

Stark County Park District Park Board – Regular Meeting Minutes
Exploration Gateway Rooms A & B (Lower Level)
Tuesday, September 1, 2020
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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 2:02 p.m.

A. Roll Call of Members:

MEMBERS PRESENT:

Denise Freeland, Bill Bryan, Ralph Dublikar, Pat Quick, Andy Hayden (excused)

STAFF PRESENT:

Robert A. Fonte, Park Director/Secretary to the Board
Corianne Kocarek, Executive Assistant/Clerk to the Board
Barb Wells, Financial Manager
Sarah Buell, Projects and Administration Manager
Dani McGuinness, Human Resources Manager
Rick Summers, Operations Manager

GUESTS PRESENT:

None

B. Adoption of Agenda

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

DISCUSSION:

None

MOTION CARRIED on a vote as follows:

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

2. PUBLIC COMMENT

None

3. STAFF PRESENTATION: Dani McGuinness, Human Resources Manager

D. McGuinness provided an update to the Park Board from the Human Resources and Volunteer Department.

- Organizational Structure – currently a total of 80 employees (63 full time, 9 part time, 8 seasonal)
- Metrics – Turnover/Retention (permanent, year round positions)
 - 2020 – July 2020 ~ 11.5% turnover rate (5 full time positions, 4 part time positions)
 - 2019 – July 2019 ~6% turnover rate (2 full time positions, 2 part time positions)
 - 2018 – July 2018 ~13% turnover rate (7 full time positions, 2 part time positions)
 - New Hires 2020 – 2 full time, 1 part time and 8 seasonal employees
- 2020 “We Adapt” – in a typical year the Park District averages 110-115 employees, we are currently at 80
 - Re-assignments (between 4 departments) to keep staff productive
 - 2 Administration Staff to Marinas
 - 4 Education Staff to Wildlife Center Rehabilitation
 - 2 Education Staff to Natural Resources
 - 1 Natural Resources Staff to Operations
 - 2 Maintenance/Facilities Staff to Parks and Trails

• **Reference 73**

- 2020 Volunteers “Yes, We Can”
 - 2020 – 77 New Volunteers
 - Opportunities Include:
 - Trailblazers and Tailblazers
 - FeLeap Appearances
 - Small Group Clean-up’s
 - Individual/Household Clean-up’s
 - Citizen Scientist Projects (FrogWatch, Eagle Watchers, Bluebird Box Monitoring)
 - Quail Hollow Garden Work
 - Selective Wildlife Center Volunteers
 - Eagle Scout Volunteers
 - Mask Making
 - ZOOM Trainings:
 - Trailblazers
 - iNaturalist
 - 2020 In Review & Ongoing
 - COVID-19 Response, March 2020
 - COVID-19 Return to Work, April 2020
 - Teleworking Policy
 - Marina Hiring
 - Staff Re-Assignments
 - COVID Tracing, July 2020 and Ongoing
 - Union Contract Negotiations
 - Compensation Study
 - Employee Satisfaction Survey 2020
 - Volunteer Engagement 2021

DISCUSSION:

R. Fonte stated it’s been a challenging year for Human Resources as you can imagine

4. APPROVAL OF MINUTES:

WHEREAS, minutes from the August 4, 2020 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 4, 2020 Regular Park Board meeting as submitted.

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

DISCUSSION:

None

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

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

5. FINANCIAL REPORTS

WHEREAS, the monthly Financial Report and Summary Financial Report for the period ending July 31, 2020 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 Report and Summary Financial Report for the period ending July 31, 2020 as submitted.

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

DISCUSSION:

R. Fonte stated that financially the Park District made good decisions to keep us going into 2021. We made an effort not to lay anyone off and sharing employees across departments helped to keep staff working and productive

MOTION CARRIED on a vote as follows:

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

6. APPROVAL OF PAYROLLS AND BILLS

WHEREAS, copies of payroll and bills for the month of July 2020 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 payroll and bills for July 31, 2020 as submitted.

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

DISCUSSION:

None

MOTION CARRIED on a vote as follows:

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

7. OLD BUSINESS

A. Informational: Upcoming Events

DISCUSSION:

R. Fonte encouraged the Park Board Members to participate in the Rockin' and Rollin' on the River fundraiser with Friends of Stark Parks

S. Buell stated there are currently seven (7) couples registered to attend

P. Quick asked what the deadline was to register

S. Buell stated it is this Thursday, September 3 in order to have the food and beverages ordered

D. Freeland asked if Friends of Stark Parks needed any raffles

S. Buell stated she would find out

B. Informational: 2021 Proposed Budget

DISCUSSION:

R. Fonte stated all County departments and Agencies have to submit a budget to the Budget Commission. 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: #20-09-057: Extend Union Contract

WHEREAS, the Stark County Park District Board of Park Commissioners previously approved with Resolution #19-12-103 an extension of the Union Contract between the Stark County Park District and AFSCME Ohio Council 8 Local 2183; and

WHEREAS, the extension of the agreement was effective January 1, 2020 through March 31, 2020, and continued to automatically extend every two (2) weeks unless either party chose not to do so; and

WHEREAS, the Union Negotiating Team has agreed that the current contract be extended through December 31, 2020 on the condition that the contract is amended in accordance with Exhibit B and further conditioned that the Stark County Park District Board of Park Commissioners agrees to enter into a contract with an independent consultant to review the "Hay System for Merit Pay" which has not been reviewed by an independent consultant since 2001; and

WHEREAS, the Union Negotiating Team has agreed to meet with the Park Negotiating Team with the intention of negotiating a new three year contract for January 1, 2021 through December 31, 2023; and

- **Reference 75**

WHEREAS, the parties agree to the wages retroactive to January 1, 2021 upon the completion of the new three year contract for January 1, 2021 through December 31, 2023.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to:

- approve extending the current contract as amended in accordance with Exhibit B as attached
- enter into a consulting contract to review the “Hay System for Merit Pay.”

BE IT FURTHER RESOLVED, to authorize the Park Director, Robert A. Fonte to review and sign the Union Contract Extension Agreement as revised and attached as Exhibit B.

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

DISCUSSION:

R. Fonte stated this officially extends the current Union contract until the end of the year. This excludes any raises and calls for an additional personal day for each employee to be scheduled with their supervisor and is to be used by the end of the first quarter (prior to the busy season). This is not an outlay of cash, but just the loss of a day. We feel it is a reasonable settlement based on how we have all gotten through the pandemic. The second goal is to update the salary system (this has not been done since 2001) and make sure we are in line with our current pay system. This will benchmark what we are doing and educate the current management team on how all of the information is pulled together, as well as helping us to stay current moving forward

MOTION CARRIED on a vote as follows:

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

B. RESOLUTION: #20-09-058: 2020 Department Project Revision-Salary Survey Project

WHEREAS, the 2020 Project List & Budget was approved by the Stark County Park District Board of Commissioners by resolution #20-05-031 on May 6, 2020; and

WHEREAS, the 2020 Administration & HR Departmental Project Budget includes the Hay Evaluation (Korn Ferry) Project as a category two (2) project in the amount of Fifty Thousand Dollars (\$50,000.00); and

WHEREAS, in 2001, Stark County Park District (SCPD) contracted with Korn Ferry formerly known as Hay Group to review and evaluate all jobs and pay ranges within the park; and

WHEREAS, in order to stay competitive in the labor market it is necessary to review and evaluate all jobs and pay ranges within SCPD;

WHEREAS, Park Director, Robert A. Fonte, has recommended in accordance with the negotiations with the Union Negotiating Team to move the Hay Evaluation (Korn Ferry) Project from a category two (2) project to a category one (1) project; and

WHEREAS, the salary survey has been re-quoted from Korn Ferry to keep continuity of the pay system currently in place at the Park District and can be performed in an amount not to exceed Fifty Five Thousand Dollars (\$55,000.00).

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 Fifty Five Thousand Dollars (\$55,000.00) for the Salary Survey from the Project Fund-Unallocated (072.28.0000.65000) to Purchased Services-Occupational (072.28.1000.64100).

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the Director to enter into any contracts necessary to complete the Salary Survey Project.

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

DISCUSSION:

P. Quick asked if other professional organizations do this type of salary survey

D. McGuinness stated that she was not sure if other park districts use a firm, a survey is done each year by

- **Reference 76**

the Ohio Parks and Recreation Association (OPRA). This survey compares job titles with salaries. Korn Ferry will further analyze our job descriptions and salaries and compare to other park districts our size for more detailed analysis. Korn Ferry also owns the rights to the Hay System that we currently use to classify our positions. We wanted to continue with them because they are very well known and we have used them in the past

MOTION CARRIED on a vote as follows:

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

C. RESOLUTION: #20-09-059: Additional Blacktop Project-Towpath Trail in Massillon

WHEREAS, the City of Massillon Sewer Plant conducted a project that further compromised the Towpath Trail in Massillon near the Massillon Sewer Plant; and

WHEREAS, the Stark County Park District (SCPD) recommends hard surfacing this portion of the trail with blacktop, instead of limestone resurfacing, given this portion of the trail is prone to flooding; and

WHEREAS, the SCPD will serve as the project manager and will contribute approximately one third of the cost of the project, in an amount not to exceed Six Thousand Three Hundred Fifty Two Dollars (\$6,352.00); and

WHEREAS, the SCPD has obtained commitments from Massillon Sewer Department and Massillon City Parks in an amount not to exceed Six Thousand Three Hundred Fifty Two Dollars (\$6,352.00) each to be paid to SCPD.

NOW, THEREFORE BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to transfer funds for an additional blacktop project on the Towpath Trail in Massillon in an amount not to exceed Nineteen Thousand Fifty Six Dollars (\$19,056.00) from the 072.28.0000.65000 (Project Fund-Unallocated) to 072.28.1035.65300 (Capital Outlay-Improvements Other Than Buildings) and to accept Six Thousand Three Hundred Fifty Two Dollars (\$6,352.00) from the Massillon City Parks and Massillon Sewer Department for the purpose of completing this paving project.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the Park Director to sign/execute any documents necessary for the additional blacktop project on the Towpath Trail in Massillon.

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

DISCUSSION:

R. Fonte stated this is another opportunity to do another repair of a high maintenance area. We have received several compliments on the new paver

B. Bryan said, great job, the improvements are highly visible with new users. The trails are crowded and it looks great, people really appreciate it

R. Fonte stated that usage is way up

MOTION CARRIED on a vote as follows:

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

D. RESOLUTION: #20-09-060: Nimisila Creek Preserve Phase II (Donzelli)-Diversion Dam Repair Design and/or Repair

WHEREAS, the Stark County Park District Board of Park Commissioners approved the 2020 Project List & Budget with Resolution #20-05-031 on May 6, 2020 which included the restoration of the Nimisila Creek Preserve Phase II (Donzelli); and

WHEREAS, the purchase agreement for the Nimisila Creek Preserve Phase II (Donzelli) Property included a donation from the property owner to Friends of Stark Parks for the purpose of designing and repairing the diversion dam that controls the water flow to the property; and

• **Reference 77**

WHEREAS, Friends of Stark Parks has created a restricted account to hold funds donated for the purpose of designing and repairing the diversion dam totaling Forty Three Thousand Nine Hundred Seventy Eight Dollars and Seventy Five Cents (\$43,978.75); and

WHEREAS, SCPD would like to accept the funds from Friends of Stark Parks for the purpose of designing and/or repairing the diversion dam in an amount not to exceed Forty Three Thousand Nine Hundred Seventy Eight (\$43,978.75); and

WHEREAS, no additional funds are currently required from SCPD for the diversion dam repair design and/or repair; and

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the Stark County Park District to accept the funds from Friends of Stark Parks in an amount not to exceed Forty Three Thousand Nine Hundred Seventy Eight Dollars and Seventy Five Cents (\$43,978.75).

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners to accept the diversion dam repair design and/or repair to be included on the 2020 Project List & Budget and to transfer the funds in an amount not to exceed Forty Three Thousand Nine Hundred Seventy Eight Dollars and Seventy Five Cents (\$43,978.75) to the appropriate accounts.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the Director to enter into any contracts necessary to complete the Diversion Dam design and/or repair.

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

DISCUSSION:

R. Fonte stated this is a continuation of the project at the Donzelli property. As a part of the purchase, a donation went to the Friends of Stark Parks and they held it in a restricted account until we were ready to begin the project. We should be able to complete the project without any additional capital. We will only have labor costs to install the diversion dam

MOTION CARRIED on a vote as follows:

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

E. RESOLUTION: #20-09-061: Amendment of Resolution #19-10-078: Termination of Lease: Mercy Gate House

WHEREAS, the Stark County Park District Board of Park Commissioners previously approved resolution #19-10-078 on October 2, 2019 and based on negotiations between the City of Canton and Mercy Medical Center the Stark County Park District wishes to revise the resolution as follows; and

WHEREAS, the Stark County Park District is the lessee of certain real estate owned by the CSAHS/UHHS-Canton, Inc., dba Mercy Medical Center referred to as Gatehouse located at 1320 Mercy Drive, NW; Canton, Ohio; and

WHEREAS, the Stark County Park District has been approached by The Canton City Park Department to release our interest in the property to allow for Canton City to take over ownership and/or management, maintenance and operations of this facility; and

WHEREAS, the Stark County Park Director has met with the Owners, CSAHS/UHHS-Canton, Inc. dba Mercy Medical Center and they were supportive of this change.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Board of Park Commissioners to terminate the lease agreement with Mercy Medical Center's Gatehouse within 30 days of the Stark County Park District receiving written confirmation from Mercy Medical Center of acceptance of the termination lease without prejudice.

BE IT FURTHER RESOLVED, to authorize the Stark County Park Director to sign all necessary documents to accomplish the termination of said lease and to transfer all utilities to the owner or their designated agent.

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

DISCUSSION:

R. Fonte stated when we passed the original resolution in October 2019, there was a high possibility that Cleveland Clinic would purchase the property and the resolution was written to protect the City of Canton's interest (by having a signed purchase agreement in place before the transfer). We recently met virtually and the City would like to take over the lease and purchase the Gatehouse using Natural Resource Advisory Council (NRAC) funds. This resolution will remove the Gatehouse from Stark Parks' utilities and ranger patrol

MOTION CARRIED on a vote as follows:

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

9. DIRECTOR'S REPORT

A. 2020 Project List & Budget

DISCUSSION:

None

B. Director's Report

R. Fonte stated that he would much rather be working in the office, but collectively we are trying to limit the amount of staff in each office. Everyone is working very hard to keep communication up. Staff has been very patient and has done a great job through the circumstances.

Education programs and events like Summer Splash, Wild Outdoor Women (WOW) Weekend, Fall Fest and a partner event with Quail Hollow Volunteer Association (QHVA) Christmas at the Hollow have been eliminated or restructured. The Education department staff came up with an idea for a Christmas Walk.

RESOLUTION: #20-09-062: Christmas Walk Program at Quail Hollow Park

WHEREAS, the Education Manager, Dave Pildner and Park Director, Robert A. Fonte, have recommended reallocating money for some education programs and events due to the pandemic and investing in a Christmas Walk program at Quail Hollow Park; and

WHEREAS, in order to hold the Christmas Walk; equipment, supplies and electrical repairs and upgrades are needed for the program; and

WHEREAS, the Education Department recommends purchasing wire framed light displays, other materials for the event, repairing electrical near the gazebo and outlets at the rock garden, as well as costs for marketing; and

WHEREAS, the recommended equipment, supplies and electrical repairs and upgrades for the Christmas Walk Program at Quail Hollow Park totals an amount not to exceed Ten Thousand Dollars (\$10,000.00).

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to reallocate money for some education programs and events due to the pandemic.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize transfer/s of an amount not to exceed Ten Thousand Dollars (\$10,000.00) from the Project Fund Unallocated (072.28.0000.65000) to the appropriate accounts for the Christmas Walk Program at Quail Hollow Park.

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

DISCUSSION:

D. Freeland stated that she thought it sounded like a good idea for a program

B. Bryan asked when the event was scheduled

R. Fonte stated December 4, 5 and 6, 2020

MOTION CARRIED on a vote as follows:

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

10.EXECUTIVE SESSION

BE IT RESOLVED, to adjourn into Executive Session at 2:39 p.m. to consider the employment and compensation of a public employee and to consider the purchase of property for public purposes.

P. Quick moved to adopt this motion, which was SECONDED by R. Dublikar

MOTION CARRIED on a roll call vote as follows:

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

11.RECONVENE FROM EXECUTIVE SESSION

BE IT RESOLVED to reconvene to Regular Session at 3:07 p.m.

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

MOTION CARRIED on a vote as follows:

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

12. ADJOURNMENT

BE IT RESOLVED to adjourn at 3:08 p.m. Next scheduled meeting: Tuesday, October 6, 2020 at 5:30 p.m. at the Exploration Gateway at Sippo Lake Park.

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

MOTION CARRIED on a vote as follows:

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

APPROVAL DATE: October 5, 2020

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 80**