

STARK COUNTY PARK DISTRICT
PARK COMMISSION MEETING AGENDA

Wednesday, May 6, 2020 @ 2:00 P.M.

Teleconference Via Live Streaming

1. CALL TO ORDER

- A. Roll Call of Members: A. Hayden, D. Freeland, W. Bryan, R. Dublikar, P. Quick
- B. Adoption of Agenda: MOTION to approve the agenda
_____ MOVED _____ SECONDED. Discussion Vote

2. PUBLIC COMMENT

- 3. APPROVAL OF MINUTES:** MOTION to approve the April 1, 2020 Regular Board Meeting minutes
_____ MOVED _____ SECONDED. Discussion Vote
- APPROVAL OF MINUTES:** MOTION to approve the April 29, 2020 Special Board Meeting minutes
_____ MOVED _____ SECONDED. Discussion Vote

- 4. FINANCIAL REPORTS:** March 2020 MOTION to accept for audit the Financial Report and Summary Financial Report for the period ending March 31, 2020 as submitted.
_____ MOVED _____ SECONDED. Discussion
- A. Summary Financial Report
 - B. Budget
 - C. Grant Status

Vote

- 5. PAYROLLS & BILLS:** March 2020 MOTION to accept for audit the Payrolls & Bills for the period ending March 31, 2020 as submitted.
_____ MOVED _____ SECONDED. Discussion Vote

6. OLD BUSINESS

- A. Informational: Upcoming Events (All events are subject to the Ohio Department of Health "Director's Stay at Home Order")

7. NEW BUSINESS

- A. Resolution: #20-05-030: Adoption of Telecommuting Policy (Exhibit A)
_____ MOVED _____ SECONDED. Discussion Vote
- B. Resolution: #20-05-031: 2020 Project List & Budget (Exhibit B)
_____ MOVED _____ SECONDED. Discussion Vote
- C. Resolution: #20-05-032: 2020 Budget: Certificates of Resources/Appropriation
_____ MOVED _____ SECONDED. Discussion Vote
- D. Resolution: #20-05-033: 2020 Staffing Updates
_____ MOVED _____ SECONDED. Discussion Vote

8. DIRECTOR'S REPORT

- A. Director's Report

- 9. EXECUTIVE SESSION:** MOTION to adjourn into Executive Session at (time) to consider: MOTION
_____ MOVED _____ SECONDED. Discussion Vote

X to consider the appointment, employment, dismissal, discipline, promotion, demotion, and/or compensation 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.

_____ to conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action pursuant to division (G)(3) of this section of the ORC.

X to prepare for, conduct, and/or review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment pursuant to division (G)(4) of this section of the ORC.

_____ to discuss matters required to be kept confidential by federal law or rules and/or state statutes pursuant to division (G) (5) of this section of the ORC.

_____ to discuss specialized details of security arrangements pursuant to division (G) (6) of this section of the ORC.

Roll Call of Members: A. Hayden, D. Freeland, W. Bryan, R. Dublikar, P. Quick

10. ADJOURNMENT MOTION _____ MOVED _____ SECONDED. [Discussion Vote](#)

NOTE:

**NEXT REGULAR SCHEDULED MEETING: June 3, 2020
at 2:00 PM at TBD**

STARK COUNTY PARK DISTRICT

Summary and Recommendations of Agenda Items

CATEGORY: OLD BUSINESS

SUBJECT: Informational: Upcoming Events (All events are subject to Ohio Department of Health "Director's Stay at Home Order")

EVENT	DATE	TIME	LOCATION	BOARD MEMBER
Friends of Stark Parks Meeting	Wednesday, May 13, 2020	4p	Teleconference	Bill Bryan
Spring Plant Sale	Saturday, May 16, 2020	9a-1p	Sippo Lake Park Exploration Gateway (pre-order & pick-up only)	
Park Board Meeting	Wednesday, June 3, 2020	2p	TBD	
Friends of Stark Parks Meeting	Wednesday, June 10, 2020	4p	TBD	Pat Quick

STARK COUNTY PARK DISTRICT

Summary and Recommendations of Agenda Items

CATEGORY: NEW BUSINESS
SUBJECT: Adoption of Telecommuting Policy
RESOLUTION: #20-05-030

WHEREAS, it was determined by the Stark County Park District Director that there is a need for a Telecommuting Policy; and

WHEREAS, the recommended policy is attached as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to adopt the Telecommuting Policy as attached as Exhibit A.

_____ MOVED to adopt this resolution, which was SECONDED by _____.

DISCUSSION:

MOTION CARRIED on a roll call vote as follows:

Voting Aye:

Voting Nay:

Telecommuting Policy

Due to the nature of the parks interactive face to face, business model and driven by our mission to serve the community through recreation, conservation and education Stark Parks reserves the use of telecommuting options as an opportunity during potential business hardships or in unusual cases where our face to face model will not best serve the public at large. The option to telecommute will be reviewed case by case and is typically granted on a somewhat short term (6 months or less) basis.

Telecommuting allows employees to work at home, or in a satellite location for all or part of their typical workweek. Telecommuting may be appropriate for some employees and jobs but not for others. The benefits of telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of your employment.

Procedures

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below.

Any telecommuting arrangement made will be on a trial basis for the first three months with check in's as appropriate and may be discontinued at will and at any time at the request of either the telecommuter or Stark Parks. Every effort will be made to provide a 7 days' notice of such change to accommodate commuting or other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Eligibility

Individuals requesting formal telecommuting arrangements must be employed with Stark Parks for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record (no active and ongoing disciplinary write up's or counseling sessions) within the last 12 months or last review period, whichever is greater.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the human resource manager, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability— the employee and manager will assess the needs and work habits of the employee as appropriate for successful telecommuters.
- Job responsibilities— the employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs—workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- Tax and other legal implications—the employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee, their manager and the park director agree, the human resource department will draft a telecommuting agreement to be signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face or video conference meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, Stark Parks will determine, with information supplied by the employee and the direct supervisor and park director, the appropriate equipment needs (including hardware, software, and other office equipment) for each telecommuting arrangement. The human resource manager and information system administrator will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Stark Parks accepts no responsibility for damage or repairs to employee-owned equipment and equally, reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to Stark Parks no later than the last day employee is paid/employed.

Stark Parks may reimburse the employee for business-related expenses, such as phone calls and shipping costs that are reasonably incurred in carrying out the employee's job provided the employee follows all current purchasing procedures (i.e. prior approval from supervisor, purchase order in place, etc.).

Employee will be responsible for ensuring they have the appropriate internet speed and connection to support the telecommuting work, this expense is not reimbursable through the organization.

The employee will establish an appropriate work environment within his or her home for work purposes. Stark Parks will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Any suspicion of a breach of security or theft of Park property or information will need to be reported to the employee's supervisor immediately but no later than the end of the next day in question.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable per Stark Parks' current injury report practices. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Krono's time-keeping system - <https://kronos.starkcountyohio.gov/wfc/navigator/logon>. Please refer to standard operating procedure Kronos PC Punching Instructions found on the shared drive under the SOP Administration/Finance folder.

Telecommuting employees will have set schedule of work time as agreed upon that will in most instances mimic Stark Parks' typical business hours of 8:00a – 4:00p, Monday through Friday unless otherwise specified. It is expected that employees are readily available for work purposes during this defined timeframe.

Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement and may lead to termination of employment. All other policies in place regarding time worked apply please consult our employee handbook for additional information.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for special circumstances (including emergencies and statewide closures). These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All ad hoc telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization and will need to be discussed and approved by your manager and park director.

STARK COUNTY PARK DISTRICT

Summary and Recommendations of Agenda Items

CATEGORY: NEW BUSINESS
SUBJECT: 2020 Project List & Budget
RESOLUTION: #20-05-031

WHEREAS, all 2020 proposed county-wide projects and as well as individual department projects, have been reviewed and prioritized in Exhibit B; and

WHEREAS, the Park Director has proposed that the projects listed under “Category 1” be approved for inclusion in the 2020 Budget.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the attached recommended 2020 Category 1 Project List & Budget Exhibit B.

BE IT FURTHER RESOLVED, to authorize the appropriation of funds from the Project Fund-Unallocated Account 072.28.0000.65000 as they become available in accordance with the previously approved budget (Resolution #: 19-12-101) and the herein approved 2020 Project List & Budget.

BE IT FURTHER RESOLVED, to authorize the Park Director to place for Public Bid or Request for Qualifications (RFQ’s) those items exceeding Fifty Thousand Dollars (\$50,000.00) to complete the 2020 Project List & Budget unless the items are purchased in accordance with park policies or from the state bid list.

BE IT FURTHER RESOLVED, to authorize the Park Director to award the contracts to the lowest and/or best bids or highest ranked qualifications submitted, provided the total project cost of each project does not exceed the original project budget.

BE IT FURTHER RESOLVED, to authorize the Park Director to sign/execute any contracts or change orders necessary to complete the 2020 Project List & Budget provided the total project cost does not exceed the original project budget as approved by the Stark County Park District Board of Park Commissioners.

_____ MOVED to adopt this resolution, which was SECONDED by _____.

DISCUSSION:

MOTION CARRIED on a roll call vote as follows:

Voting Aye:

Voting Nay:

STARK COUNTY PARK DISTRICT

Summary and Recommendations of Agenda Items

CATEGORY: NEW BUSINESS
SUBJECT: 2020 Budget: Certificates of Resources/Appropriation
RESOLUTION: #20-05-032

WHEREAS, the Stark County Park District receives funding through various entities for project and land purchases; and

WHEREAS, funds in the total amount of Three Million Fifty Three Thousand Seven Hundred Ninety Five Dollars (\$3,053,795.00) are anticipated to be received in 2020 from the following sources:

- The Conservation Fund – Two Hundred Three Thousand Eight Hundred Dollars (\$203,800.00)
- Water Resource Restoration Sponsor Program – One Hundred Seventy Eight Thousand One Hundred Two Dollars (\$178,102.00)
- Bayer of North America Bee Care Program – Five Thousand Dollars (\$5,000.00)
- State Capital Grant – Two Hundred Forty Five Thousand Dollars (\$245,000.00)
- Cleveland Area Mountain Bike Association (CAMBA) – One Thousand Two Hundred Dollars (\$1,200.00)
- Natural Resources Advisory Council (NRAC) – Nine Hundred Sixty Two Thousand One Hundred Forty Four Dollars (\$962,144.00)
- Clean Ohio Trail Fund – Four Hundred Seventeen Thousand Dollars (\$417,000.00)
- Jackson Township – Seventy Thousand Dollars (\$70,000.00)
- Jackson Local Schools – Seventy Thousand Dollars (\$70,000.00)
- Ohio Attorney General’s Ohio Law – Two Thousand Two Hundred Fifty Dollars (\$2,250.00)
- Stark County District Library – Two Thousand Eight Hundred Twenty Eight Dollars (\$2,828.00)
- Deuble Foundation – Twenty Five Thousand Dollars (\$25,000.00)
- Stark Community Foundation – Eighty Three Thousand Three Hundred Thirty Three Dollars (\$83,333.00)
- City of Canal Fulton – Five Thousand Five Hundred Thirty Two Dollars (\$5,532.00)
- Ohio Department of Transportation – Thirty Seven Thousand Five Hundred Twenty Six Dollars (\$37,526.00)
- Ohio Department of Transportation (Federal Indirect) – Twenty Six Thousand Three Hundred Eighty One Dollars (\$26,381.00)
- State Capital Grant – Five Hundred Thirty Seven Thousand Four Hundred Thirty Seven Dollars (\$537,437.00)
- Natural Resources Advisory Council (NRAC) – One Hundred Eighty One Thousand Two Hundred Sixty Two Dollars (\$181,262.00)

WHEREAS, funds in the total amount of Two Hundred Thirty Two Thousand Dollars (\$232,000.00) are anticipated to not be received in 2020 due to the pandemic from the following sources:

- Revenue Rebudget – User Fees – Minus Sixty Five Thousand (-\$65,000.00)
- Revenue Rebudget – Sales-Marinas – Minus One Hundred Twenty Five Thousand Dollars (-\$125,000.00)
- Revenue Rebudget – User Fees-Exploration Gateway – Minus Twenty Two Thousand (-\$22,000.00)
- Revenue Rebudget – Sales-Exploration Gateway Bookstore – Minus Twenty Thousand (-\$20,000.00)

WHEREAS, it is necessary to amend the 2020 Budget by an amount not to exceed Two Million Eight Hundred Twenty One Thousand Seven Hundred Ninety Five Dollars (\$2,821,795.00) for the completion of the 2020 Project List & Budget.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to amend the 2020 Budget by an amount not to exceed Two Million Eight Hundred Twenty One Thousand Seven Hundred Ninety Five Dollars (\$2,821,795.00) for the completion of the 2020 Project List & Budget.

_____ MOVED to adopt this resolution, which was SECONDED by _____.

DISCUSSION:

MOTION CARRIED on a roll call vote as follows:

Voting Aye:

Voting Nay:

STARK COUNTY PARK DISTRICT

Summary and Recommendations of Agenda Items

CATEGORY: NEW BUSINESS
SUBJECT: 2020 Staffing Updates
RESOLUTION: #20-05-033

WHEREAS, the Stark County Park District Board of Park Commissioners approved the 2020 Budget that included staffing with Resolution #19-12-101; and

WHEREAS, with the promotion of Justin Laps to Chief, we are proposing to eliminate his former position of Captain and create a new rank of Sergeant not to exceed an annualized increase of Three Thousand Five Hundred Dollars (\$3,500.00), so as to have a rank officer on each shift without increasing current staff positions; and

WHEREAS, there is a need for reclassifying the remaining contingent employee position within the Operations Department to a full time Crew Worker I position to adequately maintain our Parks and Trails effective as of May 14, 2020; and

WHEREAS, to be prepared to respond to the unanticipated needs under the COVID-19 pandemic the Director and Financial Manager recommend the re-allocation of Sixty Thousand Dollars (\$60,000.00) from salaries for Enterprise seasonal employees to overtime for our current employees; and

WHEREAS, these recommended changes are within the 2020 Budget that was adopted with Resolution #19-12-101.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to add the rank of Sergeant to the Public Safety Department not to exceed an annualized increase of Three Thousand Five Hundred Dollars (\$3,500.00); and

BE IT FURTHER RESOLVED, to reclassify the contingent employee to a full time employee in the Operations Department as a Crew Worker I effective as of May 14, 2020; and

BE IT FURTHER RESOLVED, to create an overtime category in the amount of Sixty Thousand Dollars (\$60,000.00) under Enterprises to be allocated to various departments as approved by the Director and Financial Manager as needed to continue to provide a safe environment to the public.

_____ MOVED to adopt this resolution, which was SECONDED by _____.

DISCUSSION:

MOTION CARRIED on a roll call vote as follows:

Voting Aye:

Voting Nay:

Stark County Park District
DIRECTOR'S REPORT
April 1-30, 2020

4/1/2020	– Attended Park Board Meeting via Video Conference
4/2/2020	– Attended Canton Regional Society of Professional Engineers (CRSPE) Online Conference
4/3/2020	– Attended Conference Call with Squires Regarding Note Sale
4/6/2020	– Attended Weekly State Parks and Metro Parks Call with Ohio Parks and Recreation Association (OPRA)
4/7/2020	– Conducted Managers and Supervisors Meeting via Video Conference
4/8/2020	– Attended Friends of Stark Parks Board Meeting via Video Conference
4/13/2020	– Attended Weekly State Parks and Metro Parks Call with Ohio Parks and Recreation Association (OPRA)
4/20/2020	– Attended Weekly State Parks and Metro Parks Call with Ohio Parks and Recreation Association (OPRA)
4/21/2020	– Conducted Managers and Supervisors Meeting via Video Conference
4/24/2020	– Half-day Vacation
4/27/2020	– Attended Weekly State Parks and Metro Parks Call with Ohio Parks and Recreation Association (OPRA)
	– Attended Visit Canton April Executive Committee Conference Call
	– Attended Stark County Area Transportation Study (SCATS) Online Meeting
	– Attended National Association of County Park and Recreation Officials (NACPRO) Board Meeting Conference Call
4/28/2020	– Attended Meeting to Close on Keim Property at Cornerstone Estate Title
4/29/2020	– Conducted Managers and Supervisors Meeting via Video Conference
	– Attended Special Park Board Meeting via Video Conference
4/30/2020	– Conducted Managers and Supervisors Meeting via Video Conference