

**Stark County Park District Park Board – Regular Meeting Minutes**  
**Sippo Lake Clubhouse**  
**July 3, 2019**  
**Page 1 of 6**

(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, Ralph Dublikar, Pat Quick

STAFF PRESENT:

Robert Fonte, Director

Barbara Wells, Financial Manager

Corianne Kocarek, Clerk to the Board

Sarah Buell, Administration and Projects Manager

Mary Grueber, Grant Writer and Event Coordinator

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, Ralph Dublikar, Pat Quick

**2. PUBLIC COMMENT**

None

**3. STAFF PRESENTATION – Sarah Buell, Administration & Project Manager**

Sarah Buell presented the following to the Park Board:

Administration Department Focus Areas:

- Long-Range and Park Master Planning
- Grants and Development
- Project Coordination
- Information Technology
- Marketing and Public Information

Administration / Projects Department

- Administration & Project Manager, Sarah Buell
  - Information Technology (IT) Administrator, Michael Duplay
  - Marketing Administrator, Aimee Engelhart
    - Marketing Assistant, Caitlin McCully
    - Public Relations Coordinator, Jared Shive
    - Graphic Designer (part-time), Taylor Poe
  - Projects Assistant, Tiffanie Baumiller
  - Grant Writer & Event Coordinator, Mary Grueber
- T. Poe was a recent hire, she has been helping with graphic design for signage, interpretive signs, videos, and the newsletter

• **Reference 67**

Page 1 of 6

- Long-Range Park and Master Planning:
  - Regional Planning Commission (RPC) assisted us again this year (they have created the last 5 to 6 plans) in creating our plan for years 2019-2023. Information gathering meetings were held in the communities of Canal Fulton, Alliance, Plain Township, Magnolia Village, and Massillon to collect information. The plan:
    - Allows us to identify priorities for the public
    - Directs our goal setting process
    - Guides our marketing and messaging
  - Extensive public surveys gave us great input on Stark County resident's priorities:
    - Building connections that create destination experiences
    - Adding programs for health and wellness
    - Improving accessibility within and between parks by building out the trail and greenway plan
- Strategic Planning:
  - Our strategic plan is a road map for how our organization gets the items on the 5 Year Plan completed. We can't be effective if our staff are unclear in any way about what, how, or why we do it
    - 2016 – A Strategic Planning retreat was held with Management and Supervisory Team as well as the Park Board, at that meeting we established 16 strategic objectives
    - 2017 – 8 objectives were completed
    - 2018 – 8 of the remaining objectives were completed
    - 2019 – Objectives created from the Employee Satisfaction Survey and 5 Year Plan
    - 2020 – Objectives created from the Employee Satisfaction Survey and 5 year Plan
      - 2020 is the final year of the Strategic Plan so an update for the 2021-2026 plan will be needed
- Park Master Plan Highlight: Tam O'Shanter Park
  - Just as we do with any new park, our first step in the process is to go through a master planning process, which we most recently did for Tam O'Shanter Park. We summarize existing conditions and invite the public in to create a shared long-term vision for the park. This plans final draft is being submitted today for the Boards reviewing and will be up on-line for public comment from July 3 through July 19, 2019. The hope is that the Board will approve a version of the plan at the August meeting and that park staff can begin prioritizing projects and identifying funding to move the park plans forward.
- Grants (Pending):
  - Every month the Board reviews our current grant tracking list, but this is the behind-the-scenes list of grants we are either working toward or which are in the works. We have over \$10.8 million in active grants right now which does not include funding that is paid directly to contractors on our behalf such as the Ohio Department of Transportation (ODOT) funded Jackson Tunnel
- Project Highlight: Fry Family Park House Renovation – Designer: Sol Harris Day and Contractor: Beaver Constructors
  - Everyone worked so well together – the work inside the house is complete, once the paving of the parking lot is completed we can begin rentals and occupying the space
  - Work at the house included interior demolition, upgrade of restrooms to meet standards for a public space, installation of a lift for Americans with Disabilities Act (ADA) accessibility
- Project Highlight: Zimber Ditch 2019
  - To-date, 18 structures have been demolished and soon to be 19 with a property in Louisville
- Project Highlight: Magnolia Flouring Mills Rehabilitation Project – Project Oversight: IAP/Coon Restoration
  - Construction Cost: \$980,000
  - Funding Source: 100% State Capital Grant

• **Reference 68**

- Work included replacement of the roof, foundation repair, east side siding repair and paint as well as electrical upgrades. With these upgrades water is now able to flow through and into the Mill pond
- Project Highlight: Deer Creek Boat Ramp
  - Construction Cost: \$226,941
  - Funding Sources: \$103,000 Ohio Department of Natural Resources (Nature Works), \$62,912 Ohio Department of Transportation
  - The ramp is complete and Central Allied was chosen to construct the parking lot
- Information Technology (IT) Highlights:
  - Focus on improving internet connectivity in the more remote areas of the parks; including inside the Ranger Vehicles, at Quail Hollow Park in Hartville and at East Side Operations garage in Alliance
  - Performed a security audit to address issues such as staff passwords, Virtual Private Network (VPN) and remote access to avoid issues such as hacking and ransomware
  - Working on the development of a Mobile Application to engage new users with the parks
- Marketing Highlights:
  - Marketing has been especially busy this year focusing on outreach and messaging as we wrapped up one five year plan and began a new one
    - Newsletters are mailed to 86,000 registered voters six times per year
    - Quadrant mailers with a 5 year plan update are planned for this fall

#### 4. APPROVAL OF MINUTES:

**WHEREAS**, minutes from the June 5, 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 June 5, 2019 Regular Park Board meeting as submitted.

D. Freeland 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, Ralph Dublikar, Pat Quick

#### 5. FINANCIAL REPORTS

**WHEREAS**, the monthly Financial Report and Summary Financial Reports for the period ending May 31, 2019 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 Reports and Summary Financial Reports for the period ending May 31, 2019 as submitted.

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

**DISCUSSION:**

A. Hayden asked if there is any changes in the dates on the Grant Status report

B. Wells answered they are updated when they are closed out

MOTION CARRIED on a vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Ralph Dublikar, Pat Quick

#### 6. APPROVAL OF PAYROLLS AND BILLS

**WHEREAS**, copies of payrolls and bills for the periods ending January 31, February 28, March 31 and May 31, 2019 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 payrolls and bills for January 31, February 28, March 31 and May 31, 2019 as submitted.

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

**DISCUSSION:**

A. Hayden asked about the heating oil bill for Quail Hollow; how long does that typically last?

B. Wells answered that it could be for a week, it all depends on the temperatures outside

S. Buell commented that the fuel oil heats the Manor House, Carriage House and the Quails Nest Gift Shop

MOTION CARRIED on a vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Ralph Dublikar, Pat Quick

## 7. OLD BUSINESS

A. **Informational:** Upcoming Events

**DISCUSSION:**

R. Fonte reminded the Park Board of the upcoming Stark County Fair and highly recommended the Board attend the fair training presented by staff in August

B. **Informational:** Updated Logo Policy (Attachment A)

**DISCUSSION:**

None

C. **Informational:** Disaster Recovery Policy (Attachment B)

**DISCUSSION:**

None

D. **Informational:** Tam O'Shanter Master Plan Draft (Attachment C)

**DISCUSSION:**

None

## 8. NEW BUSINESS

### A. **RESOLUTION: #19-07-054: Trail Maintenance Repair Due to Flooding**

**WHEREAS**, the Stark County Park District has immediate needs to repair many trails county-wide due to recent flooding and flood related damages; and

**WHEREAS**, it has been determined that approximately 955 tons of stone is needed for repairs at \$22.50 per ton for a total of Twenty One Thousand Five Hundred Dollars (\$21,500.00); and

**WHEREAS**, it more cost effective to have the 1,000 tons of stone hauled at \$4.25 per ton for a total of Four Thousand Two Hundred and Fifty Dollars (\$4,250.00); and

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize a transfer of funds in the amount not to exceed Twenty Five Thousand Seven Hundred and Fifty Dollars (\$25,750.00) for trail maintenance repair due to flooding from the Project Fund-Unallocated (072.28.0000.65000) to Supplies and Materials-General (072.28.1035.63104) in the amount of Twenty One Thousand Five Hundred Dollars (\$21,500.00) for stone and Purchased Services-Occupational (072.28.1035.64100) in the amount of Four Thousand Two Hundred and Fifty Dollars (\$4,250.00) for hauling.

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

**DISCUSSION:**

R. Fonte stated that many of the trails were underwater, we have received positive response from the public on repairs made to date

P. Quick asked how far this request will go?

R. Fonte stated that we do not know, we are hoping this is a conservative estimate

A. Hayden is this money in addition to another budget?

R. Fonte answered, yes, this is in addition to what is in our operating budget, and we are using that as well

P. Quick asked if this will affect the chip and sealing that was planned?

R. Fonte answered that we do not want to patch what we are chip and sealing. The chip and seal will still happen on the identified trails

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Ralph Dublikar, Pat Quick

## 9. DIRECTOR'S REPORT

### A. 2019 Project List and Budget

#### **DISCUSSION:**

A. Hayden asked if the Park District was still waiting on the City of North Canton for the bridge on the Hoover Trail

S. Buell answered that R. Summers, Operations Manager met with Rob Graham, North Canton City Engineer and the City had concerns that the bridge will back the water up. We will be going back to Hammontree & Associates to address the concerns

R. Fonte stated this bridge is the same design as the bridge at Hoover High School

S. Buell said that we are hopeful we can work it out

### B. Director's Report

#### **DISCUSSION:**

P. Quick asked about the meeting with the Cleveland Clinic

R. Fonte stated that he had met them initially at the Ohio and Erie Canal Association Fundraiser. They are moving into the Stark County area and are looking to learn more about Stark Parks. R. Fonte gave them a tour of Sippo Lake and the Exploration Gateway. The Park District currently has a relationship with Mercy Medical Center and Aultman Health Foundation and it could be beneficial to have a relationship with Cleveland Clinic as well

S. Buell further added that the group walked away very impressed with the diversity of things the Park District does

A. Hayden inquired about the National Association of County Park and Recreation Officials (NACPRO) Summer Meeting, were there any take-aways?

R. Fonte answered yes, and talked about several amenities that Castle Rock, Colorado has. They include an adventure park, a zip line, high ropes course that was attached to poles, not trees, a Challenge Hill – a set of stairs that were over 200 feet in elevation as well as a Ninja course like the television show. This was all run by their concessions department

A. Hayden commented that when he visited Colorado Springs they had 2,744 steps up a mountain, you climbed up one mile and come down a four mile trail

R. Fonte updated the Park Board on the following:

- In spite of all of the rain, the Sippo Marina sales in June were up 150% and the Walborn Marina sales were up 130%, we also had the first shelter rental at Tam O'Shanter Park
- The press release was given to the Park Board for review: Stark Parks Levy Information

## 10. EXECUTIVE SESSION

**BE IT RESOLVED**, to adjourn into Executive Session at 2:58 p.m. to consider the purchase of property for public purposes.

D. Freeland moved to adopt this motion, which was SECONDED by R. Dublikar

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Ralph Dublikar, Pat Quick

## 11. RECONVENE FROM EXECUTIVE SESSION

**BE IT RESOLVED** to reconvene to Regular Session at 3:05 p.m.

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

MOTION CARRIED on a vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Ralph Dublikar, Pat Quick

## 12. ADJOURNMENT

**BE IT RESOLVED** to adjourn at 3:06 p.m. Next scheduled meeting: August 7, 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, Ralph Dublikar, Pat Quick

**APPROVAL DATE:** August 7, 2019

ATTEST:

\_\_\_\_\_  
Andy Hayden, 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 72**