



Hancock Park District

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

Date: Wednesday, November 12, 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 October 14, 2014
2. Approval of Executive Session Minutes dated October 14, 2014

Financial Status

1. Review of Financial Statement dated October 31, 2014

Old Business

New Business

1. Request to approve the Property & Casualty Insurance Renewal Rates
2. Request to approve Resolution 2014-11 Regarding Additional Appropriation within the Auditor's Certification and Park Commissioners to Appropriate in the General Fund
3. Request to approve the acquisition of land
4. New Performance Evaluation Format for the Director/Secretary Position
5. Request to approve the 2014 Community Park Improvement Program Grants Recommendation
6. Request to approve the Strategic and Comprehensive Plan for Programs, Parks, and Recreational Facilities
7. Presentation of the Hancock Park District's Proposed 2015 Budget

Discussion

1. Hancock Park District Report

Public Input

Adjournment

Notice of Executive Session and Agenda

Roll Call

New Business

1. To consider the employment and compensation of a public employee per Ohio Revised Code 121.22 (G) (1).

Adjournment

Next Meeting: Tuesday, December 9, 2014 at 3:30 p.m.

HANCOCK PARK DISTRICT BOARD OF PARK COMMISSIONERS
Staff Report / Agenda Supplement
November 12, 2014

Request to approve the Property & Casualty Insurance Renewal Rates: Representatives from Hitchings Insurance will be at the meeting to present the Property & Casualty Insurance renewal rates. The annual premium for the period of November 30, 2014 to November 30, 2015 is \$32,851.00. Flood insurance for the boathouse at Zonta Landing is \$265.00. Flood insurance for Brugeman Lodge will be presented at the meeting (see Property & Casualty Insurance Quotation).

Request to approve Resolution 2014-11 Regarding Additional Appropriation within the Auditor's Certification and Park Commissioners to Appropriate in the General Fund: The Findlay Elks Lodge #75 donated \$900.00 to the Hancock Park District for the purchase of three solo kayaks to be used during the Zonta Landing Boat Rental Operation and during guided and unguided kayak trips on the Blanchard River. This donation will help the Hancock Park District increase its kayak inventory and enhance service in the area of river recreation (see Resolution 2014-11).

Request to approve the acquisition of land: The Board of Park Commissioners discussed the purchase of land (.75 acre) for \$1.00 from the Hancock County Commissioners. The discussion took place during an Executive Session on October 14, 2014. The land, which is located at the southeast quadrant of the bridge on Township Road 173 over the Blanchard River (16894 Township Road 173), was acquired by the Hancock County Commissioners as part of its flood mitigation efforts. The small parcel of land will serve as a river access site for canoe and kayak launching and landing. The Board will have an opportunity to take official action on this land acquisition at the public meeting on November 12, 2014 at 3:30 p.m. (see Proposed Land Acquisition).

New Performance Evaluation Format for the Director/Secretary Position: The Board of Park Commissioners discussed the director's general job performance and the development of a new performance evaluation format for the Director/Secretary position during an Executive Session on October 14, 2014. The Board will have an opportunity to take official action on this proposed performance evaluation format at the public meeting on November 12, 2014 at 3:30 p.m. (see Assessment of the Director/Secretary of Park District).

Request to approve the 2014 Community Park Improvement Program Grants Recommendation: The Hancock Park District's Community Park Improvement Program Grant began in 1977 as a way for the Hancock Park District and authorized political subdivisions in Hancock County to work in partnership toward enhancing outdoor recreation opportunities, keeping existing community parks in good condition, and making improvements based on community need.

Political subdivisions that have cooperative agreements in place with the Hancock Park District are eligible to submit a Community Park Improvement Program Grant Application. Eligible applicants include: Arcadia, Arlington, Benton Ridge, Findlay, Fostoria, Jenera, McComb, Mt. Blanchard, Mt. Cory, Rawson, Van Buren/Allen Township, and Vanlue.

The Grants Review Team consists of representatives designated by the managing board from each entity making a grant request. Representatives meet once annually to review grant applications and to select projects for funding. The Hancock Park District Board of Park Commissioners reviews recommendations from the Grants Review Team and approves the grants. The maximum allocation in 2014 is \$96,000.00 (see Grant Allocation Summary & Recommendation).

Request to approve the Strategic and Comprehensive Plan for Programs, Parks, and Recreational Facilities: On June 11, 2013, the Hancock Park District Board of Park Commissioners authorized the development of a Strategic and Comprehensive Plan for Programs, Parks, and Recreational Facilities. The Strategic and Comprehensive Plan communicates a vision for the Hancock Park District in terms of its management approach, service to the customer, and improvements across the broad range of park district operations. Ultimately, the plan offers direction and guidance for the organization.

A common phrase repeated many times over the last several years has been that the Hancock Park District should “advance to the next level.” This passion-fueled mindset signifies the desire to get better with every step while knowing that the citizenry in general and park visitors in particular will benefit from advancements in the area of programs, parks, and recreational facilities.

The plan presents recommendations for park improvements and use aimed at facilitating the quest for an enriched quality of life. Emphasis has been placed on (A) modernizing and improving existing parks and facilities, improving access, and enhancing outdoor recreation opportunities, (B) realizing a vision for an interconnected system of multi-use trails and parks along the Blanchard River – a system that showcases a continuous, high-quality, and well-defined greenway trail that connects a series of river parks with modern facilities and colorful amenities, providing greater opportunities for canoeing and kayaking, and giving rise to the Blanchard Corridor Recreation Program that promotes year-round outdoor recreation and creates a high profile destination along the river, and (C) improving parks so that they become better suited as a venue for nature based outdoor recreation, environmental education, and cultural history interpretation and in an effort to afford the richest possible experiences that intensify the natural instinct to play, explore, learn, and dream.

Enhancing and maintaining parks and facilities, delivering diverse and well-balanced programs, promoting parks, programs, and services, and achieving and maintaining financial sustainability represent the underlying objectives and challenges facing the Hancock Park District in its continuing effort to serve the park and recreation interests, desires, and needs of Hancock County residents (see Strategic and Comprehensive Plan for Programs, Parks, and Recreational Facilities).

Presentation of the Hancock Park District’s 2015 Budget: The 2015 budget proposes expenses in the amount of \$1,492,836.01 with a net income of \$42,889.72. Personnel costs (salaries and fringe benefits) account for 57% of the total expense (\$856,396.17). Capital equipment expenses (vehicles and mowers) equal \$58,415.00. Programming expenses equal \$11,948.00 with a projected revenue from participation fees of \$8,200.00. Marketing expenses (advertising, promotion, park brochures, printing, and graphic design) equal \$26,305.00. Additional information, including a few highlights will be presented at the meeting (see 2015 Budget).

HANCOCK PARK DISTRICT BOARD OF PARK COMMISSIONERS
Meeting Minutes for November 12, 2014

The November 12, 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 Present: Jim Maurer, Ron Rush, Bob Pessell

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

APPROVAL OF MINUTES

A motion was made by Barbara Deerhake with a second by Scott Younger to approve the October 14, 2014 Board meeting minutes. Motion carried by a unanimous vote.

A motion was made by Barbara Deerhake with a second by Scott Younger to approve the October 14, 2014 Executive Session minutes. Motion carried by a unanimous vote.

FINANCIAL STATUS

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

OLD BUSINESS

None

NEW BUSINESS

Request to approve the Property & Casualty Insurance Renewal Rates: A motion was made by Barbara Deerhake with a second by Scott Younger to pay the six-month premium, analyze the proposal from USI Midwest, and invite proposals from other insurance companies. Motion carried by a unanimous vote.

The Ohio Government Risk Management Plan administered by Hylant Administrative Services, represented by Hitchings Insurance Agency, Inc. proposed an annual premium of \$32,851.00. The Public Entities Pool of Ohio administered by York Risk Pooling, represented by USI Midwest, LLC proposed an annual premium of \$26,049.00.

Request to approve Resolution 2014-11 Regarding 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 2014-11. Motion carried by a unanimous vote.

Request to approve the acquisition of land: A motion was made by Scott Younger with a second by Barbara Deerhake to approve the acquisition of land (.75 acre) from the Hancock County Commissioners for \$1.00 for the purpose of providing a canoe and kayak launching and landing area along the Blanchard River at 16894 Township Road 173. Motion carried by a unanimous vote.

**Hancock Park District Board of Park Commissioners
Meeting Minutes – November 12, 2014 – Page 2 of 2**

New Performance Evaluation Format for the Director/Secretary Position: A motion was made by Barbara Deerhake with a second by Scott Younger to table the agenda item until the December meeting. Motion carried by a unanimous vote.

Request to approve the 2014 Community Park Improvement Program Grants Recommendation: A motion was made by Scott Younger with a second by Barbara Deerhake to approve the Grants Review Team Recommendation and the allocation of \$96,000.00 in grants for capital improvements in village and city parks throughout Hancock County. Motion carried by a unanimous vote.

Request to approve the Strategic and Comprehensive Plan for Programs, Parks, and Recreational Facilities: A motion was made by Scott Younger with a second by Barbara Deerhake to approve the Strategic and Comprehensive Plan for Programs, Parks, and Recreational Facilities. Motion carried by a unanimous vote.

Presentation of the Hancock Park District’s Proposed 2015 Budget: After review and discussion by the Board, the only change to the proposed budget was to increase the Community Park Grants from \$90,000.00 to \$96,000.00.

DISCUSSION

Park District Report:

The 2015 Action Plan (goals) was referenced and discussed briefly. The Action Plan is a compilation of goals from the Hancock Park District’s Performance Evaluation Process.

PUBLIC INPUT

ADJOURNMENT

The meeting was adjourned at 4:35 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 November 12, 2014

The meeting was called to order by Gary Hirschfeld at 4:45 p.m.

A motion was made by Scott Younger with a second by Barbara Deerhake to meet in executive session to consider the employment and compensation of a public employee per Ohio Revised Code 121.22 (G) (1). Motion carried by a unanimous vote.

To consider the employment of a public employee per Ohio Revised Code 121.22 (G) (1): The Board of Park Commissioners conducted a performance evaluation of the Hancock Park District director/secretary.

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 December meeting.

ADJOURNMENT

The meeting was adjourned at 5:33 p.m.

Minutes approved:

Gary E. Hirschfeld, Chairperson

Gary E. Pruitt, Director/Secretary

Date

Date