

STARK COUNTY PARK DISTRICT

PARK COMMISSION MEETING AGENDA

Tuesday, December 7, 2021 @ 2:00 P.M.

Sippo Lake Park Exploration Gateway – 5712 12th St. NW, Canton, OH 44708

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:

November 3, 2021

November 16, 2021

4. FINANCIAL REPORTS: October 2021

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

5. PAYROLL & BILLS: October 2021

6. OLD BUSINESS

- A. Informational: Upcoming Events

7. NEW BUSINESS

- A. Resolution: #21-12-076: Exploration Gateway Capital Replacement Fund
- B. Resolution: #21-12-077: 2022 Proposed Budget (Exhibit A)
- C. Resolution: #21-12-078: White Property Lease
- D. Resolution: #21-12-079: Updated Appearance and Attire Policy (Exhibit B)
- E. Resolution: #21-12-080: Ohio & Erie Canalway Association: Strategic Initiative Program Funding – Crystal Springs Trailhead Improvements
- F. Resolution: #21-12-081: 2022 Use of Stark County Law Enforcement Training Facility: Stark County Sheriff's Office and Stark County Park District

8. DIRECTOR'S REPORT

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

9. 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.

10. RECONVENE FROM EXECUTIVE SESSION

11. ADJOURNMENT

NOTE:

**NEXT REGULAR SCHEDULED MEETING: January 4, 2022
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
Bah HumBug Enchanted Workshop	Wednesdays in December	2-6p	Varies	
Friends of Stark Parks Meeting	December 8, 2021	4p	ZOOM & Exploration Gateway at Sippo Lake Park North	Ralph Dublikar
Odd Times and True Crimes in Stark County	December 8, 2021	6-7p	Exploration Gateway at Sippo Lake Park North	
Christmas Cruise Thru	December 9, 2021	5-8p	Exploration Gateway Lower Parking Lot at Sippo Lake Park North	
Zoom – Holiday Hibernators: Frogs	December 9, 2021	6-7p	Virtual Program – Zoom	
Deck the Hollow: Lights & Tours and More ... (reservations at www.starkparks.com)	December 10, 11 & 12, 2021	5p-8:30p	Quail Hollow Park	
parkrun	Saturdays in December	8a	Exploration Gateway Lower Parking Lot at Sippo Lake Park North	
Running Stark: Speaker Series – Workouts at Home	December 11, 2021	9:30a-10:30a	Exploration Gateway – Room B at Sippo Lake Park North	
Down to Earth Yoga	December 11, 2021	10a-11a	Exploration Gateway – Canalway Center at Sippo Lake Park North & Virtual Option	
Stark Parks Kids – Who’s Sleepin? (Ages 3-6)	December 11, 2021	1-2p	Exploration Gateway at Sippo Lake Park North	
Geminid Meteor Shower	December 13, 2021	6-8p	Fry Family Park – Shelter	
Date Night: Candle Making	December 14, 2021	6-8p	Exploration Gateway Science Lab at Sippo Lake Park North	
Woodcarving	December 15, 2021	6-8p	Exploration Gateway Science Lab at Sippo Lake Park North	
Adult Archery (Indoors)	December 16, 2021	6-7p	Exploration Gateway Rec Room at Sippo Lake Park North	

Fit Friday – Walborn	December 17, 2021	9-10a	Walborn Reservoir – Marina	
Deck the Hollow: Lights & Tours and More ... (reservations at www.starkparks.com)	December 17, 18 & 19, 2021	5-8:30p	Quail Hollow Park	
STEM: Ice Cream in a Bag (Ages 5-12)	December 18, 2021	12-1p	Fry Family Park – Wet Lab	
Christmas Bird Count	December 18, 2021	3-4p	Quail Hollow Park – Nature Center	
Sunday Stroll – Timken Gatehouse	December 19, 2021	10-11a	West Branch Trail – Timken Gatehouse	
Stark Parks Kids: Kids Fitness	December 20, 2021	10-11a	Exploration Gateway – Room A at Sippo Lake Park North	
Full Moon Hike	December 20, 2021	5:30-6:30p	Quail Hollow Park – Nature Center	
Winter Hike-a-Thon (reservations at www.starkparks.com)	December 21, 2021	7:30a-5p	Various	
Zoom – Where the Wild Things Are	December 23, 2021	6-7p	Zoom – Virtual Program	
Archery Mini Day Camp (Ages 10-15)	December 28, 2021	10a-noon	Exploration Gateway Rec Room at Sippo Lake Park North	
Archery Mini Day Camp (Ages 10-15)	December 29, 2021	10a-noon	Exploration Gateway Rec Room at Sippo Lake Park North	
Fit Friday – Petros	December 31, 2021	9-10a	Petros Lake Park – Perry Drive Trailhead	
Park Board Meeting	January 4, 2022	5:30p	Exploration Gateway at Sippo Lake Park North	

STARK COUNTY PARK DISTRICT

Summary and Recommendations of Agenda Items

CATEGORY: NEW BUSINESS
SUBJECT: Exploration Gateway Capital Replacement Fund
RESOLUTION: #21-12-076

WHEREAS, as part of the agreement for the Exploration Gateway Building (EG) between the Stark County Park District (Park) and the Stark County District Library (Library) there is a Capital Replacement Fund (Fund) in place; and

WHEREAS, the 2021 budgeted amount to be transferred to the Fund is Thirty Thousand Two Hundred Fifty One Dollars and Fifty Five Cents (\$30,251.55).

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to transfer Thirty Thousand Two Hundred Fifty One Dollars and Fifty Five Cents (\$30,251.55) for the Exploration Gateway Capital Replacement Fund from 072.28.0000.82100 (Transfers Out) to 529.28.0000.72100 (Transfers In).

_____ 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: 2022 Proposed Budget
RESOLUTION: #21-12-077

WHEREAS, the Stark County Park District Park Board submitted to the Budget Commission a 2022 Budget on August 19, 2021; and

WHEREAS, revisions are routinely made to the Legislative Budget previously submitted to the Budget Commission; and

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to accept the revisions and adopt the 2022 Operating Budget dated November 30, 2021 attached as Exhibit A.

BE IT FURTHER RESOLVED, to authorize the appropriation of the 2021 Operating 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 2022 Operating 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 cost does not exceed the original operating budget.

BE IT FURTHER RESOLVED, to authorize the Park Director to sign/execute any contracts necessary to complete the 2022 Operating 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: White Property Lease
RESOLUTION: #21-12-078

WHEREAS, the current tenant, park employee, Justin Laps is continuing to lease the “White” Property in order to meet the needs of having a presence on the property as well as assist with the maintenance of the property; and

WHEREAS, based on mutual agreement, the Park District and Justin Laps have agreed to renew the one-year lease at the market rate of Six Hundred Seventy Five Dollars per month (\$675.00).

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

_____ 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: Updated Appearance and Attire Policy
RESOLUTION: #21-12-079

WHEREAS, it was determined by the Stark County Park District Director that there is a need to update the Appearance and Attire Policy; and

WHEREAS, the recommended policy is attached as Exhibit B.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to adopt the Updated Appearance and Attire Policy as attached as 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: Ohio & Erie Canalway Association: Strategic Initiative Program Funding – Crystal Springs Trailhead Improvements
RESOLUTION: #21-12-080

WHEREAS, grant funding is available from the Ohio & Erie Canalway Association for the Strategic Initiative Program, a competitive grant program that funds organizations and political subdivisions that enhance the Ohio & Erie Canalway Heritage Area – which extends 110 miles from Cleveland to New Philadelphia, OH; and

WHEREAS, the Stark County Park District (SCPD) desires financial assistance through the Ohio & Erie Canalway Association (OECA) with applications being due no later than January 7th, 2022; and

WHEREAS, SCPD is recommending improvements to the Crystal Springs Trailhead, including historical transportation interpretation of the historic highway, and additional park amenities for the grant program funding; and

WHEREAS, SCPD is requesting Fifty Thousand Dollars (\$50,000.00) for the Crystal Springs Trailhead project; and

WHEREAS, it is anticipated the total project cost will be One Hundred Fifty Thousand Dollars (\$150,000.00); and

WHEREAS, OECA requires a Sixty-Seven Percent (67%) or 2:1 funding match for each project which equates to One Hundred Thousand Dollars (\$100,000.00); and

WHEREAS, the match funds will be made up of force account labor, materials, and cash.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the Park Director to submit an application for a grant to OECA for trailhead improvements and historical interpretation at Crystal Springs Trailhead totaling a grant request of Fifty Thousand Dollars (\$50,000.00) with a match of One Hundred Thousand Dollars (\$100,000.00).

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the Park Director and to sign any documents necessary to submit the grant application.

_____ 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: 2022 Use of Stark County Law Enforcement Training Facility: Stark County Sheriff's Office and Stark County Park District

RESOLUTION: #21-12-081

WHEREAS, the Stark County Sheriff's Office operates the Stark County Law Enforcement Training Center, (herein referred to as the "LETC") located at 143 1st St. SE, Massillon, Ohio 44646 for the purpose of providing professional training to law enforcement agencies; and

WHEREAS, the Stark County Park District desires to continue to use the LETC for its intended purpose in 2022; and

WHEREAS, a continuing memorandum of understanding was approved with Resolution: #21-11-073 between the Sheriff's Office and the Park District beginning on October 1, 2021 through December 31, 2021 with an agreement to extend the initial term on terms that are mutually agreed upon; and

WHEREAS, the Park District desires to continue the memorandum of understanding from January 1 to December 31, 2022; and

WHEREAS, the Park District agrees to pay Twenty Five Dollars (\$25.00) per person to utilize the LETC in 2022.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the Park Director to continue the memorandum of understanding with the Stark County Sheriff's Office from January 1 to December 31, 2022 at a rate of Twenty Five Dollars (\$25.00) per person.

DISCUSSION:

MOTION CARRIED on a roll call vote as follows:

Voting Aye:

Voting Nay:

Stark County Park District

DIRECTOR'S REPORT

November 1 – 30, 2021

11/01/2021	<ul style="list-style-type: none"> – Conducted Meeting with Projects & Administration Manager and Executive Assistant in Person at Sippo Lake Park Administration Office
	<ul style="list-style-type: none"> – Reviewed Natural Resources Advisory Council Grant Application with Grant Coordinator in Person at Sippo Lake Park Administration Office
11/02/2021	<ul style="list-style-type: none"> – Conducted Meeting with Projects & Administration Manager and Executive Assistant in Person at Sippo Lake Park Administration Office
	<ul style="list-style-type: none"> – Reviewed Natural Resources Advisory Council Grant Application Scores with Grant Coordinator in Person at Sippo Lake Park Administration Office
	<ul style="list-style-type: none"> – Met with Friends of Stark Parks President and Board Clerk Regarding Direction in Person at Sippo Lake Park Administration Office
11/03/2021	<ul style="list-style-type: none"> – Attended Education Department Staff Meeting in Person at Sippo Lake Park Exploration Gateway Science Lab
	<ul style="list-style-type: none"> – Attended Park Board Meeting in Person at Sippo Lake Park Exploration Gateway
11/04/2021	<ul style="list-style-type: none"> – Attended Meeting Regarding Story Book Trail at Sippo Lake Park with Stark Library and Park Staff in Person at Sippo Lake Park Exploration Gateway
	<ul style="list-style-type: none"> – Conducted Canton Regional Society of Professional Engineers Board Meeting via Zoom
11/05/2021	<ul style="list-style-type: none"> – Vacation Day
11/08/2021	<ul style="list-style-type: none"> – Conducted Project Budget Review Meeting with Operations Manager and Executive Assistant in Person at Sippo Lake Park Administration Office
	<ul style="list-style-type: none"> – Conducted One-on-One Meeting with Executive Assistant in Person at Sippo Lake Park Administration Office
11/09/2021	<ul style="list-style-type: none"> – Conducted Project Budget Review Meeting with Public Safety Manager and Executive Assistant in Person at Sippo Lake Park Administration Office
	<ul style="list-style-type: none"> – Conducted Project Budget Review Meeting with Marketing Administrator, Information Technology Administrator, Projects & Administration Manager and Executive Assistant in Person at Sippo Lake Park Administration Office
	<ul style="list-style-type: none"> – Attended Mobile Education Vehicle Brainstorming Meeting with Education Department Staff and Development Coordinator via Zoom
	<ul style="list-style-type: none"> – Attended Interview with Kent State University Reporter Regarding Molly Stark Park Future Plans in Person at Sippo Lake Park Administration Office
	<ul style="list-style-type: none"> – Attended Regional Planning Commission Meeting at Regional Planning Commission Offices
11/10/2021	<ul style="list-style-type: none"> – Conducted Project Budget Review Meeting with Natural Resources Manager and Executive Assistant in Person at Sippo Lake Park Administration Office
	<ul style="list-style-type: none"> – Conducted Project Budget Review Meeting with Operations Manager, Facilities Supervisor and Executive Assistant in Person at Sippo Lake Park Administration Office
	<ul style="list-style-type: none"> – Conducted Project Budget Review Meeting with Education Manager and Executive Assistant in Person at Sippo Lake Park Administration Office

	<ul style="list-style-type: none"> – Attended Friends of Stark Parks Board Meeting in Person at Sippo Lake Park Exploration Gateway
11/11/2021	<ul style="list-style-type: none"> – Veteran’s Day Holiday – Offices Closed
11/12/2021	<ul style="list-style-type: none"> – Vacation Day
11/15/2021	<ul style="list-style-type: none"> – Attended Meeting with Public Safety Manager Regarding Updating the City of Alliance Lease Agreement for Deer Creek and Walborn Reservoirs in Person at Sippo Lake Park Administration Office
	<ul style="list-style-type: none"> – Attended Planning Meeting for Towpath Trailhead – Crystal Springs Upgrade Ideas with Development Coordinator, Operations Manager, Projects & Administration Manager, Education Manager and Education Programmer in Person at Sippo Lake Park Exploration Gateway
	<ul style="list-style-type: none"> – Attended Meeting with Public Safety Manager and City of Alliance Regarding Updating the Lease Agreement in Person at City of Alliance
	<ul style="list-style-type: none"> – Presented to University of Mount Union Students Regarding Career in Person at University of Mount Union
11/16/2021	<ul style="list-style-type: none"> – Conducted One-on-One Meeting with Operations Manager in Person at Sippo Lake Park Administration Office
	<ul style="list-style-type: none"> – Attended Special Board Meeting in Person at Sippo Lake Park Clubhouse
	<ul style="list-style-type: none"> – Attended Natural Resources Advisory Council Grant Review Meeting in Person at Regional Planning Commission
	<ul style="list-style-type: none"> – Attended Meeting with Projects & Administration Manager in Person at Regional Planning Commission
11/17/2021	<ul style="list-style-type: none"> – Attended Follow-up Meeting for Towpath Trailhead – Crystal Springs Upgrade Ideas with Development Coordinator, Operations Manager, Projects & Administration Manager, Projects Assistant, Education Manager and Education Programmer in Person at Crystal Springs Trailhead
	<ul style="list-style-type: none"> – Conducted Project Budget Review Meeting with Financial Manager, Enterprises Supervisor and Executive Assistant in Person at Sippo Lake Park Administration Office
11/18/2021	<ul style="list-style-type: none"> – Attended 2022 Proposed Salary Chart Review Meeting with Financial Manager and Executive Assistant in Person at Sippo Lake Park
	<ul style="list-style-type: none"> – Attended Personnel Review Committee Meeting for Fourth Quarter Review Meeting in Person at Sippo Lake Park Clubhouse
	<ul style="list-style-type: none"> – Attended Phone Interview with Jackson Suburbanite Newspaper Reporter
11/19/2021	<ul style="list-style-type: none"> – Vacation Day
11/22/2021	<ul style="list-style-type: none"> – Attended Visit Canton Executive Committee Meeting via Zoom
	<ul style="list-style-type: none"> – Attended Visit Canton Board of Directors Meeting via Zoom
	<ul style="list-style-type: none"> – Attended Stark County Area Transportation Study Policy Committee Meeting in Person At Regional Planning Commission
11/23/2021	<ul style="list-style-type: none"> – Attended Project Update Meeting with Construction Supervisor, Projects & Administration Manager, Operations Manager, Projects Assistant, Financial Manager and Natural Resources Manager via Zoom
	<ul style="list-style-type: none"> – Attended Tam O’Shanter Parking Request for Qualifications Review Meeting with Projects Assistant, Projects & Administration Manager, Construction Supervisor and Operations Manager via Zoom

	– Conducted Project Budget Review Meeting with Human Resources Manager and Executive Assistant in Person at Sippo Lake Park Administration Office
11/24/2021	– Vacation Day
11/25-26/2021	– Thanksgiving Day Holiday – Offices Closed
11/29/2021	– Met with Financial Manager and Executive Assistant to Review Operating Budget
11/30/2021	– Conducted One-on-One Meeting with Executive Assistant