

Stark County Park District Park Board – Regular Meeting Minutes
Sippo Lake Clubhouse
September 4, 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 Denise Freeland at 2:00 p.m.

A. Roll Call of Members:

MEMBERS PRESENT:

Bill Bryan, Denise Freeland, Ralph Dublikar

STAFF PRESENT:

Robert Fonte, Director
Barbara Wells, Financial Manager
Corianne Kocarek, Clerk to the Board
Dani McGuinness, Human Resources Manager

GUESTS PRESENT:

Dennis Lokken
Mark Samolczyk, Mayor, Village of Hills and Dales
Patrick Dunn, Village of Hills and Dales
Robert Fay, Village of Hills and Dales
James Conley, Village of Hills and Dales

B. Adoption of Agenda

R. Dublikar MOVED to adopt the agenda as amended, which was SECONDED by B. Bryan

DISCUSSION:

None

MOTION CARRIED on a vote as follows:

Voting Aye: Bill Bryan, Denise Freeland, Ralph Dublikar

2. PUBLIC COMMENT

D. Lokken asked for clarification regarding regulation number 509.05 regarding Engine powered miniature models and toys on the lake. He understands the ordinance is trying to keep the park quiet and peaceful and he does agree with the regulation, but he is asking for permission to use a sail boat (quiet device) with no noise pollution and is very relaxing to operate.

The regulation states: (a) Engine-powered miniature model rocket or rocket-type device and toy radio controlled airplanes, boats, cars, sirens or other noisemaking devices shall not be operated, except in designated areas. Lokken further explains he believes there is a “gray area” in the regulation where people are reading the “radio controlled” and not “engine controlled” when enforcing the regulation. Lokken is suggesting that “non-powered” devices be allowed so long they are non-threatening. He then showed the sail boat model “Sea Wind” to the Park Board and explained how it worked. It is controlled with a radio remote with a rudder in the back. He brings a kayak to go after it if the wind stops. It is a very specific hobby and the boat costs about \$500.00. It makes no noise and is very relaxing to run. He has often times had bikers, hikers and fishermen stop and watch him operate the boat. In closing, he would like to propose adding a line to the regulation that would allow him to operate his “non-powered” boat on the lake. The rule as presented is outdated as engine-powered really aren’t made any more. We may want to revise the regulation to include electric motor boats.

D. Freeland thanked D. Lokken for bringing his boat

B. Bryan stated that this is similar power to a kayaker or other boat, is there a horsepower limit at Sippo?

R. Fonte answered yes, any motor boats have a horsepower limit of 10 horsepower. He does agree that the

• **Reference 86**

regulation has not been reviewed in some time. We will need to review and consult stakeholders (fishermen, clubs)
D. Lokken stated that he cannot operate the boat near the shore
B. Bryan thanked D. Lokken and assured him that the Board will take the regulation into consideration
R. Fonte further stated that we will get back to him regarding his request

M. Samolczyk wanted to thank the Board and staff for the correspondence regarding the Tam O'Shanter Master Landscape Plan. He had attended the last three Park Board meetings and in June the Village of Hills & Dales had opposed the potential to move the drive into the Tam O'Shanter Park to across from Dunkeith Drive. In August, the Park Board accepted a letter sent on July 26 and on August 8, R. Fonte had responded to the letter with suggested amendments to the Master Landscape Plan. M. Samolczyk further explained some of the language in the Plan; "some of the residents were opposed" to "all of the members to the best of our knowledge at the Village of Hills & Dales are opposed" and remain strongly opposed to moving the entrance to the west to align to Dunkeith Dr. M. Samolczyk also stated that 100% of the citizens that will be directly impacted are the residents of Hills & Dales. The entrance will stay exactly where it is at. Please just recognize the residents are opposed to realigning the entrance.
R. Fonte responded that the entire letter sent on July 26 is included in the plan

R. Fay asked if the Board would allow public comments when the plan is approved

R. Fonte answered that R. Fay was welcome to comment during this portion of the meeting

R. Fay stated that the discussion started more than a year ago. About 15 years ago Tam O'Shanter was interested in rezoning the golf course, but because they did not reach out to the Village of Hills & Dales, it wasn't changed (this was prior to C. Bennell becoming president). When Mr. Bennell took over, he knew that he had to have support from the Village. He then attended the Village's annual meeting where two recommendations were made: that there would not be a through drive from Hills & Dales to Fulton and the other representation was that the entrance was not going to be moved to align with Dunkeith Dr. Because of these two recommendations, that is why the residents are so adamant and because these were the representations made over 4 years ago. Being rezoned and having the Stark County Park District as a partner was key in getting support from the Village of Hills & Dales. The Village became involved almost a year before it became public.

3. STAFF PRESENTATION – Dani McGuinness, Human Resources Manager

D. McGuinness presented the following to the Park Board regarding the Human Resources Department

- HR is comprised of: HR Manager, D. McGuinness and Volunteer Coordinator, S. Collmar
- Stark Parks Organizational Structure: total of 112 employees on payroll (71 full time, 14 part time, 27 seasonal – not included 4 temporary employees, 6 interns)
- Metrics: Turnover/Retention (permanent, year round positions) 2019 – July 2019 ~6% turnover rate (2 FT, 3 PT), 2018 - ~13% turnover rate (7 FT, 2 PT)
 - New Hires 2019: 8 FT Positions, 8 PT Positions, 27 Seasonal Positions (Marina's/Wildlife Center), 6 Interns – Wildlife Center
 - Employee Satisfaction 2018: 53/72 total employees (R. Fonte not included), 65% response rate, 88% respondents are satisfied in their position, 58% respondents are satisfied with us as an organization
- 2019 in Review:
 - Tornado Eva blew into town February 12, 2019
 - Team Based Approach for 2019 – C. Kocarek, Executive Assistant, V. Nickl, Staff Accountant and B. Wells, Financial Manager – screened, hired and on boarded 37/43 new positions for the 2019 season (February-May 2019)
 - HR Framework, process tracking and standard operating procedures (SOPs) were set up for a variety of human resources tasks so that the team could execute our human resources functions
 - C. Kocarek – screen, track, and help on board (background check, drug screen, etc.)
 - V. Nickl – able to fill out paperwork and "hire" all new hires
 - B. Wells – complete and track our leaves and handle any Bureau of Workers Compensation (BWC) claims

• **Reference 87**

- Successful annual seasonal job fair in March of 2019 at Exploration Gateway – 36 attendees on March 13 and 27 attendees on March 16 (7 interviews for permanent or contingent positions)
- Volunteer Metrics (through July 2019):
 - 263 active volunteers in 2019 (year to date)
 - 10,370 volunteer hours as of July 31, 2019 (equivalent to about 5 full time positions)
 - 52% to date based on 2018 numbers
 - 339 internal requests for volunteers with a fill rate of 87%
 - Areas of high interest and hours include:
 - Days of Service (Group Clean Ups) – 26 groups (1,500.5 hours)
 - Wildlife Conservation Center – 3,905 hours year to date
 - Park Run – volunteer led, timed 5K's on a weekly basis (8 a.m. on Saturday's at the Exploration Gateway) International – only two in Ohio, only 30 in the United States, over 250 volunteer hours in less than three months
- Volunteer Opportunities:
 - FeLeap the Frog the park mascot, care for injured animals in Wildlife Rehabilitation, Patrol the trails as a Trailblazer, pontoon boat captain, lead tours as a docent, assist park staff with litter control efforts, landscaping, garlic mustard pulls and general clean ups in Natural Resources
- Youth Opportunities:
 - Ranger Cadet Program – open to ages 14 to 21 who enjoy being outdoors, would like to learn a variety of career leadership and fitness skills, or are considering a career in law enforcement or park management. Our most recent Ranger hire, Tommy Koontz II was a cadet!
- Strategic Initiatives Involving/Lead by HR in 2019
 - Developing a Succession Plan (Staff Development) – identifying where the organization could grow in 2, 5 + years
 - Framework in place from a form and process standpoint
 - Jack Steele, Steele consulting helped to kick off our process Jan 2019, telephonic coaching implemented for management team
 - Committee worked on ensuring the process is working for us and we're revisiting the concept with a training on Sept 19, 2019
 - Diversity and Inclusion (including ADA component led by Projects Asst. T Baumiller)
 - Committee had created a philosophy on diversity and inclusion for Board review in October
 - Working with NEO Diversity and Inclusion group (CLE) and Coming Together Stark County to complete employee training
 - Working on implementing steps on inclusion for programs, facilities and within employment and volunteer opportunities/processes
 - Creating a Mentorship Program
 - Identifying what this means to Stark Parks and pulling together a process to implement in Q4 2019 for 2020
 - Employee Satisfaction efforts
 - Preparing for the 2019 employee satisfaction survey (ESS)
 - Continue to use the metrics from the ESS to add to our goals and to improve employee engagement
 - Safety and Training efforts
 - Framework in place for new hires (including seasonal and temporary employees) for onboarding including customer service expectations and safety parameters
 - Framework in place for retraining current staff
 - 2020 trainings to include:
 - Blind Tornado, Fire trainings, active shooter response training

• **Reference 87**

DISCUSSION:

None

4. APPROVAL OF MINUTES:

WHEREAS, minutes from the August 7, 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 August 7, 2019 Regular Park Board meeting as submitted.

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

DISCUSSION:

None

MOTION CARRIED on a vote as follows:

Voting Aye: Bill Bryan, Denise Freeland, Ralph Dublikar

5. FINANCIAL REPORTS

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

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

DISCUSSION:

B. Wells stated that we are 58.3% through the year

B. Wells explained to the public that the Park Board sees any changes from the previous month highlighted in purple

B. Bryan stated that the Feed a Bee grant was added to the Grant Status list

R. Fonte stated that the Grants total \$10,817,101 with a local share of \$1,773,107, almost 5:1. We have a robust way to apply for grants with a 75% success rate

MOTION CARRIED on a vote as follows:

Voting Aye: Bill Bryan, Denise Freeland, Ralph Dublikar

6. APPROVAL OF PAYROLLS AND BILLS

WHEREAS, copies of payrolls and bills for the periods ending July 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 July 31, 2019 as submitted.

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

DISCUSSION:

R. Fonte stated that the Park Board receives a comprehensive list of the payrolls and bills for each month

B. Bryan wanted to make sure that the staff keeps quoting vendors

R. Fonte assured the Park Board that the staff was getting multiple quotes in order to keep costs as low as possible

MOTION CARRIED on a vote as follows:

Voting Aye: Bill Bryan, Denise Freeland, Ralph Dublikar

• **Reference 88**

7. OLD BUSINESS

A. Informational: Upcoming Events

DISCUSSION:

D. McGuinness added that at the Muskellunge Brewing First Friday Fundraiser event the Friends of Stark Parks received a portion of the sales for the evening, as well as the Friends of Stark Parks Board solicited for memberships. The last event brought in about \$800.00.

D. McGuinness also added that the Volunteer Dinner will take place on Thursday, November 21, 2019 at 5:30 p.m. at the Exploration Gateway

R. Fonte expressed his regrets that he will be out of town this year for the Dinner

B. Informational: 2020 Proposed Budget

DISCUSSION:

R. Fonte offered clarification on the process of the Proposed Budget. All County departments and Agencies have to submit a budget to the Budget Commission to justify their Levy. The Park District tries to get as close as possible to the operating budget that is submitted to the Board in December

8. NEW BUSINESS

A. RESOLUTION: #19-09-065: Tam O'Shanter Master Landscape Plan

WHEREAS, Stark County Park District contracted with Environmental Design Group (EDG) for the creation of a master plan for the property known as Tam O'Shanter Park; and

WHEREAS, the "Master Landscape Plan Report for Stark County Park District" (Exhibit B) has been developed to direct the activities and long term planning for the Tam O'Shanter Park and facilities.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to adopt the "Tam O'Shanter Master Landscape Plan Report" as the official Master Plan for Tam O'Shanter Park attached as Exhibit B.

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

DISCUSSION:

R. Fonte that also included are two addendums that are not being adopted at this time:

The Wackerly cul-de-sac – the Park District would need to go through the process of vacating the street by working through the process with landowners by signing a petition

Aligning the park drive with Dunkeith Dr.

B. Bryan stated that he would like to go out and tour Tam O'Shanter Park to see more specifics of the plan

R. Fonte stated the equipment that was bought is being used; the finishing mower is being used in the "great lawn area" of the plan. We'll receive top soil from the developers to fill in some of the sand traps. There is \$500,000-\$800,000 in Clean Ohio money for restoration (planting of trees and prairie grasses)

M. Samolczyk asked about the plans for the land across from Wackerly

R. Fonte stated there is no development plan except to connect to the trail eventually. There is nothing right now, no buildings, etc. The Park District would like to work with the State of Ohio regarding adding additional active recreation areas like sledding, etc., otherwise this area will just be greenspace

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Bill Bryan, Denise Freeland, Ralph Dublikar

B. RESOLUTION: #19-09-066: Canal Fulton Active Transportation & Connectivity Plan

WHEREAS, Stark County Area Transportation Study (SCATS) contracted with Environmental Design Group (EDG) for the creation of a Canal Fulton Active Transportation and Connectivity Plan; and

WHEREAS, the "Canal Fulton Active Transportation & Connectivity Plan" (Exhibit C) has been developed to improve bike and pedestrian connections within Canal Fulton.

• **Reference 89**

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to adopt the “Canal Fulton Active Transportation & Connectivity Plan” attached as Exhibit C.

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

DISCUSSION:

R. Fonte stated this plan was published with a partnership between Regional Planning Commission (RPC), The City of Canal Fulton and the Stark County Park District. It looked at connecting assets in the community. The number one asset the public wanted connected was the Giant Eagle to be connected to the City. The plan also includes the Ohio & Erie Canal and the Donzelli property (that includes category 3 wetlands)

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Bill Bryan, Denise Freeland, Ralph Dublikar

C. RESOLUTION: #19-09-067: Authorize and Dedicate the Public Water Management Basin Easement at Tam O’Shanter Park

WHEREAS, Resolution #18-10-050 authorized the submission of grant applications to Stark County’s Natural Resources Assistance Council (NRAC) for the purpose of land acquisition; and

WHEREAS, the Stark County Park District was awarded grants from NRAC for acquisition of the Jackson Township property Phase IV; and

WHEREAS, the Stark County Park District is cooperating in the development of the “Greens of Belden” to the north of the Jackson Township property Phase IV to accept storm water drainage; and

WHEREAS, the developer is required to file the storm water management plat with the Stark County Regional Planning office; and

WHEREAS, the storm water management plat will require Stark County Park District approval and signature.

NOW, THEREFORE, BE IT RESOLVED by the Stark County Park District Board of Park Commissioners to authorize the Park Director to execute the easement and any other documents that may be necessary to support filing the storm water management plat on behalf of the Stark County Park District Park Board of Commissioners pending approval of said documents as to legal form and sufficiency by Attorney William Morris.

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

DISCUSSION:

R. Fonte stated this resolution satisfies Regional Planning Commission’s (RPC) requirement to have a separate resolution to document for the developer and soil and water

B. Bryan asked if this was consistent with the plans

R. Fonte answered this is a piece of the development plan being developed with ABC Development. The Park District is not maintaining the drainage from the commercial development

B. Bryan asked if the bond will protect us if the work is not complete

R. Fonte answered yes, the Park District does not have to be involved if they default

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Bill Bryan, Denise Freeland, Ralph Dublikar

9. DIRECTOR’S REPORT

A. 2019 Project List and Budget

DISCUSSION:

B. Bryan asked if when you make a transfer it becomes a part of the budget

R. Fonte confirmed

B. Director's Report

DISCUSSION:

M. Samolczyk asked about the status of Fry Family Park

R. Fonte answered that the house has been renovated and the outside access is under contract. The shelter has been finished and is being hooked up to water and sewer, then we can work on getting an occupancy permit. Currently working on the pump house. We are currently looking at staffing next year for the visitor center. Hoping to get nature play and exhibit space funded next year

R. Fonte also stated that Tam O'Shanter should close by December 31, 2019, the target is the first half of October

R. Fonte stated that should the levy not pass in November, we will need to have resolutions ready for the Park Board to vote on at the next meeting (November 6), as certified resolutions are due to the Board of Elections by December 11, 2019

R. Fonte shared a letter he received from a Colonial Blvd. resident, Julie Sproul. R. Fonte explained that the project is not one being led by Stark Parks, but by the City of Canton. R. Fonte had forwarded the letter to them and they responded to J. Sproul

10. EXECUTIVE SESSION

BE IT RESOLVED, to adjourn into Executive Session at 3:06 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, and/or compensation of a public employee or official.

B. Bryan moved to adopt this motion, which was SECONDED by R. Dublikar

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Bill Bryan, Denise Freeland, Ralph Dublikar

11. RECONVENE FROM EXECUTIVE SESSION

BE IT RESOLVED to reconvene to Regular Session at 3:22 p.m.

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

MOTION CARRIED on a vote as follows:

Voting Aye: Bill Bryan, Denise Freeland, Ralph Dublikar

12. ADJOURNMENT

BE IT RESOLVED to adjourn at 3:23 p.m. Next scheduled meeting: October 2, 2019 at 2:00 p.m. at the Sippo Lake Clubhouse.

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

MOTION CARRIED on a vote as follows:

Voting Aye: Bill Bryan, Denise Freeland, Ralph Dublikar

APPROVAL DATE: October 2, 2019

ATTEST:

Denise Freeland, Vice 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 91**