

**Stark County Park District Park Board – Special Meeting Minutes**  
**Sippo Lake Clubhouse**  
**September 10, 2019**  
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**(AGENDA ITEM: 3)**

- 1. CALL TO ORDER** – The special meeting of the Stark County Park Commission was called to order by Denise Freeland at 4:00 p.m.

**A. Roll Call of Members:**

MEMBERS PRESENT:

Bill Bryan, Denise Freeland, Ralph Dublikar, Pat Quick

STAFF PRESENT:

Robert Fonte, Director/Secretary to the Board  
Barbara Wells, Financial Manager  
Corianne Kocarek, Executive Assistant/Clerk to the Board  
Sarah Buell, Projects and Administration Manager  
Talula Koch, Natural Resources Manager  
Rick Summers, Operations Manager  
Rob Hoover, Construction Supervisor

GUESTS PRESENT:

None

**B. Adoption of Agenda**

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

**DISCUSSION:**

None

MOTION CARRIED on a vote as follows:

Voting Aye: Bill Bryan, Denise Freeland, Ralph Dublikar, Pat Quick

**2. NEW BUSINESS**

**A. RESOLUTION: #19-09-068: 2019 Project List & Budget Revision-Hoover Park Trail-Market Tunnel – Construction of Trail Connections**

**WHEREAS**, the Stark County Park District Board of Park Commissioners approved the Hoover Park Trail-Market Tunnel Project as part of the 2019 Project List & Budget with Resolution #19-02-018; and

**WHEREAS**, the original budget included a temporary turf trail connection to the east of the Market Tunnel until the McKinley-Edgewood Development Company LLC platted the trail through the Fountains at Edgewood development; and

**WHEREAS**, it is the recommendation of the Park Director to construct the majority of permanent trail as well as a smaller portion of a temporary trail to complete the connections of the Hoover Trail to the Middle Branch Trail in 2019; and

**WHEREAS**, the project is estimated to cost Twenty Four Thousand Seventy Five Dollars (\$24,075.00) for stone and hauling, Four Thousand Dollars (\$4,000.00) for tree removal, One Thousand Dollars (\$1,000.00) for culvert, Two Thousand Dollars (\$2,000.00) for grass seed and straw, and One Thousand Dollars (\$1,000.00) for signage a, doggie stations and posts; and

**WHEREAS**, it is the recommendation of the Park Director to reallocate an amount not to exceed Eighteen Thousand Seven Hundred Ten Dollars (\$18,710.00) from Park & Trail Maintenance Project and allocate

- **Reference 92**

Thirteen Thousand Three Hundred Sixty Five Dollars (\$13,365.00) from the Project Fund Unallocated (072.28.0000.65000) to complete the project.

**NOW, THEREFORE BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the reallocation of Eighteen Thousand Seven Hundred Ten Dollars (\$18,710.00) from Park & Trail Maintenance Project and allocate Thirteen Thousand Three Hundred Sixty Five Dollars (\$13,365.00) from Project Fund Unallocated (072.28.0000.65000) to the Hoover Park Trail-Market Tunnel Project for the construction of trail connections.

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

**DISCUSSION:**

R. Fonte stated that we thought we would need to build a temporary trail during the construction of the Fountains at Edgewood, but we will be able to complete the majority of the permanent trail and only have a short portion that will be temporary until the developers plat the remainder of the development. This will connect to the existing trail to Lexington Farms

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Bill Bryan, Denise Freeland, Ralph Dublikar, Pat Quick

**B. RESOLUTION: #19-09-069: 2019 Departmental Project Revision-Main Server – Mounting Brackets**

**WHEREAS**, the Stark County Park District Board of Park Commissioners approved the 2019 Project List & Budget that included the Main Server Project as part of the 2019 Departmental Project List with Resolution #19-02-018; and

**WHEREAS**, the Main Server Project totals Ten Thousand Dollars (\$10,000.00) to upgrade the main server at the Exploration Gateway at Sippo Lake Park that holds the shared drives and employee user data; and

**WHEREAS**, the price of the Main Server did not include mounting brackets, which increased the project cost by approximately Two Hundred Dollars (\$200.00) for a total project cost of Ten Thousand Two Hundred Dollars (\$10,200.00).

**WHEREAS**, Michael Duplay, IT Administrator is recommending reallocating Two Hundred Dollars (\$200.00) from the Ranger Body Cameras Project keeping the information technology departmental projects within budget.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to reallocate an amount not to exceed Two Hundred Dollars (\$200.00) from the Ranger Body Cameras project to the Main Server project.

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

**DISCUSSION:**

R. Fonte stated that the brackets used to come with the server, but now does not. The mounting brackets serve as protection and storage of the main server

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Bill Bryan, Denise Freeland, Ralph Dublikar, Pat Quick

**C. RESOLUTION: #19-09-070: 2019 Project List & Budget Revision-Iron Horse Trail Phase III – Right-of-Way**

**WHEREAS**, the Stark County Park District Board of Park Commissioners approved the Iron Horse Trail Phase III project as part of the 2019 Departmental Project List & Budget with Resolution #19-02-018; and

**WHEREAS**, the Iron Horse Phase III Project includes a Stark Parks Contingency of Twenty Four Thousand Nine Hundred Ninety Nine Dollars (\$24,999.00); and

• **Reference 93**

**WHEREAS**, the Park District was made aware of a 16' strip of land adjacent to the Iron Horse Trail right-of-way – parcel number 105334; and

**WHEREAS**, the a prorated cost is expected not to exceed Two Thousand One Hundred Sixty Two Dollars (\$2,162.00); and

**WHEREAS**, the City of Alliance is assisting the Park District in facilitating the acquisition process for the Park District and is willing to split the purchase price of the property; and

**WHEREAS**, Robert Fonte, Director is recommending to reallocate an amount not to exceed One Thousand Five Hundred Dollars (\$1,500.00) from the Iron Horse Trail Phase III-Contingency for the Right-of-Way on the Iron Horse Trail; and

**WHEREAS**, It is understood that the Stark County Park District may not be reimbursed through the Clean Ohio Trail Fund for the amount not to exceed One Thousand Five Hundred Dollars (\$1,500.00) for the Iron Horse Trail Phase III Project for the Right-of-Way of the Iron Horse Trail.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to reallocate an amount not to exceed One Thousand Five Hundred Dollars (\$1,500.00) from the Iron Horse Phase III Stark Parks Contingency for the Right-of-Way on the Iron Horse Trail.

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the Park Director to execute/sign agreements necessary to acquire the 16' strip in parcel 105334.

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

**DISCUSSION:**

R. Fonte stated that this location is better for the trail. The City of Alliance will partner with the Park District in order to acquire the right-of-way

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Bill Bryan, Denise Freeland, Ralph Dublikar, Pat Quick

**D. RESOLUTION: #19-09-071: 2019 Departmental Project Revision-Trail Access Info – Newsletters**

**WHEREAS**, the Stark County Park District Board of Park Commissioners approved the 2019 Project List & Budget that included the Trail Access Info Project as part of the 2019 Departmental Project List with Resolution #19-02-018; and

**WHEREAS**, the Trail Access Info Project totals Seventeen Thousand Three Hundred Fifty Dollars (\$17,350.00); and

**WHEREAS**, Eight Thousand Seven Hundred Fifty Dollars (\$8,750.00) was budgeted for printing and Eight Thousand Six Hundred Dollars (\$8,600.00) was budgeted for postage and mailing of the trail access information newsletters; and

**WHEREAS**, the price for printing of the trail access information newsletters has increased by Four Hundred Dollars (\$400.00) for a total printing cost of Nine Thousand One Hundred Five Dollars (\$9,105.00); and

**WHEREAS**, Aimee Engelhart, Marketing Administrator is recommending reallocating Four Hundred Dollars (\$400.00) from the Tam O'Shanter PR Project keeping the marketing departmental projects within budget.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to reallocate an amount not to exceed Four Hundred Dollars (\$400.00) from the Tam O'Shanter PR project to the Trail Access Info Project.

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

• **Reference 94**

**DISCUSSION:**

B. Wells stated the quotes came in higher than expected due to having four versions printed  
R. Fonte stated that the Park District wanted to customize the newsletters into four quadrants of Stark County to highlight what is going on in each specific area

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Bill Bryan, Denise Freeland, Ralph Dublikar, Pat Quick

**E. RESOLUTION: #19-09-072: Non-encumbered Expense-First Christian Church Supplies per Contract**

**WHEREAS**, the Stark County Park District has a contract with the First Christian Church in Alliance to provide restroom supplies for the trailhead restrooms; and

**WHEREAS**, there was an oversight in providing supplies in 2019; and

**WHEREAS**, funds are available in the operating budget in account 072.28.1035.63104 (Supplies & Materials-General).

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the non-encumbered payment to First Christian Church in Alliance for restroom supplies at the trailhead restroom along the Iron Horse Trail in an amount not to exceed Five Hundred Dollars (\$500.00) from account 072.28.1035.63104 (Supplies & Materials-General).

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

**DISCUSSION:**

R. Fonte stated this contract was drawn up when we first built the Iron Horse Trail. The previous operations manager would take supplies to them

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Bill Bryan, Denise Freeland, Ralph Dublikar, Pat Quick

**F. RESOLUTION: #19-09-073: Lease of Levitt House by Quail Hollow Volunteer Association for Storage of Historic Furniture for up to Nine Months**

**WHEREAS**, the Quail Hollow Volunteer Association (QHVA) desires temporary storage space for their historic furniture at Quail Hollow Park; and

**WHEREAS**, based on mutual agreement, the Park District and the QHVA have agreed to up to a nine (9) month lease of the Levitt House at Quail Hollow Park at the rate of One Dollar (\$1.00) per month for six (6) months and Four Hundred Dollars (\$400.00) per month for a maximum of three (3) additional months or a total of nine (9) months.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the Park Director to sign and execute the lease agreement for the QHVA temporary storage of their historic furniture at the Levitt House at Quail Hollow Park subject to approval to legal form and sufficiency by Attorney William Morris.

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

**DISCUSSION:**

R. Fonte attended the Quail Hollow Volunteer Association (QHVA) Board meeting and they were looking at storage units. R. Fonte offered for them to have storage space on-site at the Levitt House. They expect to be out within six months.

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Bill Bryan, Denise Freeland, Ralph Dublikar, Pat Quick

• *Reference 95*

**G. INFORMATIONAL: Review of Tam O'Shanter Master Plan and Park Tour**

Review of Tam O'Shanter Master Plan adopted on September 4, 2019 by the Park Board followed by a Tour of Tam O'Shanter Park

**DISCUSSION:**

S. Buell gave a high level overview of the Master Plan

R. Summers talked about the work that has been done to date with the trails and property line markers

T. Koch talked about the signage that the public will soon see about what is going on during the restoration

**3. ADJOURNMENT**

**BE IT RESOLVED** to adjourn at 5:11 p.m. Next scheduled meeting: October 2, 2019 at 2:00 p.m. at the Sippo Lake Clubhouse.

B. Bryan MOVED to adjourn the special meeting, which was SECONDED by P. Quick

MOTION CARRIED on a vote as follows:

Voting Aye: Bill Bryan, Denise Freeland, Ralph Dublikar, Pat Quick

**APPROVAL DATE:** October 2, 2019

ATTEST:

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Denise Freeland, Vice 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, Executive Assistant/Clerk to the Board  
Stark County Park District

- **Reference 96**