



Hancock Park District

HANCOCK PARK DISTRICT BOARD OF PARK COMMISSIONERS Public Meeting Notice and Agenda

Date: Tuesday, October 14, 2014
Location: Aeraland Recreation Area at 1141 Township Road 243, Fostoria
Time: 2:30 p.m. (car pool from HPD administrative offices – 2:00 p.m. departure)

Roll Call

The meeting will begin with a tour of Aeraland Recreation Area. HPD park operations manager, Bill Patch will share information about the management of Aeraland Recreation Area. Following the tour, the Board will conduct a business meeting at the Aeraland Recreation Area picnic shelter or in the former pump house depending on the weather. The Board will hold an Executive Session upon return to the Hancock Park District administrative offices located at 1424 East Main Cross Street, Findlay.

Approval of Minutes

1. Approval of Board Meeting Minutes dated September 9, 2014

Financial Status

1. Review of Financial Statement dated September 30, 2014

Old Business

New Business

1. Request to approve the Policy for Facility Rental Rates
2. Request to approve the Refund Policy
3. Request to approve Resolution 2014-10 supporting the designation of the Blanchard River from Blanchard River Nature Preserve to Blanchard Landing as a State Water Trail
4. Request to approve the elimination of the Medical Reimbursement Plan

Discussion

1. Hancock Park District Report

Public Input

Adjournment

Notice of Executive Session and Agenda

Roll Call

New Business

1. To consider the purchase of property for public purposes per Ohio Revised Code 121.22 (G) (2).
2. To consider the employment of a public employee per Ohio Revised Code 121.22 (G) (1).

Adjournment

Next Meeting: Tuesday, November 11, 2014 at 3:30 p.m.

HANCOCK PARK DISTRICT
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HANCOCK PARK DISTRICT BOARD OF PARK COMMISSIONERS
Staff Report / Agenda Supplement
October 14, 2014

Request to approve the Policy for Facility Rental Rates: The proposed Policy for Facility Rental Rates includes all rental facilities and fees. The list includes existing facilities and proposed facilities. There are several changes being proposed regarding the availability of rental facilities and the fees associated with them (see Policy for Facility Rental Rates).

1. The Hancock Park District currently operates a primitive campground at Riverbend Recreation Area. Tent camping only. The current fee is \$2 per person per night. After assessing the revenue and expenses associated with that operation, it appears that the Hancock Park District is subsidizing that service by 66%. In an effort to arrive at a break even scenario, which is appropriate given the Revenue Policy approved by the Board, the fee should be increased from \$2 to \$6. The proposed fee was based in part on a family of four camping for one night for \$24, which is comparable to the nightly rate at other public and private campgrounds in the area.
2. The Hancock Park District has in the past rented the entire campground to groups. However, the campground is not currently identified as a rental facility other than individual camping sites. In an effort to communicate its availability to Boy Scouts, Girls Scouts, and other groups, the campground has been added to the list of rental facilities for a fee of \$125 per night. The proposed fee was based in part on a conservative approach (one camper per night at \$6 x nine camping sites plus maintenance and security costs directly attributed to the use of the campground).
3. In an effort to maximize the campground space, target new groups, and provide an additional service to the community, the campground is being proposed as a special events area for a fee of \$125 per day. The Hancock Park District has received many inquiries about outdoor wedding venues.
4. The Hancock Park District has had a reoccurring issue of renters wanting to get in the Lodge and Barn early for decorating purposes, and because there was no structured procedure or policy to deal with those requests other than to say "Arrangements for earlier arrival need to be confirmed through the HPD office," issues have arose. In an effort to quit fighting it and to serve the customers better, an early entry policy is being recommended. It is as follows:

Brugeman Lodge

Hours: 6:00 a.m. to 12:00 midnight. Arrangements for earlier arrival need to be confirmed through the Hancock Park District office. Renters wanting to reserve Brugeman Lodge on the day prior to their confirmed reservations for the purpose of decorating or related uses may do so for a flat fee of \$125.00 and not more than 7 days prior to their requested reservation date. The facility would be available beginning at 6:00 p.m. If earlier use is desired, then the facility would be available at noon for a flat fee of \$250.00. Reservations can be made up to 7 days prior to the reservation date to ensure that other renters have had ample opportunity to reserve the facility. Reservations made beyond 7 days are subject to the standard rental fee.

Activity Barn

Hours: 6:00 a.m. to 12:00 midnight. Arrangements for earlier arrival need to be confirmed through the Hancock Park District office. Renters wanting to reserve the Activity Barn on the day prior to their confirmed reservations for the purpose of decorating or related uses may do so for a flat fee of \$38.00 and not more than 7 days prior to their requested reservation date. The facility would be available beginning at 6:00 p.m. If earlier use is desired, then the facility would be available at noon for a flat fee of \$76.00. Reservations can be made up to 7 days prior to the reservation date to ensure that other renters have had ample opportunity to reserve the facility. Reservations made beyond 7 days are subject to the standard rental fee.

Request to approve the Refund Policy: It appears that the Hancock Park District does not have a refund policy approved by the Board of Park Commissioners, but rather a procedure. The pamphlet that contains facility rental information lists all rental facilities, including Brugeman Lodge, Activity Barn, Waterfalls Pavilion, Lakefront Activity Center, picnic shelters, and the campground along with a single refund procedure for all facilities, which is not appropriate. There should be a refund policy for each facility.

The current refund procedure says: If a reservation is cancelled at least six months prior to the reservation date, the renter may reschedule one time within a year from the original reservation date on a first come, first served basis or receive a 50% refund. If the cancellation occurs less than six months from the reservation date, the entire fee is nonrefundable with no opportunity to reschedule. Cancellations must be made in writing by the person who made the original reservation.

The current procedure may be intended to prevent people from shopping around, reserving and cancelling, and losing money as a result. There are valid reasons why cancellations occur; things happen that are out of our control and money is hard to come by. Keeping 50% of the fee without providing the service or providing no refund at all without any effort to rent the facility to another party if cancelled does not seem proper and has become difficult to implement as a matter of principle, at least for the HPD director. It favors the Hancock Park District, not the customer. As a result, achieving a greater balance between the organization and the community it serves has become the objective; an objective met by the proposed Refund Policy (see Refund Policy).

Request to approve Resolution 2014-10 supporting the designation of the Blanchard River from Blanchard River Nature Preserve to Blanchard Landing as a State Water Trail: In an effort to complete an application to the Ohio Department of Natural Resources Division of Watercraft, the Hancock Park District is pursuing resolutions from governmental agencies that have the Blanchard River traversing the landscape within their jurisdiction. This includes the City of Findlay, Hancock County Commissioners, Townships, and the Hancock Park District Board of Park Commissioners. It is through these public processes that support and opposition to a state designated water trail may become known. The Division of Watercraft will assess public input via public meetings and letters of support when considering the Blanchard River for designation.

The Hancock Park District envisions additional river recreation activities that focus on canoeing and kayaking from April through June when the water level is most reliable and at other times throughout the year when conditions are favorable along various sections of the river and at other times when sufficient rainfall improves navigability during times when the Blanchard River's water level is typically too low to support canoeing and kayaking. Canoe Instruction Courses, Guided Float Trips, Self-Guided Float Trips with shuttle service, group rentals, daily rentals, and boat rentals at Zonta Landing will result in a full service operation by the Hancock Park District.

In support of this effort, the Hancock Park District plans on improving river access sites, providing restroom facilities at parks along the water trail, installing signs that identify the many parks from the river, installing signs that identify river hazards and portages, and developing promotional materials and maps that will inform, educate, and guide canoeists and kayakers.

Designating the Blanchard River as a state water trail is expected to enhance promotional efforts, generate interest, increase participation in river recreation, and provide a supplemental funding source for promotional materials and signage. In addition to river recreation opportunities, the Hancock Park District and community volunteers are committed to routine river clean-up events throughout the year and on an annual basis that will benefit the environment, outdoor recreation enthusiasts, adjacent landowners, and the community as a whole (see Resolution 2014-10).

Request to approve the elimination of the Medical Reimbursement Plan: The Medical Reimbursement Plan was adopted by the Board of Park Commissioners on December 13, 2005. The purpose of the plan was to “encourage employees to continue their association with the Park District, attract additional employees, and to provide employees with security against medical expenses for themselves and their families.” The fund is currently valued at \$15,000 and has been a line item in the Hancock Park District's operating budget since 2006.

The Hancock Park District is in its third year of implementing self-imposed budget reductions in an effort to be financially sustainable when a state revenue source of \$105,000 is eliminated in 2017. Throughout this process, the Medical Reimbursement Fund has been identified as a potential budget cut.

Since 2010, an average of \$8,728.00 has been spent for medical reimbursements. The breakdown is as follows:

- 2010 → \$4,772.00 was spent as reimbursements for three employees and one immediate family member.
- 2011 → 15,059.00 was spent as reimbursements for five employees and five immediate family members.
- 2012 → \$15,140.00 was spent as reimbursements for two employees and six immediate family members.
- 2013 → \$4,000.00 was spent as reimbursements for one employee and one immediate family member.
- 2014 → \$4,671.00 was spent as reimbursements for one employee and two immediate family members.

The current 2015 budget draft proposes the elimination of the Medical Reimbursement Plan. Board approval of this particular budget cut is necessary before the budget draft can be finalized in preparation for the November meeting of the Board of Park Commissioners, at which time the budget will be presented. If the Medical Reimbursement Plan is retained at its current value, then \$15,000.00 will have to be cut from other accounts located throughout the budget (see Resolution 2005-15, Exhibit A, Medical Reimbursement Plan dated 11-15-05, and page 28 Medical Reimbursement Plan from the Hancock Park District's Personnel Manual).

HANCOCK PARK DISTRICT BOARD OF PARK COMMISSIONERS
Meeting Minutes for October 14, 2014

The October 14, 2014 meeting of the Hancock Park District Board of Park Commissioners was held at Aeraland Recreation Area.

Park Commissioners Present: Gary Hirschfeld, Scott Younger, Barbara Deerhake
HPD Staff Present: Gary Pruitt, Vicky Stozich, Bill Patch
Guests Present: Jim Maurer

The meeting was called to order by Gary Hirschfeld at 2:30 p.m.

PARK TOUR

HPD park operations manager, Bill Patch led a tour of Aeraland Recreation Area and shared information about park management. Discussion topics included an Eagle Scout Project involving pump house improvements, pergola repairs, trail construction, and trash removal, an Eagle Scout project involving new benches around Goose Lake, pending study of Goose Lake by a college student (depth, ecosystem, water quality, biology, and watershed), windmill repairs and plans for lake aeration, building assessments, including doors and roofs (roofs are estimated to have a 15-year life remaining), barn removal, electrical, soccer fields, former pool, mowing, options for concrete use or removal, and options regarding the relocation of electrical and possible reduction of power capacity.

APPROVAL OF MINUTES

A motion was made by Scott Younger with a second by Barbara Deerhake to approve the September 9, 2014 Board meeting minutes. Motion carried by a unanimous vote.

FINANCIAL STATUS

Income and expense reports year to date September 30, 2014 were reviewed by HPD business manager, Vicky Stozich.

OLD BUSINESS

None

NEW BUSINESS

Request to approve the Policy for Facility Rental Rates: A motion was made by Scott Younger with a second by Barbara Deerhake to approve the Policy for Facility Rental Rates. Motion carried by a unanimous vote.

Request to approve the Refund Policy: A motion was made by Scott Younger with a second by Barbara Deerhake to approve the Refund Policy with the following change regarding refunds for Waterfalls Pavilion, Lakefront Activity Center, and Picnic Shelters.

**Hancock Park District Board of Park Commissioners
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C. Waterfalls Pavilion, Lakefront Activity Center, and Picnic Shelters: No refunds. A cancellation notice must be made in writing. The facility can be rescheduled one time within a year from the original reservation date.

Request to approve Resolution 2014-10 supporting the designation of the Blanchard River from Blanchard River Nature Preserve to Blanchard Landing as a State Water Trail: A motion was made by Scott Younger with a second by Barbara Deerhake to approve Resolution 2014-10 supporting the designation of the Blanchard River from Blanchard River Nature Preserve to Blanchard Landing as a State Water Trail through the Department of Natural Resources Division of Watercraft. Motion carried by a unanimous vote.

Request to approve the elimination of the Medical Reimbursement Plan: A motion was made by Barbara Deerhake with a second by Scott Younger to table a request to eliminate the Medical Reimbursement Plan from the operating budget. Motion carried by a unanimous vote.

DISCUSSION

Park District Report:

The HPD received a report from Blanchard River Watershed Partnership coordinator, Phil Martin that the Blanchard River Watershed Partnership received a Great Lakes Restoration Initiative Grant from the USDA Forest Service (in a collaborative effort with the U.S. EPA) for \$94,370.00. The money will be used to fund a forest conservation activity involving the planting of trees to combat the impact of ash tree losses due to the Emerald Ash Borer. A similar grant was received in 2014. The Hancock Park District, City of Findlay, and Village of Ottawa will be recipients of some of the grant money. The HPD director wrote a letter of support while the Park Operations Manager worked on planting sites, tree quantity, and tree species.

PUBLIC INPUT

ADJOURNMENT

The meeting was adjourned at 4:25 p.m.

Minutes approved:

Gary E. Hirschfeld, Chairperson

Gary E. Pruitt, Director/Secretary

Date

Date

HANCOCK PARK DISTRICT BOARD OF PARK COMMISSIONERS
Executive Session Minutes for October 14, 2014

The meeting was called to order by Gary Hirschfeld at 4:25 p.m.

A motion was made by Scott Younger with a second by Barbara Deerhake to meet in executive session to consider the purchase of property for public purposes per Ohio Revised Code 121.22 (G) (2) and to consider the employment of a public employee per Ohio Revised Code 121.22 (G) (1).

To consider the purchase of property for public purposes per Ohio Revised Code 121.22 (G) (2): The Hancock County Commissioners have offered to sell a parcel of land to the Hancock Park District for \$1.00. The land is located along the Blanchard River and on the southeast side of Jackson Township Road 173. The Board is interested in acquiring the land for use as a canoe and kayak landing and launching site, particularly given the Boards support to designate the Blanchard River as a State Water Trail. The land was purchased by the Hancock County Commissioners as part of its flood mitigation efforts.

No official action was taken during this executive session attended by: Commissioner Gary Hirschfeld, Commissioner Barbara Deerhake, Commissioner Scott Younger, and Hancock Park District director, Gary Pruitt. Official action will be taken by the Board of Park Commissioners at its November meeting.

To consider the employment of a public employee per Ohio Revised Code 121.22 (G) (1): The Board of Park Commissioners reviewed and discussed performance related issues and a new performance evaluation format for the director/secretary of the Hancock Park District (*i.e. Assessment of the Director/Secretary of Park District*).

No official action was taken during this executive session attended by: Commissioner Gary Hirschfeld, Commissioner Barbara Deerhake, Commissioner Scott Younger, and Hancock Park District director, Gary Pruitt. Official action will be taken by the Board of Park Commissioners at its November meeting.

ADJOURNMENT

The meeting was adjourned at 5:30 p.m.

Minutes approved:

Gary E. Hirschfeld, Chairperson

Gary E. Pruitt, Director/Secretary

Date

Date