



Hancock Park District

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

Date: Tuesday, January 9, 2024
Location: Brugeman Lodge at Riverbend Recreation Area
Time: 3:30 p.m.

Roll Call

Approval of Minutes

1. Approval of Board Meeting Minutes dated December 12, 2023

Financial Status

1. Review of the Financial Statement dated December 31, 2023, presented by Hancock Park District Business Manager Vicky Stozich

Old Business

New Business

1. Election of Officers: Chairperson and Vice Chairperson
2. Election of a member of the Board of Park Commissioners to the Hancock Parks Foundation Board of Trustees
3. Request to approve the 2024 Meeting Schedule
4. Request to approve the 2023 Schedule of Gifts, Grants and Donations
5. Request to approve Resolution 2024-1 requesting the County Auditor to make tax advances during the year 2024, pursuant to Ohio Revised Code 321.34
6. Request to approve Resolution 2024-02 regarding additional appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund in the amount of \$17,428.51 for the purchase of a mower
7. Request to approve Resolution 2024-03 regarding additional appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund in the amount of \$819,500.00 for Helms & Sons Excavating, Inc. regarding the Litzenberg Memorial Woods Improvement Project
8. Request to approve Resolution 2024-04 regarding additional appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund in the amount of \$11,180.00 for Professional Service Industries, Inc. regarding the Litzenberg Memorial Woods Improvement Project

Discussion

1. Hancock Park District Report:
 - Director – Gary Pruitt
 - Park Operations Manager – Tyler Fredritz
 - Naturalist – Michelle Rumschlag

Public Input

Adjournment

Next Meeting: Tuesday, February 13, 2024 at 3:30 p.m.; Brugeman Lodge at Riverbend Recreation Area

HANCOCK PARK DISTRICT BOARD OF PARK COMMISSIONERS

Staff Report / Agenda Supplement

January 9, 2024

Election of Officers: Chairperson and Vice Chairperson: Board bylaws require the election of a chairperson and at least one vice chairperson. According to the bylaws, the chairperson shall preside at all Board meetings when present and the vice chairperson with the most seniority as park commissioner shall preside at Board meetings when the chairperson is absent.

Election of a member of the Board of Park Commissioners to the Hancock Parks Foundation Board of Trustees: Board bylaws require the election of one of its members to the Hancock Parks Foundation Board of Trustees. According to the Board of Park Commissioners bylaws: "The Board of Park Commissioners are also members of the Hancock Parks Foundation and they shall annually elect at least seven persons to serve on the Board of Trustees of the Hancock Parks Foundation." If there are only seven trustees, the Board of Park Commissioners shall elect one of its members to be one of the seven persons elected to the Board of Trustees of the Hancock Parks Foundation.

Request to approve the 2024 Meeting Schedule: Unless the Board directs otherwise, meetings will be held on the second Tuesday of each month at 3:30 p.m. at Brugeman Lodge at Riverbend Recreation Area (see 2024 Meeting Schedule).

Request to approve the 2023 Schedule of Gifts, Grants and Donations: Approval by the Board of Park Commissioners will serve as the Hancock Park District's official recognition and acceptance of gifts, grants and donations (see 2023 Schedule of Gifts, Grants and Donations).

Request to approve Resolution 2024-1 requesting the County Auditor to make tax advances during the year 2024, pursuant to Ohio Revised Code 321.34: Advances on tax collections to the Hancock Park District's General Fund will ease cash flow requirements and prevent bank borrowing with interest for current expenses (see Resolution 2024-1).

Request to approve Resolution 2024-02 regarding additional appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund in the amount of \$17,428.51 for the purchase of a mower: A decision was made to assign a third person to Riverbend Recreation Area's mowing crew. It is part of a plan to be more efficient, effective, and productive, and to do so with park maintenance standards and special projects in mind. A third mower, Kubota ZD1211L, is needed to make it happen (see Resolution 2024-02).

Request to approve Resolution 2024-03 regarding additional appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund in the amount of \$819,500.00 for Helms & Sons Excavating, Inc. regarding the Litzenberg Memorial Woods Improvement Project: A purchase order was processed in 2023, but since the project did not start in 2023 the purchase order was cancelled. The project is scheduled to begin in February. Therefore, encumbering the money again via a purchase order is required. The contract amount is \$745,000.00 plus 10% contingency in the amount of \$74,500.00 equals \$819,500.00 (see Resolution 2024-03).

Request to approve Resolution 2024-04 regarding additional appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund in the amount of \$11,180.00 for Professional Service Industries, Inc. regarding the Litzenberg Memorial Woods Improvement Project: Professional Service Industries, Inc. provides construction materials testing and observation services. The breakdown of costs includes Driveway and Parking Lot - \$4,060.00, Overflow Parking Lot - \$2,740.00, and Pedestrian Walkways - \$4,380.00 (see Resolution 2024-04).

HANCOCK PARK DISTRICT BOARD OF PARK COMMISSIONERS
Meeting Minutes for January 9, 2024

The January 9, 2024 meeting of the Hancock Park District Board of Park Commissioners was held at Riverbend Recreation Area's Brugeman Lodge.

Park Commissioners Present: Scott Younger, Ed Ingold, Rick Kidwell
Staff Present: Gary Pruitt, Tyler Fredritz, Vicky Stozich, Michelle Rumschlag
Guests Present: Dave Distel, Cameron Williams, Patrick Barnes, Jillian Strete, Betsy Worden, Mike Gilligan

The meeting was called to order by Ed Ingold at 3:30 p.m.

APPROVAL OF MINUTES

A motion was made by Scott Younger with a second by Ed Ingold to approve Meeting Minutes dated December 12, 2023. Motion carried by a unanimous vote.

FINANCIAL STATUS

Income and expense reports year to date December 31, 2023 were reviewed by the Board.

OLD BUSINESS

NEW BUSINESS

Election of Officers: Chairperson and Vice Chairperson: A motion was made by Scott Younger with a second by Rick Kidwell to elect Ed Ingold as chairperson. Motion carried by a unanimous vote. A motion was made by Ed Ingold with a second by Scott Younger to elect Scott Younger and Rick Kidwell as vice chairperson. Motion carried by a unanimous vote.

Election of a member of the Board of Park Commissioners to the Hancock Parks Foundation Board of Trustees: A motion was made by Scott Younger with a second by Ed Ingold to elect Rick Kidwell to the Board of Trustees. Motion carried by a unanimous vote.

Request to approve the 2024 Meeting Schedule: A motion was made by Scott Younger with a second by Rick Kidwell to approve the 2024 Meeting Schedule. Motion carried by a unanimous vote.

Request to approve the 2023 Schedule of Gifts, Grants and Donations: A motion was made by Scott Younger with a second by Rick Kidwell to approve the 2023 Schedule of Gifts, Grants and Donations. Motion carried by a unanimous vote.

Request to approve Resolution 2024-1 requesting the County Auditor to make tax advances during the year 2024, pursuant to Ohio Revised Code 321.34: A motion was made by Scott Younger with a second by Rick Kidwell to approve Resolution 2024-1. Motion carried by a unanimous vote.

Request to approve Resolution 2024-02 regarding additional appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund in the amount of \$17,428.51 for the purchase of a mower: A motion was made by Scott Younger with a second by Rick Kidwell to approve Resolution 2024.02. Motion carried by a unanimous vote.

Request to approve Resolution 2024-03 regarding additional appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund in the amount of \$819,500.00 for Helms & Sons Excavating, Inc. regarding the Litzenberg Memorial Woods Improvement Project: A motion was made by Scott Younger with a second by Rick Kidwell to approve Resolution 2024-03. Motion carried by a unanimous vote.

Request to approve Resolution 2024-04 regarding additional appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund in the amount of \$11,180.00 for Professional Service Industries, Inc. regarding the Litzenberg Memorial Woods Improvement Project: A motion was made by Rick Kidwell with a second by Scott Younger to approve Resolution 2024-04. Motion carried by a unanimous vote.

DISCUSSION

Hancock Park District Report:

Jeannie Wolf, reporter at The Courier, may write a feature article about the Litzenberg Memorial Woods Improvement Project. The director will be attending the Ohio Parks and Recreation Association Annual Conference in Sandusky, Ohio from February 4 through February 7.

A new door has been purchased for the McKinnis House at Litzenberg Memorial Woods. A gutter and downspout will also be installed. A fence along the boundary of the Nature Play Area at Oakwoods Nature Preserve has been constructed. Large rocks will be relocated to the area when the ground freezes. Light sensors have been added to or repaired at some of the shelters at Riverbend Recreation Area. Picnic tables, trash receptacles, and recycle bins will be installed at Aeraland Recreation Area soon. The Park Maintenance Technician position is vacant and is currently being advertised.

Spring programs are in the planning stage, along with summer camps. They will be advertised beginning February 1. The Ohio Certified Volunteer Naturalist training has been advertised. The training will be conducted from the end of February to the end of April. The Program Department has been at full staff since May 2023.

PUBLIC INPUT

ADJOURNMENT

The meeting was adjourned at 3:44 p.m.

Meeting Minutes approved:

Edward D. Ingold, Chairperson

Gary E. Pruitt, Director/Secretary

Date

Date