

Stark County Park District Park Board – Regular Meeting Minutes
Exploration Gateway at Sippo Lake Park, 5712 12th St. NW, Canton, OH 44708
June 14, 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 2:02 p.m.

A. Roll Call of Members

MEMBERS PRESENT:

Denise Freeland, Bill Bryan, Ralph Dublikar, Pat Quick

STAFF PRESENT:

Daniel Moeglin, Executive Director/Secretary to the Board

Derek Gordon, Deputy Director

Barbara Wells, Financial Manager

Justin Laps, Chief

Rick Summers, Operations Manager

Sarah Buell, Projects & Administration Manager

Chelsie Haupt, HR Manager

Mark Walker, Mechanic

Talula Wiater, Natural Resources Manager

Justin Crawford, Education Programmer

Emma Weisent, Education Programmer

Bryna Bell, Ranger

Jason Yost, Trail Crew Leader

Emily Rindfleisch, Projects Assistant

PUBLIC PRESENT:

Molly McGhee

Chris Bell

Ady Gaddis

Adam Kimmell

Robert Wang

B. Adoption of Agenda

P. Quick MOVED to adopt the agenda, which was SECONDED by W. Bryan

DISCUSSION: None

MOTION CARRIED on a vote as follows:

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

C. Oath of Office: Ranger Bryna Bell

2. PUBLIC COMMENT

Mr. Kimmell-Interested in restoring Molly Stark- previously submitted proposal for the restoration of the property- here to listen in the future of the property.

3. STAFF PRESENTATION

Rick Summers, Mark Walker, Jason Yost

DISCUSSION:

- A. Projects- Fry Bridge, Sippo Bridge #4 (bridge replacement), Sippo bridge repair, Trail Tales installation at Exploration Gateway (EG), catch basin repair at Quail Hollow, Vail Property access drive
- B. Fleet- 43 vehicles, vehicle maintenance, waiting on Ford F350 to come in- shortage on vehicles, stock pile of extra materials, machinery- skid steer/excavator/tree chipper/truck tarps/stand up mower/zero turn mower/weed harvester sent to scrap
- C. Park/Trails- East/West/Central zones for maintenance, memorial trees/benches/Molly bricks/blue bird boxes (all run through Friends of Stark Parks (FOSP)), trail closures due to nearby construction, operating challenge, opening/closing marinas are time consuming, asphalt damage/trail repair, goal is to reduce hazards on trails, hazard trees, working with volunteer groups on landscaping properties and fence maintenance, installing signage, goal is to lessen maintenance, assist with events- trail openings/fishing derbies/Fall Fest
- D. Facilities- EG/Quail/WCC (part time), EG light poles, removal of block wall at Operations Department, updating drinking fountains to have water bottle fillers, plan to add flags and banners at EG, working to replace all lights to LEDs, blue bird boxes install, installed walk-in freezer and bird flu coverings at Wildlife Conservation Center (WCC), Quail Hollow spouting/gutters, Magnolia Mill siding project and water repair completed, list station replacement

4. APPROVAL OF MINUTES

WHEREAS, minutes from the May 3, 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 May 3, 2022 Regular Park Board meeting as submitted.

W. Bryan 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, Ralph Dublikar, Pat Quick

5. FINANCIAL REPORTS

WHEREAS, the monthly Financial Report and Summary Financial Report for the period ending April 30, 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 April 30, 2022 as submitted.

W. Bryan 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, Ralph Dublikar, Pat Quick

6. APPROVAL OF PAYROLLS AND BILLS

WHEREAS, copies of payroll and bills for the month of April 30, 2022 were submitted for the Board's review.

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 April 30, 2022 as submitted.

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

DISCUSSION:

- W. Bryan- Does Stark Parks conduct background checks?
- B. Wells- Yes, for both employees and volunteers.

MOTION CARRIED on a vote as follows:

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

7. OLD BUSINESS

A. Informational: Events: April 27, 2022 – June 30, 2022

DISCUSSION:

- D. Gordon- David Green is reformatting event list to share real-time events and attendance at meetings. He will separate public and requested events.

B. Informational: Remote Work Policy Update (Exhibits A, B, and C)

DISCUSSION:

- D. Moeglin- We're updating internal policy and this is just informational drafts at this point.
- D. Gordon- We're trying to be as fair as possible with all employees.

C. Informational: Volunteer Handbook Updates (Exhibit D)

DISCUSSION:

- D. Moeglin- Chelsie and Parker have been updating
- C. Haupt- Parker revised since it was outdated, processes have changed and added onboarding procedure and disciplinary action for volunteers

D. Informational: Ordinance Updates (Exhibit D)

DISCUSSION:

- J. Laps- State of Ohio passed a law stating park districts can use state laws instead of having their own ordinances. Currently rewriting ordinances to simplify and additional legal review is still needed.

8. NEW BUSINESS

A. RESOLUTION: #22-06-057: 2022 Project List & Budget Revision: Sippo Lake Park- Reconfiguration/Renovation

WHEREAS, the Stark County Park District Board of Park Commissioners approved Sippo Lake Park line items:

- Facility Design & Renovation- Thirty Six Thousands (\$36,000.00)
 - Parking Lot Access to Marina-Two Thousand Dollars (\$2,000.00)
 - Patio Repair-Twenty Thousand Dollars (\$20,000.00)
 - Site Reconfiguration-Eighteen Thousand Dollars (\$18,000.00)
 - Shoreline Revitalization & Stabilization-Fifty Thousand Dollars (\$50,000.00)
- as part of the 2022 Project List & Budget in the total amount of One Hundred and Twenty Six Thousand Dollars (\$126,000.00) with Resolution #22-02-022; and

WHEREAS, the remaining Sippo Lake Park line item balances are:

- Facility Design & Renovation- Seventeen Thousand Two Hundred and Forty-Five Dollars (\$17,245.00)
 - Parking Lot Access to Marina- One Thousand One Hundred and Seventy-Five Dollars (\$1,175.00)
 - Patio Repair-Twenty Thousand Dollars (\$20,000.00)
 - Site Reconfiguration-Eighteen Thousand Dollars (\$18,000.00)
 - Shoreline Revitalization & Stabilization-Fifty Thousand Dollars (\$50,000.00)
- for a remaining total of One Hundred Six Thousand Four Hundred and Twenty Dollars (\$106,420.00).

WHEREAS, the recommendation is to combine the line items to allow for any and all reconfiguration and renovation to Sippo Lake Park as long as the total does not exceed One Hundred Six Thousand Four Hundred and Twenty Dollars (\$106,420.00).

NOW THEREFORE BE IT RESOLVED, that the Stark County Board of Park Commissioners to reallocate the various Sippo Lake Park project line items to Sippo Lake Park for Reconfiguration and Renovations in the amount not to exceed One Hundred Six Thousand Four Hundred and Twenty Dollars (\$106,420.00).

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

DISCUSSION:

- D. Moeglin- Reworking budget when there is overages, lumping budget items together for Sippo and other projects to simplify budget so there is less line items and only need to approve the total amount per project.

MOTION CARRIED on a vote as follows:

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

9. DIRECTOR'S REPORT

A. 2022 Project List & Budget

B. Director's Report

- D. Moeglin and D. Gordon continually meeting with local organizations and partners including Stark County Engineers, Stark County Soil & Water, Minerva, North Canton, Louisville, and the OPRA meeting- working to schedule others soon.
- D. Gordon and his staff worked to switch website to different server- next is to update reservation system.
- Move to active transportation instead of trail and greenway language- opens up to different funding sources.
- D. Moeglin and D. Gordon looking at the future of Quail Hollow, Magnolia Mill, and the Canalway Center- is this in our mission to run museums? Can other partners potentially take over? Magnolia Mill received additional \$571,000 from State of Ohio.
- D. Gordon has been working with staff to pinpoint new water trail put-ins- working on collaborating with local liveries to promote safe kayaking routes.
- Agreements- Stark County Commissioners, Whitacre Greer, Quail Hollow, pending with Perry baseball.
- D. Moeglin and D. Gordon looking at reinvisioning use of space at the Exploration Gateway.

10. EXECUTIVE SESSION

BE IT RESOLVED, to enter into Executive Session at 3:05 p.m. to consider 1) the employment of a public employee or official and 2) the purchase of property for public purposes, and/or for the sale of property at competitive bidding.

W. Bryan 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, Ralph Dublikar, Pat Quick

Pat Quick: Due to another commitment, member Quick left before the Executive Session ended.

11. RECONVENE FROM EXECUTIVE SESSION

BE IT RESOLVED to reconvene from Executive Section into Regular Session at 4:13 p.m.

W. 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

RESOLUTION: #22-06-058: Vacation Policy Update

WHEREAS, the Employee Handbook Update which includes the vacation policy was approved by the Stark County Park District Board of Commissioner's by Resolution #18-08-042 on August 8, 2018; and

WHEREAS, the Executive Director, Daniel J. Moeglin, has reviewed and recommends the Vacation Policy Update as attached as Exhibit F in order to stay competitive in the market.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to accept the Executive Director's, Daniel J. Moeglin, recommendation to adopt the updated Vacation Policy as attached as Exhibit F.

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

DISCUSSION:

- D. Moeglin- Updating vacation policy to be competitive with other companies.

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Ralph Dublikar

RESOLUTION: #22-06-059: Job Range and Base Salary Update

WHEREAS, the Stark County Park District Board of Park Commissioners previously adopted the 2022 Budget with Resolution #21-12-077 which included the current Job Ranges; and

WHEREAS, the Executive Director, Daniel J. Moeglin, has reviewed and recommends the Job Range and Base Salary Update for attached as Exhibit G in order to stay competitive in the market; and

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to accept the Executive Director's, Daniel J. Moeglin, recommendation to adopt the updated Job Ranges and Base Salary as attached as Exhibit G for all staff retroactive back to January 6, 2022 or 2022 hire date for new employees. In no case shall the raise amount cause the salary to exceed the position range. The base salary for Executive Director and Deputy Director will not be adjust and will remain as approved with Resolution #22-03-034.

W. Bryan 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, Ralph Dublikar

RESOLUTION: #22-06-060: Performance Evaluation Guide

WHEREAS, the Performance Evaluation Guide, attached as Exhibit I, is to be evaluated annually by the Park Board for the purpose of defining the range of salary adjustments to be made available to the staff based on their performance; and

WHEREAS, the Executive Director, Daniel J. Moeglin, has reviewed and recommends Step 1 of the Performance Evaluation Guide (Exhibit I) for 2022, retroactive to the pay period after the employees anniversary date.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to accept the Executive Director's, Daniel J. Moeglin, recommendation to adopt Step 1 of the Performance

Appraisal Guide (Exhibit I) to determine the merit based component percentage of increase to be used as part of the annual review of park staff performance for 2022 retroactive to the pay period after the employees anniversary date. In no case shall the raise amount cause the salary to exceed the position range.

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

DISCUSSION:

- D. Moeglin- Merit based increase.

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Ralph Dublikar

RESOLUTION: #22-06-061: Creation of Staff Attorney Position

WHEREAS, the Stark County Park District Board of Park Commissioners previously adopted the 2022 Budget with Resolution #21-12-077 which included staffing; and

WHEREAS, the Executive Director, Daniel J. Moeglin, has reviewed the job duties and assignments as well as use of outside legal counsel and recommends hiring a Staff Attorney at pay grade 18 with range as amended with Resolution #22-06-059.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to accept the Executive Director's, Daniel J. Moeglin, recommendation to create a Staff Attorney position and to hire said staff at pay grade 18 with job range as amended with Resolution #22-06-059.

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

DISCUSSION:

- D. Moeglin- Grade 18 salary range, approximately \$80,000 for the position.

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Ralph Dublikar

RESOLUTION: #22-06-062: 2022 Budget Update-Transfers

WHEREAS, the Stark County Park District Board of Park Commissioners previously adopted the 2022 Budget with Resolution #21-12-077 and the 2022 Project List & Budget with Resolution #22-02-022; and

WHEREAS, to implement previously approved:

Resolution #22-06-059: Job Range and Base Salary Update

Resolution #22-06-060: Performance Evaluation Guide

Resolution #22-06-061: Creation of Staff Attorney Position

a transfer in an amount not to exceed Three Hundred Thousand Dollars (\$350,000.00) for salaries and fringes is necessary; and

WHEREAS, the Executive Director, Daniel J. Moeglin, has recommends reallocating the Debt Service of Three Hundred Thousand Dollars (\$300,000.00) on the 2022 Project List & Budget to salaries and fringes.

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 Hundred Thousand Dollars (\$300,000.00) from Project Fund Unallocated (072.28.0000.65000) to the appropriate Salary and Fringe accounts.

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

DISCUSSION:

- D. Moeglin- From the above salary increases and new hire.

MOTION CARRIED on a vote as follows:

Voting Aye: Denise Freeland, Bill Bryan, Ralph Dublikar

12. ADJOURNMENT

BE IT RESOLVED to adjourn at 4:19 pm. Next scheduled meeting: July 5th, 2022 (later changed to July 12th, 2022 to avoid the July 4th Holiday) at 5:30 p.m. at the Exploration Gateway at Sippo Lake Park.

W. Bryan 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

APPROVAL DATE: July 12, 2022

ATTEST:

Denise Freeland, Chairperson
Stark County Park Commission

Daniel Moeglin, Executive Director/Secretary to the Board
Stark County Park District

Emily Rindfleisch/Clerk to the Board
Stark County Park District