



Hancock Park District

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

Date: Tuesday, September 12, 2017
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 8, 2017

Financial Status

1. Review of Financial Statement dated August 31, 2017 by Hancock Park District business manager, Vicky Stozich
2. Blanchard River Greenway Trail Fund Statement of Activity for the Period 01/01/2017 through 06/30/2017

Old Business

New Business

1. Request to approve a recommendation to raise base pay across the board, increase actual pay for all Hancock Park District employees in response to new base pay, and revise the Position Classifications and Compensation Schedule for 2018.
2. Request to approve Resolution 2017-06 regarding additional appropriation within the Auditor's certification and Park Commissioners to appropriate in the general fund - \$5,342.00.
3. Request to approve Resolution 2017-07 regarding additional appropriation within the Auditor's certification and Park Commissioners to appropriate in the general fund - \$15,500.00.
4. Request to approve Resolution 2017-08 accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.

Discussion

1. Hancock Park District Report:
 - Director – Gary Pruitt
 - Park Operations Manager – Bill Patch
 - Naturalist – Michelle Rumschlag
 - Marketing Manager – Anne Coburn-Griffis

Public Input

Adjournment

Park Tour

The Board of Park Commissioners will visit Vanlue Community Park, Mt. Blanchard Community Park(s), and Arlington Community Park immediately following the Board meeting. The tour is expected to occur from approximately 4:00 p.m. to 6:30 p.m.

Next Meeting: Tuesday, October 10, 2017 at 3:30 p.m.

HANCOCK PARK DISTRICT BOARD OF PARK COMMISSIONERS
Staff Report / Agenda Supplement
September 12, 2017

Request to approve a recommendation to raise base pay across the board, increase actual pay for all Hancock Park District employees in response to new base pay, and revise the Position Classifications and Compensation Schedule for 2018: The Hancock Park District’s Salary Study was conducted between January 2, 2014 and December 31, 2015. By design, it was not an expensive or sophisticated process, but rather a simple comparison between the Hancock Park District’s current base pay (i.e. the minimum amount of pay for a Hancock Park District employee) and starting pay associated with comparable positions throughout the country via the National Recreation and Park Association’s (NRPA) online Career Center. Note: See NRPA’s 2016 Salary Study that focused on only five positions, four of which are relevant to the Hancock Park District. You can make your own observations and comparisons, and draw your own conclusions.

The vast majority of base pay rates have remained unchanged for at least 10 years. As a result, and based on the results of the Salary Study, current base pay as a whole, and in many cases actual pay, is not competitive within the market and therefore not in compliance with the Hancock Park District’s Employment Policy approved by the Board of Park Commissioners on April 10, 2012: *“Pay should be competitive within the market to the extent that it is financially feasible and commensurate with responsibilities of the position.”*

The proposed course of action valued at \$45,900.00 is as minimal as it can be while making a positive impact (i.e. to get pay rates moving in the right direction). Steps include increasing base pay by 3% across the board for four full-time exempt positions and for 10 seasonal positions each year over the next 7 years (2018-2024), increasing base pay by \$1.00 across the board (with a few exceptions) in 2018 for 19 full-time nonexempt/permanent part-time positions followed by a 3% increase in base pay for the following 6 years (2019-2024), and increasing actual pay in 2018 for all Hancock Park District employees in response to raising base pay followed by merit pay increases not to exceed 3% for the following 6 years (2019-2024).

Position Classification	Base Pay 2017	Recommended Base Pay		National Average	National Pay Range
		2018	2024		
Director/Secretary	\$66,000	\$67,980	\$81,173	\$66,018	\$29,000-\$145,000
Park Operations Manager	\$47,500	\$48,925	\$58,420	\$55,659	\$34,000-\$74,121
Naturalist/Program Manager	\$47,500	\$48,925	\$58,420	\$49,210	\$26,374-\$68,802
Business Manager	\$47,500	\$48,925	\$58,420	\$48,670	\$43,400-\$60,000
Marketing Manager	\$19.00	\$20.00	\$23.90	\$22.74	\$16.26-\$31.46
Administrative Assistant	\$12.00	\$15.00	\$17.91	\$19.23	\$19.23
Riverbend Area Manager	\$14.00	\$14.00	\$16.72	\$18.65	\$11.95-\$26.85
Park Manager West	\$12.00	\$13.00	\$15.52	\$18.65	\$11.95-\$26.85
Park Manager Central	\$12.00	\$13.00	\$15.52	\$18.65	\$11.95-\$26.85
Park Manager East	\$12.00	\$13.00	\$15.52	\$18.65	\$11.95-\$26.85
Natural Resource Manager	\$12.00	\$13.00	\$15.52	\$21.82	\$14.91-\$34.94
Park Ranger Coordinator	\$12.00	\$11.00	\$13.13	\$15.92	\$7.95-\$23.72
Program Specialist	\$9.00	\$10.00	\$11.95	\$16.39	\$9.13-\$26.30
Natural Resource Assistant	\$9.00	\$10.00	\$11.95	\$16.91	\$12.50-\$25.16
Park Maintenance Technician	\$9.00	\$10.00	\$11.95	\$16.91	\$12.50-\$25.16
Park Ranger	\$9.00	\$10.00	\$11.95	\$15.92	\$7.95-\$23.72
Waterfront Manager	\$9.00	\$9.27	\$11.07	\$9.98	\$7.25-\$12.75
Intern	\$8.25	\$8.50	\$10.16	\$9.98	\$7.25-\$12.75
Park Laborer	\$8.25	\$8.50	\$10.16	\$9.98	\$7.25-\$12.75
Waterfront Aide	\$8.25	\$8.50	\$10.16	\$9.98	\$7.25-\$12.75

Position Classifications and Compensation Schedule for 2018

The majority of HPD positions are nonexempt. However, certain full-time positions are designated as exempt in accordance with the Fair Labor Standards Act (FLSA). The FLSA categories of exemption include executive, administrative, and professional. Employees whose positions fall into an exempt classification are exempt from the provisions of overtime pay.

Base pay is approved by the Board of Park Commissioners for each position classification and is considered the minimum amount of money paid to an employee. However, under certain circumstances an employee may be hired at a rate higher than the base pay.

Wages are computed hourly for payment and benefits. Base pay should be periodically evaluated through a job analysis and salary study. Pay should be competitive within the market to the extent that it is financially feasible and commensurate with responsibilities of the position.

Position	Grade	Base Pay
Director/Secretary	1 – Permanent/Full-time/Exempt	\$67,980
Naturalist/Program Manager	2 – Permanent/Full-time/Exempt	\$48,925
Business Manager	2 – Permanent/Full-time/Exempt	\$48,925
Park Operations Manager	2 – Permanent/Full-time/Exempt	\$48,925
Marketing Manager	3 – Permanent/Full-time/Nonexempt	\$20.00
Administrative Assistant	4 – Permanent/Part-time	\$15.00
Riverbend Area Manager	5 – Permanent/Full-time/Nonexempt	\$14.00
Park Manager East	6 – Permanent/Full-time/Nonexempt	\$13.00
Park Manager West	6 – Permanent/Full-time/Nonexempt	\$13.00
Park Manager Central	6 – Permanent/Full-time/Nonexempt	\$13.00
Natural Resource Manager	6 – Permanent/Full-time/Nonexempt	\$13.00
Park Ranger Coordinator	7 – Permanent/Part-time	\$11.00
Park Ranger	8 – Permanent/Part-time	\$10.00
Program Specialist	8 – Permanent/Part-time	\$10.00
Park Maintenance Technician	8 – Permanent/Part-time	\$10.00
Natural Resource Assistant	8 – Permanent/Part-time	\$10.00
Waterfront Manager	9 – Temporary/Seasonal	\$9.27
Intern	10 – Temporary/Seasonal	\$8.50
Park Laborer	10 – Temporary/Seasonal	\$8.50
Waterfront Aide	10 – Temporary/Seasonal	\$8.50

Request to approve Resolution 2017-06 regarding additional appropriation within the Auditor’s certification and Park Commissioners to appropriate in the general fund - \$5,342.00.00: A reimbursable grant was received from the Hancock County Convention & Visitors Bureau for the printing of the Visitor Guide. The printing cost of \$1,442.00 was not in the 2017 budget. The money has been received, but it now needs to be appropriated into the budget to cover the printing cost. Last year’s budget included the cost of the new website, but at the end of the year a change was made regarding vendors. The remaining cost of the website was in the 2016 budget, but it was not spent and it was never put in the 2017 budget so the amount of \$3,900.00 needs to be appropriated to pay the cost out of this year’s budget (see Resolution 2017-06).

Request to approve Resolution 2017-07 regarding additional appropriation within the Auditor’s certification and Park Commissioners to appropriate in the general fund - \$15,500.00: In an ongoing effort to improve and modernize River Parks, seal coating parking lots at Eastpoint Area, Hancock Park District Administrative Offices, and Waterfalls Area is recommended. This work is supported by the Hancock Park District’s Strategic and Comprehensive Plan: *“Maintaining asphalt parking areas improves aesthetics and adds longevity to the parking area. Beyond restriping parking spaces to aid park visitors, there is the issue of seal coating. Sealing asphalt is meant to improve surface toughness, protect against the environment, and enhance overall appearance in an effort to prolong the life of the facility and to put as much distance as possible between the high cost of the original investment and the high cost of asphalt repairs and replacement.”*

As a result of a Request for Quotes from several companies providing the necessary service, the Hancock Park District would like to work with Clean Line Blacktop Sealing & Striping located in Findlay. The company advocates seal coating with a squeegee rather than spraying to provide a penetrating, durable, and long lasting seal coat. With approval, work is expected to be completed this year. Work includes: seal cracks, seal coat, stripe, new concrete parking blocks, contingency, and traffic signs at Waterfalls Area to aid the one way in/one way out traffic pattern (see Resolution 2017-07).

Request to approve Resolution 2017-08 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 2017-08 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, 2018. As a routine matter each year, the Board of Park Commissioners is required to accept and adopt the resolution (see Resolution 2017-08).

HANCOCK PARK DISTRICT BOARD OF PARK COMMISSIONERS
Meeting Minutes for September 12, 2017

The September 12, 2017 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: Scott Younger, Ed Ingold, Gary Hirschfeld
HPD Staff Present: Gary Pruitt, Vicky Stozich, Michelle Rumschlag, Bill Patch, Anne Coburn-Griffis
Guests Present: Jim Maurer

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

APPROVAL OF MINUTES

A motion was made by Ed Ingold with a second by Scott Younger to approve the August 8, 2017 meeting minutes. Motion carried by a unanimous vote.

FINANCIAL STATUS

Income and expense reports year to date August 31, 2017 were presented by HPD business manager, Vicky Stozich.

OLD BUSINESS

NEW BUSINESS

Request to approve a recommendation to raise base pay across the board, increase actual pay for all Hancock Park District employees in response to new base pay, and revise the Position Classifications and Compensation Schedule for 2018: A motion was made by Scott Younger with a second by Gary Hirschfeld to approve the request as presented followed by an addendum to the motion from Ed Ingold that the issue be revisited in 2019 by conducting a salary study involving organizations of similar size. Motion carried by a unanimous vote.

Request to approve Resolution 2017-06 regarding additional appropriation within the Auditor's certification and Park Commissioners to appropriate in the general fund - \$5,342.00: A motion was made by Scott Younger with a second by Ed Ingold to approve Resolution 2017-06. Motion carried by a unanimous vote.

Request to approve Resolution 2017-07 regarding additional appropriation within the Auditor's certification and Park Commissioners to appropriate in the general fund - \$15,500.00: A motion was made by Ed Ingold with a second by Scott Younger to approve Resolution 2017-07. Motion carried by a unanimous vote.

Request to approve Resolution 2017-08 accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor: A motion was made by Scott Younger with a second by Ed Ingold to approve Resolution 2017-08. Motion carried by a unanimous vote.

DISCUSSION

Hancock Park District Report:

A preliminary report regarding Zonta Landing Boat Rentals shows a fairly balanced use of boats: canoes were used 42% of the time, pedal boats were used 31% of the time, and kayaks were used 27% of the time. Given the consistent popularity of the Zonta Landing Boat Rental service from Memorial Day weekend through Labor Day, it's interesting that that popularity has not carried over to the Self-Guided Fall Float Trips on weekends during September and October. However, the University of Findlay and the Girl Scouts have participated over the last three years. During the summer, Arlington High School and Benjamin Logan High School have participated for several years with the involvement of physical education students and athletic teams.

Seasonal employees are finished, with the exception of one seasonal employee at Riverbend Recreation Area. Duane Schaffer was hired as a Park Maintenance Technician. Emily Reeves was hired as a Park Ranger. All positions are filled for the first time since 2014. Roof repairs at Waterfalls Pavilion are scheduled for late September or early October. Related repairs are being completed by staff in preparation for roof repairs. The barn roof at Blanchard River Nature Preserve has been painted. The electric meter at Blanchard River Nature Preserve has been relocated to the barn. Docks have been removed. Restoration at Bright Conservation Area is complete following the removal of barns. Work regarding the removal of invasive plants (primarily at Litzenberg Memorial Woods) is occurring. Note: Park Commissioner, Ed Ingold suggested that the concrete pad and walkways should be enclosed by caution tape to discourage park visitors from entering the construction site.

Hike It! has started. This is the third year for that popular hiking program. Participants who hike 8 out of 10 trails receive a medallion. The Program Department will be conducting History Comes Alive next week for fourth grade students. Program requests from schools for fall and spring are being scheduled.

The Riverside Summer Concert Series is over. Many concert dates for 2019 have been filled. Bands remain on a waiting list. A video of the concert series is being developed for promotional purposes. One military band may return next year. A booth at three health fairs have been scheduled. Elaine Reynolds is assisting with the development of park maps, which will be used with new park brochures.

PUBLIC INPUT

ADJOURNMENT

The meeting was adjourned at 4:17 p.m.

Meeting Minutes approved:

Gary E. Hirschfeld, Chairperson

Gary E. Pruitt, Director/Secretary

Date

Date