



Hancock Park District

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

Date: Tuesday, June 8, 2021
Location: Brugeman Lodge at Riverbend Recreation Area
Time: 3:30 p.m.

Roll Call

Approval of Minutes

1. Approval of Board Meeting Minutes dated May 11, 2021
2. Approval of Executive Session Minutes dated May 11, 2021

Financial Status

1. Review of the Financial Statement dated May 31, 2021, presented by Hancock Park District Business Manager Vicky Stozich

Old Business

New Business

1. Health Care Plan Renewal
2. Wetland Restoration Initiative
3. Request to approve the 2022 Estimate of Revenues
4. Request to approve Resolution 2021-14 regarding additional appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund for severance salaries and Medicare for a Hancock Park District employee in the amount of \$786.24
5. Request to approve Resolution 2021-15 regarding additional appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund for cleaning services in the amount of \$2,500.00
6. Request to approve a recommendation to revamp the Compensation Schedule by redirecting approximately \$100,148.47 in salaries and benefits from two vacant full-time positions to increase base pay rates and actual pay rates for Hancock Park District employees

Discussion

1. Hancock Park District Report:
 - Director – Gary Pruitt
 - Business Manager – Vicky Stozich
 - Naturalist – Michelle Rumschlag
 - Natural Resource Manager – Chad Carroll

Public Input

Adjournment

Next Meeting: Tuesday, July 13, 2021 at 3:30 p.m. in Brugeman Lodge at Riverbend Recreation Area

Staff Report / Agenda Supplement
June 8, 2021

Health Care Plan Renewal: Lee Hitchings from Hitchings Insurance Agency, Inc. will be at the meeting to provide a brief overview of the Hancock Park District's Health Insurance Plan and to answer questions (see Medical Mutual).

Wetland Restoration Initiative: At the Board Meeting on April 13, 2021, the Board approved wetland restoration concepts for H2Ohio funding. Coldwater Consulting prepared a pre-application and cost estimate for three wetland restoration projects. The cost estimate is \$2,090,000.00 for final design, permitting, public bidding, construction oversight, and construction activities. However, the cost estimate for all three wetland restoration projects exceeds the amount of unappropriated funds needed to front the entire cost of the project. The estimated cost for each individual project is as follows: Litzenberg Memorial Woods - \$1,372,000, Aeraland Recreation Area - \$404,000, and Bright Conservation Area - \$439,000 (see Hancock Park District Wetland Restoration Initiative H2Ohio Pre-Application 5-21-21).

Request to approve the 2022 Estimate of Revenues: Completing the Estimate of Revenues is a routine matter each year. The Hancock Park District's revenue estimate is due to the Hancock County Auditor in July (see 2022 Estimate of Revenues).

Request to approve Resolution 2021-14 regarding additional appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund for severance salaries and Medicare for a Hancock Park District employee in the amount of \$786.24: This is for vacation severance for Hancock Park District Park Operations Manager Angela Kaiser who recently resigned her position with the Hancock Park District (see Resolution 2021-14).

Request to approve Resolution 2021-15 regarding additional appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund for cleaning services in the amount of \$2,500.00: When the 2021 budget was developed, money for cleaning service for Brugeman Lodge and the Activity Barn were based on current rentals, a suspension of facility reservations, and the uncertainty caused by COVID-19. Facility reservations resumed on May 1, 2021. Therefore, it is anticipated that additional facility reservations will occur. If they do, more money will be needed for cleaning service (see Resolution 2021-15).

Request to approve a recommendation to revamp the Compensation Schedule by redirecting approximately \$100,148.47 in salaries and benefits from two vacant full-time positions to increase base pay rates and actual pay rates for Hancock Park District employees: Several years ago, it became apparent that base pay rates and actual pay rates were too low. The need for confirmation led to a salary study in 2016 so that benchmarks could be set, deficiencies could be known, and the cost to fix the problem could be estimated, which was approximately \$150,000.00.

Since the Hancock Park District did not have \$150,000.00 in its limited budget to transfer from an operating account to a fixed salary account for pay rate increases of that magnitude, a smaller plan was implemented. As a result, base pay rates increased on an annual basis (which meant they were no longer idle) and all employees received an actual pay rate increase.

However, low pay rates and the ongoing challenge to find money remained. There is now a unique opportunity that would allow the Hancock Park District to increase base pay rates and actual pay rates in a substantial way and to essentially revamp the Compensation Schedule. It involves not filling two vacant full-time positions and redirecting approximately \$100,148.07 to fund pay rate increases for all Hancock Park District employees, except the director and two employees who were recently promoted with pay rate increases (see Proposed Position Classification and Compensation Schedule for 2021).

HANCOCK PARK DISTRICT BOARD OF PARK COMMISSIONERS
Meeting Minutes for June 8, 2021

The June 8, 2021 meeting of the Hancock Park District Board of Park Commissioners was held at Riverbend Recreation Area's Brugeman Lodge.

Park Commissioners Present: Ed Ingold, Scott Younger, Gary Hirschfeld
HPD Staff Present: Gary Pruitt, Vicky Stozich, Chad Carroll, Michelle Rumschlag
Guests Present: Lee Hitchings, Grace Wagner, Sara Arthurs

The meeting was called to order by Gary Hirschfeld at 3:26 p.m.

APPROVAL OF MINUTES

A motion was made by Scott Younger with a second by Ed Ingold to approve the May 11, 2021 meeting minutes. Motion carried by a unanimous vote.

A motion was made by Gary Hirschfeld with a second by Scott Younger to approve the May 11, 2021 Executive Session minutes. Motion carried by a unanimous vote.

FINANCIAL STATUS

Income and expense reports year to date May 31, 2021 were presented to the Board by Hancock Park District Business Manager Vicky Stozich.

OLD BUSINESS

NEW BUSINESS

Health Care Plan Renewal: At the time of renewal, there will be seven Contract Type: Employee; one less than originally planned when the renewal was initially presented by Hitchings Insurance Agency, Inc. Therefore, the original total monthly premium of \$13,362.74 will decrease by \$863.36, which equals a total renewal premium of \$12,499.38. A motion was made by Scott Younger with a second by Ed Ingold to approve the Health Care Plan Renewal. Motion carried by a unanimous vote.

Wetland Restoration Initiative: A motion was made by Scott Younger with a second by Gary Hirschfeld to approve a proposed wetland restoration project at Bright Conservation Area for H2Ohio funding. Motion carried by a unanimous vote.

Request to approve the 2022 Estimate of Revenues: A motion was made by Scott Younger with a second by Ed Ingold to approve the 2022 Estimate of Revenues. Motion carried by a unanimous vote.

Request to approve Resolution 2021-14 regarding additional appropriation within the Auditor's certification and Park Commissioners to appropriate in the General Fund for severance salaries and Medicare for a Hancock Park District employee in the amount of \$786.24: A motion was made by Scott Younger with a second by Ed Ingold to approve Resolution 2021-14. Motion carried by a unanimous vote.

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Request to approve Resolution 2021-15 regarding additional appropriation within the Auditor's certification and Park Commissioners to appropriate in the General Fund for cleaning services in the

amount of \$2,500.00: A motion was made by Scott Younger with a second by Ed Ingold to approve Resolution 2021-15. Motion carried by a unanimous vote.

Request to approve a recommendation to revamp the Compensation Schedule by redirecting approximately \$100,148.47 in salaries and benefits from two vacant full-time positions to increase base pay rates and actual pay rates for Hancock Park District employees: As an overview, there was a Salary Study in 2016. Deficiencies became known, benchmarks were set, and cost was estimated. There were not sufficient funds available to revamp the Compensation Schedule at that time. The issue of low base pay rates and actual pay rates and the challenge to secure funding continued. Money is now available by not filling two vacant full-time positions. As an agency director, as a Board, and as an employer, it is important that we send the proper message:

- In the leisure services arena and the parks and recreation profession especially, it takes people to serve people. And the more qualified those people are, the better the service will be – in theory.
- The work we do and the service we provide are important to quality of life. We value the employee. We should do right by the employee. And whether we like it or not, one of the ways to communicate that and to do that is with compensation.
- We should do all we can from a compensation standpoint to be proactive and competitive in our attempt to retain employees and to fill positions with the best qualified people by appropriately aligning our pay rates with those being offered to employees in similar positions throughout the country.

When we have advertised for positions, we often say we just need one qualified candidate; just one. We just need one. And oftentimes, that is exactly what we get rather than multiple candidates with our preferred qualifications, thus giving us the opportunity to choose the best qualified person.

In the interest of full disclosure, we do not have a problem filling positions. We filled all of our seasonal positions this year at \$9.29 an hour. And over the last 5 years, we have hired full-time park managers at \$13.00 an hour. All of those employees voluntarily applied for jobs with those advertised pay rates.

When making recommendations to the Board, it is common to provide alternatives. In this case, the alternatives are lesser pay rate increases or status quo. We can send whatever message we want to send and operate however we want to operate.

With that said, the Board is asked to approve a recommendation to revamp the Compensation Schedule by redirecting approximately \$100,148.47 in salaries and benefits from two vacant full-time positions to increase base pay rates and actual pay rates for Hancock Park District employees.

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A motion was made by Gary Hirschfeld with a second by Scott Younger to approve a recommendation to revamp the Compensation Schedule by redirecting approximately \$100,148.47 in salaries and benefits from two vacant full-time positions to increase base pay rates and actual pay rates for Hancock Park District employees. Motion carried by a unanimous vote.

DISCUSSION

Hancock Park District Report:

The NatureWorks grant application for the Great Karg Well Historical Site Development has been submitted. Striping the Blanchard River Greenway Trail has been ordered. Concrete construction is underway at various park locations. The installation of tactile warning pads is among the improvements.

Hancock Park District Administrative Operations Manager Jamie Shane has taken over marketing duties. Message boards are being maintained. A Zonta Landing advertisement was included in the Kid Scoop column in The Courier. She is managing the website.

All Program Department seasonal positions have been filled, including an intern position. Summer camps are underway and filling up. The Program Department is managing Zonta Landing Boat Rentals. Waterfront staff has been hired. A full summer program schedule is being offered with no COVID-19 restrictions. Open Houses at Oakwoods Nature Preserve and Litzenberg Memorial Woods will resume this summer.

The Wetland Restoration Project at Oakwoods Nature Preserve is progressing. Wetlands are being seeded, more topsoil is being spread, and preparations are being made to seed upland habitat. Trees will be planted in the fall.

PUBLIC INPUT

ADJOURNMENT

The meeting was adjourned at 4:30 p.m.

Meeting Minutes approved:

Gary E. Hirschfeld, Chairperson

Gary E. Pruitt, Director/Secretary

Date

Date