people call it a trailer bed, others call it a bridge. He shared a YouTube video of the operations department staff building the trailer bed bridge
 - Stark Parks worked with Massillon Area Greenways, Inc. (MAGI) and Huth Cement to block off the portion of the Sippo Valley trail in the Tremont/5th Street area of Massillon, from vehicle traffic and dumping. This also blocked two abandon streets and a trail entrance along-side of a business while still allowing access for the Massillon sewer/water departments. Stark Parks supplied the labor and were able to work with MAGI and Huth to fund the cement blocks
 - New speed limit signs were installed along the trails. This has been received with an overwhelming approval by the trail patrons we have heard from
 - Trail inspection sheets are being used to enhance trail quality as well as creating work orders
 - New *Carsonite* brand signs marking direction beginning on the Quail Hollow mountain bike trail, the department spends a lot of time and effort on this trail; they also work with the Cleveland Area Mountain Bike Association (CAMBA) which is a bike club that has a lot of interest and ideas regarding this trail
 - A large tree being removed as a result of a patrons call, this happens often. At times they get the tree off of the trail and move on to the next tree and go back later to totally dispose of the storm aftermath
 - The operations department worked with a donor that wanted to build a gazebo at Sippo Lake Park, as a result of this donation, we were able to incorporate an Americans with Disabilities (ADA) walkway from the parking lot to the trail
 - The department struggled with getting the water low enough to pour the concrete for the new Deer Creek Boat Ramp, but it is complete, the next step is to pave the parking lot this summer
 - The Hoover Trail tunnel leading under Market Avenue, the trail to East of Market will be constructed in the future, in the near future the trail will be temporary natural surface trail marked with *Carsonite* signs
 - A new flight cage that was constructed at the Wildlife Conservation Center as a result of a generous donor, this year it is budgeted to add electric to the cage
 - The Lock 4 fishing derby, is a sure sign of spring, the department does a lot of prep work to make the Park look nice for patrons
 - Paving was completed of the area behind the operations office leading to the garage and staff room
 - Group requests are received to purchase doggie stations, Stark Parks supplies the post, and it’s a win/win for both parties!
 - Tam O’Shanter fun fact, the day after the closing of the property we started placing three trails for the public to start using, this was late December
 - The kiosk by the North Canton Starbucks, gets more views than Netflix, people love the bench that is included in the design

4. APPROVAL OF MINUTES:

WHEREAS, minutes from the April 3, 2019 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 April 3, 2019 Regular Park Board meeting as submitted.

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

DISCUSSION:

B. Wells commented that the bills for the due diligence were \$18,821.00, not \$18,801.00 as originally stated in Resolution #19-04-035. This also subsequently changed #19-04-036 because the resolutions reallocated money from the Wildcat Culvert project. R. Fonte had previously approved this correction of the minutes of the April 3, 2019 Board meeting to show the corrected amount due to a math error.

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

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

5. FINANCIAL REPORTS

WHEREAS, the monthly Financial Report and Summary Financial Report for the period ending March 31, 2019 were not submitted to the Board for review.

DISCUSSION:

B. Wells stated that the Finance team is still having issues with balancing in a timely manner with the new One Solution system and they were focused on levy projection calculations. The June Board Packet will include the Financial Report and the Summary Financial Report for March and April.

6. APPROVAL OF PAYROLLS AND BILLS

WHEREAS, copies of payroll and bills for the month of March 2019 were not available at this time for the Board's review in accordance with Resolution #98-133.

DISCUSSION:

B. Wells stated that the Finance Department is still waiting on the report from the County

A. Hayden asked if there was a potential date they will have it ready?

B. Wells answered that the County is still working on it and has not given a deadline

P. Quick asked if they [the Board] had seen this report at all in 2019?

B. Wells answered that is correct, the Board has not seen the report this year. B. Wells also indicated that the group as a whole thought they would be further along with implementation than this

7. OLD BUSINESS

A. Informational: Upcoming Events

DISCUSSION:

B. Wells pointed out the next Public Meeting/Open House as a part of the Tam O'Shanter Master Planning Process is on May 23, 2019 at 6 p.m.

B. Informational: Eagles' Nest at Walborn Reservoir

DISCUSSION:

None.

C. Informational: Draft Five-Year Plan, 2019-2023 "Making Space for Everyone"

DISCUSSION:

C. Kocarek stated that we can take any questions from the Board and get them to Regional Planning Commission (RPC). RPC completed the plan for Stark Parks, this is the sixth plan they have prepared for us. If there are any concerns with the recommendations, please let us know as this sets the direction for the next five years

D. Informational: Free Speech/Demonstration Policy (Exhibit B)

DISCUSSION:

A. Hayden asked why this policy came about

C. Kocarek stated this policy has been raised to the attention of the Park District at Ohio Parks and Recreation Association (OPRA) Park Section meetings. The Park District wanted to make sure our policy was updated and in place

8. NEW BUSINESS

A. RESOLUTION: #19-05-044: Reallocation of Ohio Department of Transportation (ODOT) Funding

WHEREAS, the Stark County Park District Board of Park Commissioners approved the 2019 Project List & Budget with Resolution #19-02-018; and

WHEREAS, the Stark County Park District Board of Park Commissioners approved the reallocation of Ohio Department of Transportation (ODOT) funds from the Deer Creek Project to the Fry Family Park project with resolution #19-03-029; and

WHEREAS, a reallocation of the funds is needed from the Fry Family Park project to the Deer Creek Park project due to a construction schedule change at Fry Family Park; and

WHEREAS, the Fry Family Park project budget included Sixty Two Thousand Nine Hundred and Twelve Dollars and Twenty-Two Cents (\$62,912.22) from ODOT funds; and

WHEREAS, ODOT funds must be encumbered by the June 30, 2019 ODOT deadline; and

WHEREAS, the Deer Creek Park project is eligible for paving funds and is now ready to be paved.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to reallocate the Sixty Two Thousand Nine Hundred and Twelve Dollars and Twenty-Two Cents (\$62,912.22) of Ohio Department of Transportation (ODOT) funds from the Fry Family Park project to the Deer Creek Park project.

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

DISCUSSION:

B. Wells stated this is reversing the allocation to Deer Creek from Fry and is based on the construction schedule

MOTION CARRIED on a roll call vote as follows:

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

B. RESOLUTION: #19-05-045: Wildlife Conservation Center Volunteer Handbook

WHEREAS, the Stark County Park District utilizes volunteers at the Wildlife Conservation Center to help rehabilitate wildlife and for general day-to-day duties; and

WHEREAS, it was determined by the Volunteer Coordinator, Samantha Collmar and Wildlife Rehabilitator, Linda Watkins that the Wildlife Conservation Center Volunteer Handbook be created; and

WHEREAS, the draft handbook was delivered to the Park Board at the April Board meeting held on April 3, 2019; and

WHEREAS, the handbook is attached as Exhibit C.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to adopt the Wildlife Conservation Center Volunteer Handbook as attached as Exhibit C and directs the Volunteer Coordinator to advise all current and future volunteers at the Wildlife Conservation Center of the handbook.

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

DISCUSSION:

None.

MOTION CARRIED on a roll call vote as follows:

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

C. RESOLUTION: #19-05-046: Public Safety Mobile Radio Software Updates

WHEREAS, all of the public safety radios needed to be reprogrammed to work on the new county-wide communication system; and

WHEREAS, the Stark County Park District Park Board of Commissioners approved with Resolution #19-01-017 the Chip upgrade and reprogramming of eight (8) radios to work on the new county-wide system; and

WHEREAS, the Stark County Park District has immediate needs to upgrade the software on the four (4) public safety department mobile radios in order to work with the new county-wide communication system; and

WHEREAS, it has been determined the cost of the radio flash/programming/tuning and APX AES FLASH for the radios will not exceed Three Thousand Two Hundred Forty Dollars and Sixty Cents (\$3,240.60).

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize a transfer of funds in the amount of not to exceed Three Thousand Two Hundred Forty Dollars and Sixty Cents (\$3,240.60) for the Public Safety Mobile Radio Software Updates from the Project Fund-Unallocated (072.28.0000.65000) to Supplies and Materials-Law Enforcement (072.28.1011.63110) and Purchased Services-Repair/Maintenance Equipment/Vehicles (072.28.1011.64202).

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

DISCUSSION:

D. George stated that as we transition over to the Stark MARCS system B&C Communications (out of Cleveland) is the contracted vendor. As B&C reviewed our 13 radios they said we were fine for the upgrade. B&C then came in and said we needed to upgrade four of them with new software, we have 2/3 of the mobile radios completed

MOTION CARRIED on a roll call vote as follows:

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

D. RESOLUTION: #19-05-047: Request of Funds from the Ohio Department of Transportation (ODOT) and Designation of Projects for Ohio Parks Districts Roadwork Fund FY 2020-2021 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 (name of Ohio county) 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, Section II, paragraph 1A, of the Annual Agreement between ODOT and OPRA requires a two-year

list of priority projects for the Metroparks Program to be submitted to ODOT for Department-wide posting and distribution. In order to comply with this provision, each Metropark is required to submit their two-year list of priority projects to OPRA; and

WHEREAS, the Board is cognizant of the requirements for receiving such funds, and agrees to comply with the OPRA Policy dated April 13, 2007, and as amended on November 7, 2008, by the Ohio Parks and Recreation Association (OPRA) Board.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Park Commissioners of the (name of Ohio park district) 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 Robert A. Fonte as the contact person for the local arrangements and to sign all documentation on behalf of the Board of Park Commissioners.

Board of Park Commissioners

Andy Hayden, Chairman of
Park District

Corianne Kocarek, Clerk to the Board

Denise Freeland, Board Member

Barbara Wells, Notary Public

Date: _____

Seal:

Pat Quick, Board Member

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

DISCUSSION:

B. Wells stated that the Park District will be using the money for Deer Creek first for the top coat and the balance will be used at Fry Family Park

MOTION CARRIED on a roll call vote as follows:

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

9. DIRECTOR'S REPORT

A. 2019 Project List and Budget

DISCUSSION:

B. Wells stated that with regards to the Donzelli project there are concerns from The Conservation Fund regarding the Dominion East Ohio gas wells on the property that need resolved before the closing.

Because of the issue with the gas wells, this has delayed closing and some of the due diligence items are expiring. Additionally we have to complete the final survey and this will be taken from the "Park & Trail Acquisition" line 39 on the Project List & Budget and then reimbursed by the grant as along as the Park District closes on the property

B. Director's Report

B. Wells reviewed the options and levy projections for the replacement (lose the rollback \$35.00 per mill) and renewal (keep the rollback \$30.63 per mill)

A. Hayden asked B. Wells if any of the numbers shocked her

B. Wells answered, no, not really, but if the voters want a replacement then the rollback will be lost

A. Hayden stated it's about the balance – the taxes compared with the new growth of the Park District. I'm not sure there will be enough money with the replacement at the rate we are growing. These are extensive, thank you, Barb

B. Wells stated that the Park District wanted to give the Park Board as much information as we could to help the Board make an educated decision on what levy option to choose

R. Fay stated that the Park District can also use the election results from next week to give some insight on how the public might react

C. Kocarek stated that B. Fonte is attending the Special Park District Forum in San Francisco, California May 5-9 and will be extending his trip and be on vacation from May 9-12, 2019

C. Kocarek also stated that R. Fonte will be attending the National Association of County Park and Recreation Officials (NACPRO) Summer Meeting in Castle Rock, Colorado from June 8-10, 2019 because the Stark Parks Wildlife Conservation Center has been selected as a recipient of a 2019 NACPRO Award in the Parks & Recreation Facility – Class I Category. The Park District is only paying for his registration (\$175.00), R. Fonte is paying for the airfare and hotel accommodations

12. ADJOURNMENT

BE IT RESOLVED to adjourn at 2:55 p.m. Next scheduled meeting: June 5, 2019 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: June 5, 2019

ATTEST:

Andy Hayden, Chairperson
Stark County Park Commission

Barb Wells, Financial Manager
Stark County Park District

Corianne Kocarek/Clerk to the Board
Stark County Park District