



# Hancock Park District

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

**Date:** Tuesday, September 13, 2016  
**Location:** Richard S. "Doc" Phillips Discovery Center at Oakwoods Nature Preserve  
**Time:** 3:30 p.m.

### Roll Call

### Approval of Minutes

1. Approval of Board Meeting Minutes dated August 9, 2016

### Financial Status

1. Review of Financial Statement dated July 31, 2016

### Old Business

### New Business

1. Request to approve the Position Classification and Compensation Scale
2. Request to approve Resolution 2016-11 accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor
3. Request to approve Resolution 2016-12 regarding an additional appropriation within the Auditor's Certification and Park Commissioner's general fund in the amount of \$454.45
4. Request to approve revisions to the Refund Policy

### Discussion

1. Hancock Park District Report:
  - Director
  - Park Operations Manager
  - Naturalist

### Public Input

1. Hancock Parks Foundation Board of Trustees Report:
  - President

### Adjournment

Next Meeting: Tuesday, October 11, 2016 at 3:30 p.m.

**HANCOCK PARK DISTRICT BOARD OF PARK COMMISSIONERS**  
**Staff Report/Agenda Supplement**  
**September 13, 2016**

**Request to approve the Position Classification and Compensation Scale:** A new U.S. Department of Labor rule requires exempt employees to be paid \$47,476.00 each year. Beginning on December 1, exempt employees with annual pay less than \$47,476.00 will either have their pay increased to that amount or be reclassified as nonexempt.

Based in large part on the new U.S. Department of Labor rule, there are three changes to the Position Classification and Compensation Scale being recommended to the Board for approval (see Position Classification and Compensation Scale):

1. Increase the base pay rate for the Park Operations Manager, Business Manager, and Naturalist positions from \$38,500.00 to \$47,500.00. All three positions have a supervisory responsibility and two out of three positions currently have salaries above the new \$47,476.00 threshold. Therefore, only the Naturalist position will require a salary adjustment to maintain exempt status and comply with the new U.S. Department of Labor rule.
2. Increase the base pay rate for the Director/Secretary position from \$60,000.00 to \$66,000.00. The current base pay rate has remained unchanged for 6 to 10 years. A recent salary comparison showed that \$66,000.00 is the average salary for park and recreation directors based on 111 positions throughout the country. The position's current salary is above the proposed base pay rate. Therefore, a salary adjustment is not required.
3. Reclassify the Marketing Manager position from exempt to nonexempt and change the base pay rate from \$38,500.00 to \$19.00 an hour. Even though the Marketing Manager position provides a valuable contribution to the success of the Hancock Park District, the position will have to be restructured and function with a maximum of 40 hours each week (with a flexible time arrangement to control overtime) rather than provide a salary adjustment and retain exempt classification by increasing the base pay rate to \$47,476.00, which is not feasible or justified. Reclassifying the position is appropriate because the position does not have a supervisory responsibility and the position's duties and responsibilities continue to be more targeted and streamlined.

**Request to approve Resolution 2016-11 accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor:** Resolution 2016-11 accepts the amounts and rates as determined by the Hancock County Budget Commission and authorizes the necessary tax levies and certifies them to the Hancock County Auditor for fiscal year commencing January 1, 2017. As a routine matter each year, the Board of Park Commissioners is required to accept and adopt the resolution (see Resolution 2016-11).

**Request to approve Resolution 2016-12 regarding an additional appropriation within the Auditor's Certification and Park Commissioner's general fund in the amount of \$454.45:** Since Tifani Boltz is no longer employed by the Hancock Park District effective August 18, 2016, severance related payments are due (see Resolution 2016-12).

**Request to approve revisions to the Refund Policy:**

*EXPLANATION REGARDING THE REFUND POLICY FOR BRUGEMAN LODGE AND THE ACTIVITY BARN*

*Narrative including “for the full rental rate” was added to the Lodge and Activity Barn descriptions below to clarify intent since customers can reserve the Lodge and Activity Barn for an amount less than the full rental rate. This occurs when an early entry reservation on the day prior to an original reservation is made ranging from \$25 to \$250. Early entry reservations can only occur within seven days from the original reservation.*

- A. Brugeman Lodge: A cancellation notice must be made in writing. A cancellation notice received more than six months prior to the event date is subject to a full refund or it can be rescheduled one time within a year from the original reservation date. A cancellation notice received less than six months prior to the event date is subject to a full refund only when the date has been reserved by another paying customer **for the full rental rate** with no opportunity to reschedule. All refunds are subject to a \$30 processing fee.
  
- B. Activity Barn: A cancellation notice must be made in writing. A cancellation notice received more than six months prior to the event date is subject to a full refund or it can be rescheduled one time within a year from the original reservation date. A cancellation notice received less than six months prior to the event date is subject to a full refund only when the date has been reserved by another paying customer **for the full rental rate** with no opportunity to reschedule. All refunds are subject to a \$30 processing fee.

*EXPLANATION REGARDING THE REFUND POLICY FOR SHELTERS AND INDIVIDUAL CAMPSITES*

*Once a renter reserves a shelter (or an individual campsite), no changes should be made. An individual campsite is \$15 and a shelter is \$40 (\$50 for Waterfalls Pavilion). There are 8 campsites and 10 shelters available for rent. Once the facility is rented, it’s rented. If the renter chooses to not use the campsite or shelter for whatever reason, then that’s a decision the renter can make.*

*In the name of administrative ease and given the nature of individual campsites and picnic shelter rentals with the weather component involved and the nuances associated with the new online facility reservation software and the potential for administrative inefficiency associated with cancelling, rescheduling, and tracking of rental facilities, no rescheduling should occur. This is actually a common practice involving most if not all park districts and park and recreation departments throughout Ohio based on a survey by the Hancock Park District.*

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

*EXPLANATION REGARDING THE REFUND POLICY FOR THE CAMPGROUND/SPECIAL EVENTS AREA*

*Since renting the entire campground/special events area for \$120 prevents other groups and individuals from renting the space and because it is possible that the Hancock Park District could turn other potential renters away once the space has been rented, the policy regarding cancellation should be consistent with the policy for Brugeman Lodge and the Activity Barn regarding a cancellation less than six months from the reservation date.*

*The policy regarding refunds and cancellations balances a customer friendly approach (refund or rescheduling is permitted when a cancellation occurs more than six months from the reservation date) with a business approach (no rescheduling and no refund are permitted unless the space can be rented by another group at the full rental rate when a cancellation occurs less than six months from the reservation date).*

- A. Campground: No refunds **and no rescheduling** for individual camping sites. **If a reservation is cancelled by a group renting the entire campground more than six months prior to the event date, the cancellation is subject to a full refund or it can be rescheduled one time within a year from the original reservation date. A cancellation notice received less than six months prior to the event date is subject to a full refund only when the date has been reserved by another paying customer for the full rental rate with no opportunity to reschedule.** ~~A cancellation notice must be made in writing. The facility can be rescheduled one time within a year from the original reservation date. If a reservation is cancelled by a group renting the entire campground, the facility can be rescheduled one time within a year from the original reservation date or a full refund will be issued.~~ A cancellation notice must be made in writing. All refunds are subject to a \$30 processing fee.
  
- B. Special Events Area: If a reservation is cancelled by a group renting the special events area, **more than six months prior to the event date, the cancellation is subject to a full refund or it can be rescheduled one time within a year from the original reservation date. A cancellation notice received less than six months prior to the event date is subject to a full refund only when the date has been reserved by another paying customer for the full rental rate with no opportunity to reschedule.** ~~the facility can be rescheduled one time within a year from the original reservation date or a full refund will be issued.~~ A cancellation notice must be made in writing. All refunds are subject to a \$30 processing fee.