

**Sandusky County Park District
Board of Park Commissioners Meeting
January 20th, 2021 Regular Meeting
9:00am at Park District Main Office
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The Board of Park Commissioners met at the Park District Main Office on January 20, 2021 at 9:00 AM.

Roll Call

Commissioner Fails called the meeting to order at 9:00 am. HR Business Manager Christina Warden conducted the roll call showing Commissioners Fails, Mr. Lawrence were present via Teleconference, and Mr. Moore was present. Mr. Brown, Christina Warden was in attendance.

Recognition of Visitors/Public Participation/Correspondences: Judge Brad Smith was present to swear in Jim Fails.

(1) Board Reorganization/Election of Chair and Vice-Chairs: In keeping with the established policy for appointment of Chair and Vice- Chairs the following officers are proposed for 2021:

Chairman	George Moore
1 st Vice Chair	Brad Lawrence
2 nd Chair	Jim Fails

A motion, second and a vote will be needed to elect a slate of officers. A Motion to approve the proposed slate of officers made by Mr. Lawrence, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

(2) Motion to accept minutes of the December 16th, 2020 Regular Meeting was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-yes and 0-no.

Finances

(3) A motion to approve the financial reports was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-yes and 0-no. Copies are included in the Proceedings of the Board of Park Commissioners Journal.

Expenditures were approved as presented.

Credit Card Report: HR Business Manager Christina Warden gave her credit card report at the meeting.

(4) Then and Now Certificate: The included certificate is for expenditures that occurred in 2020 after purchase orders were cancelled. The certificate affirms that sufficient funds were available at the time of the purchase and said funds are available now for the expenditures. A motion to approve Then and Now was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

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Audit Committee: This is an audit year and I expect to be contacted by the State Auditor's office sometime in the near future. In the meantime, we have begun working with Julian and Grube on the 2020 Hinkle Report. Nothing else of note for the Audit Committee at this time.

Departmental Reports

Copies of Departmental Reports are included in the Proceedings of the Board of Park Commissioners Journal.

Unfinished Business

Update on Renovating a Portion of River Cliff Lodge for Office Space: The renovations have started at River Cliff Park. The schedule looks good and anticipates a completion date of May 21st, 2021.

New Business

(5) Resolution 2021-01: Meeting Refreshments: This resolution authorizes the expenditures of Public Funds for coffee, meals, refreshments and other amenities for meeting with Public Officers and Employees. A motion to approve Resolution 2020-37 with changes was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

(6) Resolution 2021-02: Travel Policy: This is a resolution presented annually that establishes the travel policy for the current year. It closely mirrors the County Commissioners Travel Policy for 2021. A motion to approve Resolution 2021-02 was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

(7) Travel Policy Exemption: The Ohio Parks and Recreation Association Conference is in Sandusky again this year. Director Brown would like to request an exemption for himself and HR Business Manager Warden of the Travel Policy to allow for overnight stay during the duration of the conference. There are many networking opportunities in the evening that are well attended and beneficial. A motion to approve was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

(8) Resolution 2021-03: Authorizing Expenditures Permissible to Board Members and Employees to Join an Association Related to Park District Affairs: This annual resolution authorizes the expenditure of Park District funds for Board members and employees to join organizations, such as OPRA, National Association of Interpreters (NAI), the Wildlife Rehabilitators Association, Rotary, Exchange, Lions, etc. when such membership is deemed to be beneficial to Park District affairs. A motion approve Resolution 2021-03 was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

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Gifts, Grants, and Donations Report: The report and letter to the Judge, which will be submitted to the Probate Court for approval in accordance with Ohio Law and local policies, is enclosed for your review.

(9) Resolution 2021-04: Authorizing Director to Submit an Application to ODNR for the COTF and/or RTF Grant Program for the Terra Bike Trail Expansion Project to Help with Matching Funds and Engineering and Design costs: Passage of this resolution authorizes the submittal of an application to ODNR Clean Ohio Trail Fund and/or Recreational Trails Fund for design and construction of the NCIT Terra Bike Trail Expansion section.

The Clean Ohio Trail Fund is the grant program that we utilized to provide a significant portion of our local match requirements for the Fremont-Lindsey Elmore section. The COTF can be utilized to pay for engineering and design, while the ODOT TEP program can only be used for construction costs. The Recreational Trail Fund is a federally funded trail program that may also be of some benefit to us and can be applied for concurrently on the same application as the COTF. We will work with CT Consultants to apply to one or both programs, depending on various factors.

Based upon our MOU with Terra State, they will reimburse us for any funds not covered by grants. From our Consultants: "The maximum COTF award is \$500K, but there's still a 75/25 match requirement; we can't ask for the full \$237,500 from COTF, therefore we can request 75% of the \$237,940 gap (\$178,455) leaving \$59,485 that will still need to be provided locally. On the up side, we can count easements towards this, we'll just need to include an appraisal in the application."

CT Consultants have estimated the following project costs and incomes:

SAN-Terra Bike Path Summary of Costs

Expenses	
Engineering/Design	\$141,190
Right-of Way Appraisal & Acquisition	\$39,000
Appraisal Review	\$6,750
Construction Admin & Observation	\$92,700
Construction	\$927,300
TOTAL	\$1,206,940

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Income	
ODNR COTF/RTP	\$178,455
ODOT TAP	\$969,000
Park District/Terra State	\$59,485
TOTAL	\$1,206,940

These estimates and therefore the application requests could change based upon various factors including routing of the trail, which is still being finalized. A motion to approve Resolution 2021-04 was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

(10) Resolution 2021-05: Clean Ohio Application for Funding of Creek Bend Farm Bridge Project: The purpose of this resolution is to authorize the Director to prepare and submit, with the assistance of CT Consultants, an application to the Clean Ohio Conservation Fund for the Creek Bend Farm Bridge Project. A motion approve Resolution 2021-05 was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

(11) Resolution 2021-06: Authorizing the Purchase of Vehicle: This resolution authorizes the expenditures of funds for the purchase of a vehicle for the Administrative Department. One of the current vehicles in Administration will be transferred over to the Ranger Department for their use. Funds for the purchase are included in the 2021 Temporary Appropriations Budget. A motion approve Resolution 2021-06 was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

(12) 2021-07: Declaring Surplus Equipment: The attached list of items is from the Ranger Department's storage, and have been cleared by the courts for disposal. A motion approve Resolution 2021-07 was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

2021 Seasonal Positions Posted: We've posted a number of seasonal positions for the 2021 season on our website and social media pages. The hope is that we are able to fully open this year and we will plan on that and adjust accordingly, if needed.

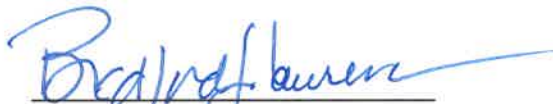
Board Initiated Business: Wolf Creek update: the draft plan was sent to ODNR and have not yet heard back from them. Andy will follow up with ODNR.
Staff member David Blausey passed away, the Board was okay with the family having a memorial at one of the parks in the Spring or Summer. The Board also thought a memorial bench or something similar would be a good idea.

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(13) Adjournment: Next regular meeting is scheduled for Wednesday February 17th at 9:00 a.m. at Park District Main Office. A motion to adjourn was made by Mr. Lawrence.

With no further business, the Board adjourned at 9:45 am.

Board of Park Commissioners



Bradford J. Lawrence



James B. Fails



George B. Moore



Andrew Brown, Director/Secretary



Date