

STARK COUNTY PARK DISTRICT

**PARK COMMISSION MEETING AGENDA**

**Tuesday, July 6, 2021 @ 5:30 P.M.**

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

**1. CALL TO ORDER**

- A. Roll Call of Members: D. Freeland, W. Bryan, R. Dublikar, P. Quick, D. Regula
- B. Adoption of Agenda

**2. PUBLIC COMMENT**

**3. APPROVAL OF MINUTES**

**4. FINANCIAL REPORTS: May 2021**

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

**5. PAYROLLS & BILLS: May 2021**

**6. OLD BUSINESS**

- A. Informational: Upcoming Events

**7. NEW BUSINESS**

- A. Resolution: #21-07-046: Employee Events and Provisions Policy (Exhibit A)
- B. Resolution: #21-07-047: Job Ranges (Exhibit B)
- C. Resolution: #21-07-048: Performance Appraisal Grid for Personnel Evaluations (Exhibit C)
- D. Resolution: #21-07-049: Budget Transfer: Lift Station at Sippo Lake Park
- E. Resolution: #21-07-050: Budget Transfer: Boiler Maintenance and Reseal at Quail Hollow Park

**8. DIRECTOR'S REPORT**

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

**9. EXECUTIVE SESSION**

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

\_\_\_ 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.

**10. RECONVENE FROM EXECUTIVE SESSION**

**11. ADJOURNMENT**

**NOTE:**

**NEXT REGULAR SCHEDULED MEETING: Tuesday, August 3, 2021  
at 2:00 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
Summer Serenades in the Park – String Quartet	July 8, 2021	6:30-7:30p	Fry Family Park – Shelter	
<a href="#">Rolling Downhill: Watersheds</a>	July 9, 2021	6-8p	Fry Family Park – Visitor Center Parking Lot	
<a href="#">parkrun</a>	July 10, 2021	8a	Sippo Lake Park – Exploration Gateway Lower Parking Lot	
<a href="#">Stark Parks OPEN Bass Tournament</a>	July 10, 2021	3-11p	Walborn Reservoir – Marina	
Friends of Stark Parks Board Meeting	July 14, 2021	4p	Sippo Lake Park – Exploration Gateway and Zoom options	Denise Freeland
<a href="#">Summer Serenades in the Park – Brass Quintet</a>	July 15, 2021	6:30-7:30p	Cook’s Lagoon	
<a href="#">Summer Serenades in the Park – String Quartet</a>	July 22, 2021	6:30-7:30p	Deer Creek Reservoir	
<a href="#">Friends of Stark Parks Rockin and Rollin in the Park</a>	July 24, 2021	6:30-9p	Tam O’Shanter Park	
<a href="#">Summer Serenades in the Park – Woodwind Quintet</a>	July 29, 2021	6:30-7:30p	Tam O’Shanter Park	
<a href="#">Catfish with Cops</a>	July 31, 2021	5-10p	Walborn Reservoir	
Park Board Meeting	August 3, 2021	2p	Exploration Gateway at Sippo Lake Park	
<a href="#">Project WILD Educator Workshop</a>	August 5, 2021	9a-4p	Sippo Lake Park – Exploration Gateway	
Friends of Stark Parks Board Meeting	August 11, 2021	4p	ZOOM	Pat Quick
Fry Visitor Center Opening	August 20, 2021	5-7p	Fry Family Park	

STARK COUNTY PARK DISTRICT

Summary and Recommendations of Agenda Items

CATEGORY: NEW BUSINESS  
SUBJECT: Employee Events and Provisions Policy  
RESOLUTION: #21-07-046

**WHEREAS**, the “public purpose doctrine” permits a governmental entity to expend public funds if the primary purpose of the expenditure is necessary to perform a function expressly conferred on the entity by statute so long as the expenditure is not manifestly arbitrary or unreasonable; and

**WHEREAS**, from time to time expenditures that support and advance the Park District’s goal of promoting the use of its facilities and resources by the general public may include purchase and distribution of various promotional items that are generally distributed among employees, volunteers, supporters, and use of the Park District; and

**WHEREAS**, public expenditures for food and refreshments associated with official Park District functions serve a public purpose when the provision of food or refreshments is an integral part of an official Park District function and the provision of food or refreshments is necessary to ensure meaningful participation by the participants; and

**WHEREAS**, the Employee Events and Provisions Policy attached as Exhibit A was presented to the Park Board at the June Board meeting held on June 1, 2021; and

**NOW, THEREFORE BE IT RESOLVED**, the Stark County Park District Board of Park Commissioners authorize the expenditure of public funds for the purpose of purchasing reasonable promotional items that may be generally distributed to Park District employees, volunteers, supporters, and users in order to further promote and advance utilization of the Park District’s facilities and resources among the general public.

**BE IT FURTHER RESOLVED**, the Stark County Park District Board of Park Commissioners authorize the expenditure of public funds for the purchase of food/meals as part of public awareness activities or public meetings such as open houses; other events where persons are invited to Park District facilities; meetings and/or training sessions for Park District Commissioners or employees; when the meeting or training session is scheduled during traditional breakfast, lunch, or dinner times and attendance is deemed necessary.

**BE IT FURTHER RESOLVED**, that coffee, meals, refreshments, transportation, or other amenities purchased with public funds pursuant to these Resolutions shall be modest and appropriate to a work setting.

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners to adopt the Employee Events and Provisions Policy as attached in Exhibit A.

**BE IT FURTHER RESOLVED**, that budgets for the above expenditures shall be included in the Park District’s annual budget or are brought to the Stark County Park District Board of Park Commissioners by specific resolution if necessary and outside the annual budget approval.

\_\_\_\_\_ MOVED to adopt this resolution, which was SECONDED by \_\_\_\_\_.

**DISCUSSION:**

MOTION CARRIED on a roll call vote as follows:

Voting Aye:

Voting Nay:

**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.

STARK COUNTY PARK DISTRICT

Summary and Recommendations of Agenda Items

CATEGORY: NEW BUSINESS  
SUBJECT: Job Ranges  
RESOLUTION: #21-07-047

**WHEREAS**, the Stark county Park District Board of Park Commissioners previously adopted the 2021 Budget with Resolution #20-12-075 which included the current Job Ranges; and

**WHEREAS**, the Stark County Park District Board of Park Commissioners approved with Resolution #20-09-058 a Department Project for the Salary Survey Project; and

**WHEREAS**, the Salary Survey Project has been completed by Korn Ferry; and

**WHEREAS**, based on the results of the Salary Survey Project by Korn Ferry the Park Director recommends the Job Ranges as attached in Exhibit B; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to adopt the Job Ranges as attached in Exhibit B.

\_\_\_\_\_ 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: Korn Ferry/Hay Appraisal Percentages  
RESOLUTION: #21-07-048

**WHEREAS**, the Korn Ferry/Hay Appraisal Percentages, attached as Exhibit C, is to be evaluated annually by the Park Board for the purpose of defining the range of salary adjustments to be made available to the staff based on their performance; and

**WHEREAS**, the Park Director, Robert A. Fonte, has reviewed the Korn Ferry/Hay Appraisal Percentages (Exhibit C); and

**WHEREAS**, it is the Park Director's recommendation that the Board adopt the Korn Ferry/Hay Appraisal Percentages as attached as Exhibit C for 2021.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to accept the Park Director's recommendation to adopt the Korn Ferry/Hay Appraisal Percentages as attached as Exhibit C to determine the percentage of increase to be used as part of the annual review of park staff performance for 2021.

\_\_\_\_\_ 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: Budget Transfer: Lift Station at Sippo Lake Park  
RESOLUTION: #21-07-049

**WHEREAS**, the Operations Manager, Rick Summers, has determined that in order to meet the increased popularity of Sippo Lake Park it is necessary to further repair the lift station; and

**WHEREAS**, the lift station functions as a wastewater pumping station that moves wastewater from a lower elevation to a higher elevation; and

**WHEREAS**, the current lift station is a two pump station that is operating on one pump that is on loan; and

**WHEREAS**, the lift station has had the cracked piping repaired, the check valves have been replaced, all mechanical connections have been repaired, fasteners replaced, floats replaced, and all electric connections have been repaired. With all of these repairs the lift station is still not working properly; and

**WHEREAS**, the remaining repairs needed are essentially the cost of a new lift station; and

**WHEREAS**, the parts and labor for a new lift station are in an amount not to exceed Seventeen Thousand Dollars (\$17,000.00).

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the transfer of funds in an amount not to exceed Seventeen Thousand Dollars (\$17,000.00) from the Project Fund Unallocated (072.28.0000.65000) to Machinery/Equipment-Maintenance (072.28.1035.65405) for the remaining repairs to the lift station for parts and labor.

\_\_\_\_\_ 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: Budget Transfer: Quail Hollow Boiler Maintenance and Reseal  
RESOLUTION: #21-07-050

**WHEREAS**, the boiler at Quail Hollow is annually inspected by the State of Ohio and based on the inspection repairs are required; and

**WHEREAS**, the boiler needs to be drained and taken apart and cleaned, and needs to have new seals installed and tested; and

**WHEREAS**, the parts and labor for the maintenance and resealing of the boiler at Quail Hollow Park are in an amount not to exceed Two Thousand Four Hundred Dollars (\$2,400.00).

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the transfer of funds in an amount not to exceed Two Thousand Four Hundred Dollars (\$2,400.00) from Project Fund Unallocated (072.28.0000.65000) to Machinery/Equipment-Maintenance (072.28.1035.65405) for parts and labor for the boiler at Quail Hollow Park.

\_\_\_\_\_ 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**  
*June 1-30, 2021*

06/01/2021	– Attended Park Board of Commissioners Meeting in Person at Sippo Lake Park – Exploration Gateway
	– Attended Stark Council of Governments (SCOG) Meeting in Person at Canton City Council Office
06/02/2021	– Conducted Managers/Supervisors Meeting in Person at Sippo Lake Park – Exploration Gateway
	– Conducted Update Meeting with Executive Assistant in Person at Sippo Lake Park – Administration Office
	– Conducted Phone Conversation Regarding Proposal from a Park Patron for a Driving Range at Tam O'Shanter Park
06/04/2021	– Vacation Day
06/07/2021	– Attended Marketing Meeting with the Marketing and Education Department Staff via Zoom
06/08/2021	– Attended SmartSheets Demonstration with Information Technology Administrator and Executive Assistant via Zoom
	– Conducted One-on-One Meeting with Education Manager in Person at Sippo Lake Park Administration Office
	– Conducted Meeting with Executive Assistant Regarding Updating Job Description in Person at Sippo Lake Park Administration Office
	– Attended Stark County Regional Planning Commission Meeting via Conference Call
06/09/2021	– Attended Education Staff Meeting via Zoom
	– Conducted One-on-One Meeting with Chief of Public Safety in Person at Sippo Lake Park – Administration Office
	– Attended Discussion with Natural Resources Manager and Volunteer Coordinator Regarding Future Plans for the Maintenance of the Molly Stark Gardens in Person at Sippo Lake Park – Administration Office
06/10/2021	– Attended Preparation Meeting Regarding Union Contract Negotiations in Person at Sippo Lake Park – Exploration Gateway
	– Attended Union Negotiations in Person at Sippo Lake Park – Exploration Gateway
06/15/2021	– Attended Grants Meeting with Grants Coordinator and Projects and Administration Manager via Zoom
	– Attended Technical Advisory Committee (TAC) Meeting in Person at Regional Planning Commission (RPC) Conference Room
	– Attended The Wilderness Center Strategic Planning Session via Zoom
06/16/2021	– Attended Preparation Meeting with Human Resources Manager Regarding Union Contract Negotiations in Person at Sippo Lake Park – Administration Office
06/17/2021	– Attended Preparation Meeting Regarding Union Contract Negotiations in Person at Sippo Lake Park – Exploration Gateway
	– Attended Union Negotiations in Person at Sippo Lake Park – Exploration Gateway

06/18/2021	– Attended Farm Bureau Legislative Breakfast in Person at Foltz Community Center in East Canton
	– Half-day Vacation
06/21/2021	– Conducted One-on-One Update Meeting in Person with Executive Assistant
06/22/2021	– Attended Project Update Meeting with Staff via Zoom
	– Conducted Final Interview for Part-time Facilities Candidate in Person at Sippo Lake Park – Administration Office
	– Attended Walk-through for Trail Improvements in Person at Petros Lake Park
06/23/2021	– Attended Magnolia Flouring Mills Project Update Meeting with Staff via Zoom
	– Attended Meeting with Financial Manager and Human Resources Manager Regarding Korn Ferry Study in Person at Sippo Lake Park Administration Office
06/24/2021	– Conducted Final Interview with Marketing Coordinator Candidate in Person at Sippo Lake Park – Administration Office
	– Attended In-Field Meeting with Construction Supervisor at High School in Minerva
06/25/2021	– Vacation Day
06/28/2021	– Attended Deck the Hollow Meeting in Person at Exploration Gateway at Sippo Lake Park with Staff and Quail Hollow Volunteer Association Representatives
	– Attended Stark County Area Transportation Study (SCATS) Policy Committee Meeting in Person at Regional Planning Commission
	– Attended National Association of County Parks and Recreation Officials (NACPRO) Board Meeting via Zoom
06/29/2021	– Conducted Park Board Tour with David Regula and Executive Assistant
06/30/2021	– Attended Education Staff Meeting via Zoom
	– Attended Meeting with Human Resources Manager and Executive Assistant Regarding Job Description in Person at Sippo Lake Park Administration Office