

Stark County Park District Park Board – Regular Meeting Minutes
Exploration Gateway at Sippo Lake Park, 5712 12th St. NW, Canton, OH 44708
September 7, 2021
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(AGENDA ITEM: 4)

- 1. CALL TO ORDER** – The regular meeting of the Stark County Park Commission was called to order by Denise Freeland at 2:00 p.m.

A. Roll Call of Members

MEMBERS PRESENT:

Denise Freeland, Bill Bryan, Ralph Dublikar, Pat Quick, David Regula

STAFF PRESENT:

Robert A. Fonte, Park Director/Secretary to the Board

Corianne Kocarek, Clerk to the Board

Justin Laps, Chief of Public Safety

Dani McGuinness, Human Resources Manager

Parker Spencer, Volunteer Coordinator

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, David Regula

2. PUBLIC COMMENT

None

3. STAFF PRESENTATION – DANI MCGUINNESS, HUMAN RESOURCES MANAGER & PARKER SPENCER, VOLUNTEER COORDINATOR

D. McGuinness shared the following information with the Park Board:

- 2021 Organizational Structure: 2021, total of 98 employees (68 full time, 7 part time, 23 seasonal). In 2020 we had about 70 employees.
- Metrics: Voluntary Turnover/Retention (permanent, year round positions):
 - 2021 – July 2021 ~8.2% turnover rate (3 full time, 3 part time positions)
 - 2020 – July 2020 ~11.5% turnover rate
 - 2019 – July 2019 ~6% turnover rate
 - 2018 – July 2018 ~13% turnover rate
 - Average employee tenure – 6.37 years
 - 28% of staff with less than 3 years of service
 - 34% of staff with 10+ years of service
 - 9% of staff with 20+ years of service
 - B. Bryan asked if these metrics were typical?
 - D. McGuinness stated that we are most closely related to the “entertainment industry” and those numbers are at about a 12% turnover rate
 - D. Regula asked if the Park District was fully staffed at this time
 - D. McGuinness stated there are a few open positions and everything is on our website: <https://starkparks.applicantpro.com/jobs/>, she checks the applicants frequently to schedule interviews, etc.

• **Reference 64**

- Onboarding – new hires in 2021, 9 full time, 2 part time, 28 seasonal (marinas)
- Notable 2020/2021 HR Wins
 - Great addition of Parker Spencer, Volunteer Coordinator
 - Successfully on boarded (thank you, Corianne)
 - Horticulture background
 - Liaison with Natural Resources (garden upkeep and projects)
 - Great ideas for future growth of volunteers
 - Compensation Study (Korn Ferry Hay)
 - Upgraded pay ranges for 80% of employees overall
 - Allowed for 2022 and 2023 range changes
 - Resulted in successful 2021-2023 Union Contract
 - Continued COVID updated/guidelines
 - Staff and volunteer interactions
 - Patrons and program participants
- 2022 A Look Ahead
 - Upcoming Projects 2022:
 - Improved training and onboarding (Talent LMS – Learning Management System)
 - Diversity, Equity and Inclusion Initiatives (staff, volunteers and patrons)
 - Volunteer Administration (streamlining and new opportunities)
 - D. Regula asked if minority businesses were scored when evaluating bids
 - R. Fonte stated that the Park District does not have a scoring that favors minority owned businesses when federal money is involved (i.e. Transportation) there is a set-a-side required. We used to have a preference for Stark County owned businesses, but that was eliminated by our lawyer a few years ago

Parker Spencer shared the following information with the Park Board:

- Opportunities Include:
 - Trailblazers and Tailblazers, FeLeap appearances, small group clean-ups (have had over 20 groups come out so far this year with us), individual/household clean-ups, citizen scientist projects (Frog Watch, Eagle Watchers, Blue Bird Box Monitoring – we’re building our database of information), Quail Hollow Garden Work (a work day has been scheduled each month to have volunteers come out and help maintain the historic rock garden), selective Wildlife Center volunteers (will begin taking new applications on September 15), Eagle Scout projects (currently working with a scout to install a kayak and canoe put in at Craig Pittman), mask making
 - Zoom Trainings for Trailblazers, iNaturalist and onboarding
- 2021 Volunteer Metrics:
 - 197 active volunteers
 - 329 total volunteers
 - 60% were active this year so far
 - 33 new volunteers in 2021
 - Total volunteer hours 6,929.9 (this includes groups and short-term volunteers volunteering under a waiver)
 - Total Stark Parks volunteer hours 5,826.9 (equivalent to about 3 full time employees)
- 2021/2022 Volunteer Projects
 - icount – survey program, all data that is collected is sent to iNaturalist and the Cornell Lab of Ornithology
 - Park Pals – nature journals – information will be sent to nursing homes to bring nature to them
 - Volunteer management system – to help become more efficient with time
 - Gardens

4. APPROVAL OF MINUTES

WHEREAS, minutes from the August 3, 2021 Regular Park Board meeting have been submitted for review.

- **Reference 65**

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to approve the minutes from the August 3, 2021 Regular Park Board meeting as submitted.

P. Quick 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: Denise Freeland, Bill Bryan, Ralph Dublikar, Pat Quick with David Regula abstaining

5. FINANCIAL REPORTS

WHEREAS, the monthly Financial Report and Summary Financial Report for the period ending July 31, 2021 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, 2021 as submitted.

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

DISCUSSION:

B. Bryan asked if there were any grant requests pending

R. Fonte stated a grant for the Jackson Tunnel and a shelter at Petros Lake Park

MOTION CARRIED on a vote as follows:

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

6. APPROVAL OF PAYROLLS AND BILLS

WHEREAS, copies of payroll and bills for the month of July 2021 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, 2021 as submitted.

P. Quick MOVED to adopt this resolution, which was SECONDED by D. Regula

DISCUSSION: None

MOTION CARRIED on a vote as follows:

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

7. OLD BUSINESS

A. Informational: Upcoming Events

DISCUSSION:

R. Fonte stated there is a special 9/11 memorial walk on the Sippo Lake Trail sponsored by the Perry Rotary Club and Operation: Flags of Freedom. Also Wild Night for Wildlife is scheduled for September 23, 2021.

B. Informational: 2022 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 for approval in December

8. NEW BUSINESS

A. RESOLUTION: #21-09-056: Quail Hollow Controlled Hunt Proposal

WHEREAS, it was determined by the Stark County Park District Natural Resources Manager and Chief of Public Safety that based on research conducted by the Stark County Park District and deer damage reports from Ohio Department of Natural Resources (ODNR) a Quail Hollow Controlled Hunt is needed; and

WHEREAS, the recommended proposal is attached as Exhibit B.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to adopt the Quail Hollow Controlled Hunt Proposal as attached as Exhibit B.

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

DISCUSSION:

B. Bryan asked if there were any changes from the original document the Board reviewed last month?

J. Laps stated they had narrowed the site locations from 13 to 5 and reduced the size of each site to a 100 yard radius

B. Bryan asked if the Park District would have the same hunting regulations as Ohio?

J. Laps stated that the Park District is delaying the start by a week so that every session is 2 weeks. We'll be following the same rules of the State of Ohio for bow hunting

D. Regula asked if any of the revenue will go to the park from the sale of the lottery?

J. Laps stated that the \$15 fee to enter the lottery will generate some revenue. We expect anywhere from 150 to 200 entrants. The Ohio Department of Natural Resources (ODNR) hunting/fishing license proceeds go towards stocking the lakes

D. Regula asked if we have a hold harmless waiver form?

J. Laps stated that landowners are not liable in public hunting zones

R. Dublikar stated the recreational user statute protects landowners

MOTION CARRIED on a vote as follows:

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

B. RESOLUTION: #21-09-057: Magnolia Flouring Mills Master Plan

WHEREAS, Stark County Park District contracted with Environmental Design Group (EDG) for the creation of a master plan for the Magnolia Flouring Mills; and

WHEREAS, the "Magnolia Flouring Mills Master Plan" (Exhibit C) has been developed to create an informative and enjoyable visitor experience that elevates the history of the site, integrates the re-imagined park with the fabric of the community, and better serves the surrounding residents with opportunities and community-based programming and events.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to adopt the "Magnolia Flouring Mills Master Plan" as the official Master Plan attached as Exhibit C.

P. Quick MOVED to adopt this resolution, which was SECONDED by D. Regula

DISCUSSION:

B. Bryan stated he thought the plan was very well done

MOTION CARRIED on a vote as follows:

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

C. RESOLUTION: #21-09-058: Village of Navarre Easement (Water Trailhead)

WHEREAS, the Tuscarawas River was officially designated in August, 2020 as a Water Trail by the Ohio Department of Natural Resources; and

WHEREAS, the Village of Navarre is the owner of 14.0 acres of land located in the Southeast Quarter of Section 5, Bethlehem Township, Stark County, Ohio, and 18.13 acres of land located in the Village of Navarre, Stark County, Ohio, being Stark County Auditor's Permanent Parcel Nos. 1080050 and 10006545, and claims title through instruments recorded at Volume 973, Page 307 of the Stark County Official Records and Volume 3149, Page 420 of the Stark County Deed Records; and

WHEREAS, the Stark County Park District and Village of Navarre have declared their intent to establish a permanent easement for the location and maintenance of a Water Trailhead along the Tuscarawas River attached as Exhibit D; and

WHEREAS, the Stark County Park District would be responsible for the maintenance and repair of the easement area and any appurtenances to support the water trailhead including a drop-off drive, small watercraft launch ramp, and signage.

• **Reference 67**

NOW THEREFORE BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners that the Park Director is authorized to execute an easement agreement with the Village of Navarre for the purposes of developing a Water Trailhead attached as Exhibit D; and

BE IT FURTHER RESOLVED, that Robert A. Fonte, Park Director, is authorized to sign/execute the necessary instruments to effectuate the project as outlined above.

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

DISCUSSION:

R. Fonte stated that we continue to partner with the Muskingum Watershed Conservancy District to develop the water trailheads along the Tuscarawas River. We're working with the Village of Navarre to create an easement to construct the trailhead

MOTION CARRIED on a vote as follows:

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

9. DIRECTOR'S REPORT

A. 2021 Project List and Budget

DISCUSSION: None

B. Director's Report:

DISCUSSION:

RESOLUTION: #21-09-059: Transfer Easement to Ohio Edison on White Property

WHEREAS, the Stark County Park District (has been approached by Ohio Edison for an Easement for transmission, distribution, and communication lines across the property known as the "White" property and further described in the attached Exhibit E; and

WHEREAS, the property has been inspected and the easement has been determined not to interfere with Park operations or objectives; and

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the Park Director, Robert A. Fonte to sign the lease agreement approved to legal form and sufficiency by Attorney William Morris.

P. Quick MOVED to adopt this resolution, which was SECONDED by D. Regula

DISCUSSION:

MOTION CARRIED on a vote as follows:

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

RESOLUTION: #21-09-060: Acceptance of Donation: Arts in Stark

WHEREAS, Arts in Stark desires to donate seven (7) sculptures to the Stark County Park District to display at Petros Lake Park; and

WHEREAS, Arts in Stark will relinquish ownership of the sculptures to the Stark County Park District.

NOW, THEREFORE, BE IT RESOLVED, to authorize the Park Director, Robert A. Fonte, to sign/execute any paperwork needed to accept the sculptures owned by the Arts in Stark to display at Petros Lake Park.

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

DISCUSSION:

MOTION CARRIED on a vote as follows:

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

• **Reference 68**

10. EXECUTIVE SESSION

BE IT RESOLVED, to adjourn into Executive Session at 2:45 p.m. to discuss the purchase of property for public purposes.

B. Bryan moved to adopt this motion, which was SECONDED by P. Quick

MOTION CARRIED on a roll call vote as follows:

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

11. RECONVENE FROM EXECUTIVE SESSION

BE IT RESOLVED to reconvene to Regular Session at 3:00 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, David Regula

RESOLUTION: #21-09-061: Rescind: Tam O'Shanter Deed Restriction Suspension

WHEREAS, on August 3, 2021, the Stark County Park District Board of Park Commissioners adopted Resolution # 21-08-053 to pursue full approval through the District 19 Natural Resources Assistance Council (NRAC) for the suspension of use restrictions on the Stark County Auditor's Permanent Parcel No. 10011778 (8.0-acre property); and

WHEREAS, the Park Director, Robert A. Fonte recommends not proceeding with the suspension of use restrictions from the 8-acre portion of Tam O'Shanter Park and placing them on the "Plain Center Wetlands" and the "C.W. Vail, LLC" properties.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to rescind in its entirety Resolution # 21-08-053, adopted on August 3, 2021, which gave the Stark County Park District permission to pursue full approval through the District 19 Natural Resources Assistance Council (NRAC) for the suspension of use restrictions on the Stark County Auditor's Permanent Parcel No. 10011778 (8.0-acre property).

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

DISCUSSION:

MOTION CARRIED on a vote as follows:

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

RESOLUTION: #21-09-062: Rescind: 2021 Project List & Budget Classification: Tam O'Shanter Park-Adventure Area

WHEREAS, on August 3, 2021, the Stark County Park District Board of Park Commissioners adopted Resolution # 21-08-054 further classifying the Tam O'Shanter Park-Adventure Area project on the 2021 Project List & Budget; and

WHEREAS, the Park Director, Robert A. Fonte recommends not proceeding with identifying a restaurateur at Tam O'Shanter Park, therefore the Park District cannot advertise and request for qualifications (RFQ) and a request for proposals (RFP).

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to rescind in its entirety Resolution # 21-08-054, adopted on August 3, 2021, which gave the Park District permission to proceed with identifying a restaurateur at Tam O'Shanter Park, advertise and request for qualifications (RFQ) and a request for proposals (RFP).

D. Regula MOVED to adopt this resolution, which was SECONDED by P. Quick

DISCUSSION:

MOTION CARRIED on a vote as follows:

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

RESOLUTION: #21-09-063: 2021 Project List & Budget Classification: Tam O'Shanter Park-Adventure Area

WHEREAS, the Stark County Park District Board of Park Commissioners approved the Tam O'Shanter Master Landscape Plan with Resolution #19-09-065; and

WHEREAS, the Master Landscape Plan process identified areas of Tam O'Shanter Park that would be suitable for active recreation and food and beverage service including a restaurant; and

WHEREAS, the Stark County Park District Board of Park Commissioners approved the Tam O'Shanter Park-Adventure Area as part of the 2021 Project List & Budget in the amount of Five Hundred Thousand Dollars (\$500,000.00) with Resolution #21-02-015; and

WHEREAS, the Park District has decided not to proceed with the suspension of use restrictions from the 8-acre portion of Tam O'Shanter Park, therefore keeping the current deed restrictions; and

WHEREAS, Barbara Wells, Financial Manager recommends contracting with an architect or appropriate party to conduct an inventory of the physical and structural assets in order for the Park District to successfully operate the former clubhouse as a retail establishment/rental space.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the classification for funds to be used from the Tam O'Shanter Park-Adventure Area to also include contracting with an architect or appropriate party to conduct an inventory of the physical and structural assets in order for the Park District to successfully operate the former clubhouse as a retail establishment/rental space.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize Robert A. Fonte, Park Director, to sign/execute the necessary paperwork to complete said revised project at Tam O'Shanter Park.

P. Quick MOVED to adopt this resolution, which was SECONDED by D. Regula

DISCUSSION:

MOTION CARRIED on a vote as follows:

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

12. EXECUTIVE SESSION

BE IT RESOLVED, to reconvene into a second Executive Session at 3:07 p.m. to consider the employment of a public employee.

B. Bryan moved to adopt this motion, which was SECONDED by D. Regula

MOTION CARRIED on a roll call vote as follows:

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

13. RECONVENE FROM EXECUTIVE SESSION

BE IT RESOLVED to reconvene to Regular Session at 3:40 p.m.

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

MOTION CARRIED on a vote as follows:

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

14. ADJOURNMENT

BE IT RESOLVED to adjourn at 3:43 p.m. Next scheduled meeting: October 5, 2021 at 5:30 p.m. at the Exploration Gateway at Sippo Lake Park.

P. Quick MOVED to adjourn the meeting, which was SECONDED by R. Dublikar

MOTION CARRIED on a vote as follows:

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

APPROVAL DATE: October 5, 2021

ATTEST:

Denise Freeland, 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 71***