

Stark County Park District Park Board – Regular Meeting Minutes
Exploration Gateway at Sippo Lake Park, 5712 12th St. NW, Canton, OH 44708
July 12, 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 5:33 p.m.

A. Roll Call of Members

MEMBERS PRESENT:

Denise Freeland, Bill Bryan, Ralph Dublikar, Pat Quick, David Regula (5:36 p.m. arrival)

STAFF PRESENT:

Daniel Moeglin, Executive Director/Secretary to the Board

Derek Gordon, Deputy Director

Barbara Wells, Financial Manager

Chelsie Haupt, HR Manager

Parker Spencer, Volunteer Coordinator

Jonathan Crock, Sergeant

Gunnar, K-9 Ranger

Emily Rindfleisch, Projects Assistant

PUBLIC PRESENT:

Robert Wang

B. Adoption of Agenda

W. Bryan MOVED to adopt the agenda, which was SECONDED by R. Dublikar

DISCUSSION: None

MOTION CARRIED on a vote as follows:

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

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

WHEREAS, minutes from the June 14, 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 June 14, 2022 Regular Park Board meeting as submitted.

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

DISCUSSION: None

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

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

4. FINANCIAL REPORTS

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

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

DISCUSSION:

- B. Wells- P. Quick is working with me to update the financials.

MOTION CARRIED on a vote as follows:

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

5. APPROVAL OF PAYROLLS AND BILLS

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

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

DISCUSSION:

- P. Quick- Likes the new Payrolls and Bills report since has the different departments and accounts listed.

MOTION CARRIED on a vote as follows:

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

6. OLD BUSINESS

A. Informational: Events: June 1, 2022 – July 31, 2022

DISCUSSION:

- D. Moeglin- Events pick up during the summer. Duplications with events on calendar are due to AM and PM events happening in the same day. June 30th is only duplication- Concert Band Performance.
- D. Freeland- Cannot attend FOSP meeting tomorrow. Asking if another board member would be able to do so.

7. NEW BUSINESS

A. RESOLUTION: #22-07-063: Remote Work Policy (Exhibits A, B, and C)

WHEREAS, the Stark County Park District Board of Park Commissioner's approved a Telecommuting Policy with Resolution #20-05-030; and

WHEREAS, the Remote Work Policy (Exhibit A) as well as the Remote Work Application (Exhibit B) and the Remote Work Agreement (Exhibit C) were delivered to the Park Board at the June Board meeting held on June 14, 2022.

NOW, THEREFORE BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to adopt the Remote Work Policy (Exhibit A), the Remote Work Application (Exhibit B), and the Remote Work Agreement (Exhibit C) which replaces the previously approved Telecommuting Policy.

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

DISCUSSION:

- D. Moeglin- There is an updated version of this (C. Haupt passed out to board at meeting). C. Haupt and D. Gordon put together. Giving staff more opportunities to work remotely. Removed references to Telework Policy. More flexible time with dependents at home.
- D. Regula- Is there documentation needed for employees that use flex time to take care of dependents at home?

- D. Moeglin- This would rely on the managers discretion.
- D. Regula- What is the time limit on the remote work?
- C. Haupt- These are yearly agreements that can be ended at anytime by both parties.
- D. Regula- It takes a lot more effort from supervisors to manage people remotely.
- D. Moeglin- It creates more of a responsibility for supervisors. Problems will be addressed through dialogue. We can revoke the agreement at any time if issues arise.
- W. Bryan- This policy forces supervisors to be more attune to what their staff is doing regardless of in the office or working remotely.
- D. Moeglin- Working remotely has its benefits. Can be more efficient when needing privacy for certain tasks. We can also check the amount of time people are on their computers, but that wouldn't be the first step if someone is not working well remotely.
- D. Gordon- We need to be competitive with other companies so keeping remote work will help with that.
- D. Regula- In my industry, companies are allowing employees to work remotely 3 days a week. Can work for some people and not for some.
- D. Moeglin- Not having travel time is beneficial and can also give employees more time in the day. Want to thank D. Gordon and C. Haupt for putting this together.

MOTION CARRIED on a vote as follows:

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

B. RESOLUTION: #22-07-064: Volunteer Handbook

WHEREAS, the Stark County Park District Board of Park Commissioner's approved an updated Volunteer Handbook with Resolution #18-06-035; and

WHEREAS, the updated Volunteer Handbook attached as Exhibit D was delivered to the Park Board at the June Board meeting held on June 14, 2022.

NOW, THEREFORE BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to adopt the Volunteer Handbook attached as Exhibit D which supersedes any previously approved Volunteer Handbook.

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

DISCUSSION:

- D. Moeglin- C. Haupt and P. Spencer put together.
- P. Spencer- Major changes made to handbook: Long term volunteers need 10 hours per year to stay active instead of only needing one hour per year. Making sure the volunteers receive their shirt and name tag during their orientation so the public can recognize who they are when they start volunteering. Outlines disciplinary actions for volunteers and this was mirrored from the employee handbook disciplinary actions.
- W. Bryan- All volunteers are required to read/sign this handbook?
- P. Spencer- All long-term volunteers, yes. They need to go through a background check and orientation.
- D. Moeglin- Is this information updated annually for each volunteer?
- P. Spencer- Background check and waiver form are not updated annually. They need to stay active however and there is an annual re-training.
- P. Quick- You are utilizing Smartsheet for this?
- P. Spencer- When I first started I manually input everything in Excel. Worked with Mike, IT Administrator, to create Smartsheet form for volunteers to sign up for events. Email confirmation is sent to volunteer and the event coordinator. Not perfect but definitely a step in the right direction.
- W. Bryan- Everything looks great.

MOTION CARRIED on a vote as follows:

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

C. RESOLUTION: #22-07-065: Non-Encumbered Expense- K9 Emergency Surgery

WHEREAS, the Stark County Park District owns K-9 Ranger Gunnar which is cared for and handled by Ranger Sergeant Jonathan Crock; and

WHEREAS, on 6/11/2022, Gunnar required emergency surgery to save his life and allow him to continue to provide service to Stark Parks resulting in and unplanned expense of Five Thousand Five Hundred and Ninety Dollars (\$5,590.00); and

WHEREAS, the Executive Director, Daniel J. Moeglin, recommends reimbursing Ranger Sergeant Jonathan Crock One Hundred and Eight Five Dollars (\$185.00) that was due on account to maintain zero interest and paying the remaining balance of Five Thousand Four Hundred and Five Dollars (\$5,405.00) to CareCredit/Synchrony Bank to settle the account for the surgery of K-9 Ranger Gunnar.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to authorize the payment of a non-encumbered expense in the total amount of Five Thousand Five Hundred and Ninety Dollars (\$5,590.00) from 072.28.1011.64102 Purchased Services-Occupational-Medical): One Hundred and Eight Five Dollars;(\$185.00) to Ranger Sergeant Jonathan Crock and Five Thousand Four Hundred and Five Dollars (\$5,405.00) to CareCredit/Synchrony Bank to settle the account for the surgery of K-9 Ranger Gunnar.

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

DISCUSSION:

- D. Moeglin- Gunnar had a flipped stomach and needed emergency surgery. J. Crock can answer any questions about the surgery.
- D. Freeland- What are symptoms of this?
- J. Crock- Trying to throw up and have bowel movements and not being able to. Bloating stomach.
- W. Bryan- How old is Gunnar?
- J. Crock- 8 years old.
- D. Regula- How long will he be a K-9 Ranger?
- J. Crock- Can go as long as 11 years. He has a lot of energy so hoping for the later end. When he starts slowing down and cannot perform his work, that is when he will retire. Most likely it will be due to joint issues.
- D. Regula- What is he certified in?
- J. Crock- Officially certified in patrol. Tracking/article searches and drug searches. Has worked with cadavers but State of Ohio does not have certification for this.
- D. Freeland- Who is his vet?
- J. Crock- Stark County Animal Hospital- Dr. Cline. Had to go elsewhere for the emergency surgery however.
- D. Regula- Do they do anything internally to prevent in future?
- J. Crock- They staple stomach to side wall. They score the stomach and side wall to fuse together through scar tissue. Great success to prevent in the future.

MOTION CARRIED on a vote as follows:

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

D. RESOLUTION: #22-07-066: 2022 Project List & Budget Revision: Fry Family Park-Barn Renovation Phase One to Tam O'Shanter Site and Facility Improvements

WHEREAS, the Stark County Park District Board of Park Commissioners approved the Fry Family Park-Barn Renovation Phase One-line item in the amount of One Hundred Fifty Thousand Dollars (\$150,000.00) as part of the 2022 Project List & Budget with Resolution #22-02-022; and

WHEREAS, it has been determined by Park staff that site and facility improvements at Tam O'Shanter Park are a higher priority for Stark Parks at this time; and

WHEREAS, the recommendation is to reallocate One Hundred Thousand Dollars (\$100,000.00) of the funds from the Fry Family Park-Barn Renovation Phase One project to the Tam O'Shanter Park project to be used as needed for various projects including, but not limited to, the demolition of the deteriorated storage garage on the east side of the property and the development of new park restrooms in the existing clubhouse building.

NOW THEREFORE BE IT RESOLVED, by the Stark County Board of Park Commissioners to authorize the reallocation of One Hundred Thousand Dollars (\$100,000.00) from the Fry Family Park-Barn Renovation Phase One Project to the Tam O'Shanter Park Project to be allocated to the various line items as needed to facilitate site and facility improvements at Tam O'Shanter Park.

BE IT FURTHER RESOLVED, by the Stark County Board of Park Commissioners to authorize the reallocation of unutilized funds already allocated to the Tam O'Shanter Park Project to be reallocated to the various line items as needed to facilitate site and facility improvements at Tam O'Shanter Park.

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

DISCUSSION:

- D. Moeglin- Tam O'Shanter is a higher priority than renovating the barn at Fry Family Park. We want to tear down shed and build outdoor restroom at Tam O'Shanter with funds.

MOTION CARRIED on a vote as follows:

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

E. RESOLUTION: #22-07-067: 2022 Project List & Budget Revision: Fry Family Park-Barn Renovation Phase One to Fuel

WHEREAS, the Stark County Park District Board of Park Commissioners approved the Fry Family Park-Barn Renovation Phase One-line item in the amount of One Hundred Fifty Thousand Dollars (\$150,000.00) as part of the 2022 Project List & Budget with Resolution #22-02-022; and

WHEREAS, it has been determined by Park staff that other Park improvements and obligations are a higher priority for Stark Parks at this time; and

WHEREAS, the cost of fuel for vehicles and equipment has dramatically increased in 2022;

WHEREAS, the recommendation is to reallocate Fifty Thousand Dollars (\$50,000.00) of the funds from the Fry Family Park-Barn Renovation Phase One project to fuel for vehicles and equipment.

NOW THEREFORE BE IT RESOLVED, by the Stark County Board of Park Commissioners to authorize the reallocation of Fifty Thousand Dollars (\$50,000.00) from the Fry Family Park-Barn Renovation Phase One Project to fuel for vehicles and equipment.

BE IT FURTHER RESOLVED, by the Stark County Board of Park Commissioners to authorize the transfer of funds in an amount not to exceed Fifty Thousand Dollars (\$50,000.00) from Project Fund Unallocated (072.28.0000.65000) to Supplies and Materials-Gasoline (072.28.1000.63204) for fuel for vehicles and equipment.

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

DISCUSSION:

- D. Moeglin- Moving these funds to fuel since prices have gone up.

MOTION CARRIED on a vote as follows:

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

8. DIRECTOR'S REPORT

- A. 2022 Project List & Budget
- B. Director's Report

- Fry Family Park Update- We spent less money than awarded and will be going back to NRAC for a

reallocation of funds to extend the trail and pave partial trail. This will connect to the future ADA boardwalk on pond.

- Petros Park Update- Received grant from ODNR NatureWorks to build restroom. Working with Environmental Design Group to find best spot to build restrooms. Main entrance by parking lot was determined to be best location- has sanitary sewer line running right by it and water line close. Looking to put smaller shelter near there in the future.
- Tam O'Shanter Update- Meeting with Sol Harris Day on updated clubhouse plans on Thursday.
- Bates Schoolhouse- Looking to renovate at least aesthetically. Do not want it to look like abandoned building. Going to try to work with volunteers to build new wood architectural pieces.
- Had a meeting with Massillon- Discussed long term goals, portion of Towpath reopening due to construction, and Canalway education center.
- Had a meeting with Marlboro Township Trustees- They raised concerns. One major concern was Quail Hollow- Duquette Ave- tree line comes up to road and trees and branches are affecting road and power lines. We're looking to remove a larger area of trees to prevent safety hazards in the future. Bingham property was questioned and we gave them concept plans which include archery range. Looked at archery range owned by ODNR for reference.
- Perry-Sippo Library reopened this past weekend. Attracts more people to the park.
- Dedication for Joe Sommer at Wildlife Conservation Center (WCC) this past weekend went well. Received donations in his name for WCC.
- Channel 3 came down to look at WCC- aired a video about it on Sunday.
- Natural Resource Update- Working on Tam O'Shanter planting and installed 40,000 native plant plugs there.
- Operations Update- Catching up on signage install and maintenance, working on the trail at Fry Park, redoing the Sippo Lake Park ADA ramp near Admin office.
- Would like to put together dashboard for every board meeting from each department. Need to develop standard format for all departments. Looking at different metrics and trends.
- Justin Laps is almost complete with finalizing ordinances.
- Going to do fair booth this year. 10x10 marketing booth. The fair organizers are going to use mounts that we have to do educational training about conservation. Important to interact with agricultural communities.
 - D. Regula- Can we have comment cards available at fair? It is important for people to feel like they have a voice.
 - D. Moeglin- We have comment cards at every event. We are under the grand stand this year with a new format of the building.
 - D. Regula- How are you staffing it?
 - D. Moeglin- We will be passing out a sign-up sheet at our Managers/Supervisors meeting tomorrow.
 - P. Spencer- Ambassador volunteers will be asked as well.
 - B. Wells- We try to have a volunteer and staff member together at the booth.
- D. Gordon- Working to have more public access points for kayaks. Will be meeting with local liveries to collaborate.

9. EXECUTIVE SESSION

BE IT RESOLVED, to enter into Executive Session at 6:28 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, David Regula

10. RECONVENE FROM EXECUTIVE SESSION

BE IT RESOLVED to reconvene from Executive Session into Regular Session at 7:19 p.m.

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

MOTION CARRIED on a vote as follows:

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

RESOLUTION: #22-07-068: Staff Attorney Position

WHEREAS, pursuant to Resolution #22-06-061, Stark Parks is in the process of filling the position of Staff Attorney; and

NOW, THEREFORE, BE IT RESOLVED, that in an effort to attract and secure qualified candidates, the Stark County Park District Board of Park Commissioners agrees to waive the limit of 80 hour maximum unused balance of accumulated sick leave credited from another public agency as is currently described in the SICK LEAVE section of the Employee Handbook dated August, 2018 and clarify that vacation hours that are accrued during the first year of service with the Parks pursuant to Resolution #22-06-058 may be used utilized as they are earned within the first year for candidates with prior public agency experience.

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

DISCUSSION:

None

MOTION CARRIED on a vote as follows:

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

RESOLUTION: #22-07-069: Community Engagement Staffing Updates

WHEREAS, it is the desire of Stark Parks to expand and re-envision the role of the marketing group to include a robust 2-way dialogue with our patrons to more fully engage our community; and

WHEREAS, it is the desire of Stark Parks elevate the existing marketing group to a stand-alone department titled the Community Engagement Department; and

WHEREAS, it is the desire of Stark Parks to create and fill the position of the Community Engagement Manager at pay grade 17; and

WHEREAS, it is the desire of Stark Parks to help facilitate the mission of the Community Engagement Department by placing the Volunteer Coordinator under the management of the Community Engagement Manager; and

WHEREAS, the recommended changes can be accommodated within the 2022 Budget Update that was adopted with Resolution #22-06-062.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners that the Community Engagement Department shall be created as a stand-alone department with an organizational chart as attached (Exhibit E), and will assume the existing marketing group responsibilities, and to create the position of Community Engagement Manager at pay grade 17 to manage the department with the job description as attached (Exhibit F), and for the Executive Director to post for and fill the position, and to place the Volunteer Coordinator under said Department, and upon the first day of work of the new Community Engagement Manager, the current position of Marketing Administrator will no longer exist.

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

DISCUSSION:

None

MOTION CARRIED on a vote as follows:

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

11. ADJOURNMENT

BE IT RESOLVED to adjourn at 7:21 pm. Next scheduled meeting: August 2nd, 2022 at 2:00 p.m. at the Exploration Gateway at Sippo Lake Park.

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

MOTION CARRIED on a vote as follows:

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

APPROVAL DATE: August 2, 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