



# Hancock Park District

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

**Date:** Tuesday, February 11, 2014  
**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 January 14, 2014

### Financial Status

1. Review of Financial Statement dated January 31, 2014

### Old Business

### New Business

1. Request to approve Resolution 2014-2 Additional Appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund
2. Request to approve Resolution 2014-3 Additional Appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund
3. Request to approve Resolution 2014-4 Authorizing the Submittal of an Ohio Department of Natural Resources Division of Watercraft Cooperative Boating Facility Grant Application
4. Request to approve the submittal of an application to the Ohio Department of Natural Resources Division of Watercraft in an effort to designate a portion of the Blanchard River as a State Designated Water Trail
5. Request to approve the 2013 Schedule of Gifts, Grants, and Donations
6. Request to approve the Hancock Park District's Values, Vision, and Mission as a component of the Strategic and Comprehensive Plan for Programs, Parks, and Recreational Facilities
7. Request to approve the Revenue Policy

### Discussion

1. Hancock Park District Report

### Public Input

### Adjournment

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

HANCOCK PARK DISTRICT  
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**Resolution 2014-2 HANCOCK PARK DISTRICT BOARD OF PARK COMMISSIONERS  
Staff Report / Agenda Supplement  
February 11, 2014**

**Request to approve Additional Appropriation within the Auditor's Certification and Park Commissioners to Appropriate in the General Fund:** There are three line items associated with this request:

1. The additional appropriation of \$5,000.00 covers mandatory fees associated with the Affordable Care Act, including Transitional Reinsurance Program, Market Share, Patient Centered Outcomes Research Institute, and Risk Adjustment Program. Fees apply to 29 individuals currently benefiting from the Hancock Park District's health insurance plan, including staff, spouses, and children. There was general awareness that these fees were coming but insufficient information was available during 2014 budget development to include the additional expenditure at that time (see Resolution 2014 2 and a letter from Medical Mutual dated November 20, 2013).
2. The additional appropriation of \$3,250.00 covers an increase in taxes for farmland at Oakwoods Nature Preserve (see CAUV from Hancock County Auditor) and additional taxes for Blanchard River Nature Preserve, which was acquired in April 2013. Tax exemption for Blanchard River Nature Preserve will be filed in 2014.
3. The additional appropriation of \$851.00 covers an unemployment compensation claim for a permanent parttime employee. The Ohio Department of Job and Family Services Office of Unemployment Compensation says, "You must report earnings for any work performed and any income paid or payable to you while you are claiming unemployment benefits. **If you work part-time, are self-employed or perform odd jobs during the weeks that you file for unemployment benefits, you may still be paid benefits if your gross earnings are less than your weekly benefit amount.** Gross earnings are your total earnings before any taxes or deductions are taken out. You must report gross earnings for the week (Sunday through Saturday) in which they are earned, even if you have not yet been paid."

**Request to approve Resolution 2014-3 Additional Appropriation within the Auditor's Certification and Park Commissioners to Appropriate in the General Fund:** Resolution 20143 appropriates funds for Severance and Medicare payments associated with the involuntary termination of the HPD program manager.

**Request to approve Resolution 2014-4 Authorizing the Submittal of an Ohio Department of Natural Resources Division of Watercraft Cooperative Boating Facility Grant Application:** The Board approved a request to submit a Cooperative Boating Facility Grant application at its April 9, 2013 meeting. Approving Resolution 2014 3 is required as part of the grant application process.

The Cooperative Boating Facility Grant Program provides up to 100% reimbursement assistance for improving and/or developing recreational boating access for canoes and kayaks. This project includes the development of a concrete boat launch/landing area to serve canoeists and kayakers at Liberty Landing and Blanchard Landing (see Resolution 2014 3, Exhibit A Current Conditions, and Exhibit Design Concept).

**Request to approve the submittal of an application to the Ohio Department of Natural Resources Division of Watercraft in an effort to designate a portion of the Blanchard River as a State Designated Water Trail:** The Ohio Department of Natural Resources (ODNR) is the state agency that officially designates water trails in Ohio. During discussions with ODNR officials about the grant application, further discussion occurred about the requirements and benefits associated with designating a portion of the Blanchard River as an official Ohio Water Trail. Given the Hancock Park District's long history with operating a canoe and kayak rental service, managing parks and river access locations, and conducting programs on the water, requirements for eligibility have already been met.

Benefits include promotion of the water trail on the ODNR website and at events, increased visitation locally and increased participation in rental activities, programs, and self-guided boating activities, funding to cover maps, brochures, and signage, and stronger consideration and more points in the scoring process associated with the aforementioned grant application. Since the work is already being performed and a strong commitment has already been made, and since there is already an anticipated need for signage and promotional material as part of the Hancock Park District's desire to improve river recreation opportunities anyway through marketing, improved access points, and programs, a state designated water trail makes sense. The plan is to submit the Water Trail application along with the grant application (see Guidelines for Designation).

**Request to approve the 2013 Schedule of Gifts, Grants, and Donations:** The 2013 Schedule of Gifts, Grants, and Donations has been submitted to and approved by the Hancock County Probate Court as required by the Ohio Revised Code. Approval by the Board of Park Commissioners will serve as the Hancock Park District's formal recognition and acceptance of gifts, grants, and donations (see Schedule).

**Request to approve Core Values, Vision Statement, and revised Mission Statement associated with the Strategic and Comprehensive Plan for Programs, Parks, and Recreational Facilities:** The Hancock Park District convened a five-person committee to develop and recommend core values, a vision statement, and a revised mission statement. Staff survey responses along with key words and phrases from public survey responses were compiled, categorized, cross-checked, and ultimately boiled down to reflect a pattern of sentiment. As a result, core values, vision statement, and revised mission statement were selected.

In theory, core values should become embedded in the fabric and culture of the Hancock Park District. Collectively, the values, vision, and mission should serve as the foundation for everything that follows, including support for the recommendations that will be forthcoming in the Strategic and Comprehensive Plan.

The content seems to embrace what the Hancock Park District stands for or should stand for, relates to what the Hancock Park District is doing or striving for, and should support the strategic and comprehensive planning effort very well. The end result is something to advocate, use, and build the Hancock Park District's future direction around and even hold itself to as it moves forward. It is certainly very much in the community's favor. Therefore, the message and intent is something to be proud of.

**Request to approve the Revenue Policy:** There are three primary reasons why a Revenue Policy has been developed:

1. Since the Hancock Park District charges fees for various services, it should have a policy that guides the decision making process as part of its overall financial management strategy. To do so means greater accountability, consistency in terms of methodology, and structure in terms of implementation.
2. Policy gives rise to operational procedure that serves as an administrative tool for Hancock Park District personnel involved in cost accounting and setting fees. It promotes awareness and analysis, and communicates purpose related to fees and the need for other supplemental sources of revenue.
3. Given the Hancock Park District's fiscal sustainability goal, fees (as a supplemental source of revenue) will be thoroughly evaluated when added to an overall financial matrix supporting the Hancock Park District. For example: A Revenue Policy leads to an Operational Procedure for Charging Program Fees, which in turn leads to the development of a Fee Schedule, which in turn creates an opportunity to consider program related expenses and revenue as part of an overall budget development process with the big picture, project priorities, and cost/benefit analysis in mind.

Before there was the Commission for Accreditation of Park and Recreation Agencies (CAPRA), the development of a policy for fees and charges was simply a good idea and an example of sound management practice. By developing a Revenue Policy for the practical reasons already stated, the Hancock Park District can also comply with a national standard (see Revenue Policy, Operational Procedure for Charging Program Fees, and Operational Procedure for Refunds).

**HANCOCK PARK DISTRICT BOARD OF PARK COMMISSIONERS**  
**Meeting Minutes for February 11, 2014**

The February 11, 2014 meeting of the Hancock Park District Board of Park Commissioners was held at the Richard S. "Doc" Phillips Discovery Center at Oakwoods Nature Preserve.

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

The meeting was called to order by Gary Hirschfeld at 3:30 p.m.

**APPROVAL OF MINUTES**

A motion was made by Scott Younger with a second by Barbara Deerhake to approve the January 14 Board meeting minutes. Motion carried by a unanimous vote.

**FINANCIAL STATUS**

Income and expense reports year to date January 31, 2014 were reviewed by HPD business manager, Vicky Stozich.

**NEW BUSINESS**

**Request to approve Resolution 2014-2 Additional Appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund:** A motion was made by Scott Younger with a second by Barbara Deerhake to approve Resolution 2014-2. Motion carried by a unanimous vote.

**Request to approve Resolution 2014-3 Additional Appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund:** A motion was made by Barbara Deerhake with a second by Scott Younger to approve Resolution 2014-3. Motion carried by a unanimous vote.

**Request to approve Resolution 2014-4 Authorizing the Submittal of an Ohio Department of Natural Resources Division of Watercraft Cooperative Boating Facility Grant Application:** A motion was made by Scott Younger with a second by Barbara Deerhake to approve Resolution 2014-4. Motion carried by a unanimous vote.

**Request to approve the submittal of an application to the Ohio Department of Natural Resources Division of Watercraft in an effort to designate a portion of the Blanchard River as a State Designated Water Trail:** A motion was made by Scott Younger with a second by Barbara Deerhake to approve the submittal of an application to the Ohio Department of Natural Resources Division of Watercraft in an effort to designate a portion of the Blanchard River as a State Designated Water Trail. The proposed section of the Blanchard River to be designated is from Eastpoint Area in Findlay to Arrowhead Park in Ottawa. Talking to partners and considering the impact of flood mitigation were suggested. Motion carried by a unanimous vote.

**Request to approve the 2013 Schedule of Gifts, Grants, and Donations:** A motion was made by Scott Younger with a second by Barbara Deerhake to approve the 2013 Schedule of Gifts, Grants, and Donations. Motion carried by a unanimous vote.

**Hancock Park District Board of Park Commissioners  
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**Request to approve the Hancock Park District’s Values, Vision, and Mission as a component of the Strategic and Comprehensive Plan for Programs, Parks, and Recreational Facilities:** By consensus, the Board of Park Commissioners approved the proposed values, vision, and mission. The Board felt that the message being communicated was a good one. The Board appreciates the effort by all park district personnel involved in the process. The values, vision, and mission will be approved as part of the overall Strategic and Comprehensive plan when it is presented for approval at a later date.

**Request to approve the Revenue Policy:** A motion was made by Scott Younger with a second by Barbara Deerhake to approve the Revenue Policy. Motion carried by a unanimous vote.

**DISCUSSION**

Park District Report:

The Hancock County Sheriff’s Department’s 2013 Activity Report, the Hancock Park District’s Service Ranger’s 2013 Annual Report, the Commission for Accreditation of Park and Recreation Agencies’ National Accreditation Standards, and the Multi-Use Trails Master Plan were presented and briefly discussed.

The Hancock Parks Foundation received a \$1,200.00 grant from the Findlay-Hancock County Community Foundation for the 2014 Riverside Park Summer Concert Series.

**PUBLIC INPUT**

**ADJOURNMENT**

The meeting was adjourned at 4:23 p.m.

Minutes approved:

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Scott Younger, Vice Chairperson

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Gary E. Pruitt, Director/Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date