

**Stark County Park District Park Board – Regular Meeting Minutes**  
**Exploration Gateway at Sippo Lake Park, 5712 12<sup>th</sup> St. NW, Canton, OH 44708**  
**January 4, 2022**  
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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 5:30 p.m.

**A. Roll Call of Members:**

MEMBERS PRESENT:

Denise Freeland, Bill Bryan (via Zoom as an observer only – not able to vote or be included to participate nor count towards quorum for the meeting), Ralph Dublikar, Pat Quick, David Regula

STAFF PRESENT:

Robert A. Fonte, Park Director/Secretary to the Board  
Barbara Wells, Finance Manager  
Corianne Kocarek, Clerk to the Board

GUESTS PRESENT:

None

**B. Adoption of Agenda**

D. Regula MOVED to adopt the agenda, which was SECONDED by R. Dublikar

**DISCUSSION:** None

MOTION CARRIED on a vote as follows:

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

**C. Informational** – Appointments of Commissioners to the Stark County Park Board

- Probate Judge Dixie Park has re-appointed Bill Bryan for a full three-year term of office as a Commissioner of the Stark County Park District Board commencing on January 1, 2022 and expiring on December 31, 2024.

**D. Informational** – Park Board Policy Manual (PBPM): Receipt from New and Reappointed Commissioners documenting they have received and read the Board Governance Process

- New and Re-appointed Commissioners are required to sign 6.2 of the PBPM that deals with the Board Governance Process. We will have printed copies for signatures at the meeting.
- The Park Board Policy Manual is located in the Stark Parks Resources folder with a file name of Policy Manual. Section 6.0 and 6.1 are the pages that discuss the Board Governance Process.

**E. RESOLUTION: #22-01-001: Election of Officers: Chairperson**

**WHEREAS**, it is necessary for the Stark County Park District Board of Park Commissioners to make a motion to nominate a member as Chairperson of the Stark County Park Board.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to elect Denise Freeland as Chairperson of the Stark County Park Board.

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, Ralph Dublikar, Pat Quick, David Regula

**F. Resolution #22-01-002: Election of Officers: Vice-Chairperson**

*WHEREAS*, it is necessary for the Stark County Park District Board of Park Commissioners to make a motion to nominate a member as Vice-Chairperson of the Stark County Park Board.

*NOW, THEREFORE, BE IT RESOLVED*, by the Stark County Park District Board of Park Commissioners to elect Bill Bryan as Vice-Chairperson of the Stark County Park Board.

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

**DISCUSSION:** None

MOTION CARRIED on a vote as follows:

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

**G. Resolution #22-01-003: Adoption of Proposed 2022 and January 2023 Board Meeting Schedule**

*WHEREAS*, the following is a list of proposed meeting dates for 2022 and January 2023:

- Tuesday, February 1, 2022; 2p
- Tuesday, March 1, 2022; 2p
- Tuesday, April 5, 2022; 5:30p
- Tuesday, May 3, 2022; 2p
- Tuesday, June 7, 2022; 2p
- Tuesday, July 5 2022; 5:30p
- Tuesday, August 2, 2022; 2p
- Tuesday, September 6, 2022; 2p
- Tuesday, October 4, 2022; 5:30p
- Wednesday, November 2, 2022 (election day 11/1); 2p
- Tuesday, December 6, 2022; 2p
- Tuesday, January 3, 2023, 5:30p

*NOW, THEREFORE, BE IT RESOLVED* by the Stark County Park District Board of Park Commissioners to adopt the 2022 and January 2023 Board Meeting Schedule as listed above.

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

**DISCUSSION:** None

MOTION CARRIED on a vote as follows:

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

**H. Resolution #22-01-004: Appointment of Member to Friends of Stark Parks Board of Trustees**

*WHEREAS*, it is necessary to appoint a Park Board Commissioner or a designated representative to represent the Park Board on the Friends of Stark Parks Board of Trustees; and

*WHEREAS*, the Friends of Stark Parks meeting schedule for 2022 is as follows:

- Wednesday, January 12, 2022
- Wednesday, February 9, 2022
- Wednesday, March 9, 2022
- Wednesday, April 13, 2022
- Wednesday, May 11, 2022
- Wednesday, June 8, 2022
- Wednesday, July 13, 2022

- Wednesday, August 10, 2022
- Wednesday, September 14, 2022
- Wednesday, October 12, 2022
- Wednesday, November 9, 2022
- Wednesday, December 14, 2022

**WHEREAS**, all meetings begin at 4:00 pm and are held via ZOOM Video Conference until further notice; and

**WHEREAS**, from time to time the Friends of Stark Parks Board of Trustees conducts an electronic vote to facilitate an action by the Friends of Stark Parks Board of Trustees and since polling the Stark County Park District Board of Park Commissioners for a consensus on such vote would, in the opinion of legal counsel, be a violation of the Sunshine Law.

**NOW, THEREFORE BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to rotate the Stark County Park District Board of Park Commissioners representative to the Friends of Stark Park Board of Trustees as follows, subject to change by mutual agreement:

- Wednesday, January 12, 2022 – Ralph Dublikar
- Wednesday, February 9, 2022 – Denise Freeland
- Wednesday, March 9, 2022 – David Regula
- Wednesday, April 13, 2022 – Bill Bryan
- Wednesday, May 11, 2022 – Pat Quick
- Wednesday, June 8, 2022 – Pat Quick
- Wednesday, July 13, 2022 – Denise Freeland
- Wednesday, August 10, 2022 – David Regula
- Wednesday, September 14, 2022 – Bill Bryan
- Wednesday, October 12, 2022 – Denise Freeland
- Wednesday, November 9, 2022 – Pat Quick
- Wednesday, December 14, 2022 – Ralph Dublikar

**BE IT FURTHER RESOLVED**, to designate the Stark County Park District Board of Park Commissioners Chairperson as the voting member for all electronic votes by the Friends of Stark Parks Board of Trustees.

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, Ralph Dublikar, Pat Quick, David Regula

## **I. Resolution #22-01-005: Appointment of a Representative and an Alternate to the Stark County Regional Planning Commission**

**WHEREAS**, the Stark County Park District Board of Park Commissioners by Resolution: #14-01-006 entered into a Resolution of Cooperation with Stark County Regional Planning Commission (SCRPC); and

**WHEREAS**, the Stark County Park District Board of Park Commissioners in accordance with said Resolution shall appoint a representative and an alternate.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to appoint Park Director, Robert A. Fonte, the Park District representative and Projects and Administration Manager, Sarah Buell, as alternate.

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

**DISCUSSION:**

R. Fonte stated it is stated in the contract with Regional Planning Commission (RPC) that the Park District has a member on the Board. R. Fonte is the representative with S. Buell as the alternate. We will change once the new director is on board.

▪ **Reference 3**

MOTION CARRIED on a vote as follows:

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

### **J. Resolution #22-01-006: Appointment of Alternate(s) to Stark County Area Transportation Study (SCATS) Policy Committee**

**WHEREAS**, the Stark County Park District Board of Park Commissioners authorized signing a Resolution of Cooperation with the Stark County Regional Planning Commission with Resolution #: 14-01-006; and

**WHEREAS**, the Stark County Area Transportation Study (SCATS) Policy Committee is a sub-division of the Stark County Regional Planning Commission; and

**WHEREAS**, the SCATS Policy Committee is comprised of county officials, mayors, a township representative and representatives from Ohio Department of Transportation (ODOT), the Stark Area Regional Transit Authority (SARTA), the TAC Chair and the CAC Vice-Chair; and

**WHEREAS**, the SCATS Policy Committee is responsible for the basic non-technical policies, adopting the Transportation Plan and Transportation Improvement Program and approving the budget; and

**WHEREAS**, the SCATS Policy Committee revised their policy to include the Stark County Park District as a member and designated the Stark County Park District Board of Park Commissioners Chairperson as a voting representative to the SCATS Policy Committee; and

**WHEREAS**, The SCATS policy allows for the appointment of an alternate(s) to attend meetings and vote on behalf of the designated voting member.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to appoint Park Director, Robert A. Fonte, as first alternate to the Park Board Chairperson and to appoint Projects and Administration Manager, Sarah Buell, as second alternate to the Park Board Chairperson; and

**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 continued membership to the Stark County Area Transportation Study (SCATS) Policy Committee.

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

#### **DISCUSSION:**

R. Fonte stated this is the transportation committee of the Stark County Regional Planning Commission (RPC). The charter states the Park Board Chairperson is the member and the Park District is allotted two alternates, R. Fonte and S. Buell. Typically R. Fonte attends the meetings due to the nature of the topics with regards to grant funding

MOTION CARRIED on a vote as follows:

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

### **K. Resolution #22-01-007: Stark Council of Governments (SCOGS) Representation**

**WHEREAS**, the Stark County Park District Board of Park Commissioners authorized an agreement to join SCOG with Resolution #: 99-014; and

**WHEREAS**, as a Member of the Stark County Council of Governments (SCOG) the Board of Park Commissioners is entitled to at least one (1) representative but no more than three (3) representatives; and

**WHEREAS**, if the Board of Park Commissioners appoints more than one (1) representative they must advise SCOG of the respective voting authority of the representatives in accordance with the "By Law of the Stark Council of Governments" as amended.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to appoint Park Director, Robert A. Fonte, as the Park District representative having full voting authority on behalf of the Stark County Park District and Chief, Justin Laps, as a second representative of the Park District having full voting authority in the Park Director's absence.

▪ **Reference 4**

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

**DISCUSSION:**

R. Fonte stated he is the representative and the alternate is Chief Justin Laps. Many of the functions of SCOGS are law enforcement related

MOTION CARRIED on a vote as follows:

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

**2. PUBLIC COMMENT**

None

**3. APPROVAL OF MINUTES:**

**WHEREAS**, minutes from the December 7, 2021 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 December 7, 2021 Regular Park Board meeting as submitted.

D. Regula 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, Ralph Dublikar, Pat Quick, David Regula

**4. FINANCIAL REPORTS**

**WHEREAS**, the monthly Financial Report and Summary Financial Report for the period ending November 30, 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 November 30, 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, Ralph Dublikar, Pat Quick, David Regula

**5. APPROVAL OF PAYROLLS AND BILLS**

**WHEREAS**, copies of payroll and bills for the month of November 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 November 30, 2021 as submitted.

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

**DISCUSSION:** None

MOTION CARRIED on a vote as follows:

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

**6. OLD BUSINESS**

**A. Informational: Upcoming Events**

**DISCUSSION:** None

• **Reference 5**

## B. Informational: Park Organizational Charts

DISCUSSION: None

## 7. NEW BUSINESS

### A. RESOLUTION: #22-01-008: Request for Advance of Taxes

**WHEREAS**, in order for the Park District to obtain tax revenues early in the year, an executed "Request for Advance of Taxes Collected" is required; and

**WHEREAS**, it is advantageous to the Park District to submit said requests weekly until all funds have been distributed.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the submission of a "Request for Advance of Taxes Collected" by the Park Director, Robert A. Fonte, and/or Financial Manager, Barbara G. Wells, as needed until all funds collected have been distributed.

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

#### DISCUSSION:

R. Fonte reminded the Board this is acted on annually to facilitate timely distribution of revenue from the County treasury to the Park District fund to maximize interest income

MOTION CARRIED on a vote as follows:

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

### B. RESOLUTION: #22-01-009: Transfer of Previous Year(s) Certificates

**WHEREAS**, any funds remaining on a certificate (encumbrance) that are closed following the certification year(s), are now automatically added back into the unencumbered balance in the same master account by the Auditor; and

**WHEREAS**, it is the recommendation of the Park Director to transfer these remaining unencumbered master account balances to the master account of *Project Fund Unallocated* until such time as the Board decides to appropriate these funds to specific projects in the year 2022.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the Park Director to transfer funds to the master account Project Fund Unallocated (072.28.0000.65000) as these funds become available throughout the year 2022.

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

#### DISCUSSION:

R. Fonte stated that the Park District does not want to spend money that is appropriated from a prior year certificates. The Park Board is asked to approve and allocate the money where it is needed, this process has been followed for many years

MOTION CARRIED on a vote as follows:

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

### C. RESOLUTION: #22-01-010: Sippo Valley Trail Bridge Replacement – Change Order #1 – Abutment Size Increase

**WHEREAS**, the Stark County Park District Board of Park Commissioners approved the replacement of the Sippo Valley Bridge #4 as part of the 2021 Project List & Budget with Resolution #21-02-015; and

**WHEREAS**, the Park District entered into a contact with J.D. Williamson Construction Co. Inc., (the "Contractor"), after a competitive bid process declared them the low bidder in the amount of Two Hundred Thirty Five Thousand Dollars (\$235,000.00); and

• **Reference 6**

**WHEREAS**, upon preparing the site for construction, the Contractor discovered the ground surrounding the abutments was less stable than desired; and

**WHEREAS**, a solution was engineered requiring additional length and depth of the concrete abutments; and

**WHEREAS**, the Contractor has presented Stark County Park District with change order #1 in an amount not to exceed Thirty Four Thousand Nine Hundred and Fifty Dollars (\$34,950.00) for the increase in size to both bridge abutments.

**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 Thirty Four Thousand Nine Hundred Fifty Dollars (\$34,950.00) from the Project Fund Unallocated (072.28.0000.65000) to the appropriate account/s.

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the Park Director, Robert A. Fonte to execute the change order and any additional documents required as approved for legal form and sufficiency by Attorney William Morris to complete the Sippo Valley Bridge #4 replacement project.

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

**DISCUSSION:**

Once the contract was awarded, the contractor caught some mistakes the consultant missed with the design. There are issues with the structural integrity of the abutments

MOTION CARRIED on a vote as follows:

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

**D. RESOLUTION: #22-01-011: Tam O'Shanter Park Driveway and Parking Lots Design**

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

**WHEREAS**, the Master Landscape Plan includes the adjustment of the existing drives and parking lots; and

**WHEREAS**, after a competitive Request for Qualifications process was conducted, a fee with Environmental Design Group was negotiated in an amount not to exceed Seventy Three Thousand Three Hundred Dollars (\$73,300.00).

**WHEREAS**, the costs of the design work is funded through a Clean Ohio Grant administered by the Natural Resources Assistance Council (NRAC); and

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the certification and appropriation from Natural Resources Assistance Council (NRAC) in an amount not to exceed Seventy Three Thousand Three Hundred Dollars (\$73,300.00).

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the transfer of funds in an amount not to exceed Seventy Three Thousand Three Hundred Dollars (\$73,300.00) for the Tam O'Shanter Driveway and Parking Lots design from the Project Fund-Unallocated (072.28.0000.65000) to the appropriate accounts.

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the Park Director, Robert A. Fonte to execute the documents required as approved for legal form and sufficiency by Attorney William Morris to complete the Driveway and Parking Lots design.

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

**DISCUSSION:**

R. Fonte stated that Agenda items D, E, G and J are mostly grant reimbursement and are project related to keep the projects moving forward. This Resolution is to continue the design for the driveway and parking lots

MOTION CARRIED on a vote as follows:

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

**E. RESOLUTION: #22-01-012: Fund 696: Certificate of Resources/Appropriation**

**WHEREAS**, grants have been awarded from Federal Emergency Management Agency (FEMA) and Ohio Emergency Management Agency (OEMA) in a total amount of Two Million Eight Hundred Sixty Six Thousand Five Hundred Forty Dollars (\$2,866,540.00):

- Pre-Disaster Mitigation Fund (PDM) in the amount of Nine Hundred Seventy Six Thousand Six Hundred Sixty Five Dollars (\$976,665.00)
- Hazard Mitigation Grant Program (HMGP) FEMA-DR-4360.20-R-OH in the amount of One Million Eight Hundred Eighty Nine Thousand Eight Hundred Seventy Five Dollars (\$1,889,875.00); and

**WHEREAS**, the remaining PDM budget for 2022 is Five Hundred Five Thousand Four Hundred Forty Seven Dollars and Thirty Nine Cents (\$505,447.39); and

**WHEREAS**, the HMGP budget for 2022 is One Million Eight Hundred Seventy Nine Thousand Eight Hundred Seventy Five Dollars (\$1,879,875.00); and

**WHEREAS**, it is necessary to amend, certify and appropriate the Fund 696 in the 2022 Budget in an amount not to exceed Two Million Three Hundred Eighty Five Thousand Three Hundred Twenty Two Dollars and Thirty Nine Cents (\$2,385,322.39) for the completion of the PDM and HMGP Grant Programs.

**NOW THEREFORE BE IT RESOLVED**, to authorize the amendment, certification and appropriation of funds for Fund 696 (Hazard Mitigation Grant Program) from the Project Fund Account 696.28.0000.65000 for the completion of the Pre-Disaster Mitigation Fund and Hazard Mitigation Grant Program.

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the Park Director, Robert A. Fonte to execute the documents required as approved for legal form and sufficiency by Attorney William Morris to complete the grant projects.

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

**DISCUSSION:**

B. Wells stated the amounts are what is remaining in each grant.

MOTION CARRIED on a vote as follows:

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

**F. RESOLUTION: #22-01-013: Non-Encumbered Expenses: Document Concepts**

**WHEREAS**, the Stark County Park District authorized production of signage for a Trail Tale Story at Sippo Lake in June of 2020; and

**WHEREAS**, the Stark County Park District never received an invoice for the Trail Tale Story Yard Signs from Document Concepts; and

**WHEREAS**, the Stark County Park District recently received an invoice from Document Concepts in the amount of Two Hundred Fourteen Dollars and Eighty Five Cents (\$214.85) dated June 2020 for the Trail Tale Story Yard Signs.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize a payment of a non-encumbered expense in the amount of not to exceed Two Hundred Fourteen Dollars and Eighty Five Cents (\$214.85) from account (072.28.1157.67118) to Document Concepts for Yard Signs.

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

**DISCUSSION:**

R. Fonte stated the invoice was never received



MOTION CARRIED on a vote as follows:

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

**G. RESOLUTION: #22-01-014: Ohio & Erie Canalway Coalition Memorandum of Understanding: Trail Realignment at Towpath Court**

**WHEREAS**, the Stark County Park District desires to relocate a portion of the Ohio & Erie Canal Towpath Trail on the south side of the Towpath Court Trailhead in Massillon to improve the line of sight and trail grade; and

**WHEREAS**, the relocation project is eligible for funding from the Ohio & Erie Canalway Coalition, who seeks to assist units of government, regional planning organizations, nonprofit organizations and others in the coordination and support of the Ohio & Erie Canalway National Heritage Area, Towpath Trail and connector trails; and

**WHEREAS**, Stark County Park District requested and has been approved for Five Thousand Dollars (\$5,000.00) from the Ohio & Erie Canalway Coalition for the project.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the Park Director to accept the funds and execute any necessary documents required as approved for legal form and sufficiency by Attorney William Morris to complete the Ohio & Erie Canal Towpath Trail Relocation south of the Towpath Court Trailhead in Massillon.

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the amendment, certification, appropriation and transfer/s of an amount not to exceed Five Thousand Dollars (\$5,000.00) from the Project Fund Unallocated (072.28.0000.65000) to the appropriate accounts.

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

**DISCUSSION:**

R. Fonte stated there have been a few accidents in this area due to the slope and turning of the trail. The Ohio & Erie Canalway Coalition has agreed to help pay for the trail relocation and Ernie Lehman has agreed to donate the easement needed to straighten the trail in that area

MOTION CARRIED on a vote as follows:

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

**H. RESOLUTION: #22-01-015: [www.StarkParks.com](http://www.StarkParks.com) Reservation System Service Change**

**WHEREAS**, the Stark County Park District's website, [www.starkparks.com](http://www.starkparks.com), is in need of upgrades so that the site is searchable from various search engines; and

**WHEREAS**, the website directs the visitor to the reservation system which services the public by offering online reservation options for park rentals and programs; and

**WHEREAS**, the Park District desires to contract with a new service for the reservation system that will provide more responsive service and to make the transition to that new service with minimal disruption to the users; and

**WHEREAS**, the contract and migration to the new service for the reservation system is estimated in an amount not to exceed Twenty One Thousand Dollars (\$21,000.00).

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize a transfer of funds in an amount of not to exceed Twenty One Thousand Dollars (\$21,000.00) for the new reservation system contract and migration to the new service from the Project Fund-Unallocated (072.28.0000.65000) to the appropriate account/s.

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the Park Director, Robert A. Fonte to execute the documents required as approved for legal form and sufficiency by Attorney William Morris to complete the Reservation System Service Change.

• **Reference 9**

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

**DISCUSSION:**

R. Fonte stated this will help keep our website upgraded as our current reservation system is in need of upgrading. Our website server will be upgraded after the reservation system is switched to another provider.  
B. Wells stated that the marketing, enterprises and education departments are still researching the options and scheduling demonstrations for the various ‘off-the-shelf’ reservation systems  
D. Regula asked who would perform the upgrade?  
B. Wells stated that COSO will perform the migration and hosting of our current website. They will continue to host our current reservation system. We’ll plan to run both reservation systems simultaneously to help prevent double bookings for reservations. Our new reservation system will also be on an upgraded server.  
P. Quick noted the change from the original Resolution was \$15,000 and the new amount is \$21,000  
B. Wells stated that the \$15,000 amount was for a reservation system that did include all of the functionality needed, we have asked a couple follow-up questions. The updated amount of \$21,000 would be a recurring annual cost, this is for the reservations system that we are demoing this week.

MOTION CARRIED on a vote as follows:

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

**I. RESOLUTION: #22-01-016: West Branch Trail – Tavares Property Acquisition**

**WHEREAS**, the Stark County Park District (Park District) has interests in acquiring the property being Stark County Auditor’s Parcel Nos. 1302634 and 10002561 – containing a 16.18 and a 1.31-acre tract (the “Property”); and

**WHEREAS**, the Property became available and a purchase agreement was negotiated in the amount of Forty Thousand Dollars (\$40,000.00); and

**WHEREAS**, the Park District submitted a Clean Ohio Trail Grant for the acquisition of the Property at a reimbursable rate of Seventy Five Percent (75%) in an amount not to exceed Thirty Thousand Dollars (\$30,000.00); and

**WHEREAS**, the grant has been approved by Natural Resources Assistance Council (NRAC) Board and is pending the release of the grant agreement from the Ohio Public Works Commission.

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the certification and appropriation from Natural Resources Assistance Council (NRAC) in an amount not to exceed Thirty Thousand Dollars (\$30,000.00).

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the transfer of funds in an amount not to exceed Forty Thousand Dollars (\$40,000.00) for the West Branch Trail – Tavares Property Acquisition from the Project Fund-Unallocated (072.28.0000.65000) to the appropriate account/s.

**BE IT FURTHER RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the Park Director, Robert A. Fonte to execute the documents required for the grant and acquisition as approved for legal form and sufficiency by Attorney William Morris to complete the project.

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

**DISCUSSION:**

R. Fonte stated this property was included in the Natural Resources Assistance Council (NRAC) grant and will eventually extend the trail through Canton Township to Esmont Park

MOTION CARRIED on a vote as follows:

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

**J. RESOLUTION: #22-01-017: Clean Ohio Trail Fund Grant Application: Devonshire Trail Connector**

**WHEREAS**, the Devonshire Trail is a trail identified on the Stark County Trail and Greenway Master Plan; and  
**WHEREAS**, Stark County Park District desires financial assistance under the Clean Ohio Trail Fund (COTF) Grant Program to fund the trail connection through Devonshire Park; and

**WHEREAS**, the reimbursement rate for the COTF grant is Seventy-Five Percent (75%) of the project, requiring matching funds of a minimum of Twenty-Five Percent (25%); and

**WHEREAS**, the total grant funding request including match is equal to Two Hundred Fifty Nine Thousand Five Hundred Seventy Two Dollars and Five Cents (\$259,572.05); and

**WHEREAS**, the Park District is seeking One Hundred Ninety-Four Thousand, Six Hundred Seventy Nine Thousand Dollars and Three Cents (\$194,679.03) in COTF grant funds from the Ohio Department of Natural Resources; and

**WHEREAS**, the grant requires a Twenty Five Percent (25%) match requirement in the amount of Sixty Four Thousand Eight Hundred Ninety Three dollars and Two Cents (\$64,893.02).

**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 the Clean Ohio Trail Fund (COTF) Grant Program for the Devonshire Trail Connector for the funding request of Two Hundred Fifty Nine Thousand Five Hundred Seventy Two Dollars and Five Cents (\$259,572.05) with a match of Sixty Four Thousand Eight Hundred Ninety Three dollars and Two Cents (\$64,893.02).

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

**DISCUSSION:**

R. Fonte stated that staff field walked the site and reduced the application amount. This project would open up the Devonshire Park property. We're also working with the Winking Lizard to create a trailhead similar to our partnership with the Washington Square Starbucks

MOTION CARRIED on a vote as follows:

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

**K. RESOLUTION: #22-01-018: Recreational Trail Grant Program Application: Sippo Valley Trail Bridge #11 Replacement**

**WHEREAS**, the Stark County Park District (SCPD) desires financial assistance under the Recreational Trails Program (RTP), an assistance program of the U.S. Department of Transportation's Federal Highway Administration (FHWA) to replace a bridge along the Sippo Valley Trail; and

**WHEREAS**, the reimbursement rate for the RTP grant is Eighty Percent (80%) requiring matching funds of a minimum of Twenty Percent (20%); and

**WHEREAS**, the Sippo Valley Trail bridge, known as Bridge Number Eleven (#11), has been identified as being in serious condition according to the 2020 Stark Parks Bridge Inspection Report performed by Hammontree & Associates LTD; and

**WHEREAS**, the total project request including match is equal to One Hundred Twenty Five Thousand Dollars (\$125,000.00) for the design cost and construction of the Sippo Valley Trail Bridge Number Eleven (#11); and

**WHEREAS**, SCPD is requesting funding in the amount of One Hundred Thousand Dollars (\$100,000.00); and

**WHEREAS**, the match is equal to Twenty Five Thousand Dollars (\$25,000.00).

- **Reference 11**

**NOW, THEREFORE, BE IT RESOLVED**, by the Stark County Park District Board of Park Commissioners to authorize the Park Director to submit a grant application to the Recreational Trail Program (RTP) for the Sippo Valley Trail Bridge #11 Replacement for the funding request of One Hundred Thousand Dollars (\$100,000.00) with a match of Twenty-Five Thousand Dollars (\$25,000.00) for a total project cost of One Hundred Twenty Five Thousand Dollars (\$125,000.00).

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

**DISCUSSION:**

R. Fonte stated this is another bridge along the Sippo Valley Trail on the most severe list

MOTION CARRIED on a vote as follows:

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

## 9. DIRECTOR'S REPORT

A. 2021 Project List and Budget

**Discussion:** None

B. Director's Report

R. Fonte stated:

- COVID: we have 11 staff directly impacted (as to their work schedules as of January 4, 2022 and are showing symptoms or positive test; or exposed and do not have shots). Those that are able are working from home and others are quarantined (three have completed quarantines and are back). Four additional have been exposed, but showing no symptoms/vaccinated so they are still able to work
- Open Positions:
  - Education Manager – 68 applications
  - Human Resources – 41 applications
  - Currently going through the screening process and scheduling interviews with the management team
- D. Regula requested staff research the cost for adding paper towel dispensers in restrooms with multiple stalls where large public events are held

## 12. ADJOURNMENT

**BE IT RESOLVED** to adjourn at 6:13 p.m. Next scheduled meeting: February 1, 2022 at 2:00 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, Ralph Dublikar, Pat Quick, David Regula

**APPROVAL DATE:** February 1, 2022

ATTEST:

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Denise Freeland, Chairperson  
Stark County Park Commission

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

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Corianne Kocarek/Clerk to the Board  
Stark County Park District

• **Reference 12**