

Stark County Park District Park Board – Regular Meeting Minutes
Exploration Gateway at Sippo Lake Park, 5712 12th St. NW, Canton, OH 44708
March 1, 2022
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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 2:01 p.m.

A. Roll Call of Members:

MEMBERS PRESENT:

Denise Freeland, Bill Bryan, Pat Quick, David Regula, Bill Bryan (via Zoom)

STAFF PRESENT:

Robert A. Fonte, Park Director/Secretary to the Board
Barbara Wells, Financial Manager
Corianne Kocarek, Clerk to the Board
Rick Summers, Operations Manager
Sarah Buell, Projects & Administration Manager
Steve Smith, Enterprises Supervisor
Mark Walker, Mechanic
Victoria Nickl, Staff Accountant
Emily Rindfleisch, Projects Assistant

GUESTS PRESENT:

Robert Wang, Canton Repository

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, Bill Bryan, Pat Quick, David Regula, Bill Bryan

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES:

WHEREAS, minutes from the February 1, 2022 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 February 1, 2022 Regular Park Board meeting as submitted.

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

DISCUSSION: None

MOTION CARRIED to approve the minutes on a vote as follows:

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

4. STAFF PRESENTATION, Steve Smith, Enterprises Supervisor

S. Smith shared with the Park Board:

- Enterprises Mission: To provide Stark County residents and all park patrons with enjoyable, affordable and safe activities for the whole family.

- Enterprises was formally housed under the Education Department, but now is with the Finance Department. S. Smith stated he is excited to work with B. Wells and continue to implement new ideas.

General Goals:

- Make every experience safe, fun and memorable!
- Employ a trained, friendly and knowledgeable staff to provide excellent guest service
- Offer quality products and services

Enterprises encompasses:

- Marinas, Facility Rentals, Lily Pad Gift Shop, Concessions, Cross Country Skiing, Tam O'Shanter Clubhouse

Marinas: "Back on the water!" Sippo Lake and Walborn Reservoir

- Totals are a combination of watercraft rentals, food and beverage sales, and bait and tackle sales
 - Walborn Reservoir Marina: \$60,720
 - Sippo Lake Marina: \$46,595
 - Grand Total: \$107,315
- New Marina Equipment for 2021
 - 2 Additional Pedal Boats at Sippo and additional Tandem Kayaks
- Watercraft Rentals
 - Patrons spend a total of 5,100 hours on the water
 - Pedal Boats were #1 at Sippo with 40% of total rentals, bringing in over \$10,600!
 - Kayaking continues to be hugely popular at Walborn, with single and tandem kayaks accounting for 65% of all rentals, bringing in over \$31,000!
 - Total Rentals account for 72% of Marina sales, which is \$74,200
- Pontoon Rides – Back on the Water for 2022!
 - With fewer pontoon rides the past two years due to COVID restrictions, we are excited to be able to offer a wider variety of rides than ever before. This season, in addition to the reserved rides we have done in the past, we are offering "Open Rides." These rides will take place on Thursday afternoons and all day Saturday at Sippo Lake.

Lily Pad Gift Shop:

- Located inside the Exploration Gateway and offers drinks and snacks, books and related educational materials, clothing and jewelry gift items and Stark Parks gear.
- During COVID we began taking phone orders and providing orders through our website, as well as offering curbside pick-up. Total sales for 2021 reached \$10,700.

Concessions:

- In the past years a large percentage of concession sales have come from fishing derbies, but we have in recent years expanded to include such annual events as Fall Fest, Ranger for a Day, Movie Night, VeteRun and most notably, the 9-night "Deck the Hollow" holiday event.

Facility Rentals Include:

- Boat Shelter at Sippo Lake
- Shelters at Walborn Reservoir, Exploration Gateway, Petros Lake Park, Fry Family Park and Tam O'Shanter Park
- Facilities at Quail Hollow and Fry Family Park
- Meeting rooms and wedding/reception space at the Exploration Gateway
 - Revenue from the clubhouse, all shelters and Quail Hollow: \$26,200
 - Revenue from the Exploration Gateway meeting/wedding spaces: \$12,450
 - This made for a grand total of \$38,700 in facility rentals

Cross Country Skiing at Quail Hollow:

- Enough snow provides us the opportunity to open the Ski Shop at Quail Hollow
- Through an email and website notification, winter sports enthusiasts are invited to participate in an open skiing format. Our staff provides boots, skis and poles, as well as basic instruction.

- There was enough snow to be able to ski a total of 12 occasions in 2021 – with over 200 participants, rental revenues totaled \$4,250. Our successful ski program even garnered media coverage from the Canton Repository!
- 2022 numbers have already been eclipsed this year and we are still skiing! Over 3,000 and 200 people in one weekend alone!

Deck the Hollow:

- Our annual holiday lighted walk event at Quail Hollow was a huge success, with a turnout of over 2,400 visitors. Over the course of three weekends in December, the event brought in nearly \$5,000 in admissions and concessions.

Finally, in 2021, the Enterprises Department boasted two Employees of the Quarter, with awards given to Sales and Service Coordinator, Bonnie Hunt, and our entire Marina staff for their stellar patron service! Congratulations to all!

5. FINANCIAL REPORTS

WHEREAS, the monthly Financial Report and Summary Financial Report for the period ending January 31, 2022 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 January 31, 2022 as submitted.

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

DISCUSSION: None

MOTION CARRIED on a vote as follows:

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

6. APPROVAL OF PAYROLLS AND BILLS

WHEREAS, copies of payroll and bills for the month of January 31, 2022 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 January 31, 2022 as submitted.

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

DISCUSSION: None

MOTION CARRIED on a vote as follows:

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

7. OLD BUSINESS

A. Informational: Upcoming Events

DISCUSSION:

- R. Fonte reminded the Park Board of the Friends of Stark Parks Meetings and the board representation
- D. Freeland asked when the Regional Planning Commission (RPC) meeting is being held
- R. Fonte stated March 16, 2022 at Arrowhead

B. Informational: Jackson Connector Trail – Tunnel Project Update

The Stark County Park District Board of Commissioners passed resolution #22-010-019 to allocate funds for the construction and inspection of the Jackson Connector Trail - Tunnel Project in the amount of One Million Three Hundred Twenty-Five Thousand Four Hundred Thirty-Six Dollars (\$1,325,436.00), which are due in advance of Ohio Department of Transportation's (ODOT) March 17, 2022 sale date. The resolution was pending approval by partners Jackson Township and the Jackson Local Board of Education.

Since the January 19, 2022 Special Park Board Meeting both partners have passed resolutions in support of the updated share of the construction and inspection costs:

- The Jackson Township Board of Trustees passed Resolution #22-043 on February 8, 2022
- Jackson Local Board of Education passed Resolution #22.29 on February 10, 2022

DISCUSSION:

- B. Wells stated that the bank needed a different escrow agreement. The President of the Stark County Commissioners will sign off and then the check will be taken to the bank
- R. Fonte stated that we are ready to meet the Ohio Department of Transportation (ODOT) schedule to keep the bid date and construction will begin this summer

8. NEW BUSINESS

A. RESOLUTION: #22-03-026: 2022 Marina Pricing

WHEREAS, Resolution #21-03-022 adopted the Retail Pricing Sheet to establish the 2021 Marina retail prices; and

WHEREAS, the 2022 Marina Retail Pricing is attached as Exhibits A and B.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to adopt the 2022 Marina Retail Pricing attached as Exhibits A and B.

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

DISCUSSION:

- B. Wells stated that the “boating” references were changed to “watercraft” because a Stand Up Paddleboard (SUP) is not considered a boat. Pontoon Boat Rides were increased from \$40 to \$50.
- P. Quick asked if the remaining rates were the same?
- Wells stated that was correct

MOTION CARRIED on a vote as follows:

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

B. RESOLUTION: #22-03-027: 2022 Facility Rental Rates

WHEREAS, Resolution #21-03-023 adopted the 2021 Facility Rental Rates; and

WHEREAS, the 2022 Facility Rental Rates are attached as Exhibit C.

NOW, THEREFORE, BE IT RESOLVED by the Stark County Park District Board of Park Commissioners to approve the Facility Rental Rates as attached as Exhibit C.

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

DISCUSSION:

- B. Wells stated that the rates changed for the Exploration Gateway and the Clubhouse at Sippo Lake was removed from rental. A note was added about calling to reserve the Fry Nature Center and Quail Hollow Park. We also added Juneteenth as a holiday

MOTION CARRIED on a vote as follows:

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

C. RESOLUTION: #22-03-028: 2022 Tam O’Shanter Menu and Pricing

WHEREAS, Resolution #21-03-024 adopted the 2021 Tam O’Shanter Menu and Pricing; and

WHEREAS, the 2022 Tam O’Shanter Menu and Pricing is attached as Exhibit D.

NOW, THEREFORE, BE IT RESOLVED by the Stark County Park District Board of Park Commissioners to approve the Tam O’Shanter Menu and Pricing as attached as Exhibit D.

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

DISCUSSION:

- B. Wells stated this is all encompassing
- D. Freeland asked if this was for special events only
- B. Wells answered, yes

MOTION CARRIED on a vote as follows:

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

D. RESOLUTION: #22-03-029: ODOT Final Participatory Legislation – Jackson Connector Trail-Tunnel – STA TR 0211 01.970 (Fulton Drive)

WHEREAS, the following Final Resolution enacted by the Stark County Park District, hereinafter referred to as the Legislative Authority/Local Public Agency or “LPA”, in the matter of the stated described project; and **WHEREAS**, on the 3rd Day of November, 2021, the LPA enacted legislation proposing cooperation with the Director of Transportation for the described project:

The project consists of the construction of a shared use path between Fulton Drive (T.R. 211) and Community Parkway, including a tunnel under Fulton Drive (T.R. 211), retaining wall, guardrail, curb ramps, drainage, sanitary sewer, lighting, signage, and pavement markings, lying within the Stark County Park District; and

WHEREAS, the LPA shall cooperate with the Director of Transportation in the above described project as follows:

The LPA agrees to assume and bear One Hundred Percent (100%) of the entire cost of the improvement, less the amount of Federal-Aid funds set aside by the Director of Transportation for the financing of this improvement from funds allocated by the Federal Highway Administration, U.S. Department of Transportation.

The share of the cost of the LPA is now estimated in the amount of One Million Three Hundred Twenty-Five Thousand Four Hundred Thirty Six Dollars, (\$1,325,436.00), but said estimated amount is to be adjusted in order that the LPA’s ultimate share of said improvement shall correspond with said percentages of actual costs when said actual costs are determined; and

WHEREAS, The Director of Transportation has approved said legislation proposing cooperating and has caused to be made plans and specifications and an estimate of cost and expense for improving the above described highway and has transmitted copies of the same to this legislative authority; and

WHEREAS, the LPA desires the Director of Transportation to proceed with the aforesaid highway improvement.

NOW, THEREFORE, BE IT RESOLVED:

- I. That the estimated sum, of One Million Three Hundred Twenty-Five Thousand Four Hundred Thirty-Six Dollars, (\$1,325,436.00) is hereby appropriated for the improvement described above and the fiscal officer is hereby authorized and directed to issue an order on the treasurer for said sum upon the requisition of the Director of Transportation to pay the cost of expense of said improvement. We hereby agree to assume in the first instance, the share of the cost and expense over and above the amount to be paid from Federal funds.
- II. That the LPA hereby requests the Director of Transportation to proceed with the aforesaid highway improvement
- III. That the LPA enter into a contract with the State (Exhibit E), and that the Park Director, be and is hereby authorized to execute said contract, provided for the payment of the LPA and sum of money set forth herein above for improving the described project.
- IV. That the LPA transmit to the Director of Transportation a fully executed copy of this Resolution.

This is to certify that we have compared the foregoing copy of the Resolution with the original record thereof, found in the record of the proceedings of the LPA, and which Resolution was duly passed by the LPA on the _____ day of _____, 20____, and that the same is true and correct copy of said Resolution and the action of said LPA thereon.

We further certify that said Resolution and the action of said LPA thereon is recorded in the journal of said LPA in Volume _____, at Page _____, and under date of _____, 20_____.

Legislative Authority of the
Stark County Park District

Park Director

Clerk (Secretary Ex-Officio)

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, Pat Quick, David Regula, Bill Bryan

E. RESOLUTION: #22-03-030: 2022 Department Project Revision-Zero Turns

WHEREAS, the 2022 Project List & Budget was approved by the Stark County Park District Board of Commissioners by resolution #22-02-022 on February 1, 2022; and

WHEREAS, the 2022 Operations Department Project Budget included a project for two (2) sit-down Diesel Kubota Zero Turn mowers; and

WHEREAS, Operations Manager, Mechanic and Parks & Trails Supervisor, recommend three (3) stand-up mowers and one (1) sit-down mower to provide the Park District with more flexibility for additional staff to mow; and

WHEREAS, the stand-up mowers are becoming more of an industry standard; and

WHEREAS, the following equipment is to be traded in:

Mower #3

Mower #6

are part of Stark County Park District current inventory; and

WHEREAS, it is Stark Park Districts desire to keep the cost of new equipment to a minimum.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the Park Mechanic to evaluate the trade-in prices and recommend to the Director for approval of the lowest and best bid.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the Director to trade-in and remove the equipment from our inventory.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners to update the project description for the Zero-Turns from the original project submitted to include (3) stand-up mowers and one (1) sit-down mower.

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

DISCUSSION:

- D. Regula asked if we received state pricing?
- M. Walker stated we receive lower than state pricing
- D. Regula asked if we received salt from a cooperative?
- B. Wells stated we receive salt from Stark County Engineers office and Lexington Township

MOTION CARRIED on a vote as follows:

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

F. RESOLUTION: #22-03-031: Clerk to the Board

WHEREAS, resolution #18-04-021 on April 4, 2018, appointed Corianne Kocarek, Executive Assistant, as Clerk to the Board; and

WHEREAS, resolution #18-04-021 on April 4, 2018, also appointed Victoria (Gill) Nickl, Staff Accountant, to the position of Alternate Clerk to the Board; and

WHEREAS, Corianne Kocarek resigned from the Stark County Park District effective March 2, 2022; and

WHEREAS, Victoria Nickl, Staff Accountant will be appointed to the position of Clerk to the Board; and

WHEREAS, Emily Rindfleisch, Projects Assistant will be appointed to the position of Alternate Clerk to the Board.

NOW, THEREFORE, BE IT RESOLVED by the Stark County Park District Board of Park Commissioners to appoint Victoria Nickl, Staff Accountant, as Clerk to the Board and Emily Rindfleisch, Projects Assistant, as Alternate Clerk to the Board.

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

DISCUSSION:

- R. Fonte wanted to thank C. Kocarek for being an outstanding help to the Director

MOTION CARRIED on a vote as follows:

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

G. RESOLUTION: #22-03-032: 2022 Department Project Revision-UTV

WHEREAS, the 2022 Project List & Budget was approved by the Stark County Park District Board of Commissioners by resolution #22-02-022 on February 1, 2022; and

WHEREAS, the 2022 Operations Department Project Budget included a project for two (2) Kubota UTV's with dump beds, roll bars and seat belts; and

WHEREAS, Operations Manager, Rick Summers, recommends eliminating all UTV's without roll bars and seatbelts and purchase three (3) Kubota UTV's with dump beds; and

WHEREAS, the following equipment is to be traded in:

1 – Pug with Dump Bed (not currently used)

3 – John Deer Gators (without roll bars)

1 – Woods 212 Trail Cutter (not currently used)

1 – Woods Trail Cutter Belt Drive (not currently used)

1 – John Deer Cutter (not currently used)

1 Gravely with Blade and Brush (not currently used)

are part of Stark County Park District current inventory; and

WHEREAS, it is Stark Park Districts desire to keep the cost of new equipment to a minimum.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the Mechanic to evaluate the trade-in prices and recommend to the Director for approval of the lowest and best bid.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the Director to trade-in and remove the equipment from our inventory.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners to update the project description for the UTVs from the original project submitted to include (3) UTVs with roll bars and seatbelts.

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

DISCUSSION:

- D. Regula asked if this will require everyone to wear seatbelts?
- R. Summers stated yes, and everyone must take equipment training

MOTION CARRIED on a vote as follows:

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

H. RESOLUTION: #22-03-033: 2022 Project List & Budget Transfer: Land Acquisition Services-Ohio Power Company

WHEREAS, the Stark County Park District Board of Park Commissioners approved the Land Acquisition Services as part of the 2022 Project List & Budget in the amount of Twenty Five Thousand Dollars (\$25,000.00) with Resolution #22-02-022; and

WHEREAS, it has been determined the Stark County Park District (SCPD) desires a right-of-way license agreement for a recreational trail from Ohio Power Company for Parcel No.(s) 1312625 and 1312627; and

WHEREAS, the right-of-way license agreement is in an amount not to exceed Three Thousand Dollars (\$3,000.00)

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 Three Thousand Dollars (\$3,000.00) from the Land Acquisition Services Project on the 2022 Project List & Budget from (072.28.0000.65000) to the Purchased Services-Occupational-Real Estate (072.28.1000.64103) for the right-of-way license agreement from Ohio Power Company for Parcel No.(s) 1312625 and 1312627.

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 right-of-way license agreement.

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

DISCUSSION:

- R. Fonte stated this is in line with the right-of-way with the Tavares property that connects Esmont Park with Canton South

MOTION CARRIED on a vote as follows:

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

9. DIRECTOR'S REPORT

A. Director's Report

- D. Freeland asked about the NPR Engagement Session on Feb. 17, 2022.
- B. Fonte stated that NPR hosted the meeting at Stark Community Foundation to meet with community leaders. NPR is consolidating their resources and giving access to organization like Stark Parks and nonprofits. The purpose is to address the gap with print media, support of nonprofits and reporting local news.

- B. Fonte mentioned that the new Human Resources Manager, Chelsie Haupt, is set to begin employment on Mar. 2, 2022, and will take the SHRM certification within a year. Also, the new Education Manager, David Green, is set to begin employment on Mar. 14, 2022. Both persons were interviewed by the Management Team and will attend the April Board meeting.
- S. Buell introduced Emily Rindfleisch, Projects Assistant, to the Board. She has previously worked with Cleveland Metro parks and West Creek Conservancy. She will serve as the alternate clerk to the Board.
- B. Fonte also stated that he met with ODOT about the Minerva bridge project and getting their buy-in on the route. This will be a public meeting process in the future.

10. EXECUTIVE SESSION

BE IT RESOLVED, to adjourn into Executive Session at 2:43 pm to consider the appointment, employment and discipline of a public employee and to consider the purchase of property for public purposes.

D. Regula moved to adopt this motion, which was SECONDED by R. Dublikar

MOTION CARRIED on a roll call vote as follows:

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

11. RECONVENE FROM EXECUTIVE SESSION

BE IT RESOLVED to reconvene to Regular Session at 3:23 p.m.

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

MOTION CARRIED on a vote as follows:

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

12. ADJOURNMENT

BE IT RESOLVED to adjourn at 3:24 pm. Next scheduled meeting: April 5, 2022 at 5:30 p.m. at the Exploration Gateway at Sippo Lake Park.

P. Quick MOVED to adjourn the meeting, which was SECONDED by D. Regula

MOTION CARRIED on a vote as follows:

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

APPROVAL DATE: April 5, 2022

ATTEST:

Denise Freeland, Chairperson
Stark County Park Commission

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

Victoria Nickl/Clerk to the Board
Stark County Park District