

Stark County Park District Park Board – Regular Meeting Minutes
Sippo Lake Clubhouse
March 6, 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, Ralph Dublikar, Bill Bryan

STAFF PRESENT:

Robert A. Fonte, Park Director/Secretary to the Board
Barbara Wells, Finance Manager
Corianne Kocarek, Clerk to the Board

GUESTS PRESENT:

Robert F. Fay
Max Colcomber

B. Adoption of Agenda

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

DISCUSSION:

None

MOTION CARRIED on a vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Ralph Dublikar, Bill Bryan

2. PUBLIC COMMENT

R. Fay wanted to thank R. Fonte for attending the Hills & Dales Village council meeting last month. Good information was shared and the residents really appreciated it.

3. APPROVAL OF MINUTES:

WHEREAS, minutes from the February 13, 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 February 13, 2019 Regular Park Board meeting as submitted.

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

DISCUSSION:

None

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

Voting Aye: Andy Hayden, Denise Freeland, Ralph Dublikar

4. FINANCIAL REPORTS

WHEREAS, the monthly Financial Report and Summary Financial Report for the period ending January 31, 2019 have been submitted to the Board for review.

• **Reference 24**

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 January 31, 2019 as submitted.

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

DISCUSSION:

R. Fonte stated that the Summary Financial Report was completed only with a significant effort by B. Wells and the Finance Department staff

B. Wells stated it was completed on February 28 for the January financials

R. Fonte provided the Park Board with a copy of a letter from a finance team member at the County that the Park Director c-signed. The letter stated that the new OneSolution Software was not working as promised and called for a meeting of all users and the OneSolution representative

A. Hayden questioned who the project manager was at the County

B. Wells answered that it was Mike Minor

R. Fonte stated that what used to take two steps in the former system to produce a report now takes six

A. Hayden asked if the whole system has the potential to be scrapped

R. Fonte stated that it could be, but costs have been incurred

A. Hayden asked when the meeting with the County is scheduled

R. Fonte answered that is has not been set

B. Well noted that she has confidence in the accuracy of the Summary Financial Report, but is not confident in the process and how long it takes to arrive at the report and to balance for the month

MOTION CARRIED on a vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Ralph Dublikar

5. APPROVAL OF PAYROLLS AND BILLS

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

DISCUSSION:

B. Wells stated that the report was not able to be produced

A. Hayden stated that the Park District is paying their bills and the Park Board will review when it becomes available

6. OLD BUSINESS

A. Informational: Upcoming Events

DISCUSSION:

R. Fonte highlighted the dates for the Tam O'Shanter Public meetings on March 19, 2019 and May 23, 2019, both at 6:00 p.m. and at the Tam O'Shanter Clubhouse

B. Informational: Eagles' Nest at Walborn Reservoir

DISCUSSION:

R. Fonte stated that he visited the Eagle's nest over the weekend and confirmed, they are sitting on the nest

A. Hayden asked what the law was for flying a drone over top of the nest to view it

R. Fonte stated it has to be at least 600 feet away. The tree had been struck by lightning prior to the eagles building their nest. The Park District wanted to get a camera on the nest, but it is not safe to have a trained professional climb the tree to install the technology

• **Reference 25**

C. Informational: Mileage Reimbursement (Personal Vehicle Use) Exhibit A

DISCUSSION:

A. Hayden asked if this would follow the same rules as government does for reimbursement

R. Fonte answered yes, we are trying to work out the details with the Auditor's Office regarding taxable versus non-taxable reimbursement

7. NEW BUSINESS

A. RESOLUTION: #19-03-026: Wildlife Conservation Center Note Sale

WHEREAS, the Stark County Park District Board of Commissioners previously approved the issuance of the Wildlife Conservation Center Note Sale with Resolution: #17-04-038, #17-05-047 and #18-03-018; and

WHEREAS, the Financial Manager, Barb Wells recommends reissuing a note of One Million Six Hundred Thousand Dollars (\$1,600,000.00); and

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the Financial Manager, Barb Wells to proceed with necessary actions to prepare documents and solicit quotes to reissue the Wildlife Conservation Center Note in the amount of One Million Six Hundred Thousand Dollars (\$1,600,000.00) subject to the Stark County Park Board of Commissioners reviewing and approving said documents and rate in a future meeting.

D. Freeland 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, Ralph Dublikar, Bill Bryan

B. RESOLUTION: #19-03-027: Board of Commissioners, Stark County, Ohio – Procurement Card Policy (Exhibit B)

WHEREAS, the Stark County Park District utilizes two county administered credit cards; and

WHEREAS, it was determined by the Financial Manager and the Auditor of State that a procurement card policy be adopted; and

WHEREAS, the policy is attached as Exhibit B.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to adopt the Board of Commissioners, Stark County, Ohio – Procurement Card Policy as attached in Exhibit B.

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

DISCUSSION:

B. Bryan asked for clarification as to what this policy was

B. Wells stated that the Auditor of State requires a policy for using a County credit card and the Stark County Park District should adopt their policy

R. Fonte stated that we currently have these controls in place, this formally adopts the policy

A. Hayden stated that the Park District will not be using the card for any more or less, correct?

B. Wells stated correct

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Ralph Dublikar, Bill Bryan

• **Reference 26**

C. RESOLUTION: #19-03-028: Stark Mental Health and Recovery – Mindfulness Walk Trail

WHEREAS, the Stark Mental Health and Recovery (SMHAR) agency desires to partner with Stark Parks for the construction, marketing and signage of the Petros Lake Park Mindfulness Trail; and

WHEREAS, the SMHAR agency has agreed to provide Ten Thousand Dollars (\$10,000.00) of funding for project construction; and

WHEREAS, the Project & Administration Manager recommends that the project will be more efficient if the Park District purchases the construction materials and is then reimbursed by SMHAR in an amount not to exceed Ten Thousand Dollars (\$10,000.00); and

WHEREAS, it is necessary to amend the 2019 Budget by an amount not to exceed Ten Thousand Dollars (\$10,000.00) for the completion of the Petros Lake Park Mindfulness Walk Trail.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the additional reimbursable amount for the Petros Lake Park Mindfulness Walk Trail in an amount not to exceed Ten Thousand Dollars (\$10,000.00).

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners to amend the 2019 Budget by an amount not to exceed Ten Thousand Dollars (\$10,000.00) for the completion of the Petros Lake Park Mindfulness Walk Trail.

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

DISCUSSION:

R. Fonte stated this project is in the budget, but it is in four parts; Stark Parks: Construction \$10,000.00, Marketing \$10,000.00 and Stark Mental Health and Recovery (Stark MHAR): Marketing: \$10,000.00 and Signage \$10,000.00 (reimbursed). This resolution is for the \$10,000.000 in reimbursable signage form Stark MHAR

A. Hayden questioned if this is a one-time walk

R. Fonte stated this is a permanent trail with ten stations and is sensory based. The goal is to open it in May to the public. The theme goes along with our goal of highlighting mental health by taking a walk in the park

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Ralph Dublikar, Bill Bryan

D. RESOLUTION: #19-03-029: 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 Deer Creek project budget included Sixty Two Thousand Nine Hundred and Twelve Dollars and Twenty-Two Cents (\$62,912.22) from Ohio Department of Transportation (ODOT) funds; and

WHEREAS, the Fry Family Park parking lot is also being developed and is eligible for ODOT paving funds; and

WHEREAS, it will be more cost-effective to prioritize the Fry Family Park parking lot for completion with ODOT paving funds; and

WHEREAS, a reallocation of the funds is needed from the Deer Creek project to Fry Family Park project to utilize these funds by the June 30, 2019 deadline to encumber ODOT funds; and

WHEREAS, the park district plans to utilize ODOT funds from the next biennium for the Deer Creek project.

• **Reference 27**

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 Deer Creek project to the Fry Family Park project.

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

DISCUSSION:

R. Fonte stated that funds were already allocated; but because of the timing, the Park District was told that the funds from the Ohio Department of Transportation (ODOT) need to be encumbered by June 1, 2019. The funds are planned to be used for the parking lot at Fry Family Park. Another allocation will be coming on July 1, 2019 and will be allocated towards the Deer Creek project. This is not an increase in the budget, just a reallocation of money to a different paving project

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Ralph Dublikar, Bill Bryan

E. RESOLUTION: #19-03-030: Clean Ohio Trail Fund Grant Agreement for Iron Horse Trail – Phase 3

WHEREAS, the Stark County Park District Board of Park Commissioners approved the application of grant funding in an amount not to exceed Five Hundred Thousand Dollars (\$500,000.00) with Resolution #18-01-011; and

WHEREAS, the Park District has received a Clean Ohio Trail Fund grant for the projects including development of urban trail linkages and development and construction of new trails; and

WHEREAS, the grant funding is in an amount not to exceed Four Hundred Seventeen Thousand One Hundred Ninety Five Dollars and Ninety Cents (\$417,195.90); and

WHEREAS, the grant contains a match requirement of Twenty-Five Percent (25%), or One Hundred Thirty Nine Thousand Sixty Five Dollars and Thirty Cents (\$139,065.30), which the Park District plans to provide the match in the form of Stark Park's force account labor for trail construction and right-of-way provided by the City of Alliance and The University of Mount Union; and

WHEREAS, it is necessary to amend the 2019 Budget by an amount not to exceed Four Hundred Seventeen Thousand One Hundred Ninety Five Dollars and Ninety Cents (\$417,195.90) for the completion of the Iron Horse Trail Phase 3.

NOW, THEREFORE BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to designate Robert A. Fonte, Park Director, as agent and authorize the Park Director (agent) to sign/execute the grant agreement and any paperwork necessary to complete the Iron Horse Trail – Phase 3; and

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners to accept the grant award by an amount not to exceed Four Hundred Seventeen Thousand One Hundred Ninety Five Dollars and Ninety Cents (\$417,195.90) for the completion of the Iron Horse Trail Phase 3 grant.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners to amend the 2019 Budget by an amount not to exceed Four Hundred Seventeen Thousand One Hundred Ninety Five Dollars and Ninety Cents (\$417,195.90) for the completion of the Iron Horse Trail Phase 3.

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

DISCUSSION:

R. Fonte stated this trail is through the City of Alliance. The Park District has a signed an agreement with the City from Prospect Street through the University of Mount Union to State Street (about two miles)

A. Hayden asked where this was on the construction schedule

R. Fonte stated that the Park District has to have the trees down by April 1 due to disturbing the Indiana Bat habitats

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Ralph Dublikar, Bill Bryan

F. RESOLUTION: #19-03-031: Magnolia Mill State Capital Grant

WHEREAS, the Stark County Park District received a grant for State Capital Funds for continuation of the rehabilitation work at the Magnolia Flouring Mills, including foundation repairs, as the design and improvements to the site, through Senate Bill (S.B. 51) Capital Improvement Community Recreation Project in the amount of Two Hundred Fifty Thousand Dollars (\$250,000); and

WHEREAS, this grant does not require a match; and

WHEREAS, Five Thousand Dollars (\$5,000.00) of the total project appropriation will be retained by the Ohio Division of Natural Resources for the administration of the project leaving the balance of Two Hundred Forty Five Thousand Dollars (\$245,000.00) to be awarded to the park district.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the Park Director to enter into a grant agreement for S.B. 51 Capital Improvement Community Recreation Project and to execute any paperwork necessary to complete the project in the amount of Two Hundred Forty Five Thousand Dollars (\$245,000.00).

BE IT FURTHER RESOLVED by the Stark County Park District Board of Park Commissioners to accept the State Capital Funds and amend the 2019 Park Budget in the amount of Two Hundred Forty Five Thousand Dollars (\$245,000.00).

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

DISCUSSION:

None

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Ralph Dublikar, Bill Bryan

G. RESOLUTION: #19-03-032: Project: Tables and Chairs

WHEREAS, the Stark County Park District Board of Park Commissioners approved the 2019 Project List & Budget with Resolution #19-02-018, which included a departmental project for Tables and Chairs in the amount of One Thousand Five Hundred and Twenty Dollars (\$1,520.00); and

WHEREAS, the proposed project did not include Canopies in the description; and

WHEREAS, it is requested to update the project description to include Canopies as well as the Tables and Chairs with no change in the budget of One Thousand Five Hundred and Twenty Dollars (\$1,520.00); and

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the updating of the project description to include Tables, Chairs and Canopies.

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

DISCUSSION:

R. Fonte stated the application for the project listed the tables, chairs and the canopies. This is not a change in the budget, just a clarification. The summary sheet that the Park Board approved only included the tables and chairs

MOTION CARRIED on a roll call vote as follows:

Voting Aye: Andy Hayden, Denise Freeland, Ralph Dublikar, Bill Bryan

• **Reference 29**

9. DIRECTOR'S REPORT

A. 2019 Project List and Budget

DISCUSSION:

A. Hayden thanked the staff for taking care of the large tree on the Middle Branch Trail after the wind storm. The Rangers closed the trail right away

R. Fonte stated the project list are all projects that the Park Board adopted at the February Park Board meeting

B. Director's Report

R. Fonte addressed the Park Board on the following Updates:

- The Deer Creek Boat Ramp has been constructed after all of the rain and ice from the winter weather
- The Nimisila Creek Preserve project includes a grant from the Water Resource Restoration Sponsor Program (WRRSP), The Conservation Fund, Natural Resource Advisory Council (NRAC) and Muskingum Watershed Conservancy District (MWCD). The Park District is currently waiting on the MWCD grant. NRAC will not cost share on the easement funds. Fish and Wildlife is having concerns about the gas storage wells located throughout the property. The Park District is at risk on the \$20,000.00 payment if the grants fall through
- The Green Committee has prepared a proposal for the management team to consider coordinating purchasing among departments by
 - Eliminating excess inventory by sharing current inventories among buildings
 - Buying "green"/recycled products where practical
 - Standardizing supply orders (example: Stark County Park District buys 10 cent Bic's over \$5 gel pens)
- The marketing department did a wonderful job drafting the 2018 Annual Report. There will be a summarized version that emphasizes the last five year plan and what the Park District is working on for the next five years.

10. EXECUTIVE SESSION

BE IT RESOLVED, to adjourn into Executive Session at 2:48 p.m. to consider the employment 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). To consider the purchase of property for public purposes, and/or for the sale of property at competitive bidding pursuant to division (G) (2) of this section of the ORC and to discuss matters required to be kept confidential state statutes pursuant to division (G) (5) of this section of the ORC.

B. Bryan 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, Bill Bryan

11. RECONVENE FROM EXECUTIVE SESSION

BE IT RESOLVED to reconvene to Regular Session at 3:21 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, Ralph Dublikar, Bill Bryan

• **Reference 30**

12. ADJOURNMENT

BE IT RESOLVED to adjourn at 3:22 p.m. Next scheduled meeting: April 3, 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: Andy Hayden, Denise Freeland, Ralph Dublikar, Bill Bryan

APPROVAL DATE: April 3, 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 31**