



Hancock Park District

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

Date: Tuesday, March 14, 2023
Location: Brugeman Lodge at Riverbend Recreation Area
Time: 3:30 p.m.

Roll Call

Approval of Minutes

1. Approval of Board Meeting Minutes dated February 14, 2023
2. Approval of Executive Session Minutes dated February 14, 2023

Financial Status

1. Review of the Financial Statement dated February 28, 2023, presented by Hancock Park District Business Manager Vicky Stozich

Old Business

New Business

1. Request to approve Resolution 2023-07 regarding additional appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund in the amount of \$9,393.90 for pay raises for permanent full-time and part-time employees
2. Request to approve the Position Classification and Compensation Schedule
3. Request to approve Resolution 2023-08 regarding the Hancock Park District Board of Park Commissioner's request for a grant from the Hancock Park District Blanchard River Greenway Trail Fund in the amount of \$29,750.00 for the removal and replacement of wood decking on the Brugeman Bridge section of the Blanchard River Greenway Trail
4. Request to approve Resolution 2023-09 regarding additional appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund in the amount of \$29,750.00 for the removal and replacement of wood decking on the Brugeman Bridge section of the Blanchard River Greenway Trail
5. Request authorization to remove the asphalt trail in the woods at Litzenberg Memorial Woods and not repave the trail as part of the Litzenberg Memorial Woods Improvement Project
6. Request authorization to advertise the construction of the new restroom facilities at Riverbend Recreation Area for public bids

Discussion

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

Public Input

Adjournment

Next Meeting: Tuesday, April 11, 2023 at 3:30 p.m.; Brugeman Lodge at Riverbend Recreation Area

HANCOCK PARK DISTRICT BOARD OF PARK COMMISSIONERS
Staff Report / Agenda Supplement
March 14, 2023

Request to approve Resolution 2023-07 regarding additional appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund in the amount of \$9,393.90 for pay raises for permanent full-time and part-time employees: The idea of pay raises (three months after merit pay raises were issued) was based on a desire to soften the impact of inflation on Hancock Park District employees. Further discussion during an Executive Session in February centered on the idea that pay raises would also strengthen the Hancock Park District's ongoing effort to address pay deficiencies and reach benchmarks identified in the 2016 Salary Study. The increase would be a positive next step in the process.

The total cost to issue pay raises in March is estimated at \$17,383.98. That is the true budgetary impact; an additional fixed cost (plus some to cover 12 months) when the 2024 budget is developed. The average budget in the General Parks Reserve account from 2020 - 2022 was approximately \$48,000.00. Money was typically spent on capital projects supported by the Strategic and Comprehensive Plan (e.g., concrete construction, new site amenities, and miscellaneous park improvement projects). The money for pay raises has to come from somewhere. Therefore, it is anticipated that the additional fixed cost will come from the General Parks Reserve account, which means that account will become much less (all else remaining equal) so that progress can be made with the pay raise initiative.

Even though the budgetary impact is \$17,383.98, the request for an additional appropriation is \$9,393.90 because money is available in the 2023 budget; the park manager central position has been vacant for three months (see Resolution 2023-07).

Request to approve the Position Classification and Compensation Schedule: Proposed changes involve the natural resource manager position and the natural resource assistant position. The rationale for moving the natural resource manager position one grade higher than the park manager position has been contemplated since the results of the 2016 Salary Study were assessed. And while there has been pros and cons related to the change, the conclusion is that given the responsibilities of the position, the technical knowledge that is required, the public relations necessity, and the supervisory obligations that exist, it should be a grade higher. Likewise, the natural resource assistant position moved one grade higher. Except for the obvious financial implication of a higher base pay rate for new employees, there is no immediate budgetary impact regarding these grade changes (see Position Classification and Compensation Schedule).

Request to approve Resolution 2023-08 regarding the Hancock Park District Board of Park Commissioner's request for a grant from the Hancock Park District Blanchard River Greenway Trail Fund in the amount of \$29,750.00 for the removal and replacement of wood decking on the Brugeman Bridge section of the Blanchard River Greenway Trail: The Brugeman Bridge spans Howard Run. It is part of the Blanchard River Greenway Trail near River Landings on Fox Street. The wood decking is in bad condition and needs to be replaced. Over 20 contractors were contacted about the work. Seven contractors returned the call. And three contractors submitted a quote. The low quote came from Dan Bormuth Construction in the amount of \$29,750.00. Other quotes included \$31,100.00 from Millstream Building Systems, Inc. and \$65,000.00 from Charles Construction Services. Hancock Park District Park Operations Manager Tyler Fredritz did the bridge inspection and assessment of its condition, sought quotes, and is administering this project. He will be at the meeting to provide additional information and answer questions if called upon. The plaque on the bridge is also in bad condition. The plaque will be refurbished or replaced as a separate but related project (see Resolution 2023-08, Statement of Activity Hancock Park District Blanchard River Greenway Trail Fund, and Brugeman Bridge Photographs).

Request to approve Resolution 2023-09 regarding additional appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund in the amount of \$29,750.00 for the removal and replacement of wood decking on the Brugeman Bridge section of the Blanchard River Greenway Trail: While Resolution 2023-08 is necessary to request money from the Community Foundation, Resolution 2023-09 is required so that the money can be spent and the project can move forward (see Resolution 2023-09).

Request authorization to remove the asphalt trail in the woods at Litzenberg Memorial Woods and not repave the trail as part of the Litzenberg Memorial Woods Improvement Project: During an early site visit with the architect and engineer to discuss project scope, accessibility standards per the Americans with Disabilities Act (ADA) were questioned in regard to the asphalt trail in the woods and the asphalt walkway leading to the Activity Barn entrance and restroom facility. While survey results regarding the asphalt walkway were not available during a follow-up meeting on February 16, 2023, survey results did confirm that the asphalt trail in the woods is not ADA accessible. There are a few areas along the 875-foot trail and beyond to the two Maple Sugaring activity sites that do not meet ADA accessibility standards (i.e., slope is 5% or more).

During the early site visit, the main focus and problem area was the trail section that enters the woods near the Activity Barn. That section has a slope of 11%. When the trail was constructed in 1993, was it supposed to be ADA accessible? The Litzenberg Memorial Woods development file contains two documents in particular that reference the asphalt trail in the woods as being ADA accessible:

1. *"The 875' x 8' tar & chip trail with additional tar & chip platforms adjacent to trail is a disabled-accessible trail with resting areas and overlook that all park visitors may use."* ADDENDUM 1 1993
2. *"A MAJOR FEATURE of the park is a two-mile network of scenic nature trails (left) which includes three loop trails. One of the trails has a paved section for handicap access."* The Courier 1995

During the Schematic Design Meeting on February 16, 2023, a high-level review of existing slopes throughout the existing trail and woods began. The following notes are from the meeting minutes:

1. Approximately 1,800 feet of trail was surveyed and studied.
2. The original trail was paved in the 1990s, thus changing the dynamics of construction then versus rehabilitation now.
3. At the location where the trail nearest the Activity Barn drops into the woods, existing slopes approach 11%.
 - A. From the lowest elevations (at the drop), up to the Overlook Platform, slope varies between 4% and 8%.
 - B. From the main trail to the bottom of the ravine (secondary pathway), existing slopes exceed 15%.
 - C. The trail to the first Maple Sugaring activity site has a slope of 7.5%.
4. Trees (and scrub growth) have grown in close proximity to the trail over the past 30 years.

During the meeting with the architect and engineer, the discussion also focused on what it would take to repave the trail so that it could become ADA accessible and what some of the options and difficulties would be. As is often the case, with engineering and money, there is usually a way to achieve almost anything from a construction standpoint. That is certainly true with the trail.

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The following notes are from the meeting minutes:

1. Construction will be very difficult. To provide an asphalt trail, construction equipment and materials would have to “back down” and navigate the entire length of the trail, then push (or be pulled back) out to the Activity Barn. This would require the asphalt drivers to skillfully back the entire length of trail while avoiding trees in the process.
 - A. In key locations, existing trees are closer than an 8-foot width, meaning equipment may not fit between the gaps. In this case, other pathways would have to be defined for the navigation of equipment between trees.
2. To allow room for construction equipment, a 40-foot-wide swath may have to be cut (pathway plus turn radii and/or other area necessary for constructability). This idea led to a discussion about “nature trails” versus “ADA accessible trails.” What nature would remain if nature has to be removed to construct the trail?
3. The potential use of a special mix of asphalt would allow for installation at a lower temperature point. This would help ensure less burning or stress to adjacent trees or natural growth within the woods. Other considerations include a low slump concrete mix, which would allow a harder pavement profile (longer material life).
4. After knowing the level of difficulty to reconstruct the trail, many contractors may not bid due to the lack of equipment or the lack of skilled drivers. Contractors may charge 2x – 3x the typical installation cost to ensure that they are covered during difficult circumstances.
5. Installing a pedestrian bridge across the ravine closest to U.S. 224 is an option, but at what cost? This would eliminate the earthen dam and culvert originally installed in the 1980s. The bridge would allow “nature” and natural water hydrology to return to the area in lieu of water being diverted through the culvert.

In summary, constructing the trail so that it meets ADA accessibility standards would require significant earthwork, widening, and tree clearing. It is estimated that the trail corridor would become 40 feet wide with no trees compared to 8 feet wide with trees along the edge of the trail. It would also cost significantly more money; two to three times the normal cost of installation because of trees, topography, and construction methodology.

More design money would most likely be required – although that is speculation, since it was not discussed. However, it would become a project within a project. In situations like this one, decision-making is often aided by the answer to the following question: Is it reasonable to construct an ADA accessible trail in the woods given all that has to happen to make it so?

Persons closest to this project are bracing themselves for bids that are expected to be much higher than the initial probable cost estimate. In fact, the paving of the overflow parking lot is not going to be in the base bid, but rather bid as an alternate so that there is flexibility to decide based on the total cost and budget limitations.

There are three options regarding the trail:

1. Include the construction of an ADA accessible trail in the base bid; not recommended because it leaves no flexibility to decide, except to potentially reject all bids. Plus, the trail improvement would have to be designed, which would take more time and probably more money.
2. Include the construction of an ADA accessible trail as an alternate; not recommended because it would have to be designed, which would take more time and probably more money.
3. Remove the asphalt trail (which would be in the base bid), but do not repave the trail; recommended (see Litzenberg Pathway Plan & Profile and Litzenberg Memorial Woods Photographs).

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Request authorization to advertise the construction of the new restroom facilities at Riverbend Recreation Area for public bids: The construction of the new restroom facilities at Riverbend Recreation Area is scheduled to be advertised for public bids during the week of March 13. The delivery of the building kits has been rescheduled for the week of April 24 so that the contractor can be in position to handle the delivery, remove pallets from the truck, and organize and store the building material in the enclosure behind the Riverbend Maintenance Facility.

At each of the three construction sites, concrete construction extends beyond the immediate building site. Additional concrete construction is meant to address issues of accessibility, function, and quality associated with old asphalt walkways that currently lead to and from restroom facilities:

1. At the Big Oaks Activity Area building site, the existing asphalt walkway will be replaced with concrete. A 5-foot-wide by 11-foot-long bench pad will be constructed. The bench pad is not shown on the Construction Site Plan, but it will be included in the bid documents. The cost is included in the Probable Cost Estimate. The bench pad will be located between the asphalt trail and the building; east of the concrete walkway.
2. At The Meadows Activity Area building site, the existing asphalt walkway/driveway will be replaced with concrete, but not as wide. A 5-foot-wide by 11-foot-long bench pad will be constructed. The bench pad is not shown on the Construction Site Plan, but it will be included in the bid documents. The cost is included in the Probable Cost Estimate. The bench pad will be located across from the message center.
3. At the Oxbow Bend Activity Area building site, the existing asphalt walkway will be replaced with concrete. A 5-foot-wide by 11-foot-long bench pad will be constructed. The bench pad is not shown on the Construction Site Plan, but it will be included in the bid documents. The cost is included in the Probable Cost Estimate. The bench pad will be located southwest of the message center.

The asphalt walkway adjacent to the parking lot will be replaced with concrete. It will connect to the concrete walkway that leads to the Charles J. Younger Pavilion. The asphalt walkway between the restroom building and Shelter 5 will also be replaced with concrete. Further concrete replacement will occur when Shelter 5 and the playground are replaced, upgraded, and modernized.

The estimate of probable cost for the actual construction of all three restroom facilities, including all concrete construction, is \$525,670.00 (see Floor Plan and Stone Exterior, Site Construction Plan Big Oaks Activity Area, Site Construction Plan The Meadows Activity Area, Site Construction Plan Oxbow Bend Activity Area, and Estimate of Probable Costs).

HANCOCK PARK DISTRICT BOARD OF PARK COMMISSIONERS
Meeting Minutes for March 14, 2023

The March 14, 2023 meeting of the Hancock Park District Board of Park Commissioners was held at Riverbend Recreation Area's Brugeman Lodge.

Park Commissioners Present: Gary Hirschfeld, Scott Younger, Ed Ingold
Staff Present: Gary Pruitt, Vicky Stozich, Michelle Rumschlag

The meeting was called to order by Gary Hirschfeld at 3:28 p.m.

APPROVAL OF MINUTES

A motion was made by Scott Younger with a second by Ed Ingold to approve Meeting Minutes dated February 14, 2023. Motion carried by a unanimous vote.

A motion was made by Ed Ingold with a second by Gary Hirschfeld to approve Executive Session Minutes dated February 14, 2023. Motion carried by a unanimous vote.

FINANCIAL STATUS

Income and expense reports year to date February 28, 2023 were reviewed by the Board.

OLD BUSINESS

NEW BUSINESS

Request to approve Resolution 2023-07 regarding additional appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund in the amount of \$9,393.90 for pay raises for permanent full-time and part-time employees: A motion was made by Scott Younger with a second by Ed Ingold to approve Resolution 2023-07. Motion carried by a unanimous vote.

Request to approve the Position Classification and Compensation Schedule: A motion was made by Scott Younger with a second by Ed Ingold to approve the Position Classification and Compensation Schedule. Motion carried by a unanimous vote.

Request to approve Resolution 2023-08 regarding the Hancock Park District Board of Park Commissioner's request for a grant from the Hancock Park District Blanchard River Greenway Trail Fund in the amount of \$29,750.00 for the removal and replacement of wood decking on the Brugeman Bridge section of the Blanchard River Greenway Trail: A motion was made by Scott Younger with a second by Ed Ingold to approve Resolution 2023-08. Motion carried by a unanimous vote.

Request to approve Resolution 2023-09 regarding additional appropriation within the Auditor's Certification and Park Commissioners to appropriate in the General Fund in the amount of \$29,750.00 for the removal and replacement of wood decking on the Brugeman Bridge section of the Blanchard River Greenway Trail: A motion was made by Gary Hirschfeld with a second by Ed Ingold to approve Resolution 2023-09. Motion carried by a unanimous vote.

Request authorization to remove the asphalt trail in the woods at Litzenberg Memorial Woods and not repave the trail as part of the Litzenberg Memorial Woods Improvement Project: A motion was made by Scott Younger with a second by Ed Ingold to authorize the removal of the asphalt trail in the woods at Litzenberg Memorial Woods and not repave the trail as part of the Litzenberg Memorial Woods Improvement Project. Motion carried by a unanimous vote.

Request authorization to advertise the construction of the new restroom facilities at Riverbend Recreation Area for public bids: A motion was made by Gary Hirschfeld with a second by Ed Ingold to authorize the advertising of the construction of the new restroom facilities at Riverbend Recreation Area for public bids. Motion carried by a unanimous vote.

DISCUSSION

Hancock Park District Report:

A meeting has been scheduled with the Findlay-Hancock County Community Foundation to discuss funding for the Great Karg Well Historical Site Development Project and the Litzenberg Memorial Woods Improvement Project. The Maple Sugaring program for school groups is being conducted this week at Litzenberg Memorial Woods; the public day was last Saturday. Registration for spring programs and summer camps is underway.

PUBLIC INPUT

ADJOURNMENT

The meeting was adjourned at 4:06 p.m.

Meeting Minutes approved:

Gary E. Hirschfeld, Chairperson

Gary E. Pruitt, Director/Secretary

Date

Dat