

STARK COUNTY PARK DISTRICT

**PARK COMMISSION MEETING AGENDA**

**Tuesday, June 1, 2021 @ 2:00 P.M.**

**Exploration Gateway at Sippo Lake Park, 5712 12<sup>th</sup> St. NW, Canton, Ohio 44708**

**1. CALL TO ORDER**

- A. Roll Call of Members: D. Freeland, W. Bryan, R. Dublikar, P. Quick, D. Regula
- B. Adoption of Agenda
- C. Oath of Office: Ranger Gage Kimble
- D. Oath of Office: Ranger James Meyers

**2. PUBLIC COMMENT**

**3. STAFF PRESENTATION – Rick Summers, Operations Manager**

**4. APPROVAL OF MINUTES:** May 4, 2021

**5. FINANCIAL REPORTS:** April 2021

- A. Summary Financial Report
- B. Budget
- C. Grant Status

**6. PAYROLLS & BILLS:** April 2021

**7. OLD BUSINESS**

- A. Informational: Upcoming Events
- B. Informational: Employee Events and Provisions Policy (Exhibit A)

**8. NEW BUSINESS**

- A. Resolution: #21-06-042: Naming of Fry Family Park Visitor Center
- B. Resolution: #21-06-043: Jackson Connector Trail-Tunnel: Utility Relocations
- C. Resolution: #21-06-044: Miscellaneous Land Acquisition Services

**9. DIRECTOR'S REPORT**

- A. 2021 Project List & Budget
- B. Director's Report

**10. EXECUTIVE SESSION:**

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

  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.

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.

**11. RECONVENE FROM EXECUTIVE SESSION**

**12. ADJOURNMENT**

**NOTE:**

**NEXT REGULAR SCHEDULED MEETING: Tuesday, July 6, 2021**  
***at 5:30 PM at the Exploration Gateway at Sippo Lake Park***

## STARK COUNTY PARK DISTRICT

## Summary and Recommendations of Agenda Items

CATEGORY: OLD BUSINESS

SUBJECT: Informational: Upcoming Events

EVENT	DATE	TIME	LOCATION	BOARD MEMBER
<a href="#">Stand Up Paddleboard Yoga</a>	June 3, 2021	6p	Sippo Lake Marina	
Friends of Stark Parks Board Meeting	June 9, 2021	4p	Zoom	Bill Bryan
<a href="#">Stark Parks OPEN Bass Tournament</a> – Stark County Park District Ranger Cadet Program Fundraiser	June 19, 2021	6a-4p	Deer Creek Reservoir	
<a href="#">Woodland Wildlife Encounter</a> – Meet Live Wildlife (Call 330-477-3552 to reserve a time slot)	June 19, 2021	Tour times are between 10a-5:15p	Sippo Lake Park – Wildlife Conservation Center	
Park Board Meeting	July 6, 2021	5:30p	Exploration Gateway at Sippo Lake Park	
Friends of Stark Parks Board Meeting	July 14, 2021	4p	Zoom	Denise Freeland
<a href="#">Stark Parks OPEN Bass Tournament</a> – Stark County Park District Ranger Cadet Program Fundraiser	July 10, 2021	3-11p	Walborn Marina	
<a href="#">Catfish with Cops</a>	July 31, 2021	5-10p	Walborn Marina	

STARK COUNTY PARK DISTRICT

Summary and Recommendations of Agenda Items

CATEGORY: OLD BUSINESS

SUBJECT: Informational: Employee Events and Provisions Policy

Please see attached (Exhibit A) for the Employee Events and Provisions Policy. A formal resolution to adopt the Employee Events and Provisions Policy will follow at the July 6, 2021 meeting. The resolution was modeled from the Employee Events and Provisions Policy (Exhibit B) adopted by Summit Metro Parks.

**Exhibit A:**

**EMPLOYEE EVENTS & PROVISIONS POLICY**

**PURPOSE**

The Stark County Park District may occasionally spend a board approved appropriated amount on behalf of employees under certain circumstances. Allowable employee expenditures may take the form of employee events, offerings or awards for the following occasions:

- Work-related achievement
- Employee morale-building events
- Sympathy upon the death or serious illness of an employee
- Occasional non-alcoholic drinks or food

Park district funds may not be spent on recognition of personal events or achievements unrelated to work, such as birthdays, weddings, baby showers, housewarming, etc.

As a political subdivision of the State of Ohio, the Stark County Park District has a stewardship obligation to use its funds prudently for the taxpayers. Furthermore, federal and state regulations limit the spending of park district funds on employee awards, offerings and employee events. This policy outlines the circumstances where such use of park district funds is allowed.

**PROCEDURES**

Ensure the event or offering is for an allowable occasion and has been approved by the Board of Park Commissioners in the annual budget appropriations or by specific resolution.

- A. Work-related achievement, examples include:
  - a. To honor an employee in connection with a work-related employee recognition program (ex. service milestones, above and beyond award)
  - b. To honor a retiring employee
- B. Occasional employee morale-building events, examples include:
  - a. A park district holiday luncheon, employee picnic, or gathering for all employees in connection with established annual employee events as determined by the Park Director
- C. Sympathy upon the death or serious illness of an employee or employee's immediate family member
- D. Occasional non-alcoholic drinks or food, examples include:
  - a. Employee orientations or trainings, employee health fair, etc.



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EMPLOYEE EVENTS & PROVISIONS POLICY

June 12, 2018  
Resolution 72.2018

Summit Metro Parks may occasionally spend a board approved appropriated amount on behalf of employees under certain circumstances. Allowable employee expenditures may take the form of employee events, offerings or awards for the following occasions:

- Work-related achievement
- Employee morale-building events
- Sympathy upon the death or serious illness of an employee or employee's immediate family
- Occasional non-alcoholic drinks or food

Park district funds may not be spent in recognition of personal events or achievements unrelated to work, such as birthdays, weddings, baby showers, housewarming, etc.

**Reason for Policy**

As a political subdivision of the State of Ohio, Summit Metro Parks has a stewardship obligation to use its funds prudently for the taxpayers. Furthermore, federal and state regulations limit the spending of park district funds on employee awards, offerings and employee events. This policy outlines the circumstances where such use of park district funds is allowed.

**Procedures**

Ensure the event or offering is for an allowable occasion and has been approved by the Board of Park Commissioners in the annual budget appropriations.

- A. Work-related achievement  
Examples include:
  - To honor an employee in connection with a work-related employee recognition program (ex. service milestones, above and beyond award)
  - To honor a retiring employee
- B. Occasional employee morale-building events  
Examples include a park district holiday luncheon, employee picnic, or gathering for all employees in connection with established annual employee events as outlined by the Employee Events Committee and approved by both the Chief of Human Resources and Administration and the Executive Director
- C. Sympathy upon the death or serious illness of an employee or employee's immediate family member
- D. Occasional non-alcoholic drinks or food  
Examples include employee orientations and trainings, employee health fair, monthly board meetings

STARK COUNTY PARK DISTRICT  
Summary and Recommendations of Agenda Items

CATEGORY: NEW BUSINESS  
SUBJECT: Naming of Fry Family Park Visitor Center  
RESOLUTION: #21-06-042

**WHEREAS**, the Stark County Park District has completed the Visitor Center at the Fry Family Park located at 2533 Farber Street in Magnolia; and

**WHEREAS**, in recognition of the financial contribution Mr. Harold S. Fry made toward the Fry Family Park acquisition and in accordance with our donor policy, the park district would like to name the Visitor Center after him.

**NOW THEREFORE BE IT RESOLVED**, that the Stark County Board of Park Commissioners names the Visitor Center at the Fry Family Park: the Harold S. Fry Visitor Center.

\_\_\_\_\_ 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: Jackson Connector Trail-Tunnel: Utility Relocations  
RESOLUTION: #21-06-043

**WHEREAS**, the Stark County Park District Board of Park Commissioners approved the phases of the Jackson Connector Trail-Tunnel as part of the 2020 Project List & Budget with Resolution #20-05-031 and as part of the 2021 Project List & Budget with Resolution #21-02-015; and

**WHEREAS**, the utility coordination for the project must occur in 2021 in order to prepare for a construction advertisement to bid in early 2022; and

**WHEREAS**, the Stark County Park District (SCPD) has Seventy Four Thousand and Eighty-Six Dollars (\$74,086.00) budgeted for utility relocations on the 2021 Project List & Budget; and

**WHEREAS**, the consultants on the project, ms consultants, LLC, have provided a revised estimate for the utility relocations in the amount of Three Hundred Seventy-Five Thousand Dollars (\$375,000.00) for a total revised estimate of Three Hundred Eighty Five Thousand Eight Hundred Ninety Eight Dollars and Twenty-Six Cents (\$385,898.26) for utility relocations; and

**WHEREAS**, the SCPD has a remaining budget of Sixty Three Thousand One Hundred Eighty Seven Dollars and Seventy Four Cents (\$63,187.74) budgeted for utility relocations on the 2021 Project List & Budget leaving a balance of Three Hundred Eleven Thousand Eight Hundred Twelve Dollars and Twenty Six Cents (\$311,812.26); and

**WHEREAS**, SCPD partners in the Jackson Connector Trail-Tunnel: Jackson Township Trustees and Jackson Local School District, will share equally in the utility relocations.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to update the Jackson Connector Trail-Tunnel utility relocations on 2021 Project List & Budget to the current revised estimate of Three Hundred Eighty Five Thousand Eight Hundred Ninety Eight Dollars and Twenty-Six Cents (\$385,898.26).

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners to amend the 2021 Budget by an amount not to exceed Two Hundred Seven Thousand Eight Hundred Seventy Four Dollars and Eighty Four Cents (\$207,874.84) for a total of the partners share or One Hundred Three Thousand Nine Hundred Thirty Seven Dollars and Forty Two Cents (\$103,937.42) from each partner for the Jackson Connector Trail-Tunnel.

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize a transfer/s of funds in an amount of not to exceed Three Hundred and Seventy Five Thousand Dollars (\$375,000.00) from the Project Fund-Unallocated (072.28.0000.65000) to the appropriate accounts to complete the utility relocations required for the Jackson Connector Trail-Tunnel.

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize staff to invoice the partners in the amount of One Hundred Twenty-Five Thousand Dollars (\$128,632.75) each.

\_\_\_\_\_ 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: Miscellaneous Land Acquisition Services  
RESOLUTION: #21-06-044

**WHEREAS**, the Natural Resources Advisory Committee (NRAC) grant program now requires an appraisal as part of the application process; and

**WHEREAS**, these services are related to the purchase, inspection or evaluation of land; and

**WHEREAS**, the Park Director recommends budgeting Seven Thousand Dollars (\$7,000.00) for land purchases and related services.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to add Miscellaneous Land Acquisition Services to the 2021 Project List & Budget in an amount not to exceed Seven Thousand Dollars (\$7,000.00).

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize a transfer/s of funds in an amount not to exceed Seven Thousand Dollars (\$7,000.00) from the Project Fund-Unallocated (072.28.0000.65000) to the appropriate accounts to conduct the necessary appraisal or related services in preparation of grant applications recognizing that all grant applications will be presented to the Park Board for approval prior to filing said application(s).

\_\_\_\_\_ 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**  
*May 1-31, 2021*

05/03/2021	<ul style="list-style-type: none"> <li>- Attended Quail Hollow Volunteer Association Partnership Agreement Update Meeting with History Programmer (Staff Liaison) and Executive Assistant via Zoom</li> </ul>
05/04/2021	<ul style="list-style-type: none"> <li>- Attended Park Board of Commissioners Meeting at Exploration Gateway at Sippo Lake Park</li> </ul>
	<ul style="list-style-type: none"> <li>- Attended Stark County Regional Planning Commission Meeting via Conference Call</li> </ul>
05/05/2021	<ul style="list-style-type: none"> <li>- Attended Education Staff Meeting via Zoom</li> </ul>
	<ul style="list-style-type: none"> <li>- Conducted Managers/Supervisors Meeting via Zoom</li> </ul>
	<ul style="list-style-type: none"> <li>- Conducted Annual Performance Evaluation with Projects and Administration Manager in Person at Administration Office at Sippo Lake Park</li> </ul>
	<ul style="list-style-type: none"> <li>- Conducted Final Interview with Operations Department Crew Worker I Candidate in Person at Administration Office at Sippo Lake Park</li> </ul>
05/06/2021	<ul style="list-style-type: none"> <li>- Conducted One-on-One Meeting with Operations Manager in Person in Person at Administration Office at Sippo Lake Park</li> </ul>
	<ul style="list-style-type: none"> <li>- Attended Union Contract Prep Meeting with Staff and in Person at Exploration Gateway at Sippo Lake Park</li> </ul>
	<ul style="list-style-type: none"> <li>- Attended Union Contract Negotiations Meeting with Staff and Union Representatives in Person at Exploration Gateway at Sippo Lake Park</li> </ul>
	<ul style="list-style-type: none"> <li>- Attended Canton Regional Society of Professional Engineers (CRSPE) Meeting via Zoom</li> </ul>
05/07/2021	<ul style="list-style-type: none"> <li>- Vacation Day</li> </ul>
05/10/2021	<ul style="list-style-type: none"> <li>- Conducted Update Meeting with Executive Assistant in Person at Administration Office at Sippo Lake Park</li> </ul>
05/11/2021	<ul style="list-style-type: none"> <li>- Attended Performance Evaluation with Park Board Chairperson in Person at Minerva Area Chamber of Commerce</li> </ul>
05/12/2021	<ul style="list-style-type: none"> <li>- Attended Education Staff Meeting via Zoom</li> </ul>
	<ul style="list-style-type: none"> <li>- Attended Arts in Stark Donation Meeting with Projects and Administration Manager, Grants Coordinator and Facilities Manager of Arts in Stark in Person at Exploration Gateway at Sippo Lake Park</li> </ul>
	<ul style="list-style-type: none"> <li>- Attended Quail Hollow Volunteer Association Partnership Agreement Update Meeting with Executive Assistant in Person at Administration Office at Sippo Lake Park</li> </ul>
05/13/2021	<ul style="list-style-type: none"> <li>- Conducted One-on-One Meeting with Financial Manager in Person in Person at Administration Office at Sippo Lake Park</li> </ul>
	<ul style="list-style-type: none"> <li>- Attended Meeting with Staff and Consultants Regarding the Exhibit Design at Magnolia Flouring Mills via Google Meets</li> </ul>
	<ul style="list-style-type: none"> <li>- Attended Meeting Regarding Potential Re-Route of Towpath Trail Massillon Due to Army Corps Levee Project in Person at John Glenn Grove Trailhead</li> </ul>
05/14/2021	<ul style="list-style-type: none"> <li>- Vacation Day</li> </ul>
05/17-5/19/2021	<ul style="list-style-type: none"> <li>- Vacation Days</li> </ul>

05/20/2021	- Attended Union Contract Prep Meetings with Staff in Person at Exploration Gateway at Sippo Lake Park
	- Attended Union Contract Negotiations Meeting with Staff and Union Representatives in Person at Exploration Gateway at Sippo Lake Park
	- Attended Stark County Township Association Meeting in Person at Plain Township Central Fire Station
05/21/2021	- Vacation Day
	- Attended Beer, Bourbon & BBQ Event in Person at Tam O'Shanter Park
05/24/2021	- Attended Stark County Area Transportation Study (SCATS) Policy Meeting via Microsoft Teams
05/25/2021	- Met with Hall of Fame Representative to Discuss Future Partnership Opportunities in Person at Sippo Lake Park
	- Conducted Managers Meeting Regarding New COVID Guidelines in Person at Exploration Gateway at Sippo Lake Park
05/28/2021	- Vacation Day
05/31/2021	- Memorial Day – Office Closed