

**Sandusky County Park District  
Board of Park Commissioners Meeting  
December 15<sup>th</sup>, 2021 Regular Meeting  
9:00am at River Cliff Lodge  
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The Board of Park Commissioners met at River Cliff Lodge on December 15<sup>th</sup>, 2021 at 9:00 AM.

**Roll Call**

Commissioner Moore called the meeting to order at 9:04 am. Christina Warden conducted the roll call showing Commissioners Fails and Moore, and Lawrence were present, HR Business Manager Christina Warden and Director Andrew Brown was in attendance.

**Recognition of Visitors/Public Participation/Correspondences: None**

**(1)** Motion to enter Executive Session for Land Acquisition was proposed by Mr. Fails, seconded by Mr. Lawrence and a roll call vote resulted as follows: Fails: Yes, Lawrence: Yes, Moore: Yes. The Board entered executive session at 9:06 am.

**(2)** A motion to re-enter regular session was proposed by Mr. Lawrence, seconded by Mr. Fails and a roll call vote resulted as follows: Fails: Yes, Lawrence: Yes. Moore: Yes. The board re-entered regular session at 9:13 am.

**(3)** Motion to accept minutes of the November 17<sup>th</sup>, 2021 Regular Meeting was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 3-yes and 0-no.

**Finances**

**(4)** 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.

**Audit Update 2019 & 2020:** There are a couple items in regards to the Coronavirus Relief Funds that we are still sorting out. However, we're confident that most if not all of the funds that are in question will get positively resolved and soon. HR Business Manager Warden has been working on it and will provide more details at the meeting.

**(5) Resolution 2021-38: 2022 Temporary Appropriations Budget:** The attached 2022 Temporary Appropriation Budget is based on the preliminary budget approved at the June Board meeting. A permanent appropriation budget will be presented in February or March for board consideration. A motion to Resolution 2021-38 was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

**Departmental Reports**

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

**Unfinished Business**

**Update on Replacing HVAC at River Cliff Lodge:** The old A/C unit has been removed and the new pad is likely going to be poured next week. The new heating unit should be coming in at the end of January which is when a bulk of work will take place.

**(6) Creek Bend Farm Bridge CT Consultants Contract Amendment:** We have started working with CT Consultants to begin the CBF bridge project. The original Engineering Agreement, approved back in March of 2019 (Resolution 2019-11), needs updated based upon additional factors including; environmental services, wetland delineation, as well as updated pricing. The total amount of the amendment of the contract is \$14,985. Additionally, included is a contract with TTL to perform the field sampling and laboratory work necessary to design the proposed bridge abutment foundations and investigate the soil suitability for the needed trail embankment. A motion to authorize Director to execute contracts was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with of vote of 3-Yes, 0-No.

**New Business**

**(6) Resolution 2021-39: 2021 Grant Awards:** The grant panel met and reviewed the applications for the Park District Local Capital Improvements Grant Program. Included is their recommendation of awards. Every entity who applied has been recommended and award. A motion to approve Resolution 2021-39 was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

**(7) Resolution 2021-40: 2022 Change Fund Administration Office:** This annual resolution establishes change funds for use in the Mail Office. Funds will be withdrawn from the Admin: Fees: Misc. Fees line item in the General Fund: 73000.057.5704.521.5000 A motion to approve Resolution 2021-40 was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

**(8) Resolution 2021-41: 2022 Change Fund White Star Beach:** This annual resolution establishes change funds for use at the White Star Beach. Funds will be withdrawn from the Union Bank Operations Bank Account before the beach opening and returned after the beach closes. The amount is the same as last year. A balance of \$1,000 will be kept in the Operations Account in order to keep the account open and also to allow for any refunds or fees that may be withdrawn. A motion to approve Resolution 2021-41 was mad by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

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**(9) Resolution 2021-42: Declaring a Depository for 2022-2025:** Authorizing Director Brown to execute an agreement with The Union Bank, Co. for a Depository Account for the period of January 1<sup>st</sup>, 2022 (or first business day in January) until December 31<sup>st</sup>, 2025 (or last business day in December). A motion to approve Resolution 2021-42 was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

**(10) Resolution 2021-43: 2022 Holidays:** This annual resolution establishes the paid holidays for 2022. If approved, the Policy and Procedure Manual will reflect this list of holidays. A motion to approve Resolution 2021-43 was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

**(11) Resolution 2021-44: 2022 Employee Pay Rates:** This annual resolution establishes employee pay rates for the coming year (2022). I am recommending a slight increase for all employees who have been with the park district at least one year. This change was included in the proposed 2022 Temporary Appropriations Budget, as well. A motion to approve Resolution 2021-44 was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

**(12) Exemption for Travel Policy:** 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.

**(13) Resolution 2021-45: Creek Bend Farmland Lease 2022 Through 2024:** On December 7<sup>th</sup>, 2021 we opened proposals submitted by area farmers for the 2022-2024 Farm Lease at Creek Bend Farm. The highest and best proposal was submitted by Andrew J. Smith in the amount of \$282.00/acre. I have enclosed a copy of the bid tabulation for your review. This resolution authorizes a contract with Mr. Smith for the 2022-2024 farm lease of Creek Bend Farm. A motion to approve Resolution 2021-45 was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

**Board Initiated Business:** none

**(14) Adjournment:** Next regular meeting is scheduled for Wednesday January 19<sup>th</sup>, 2021 at 9:00 a.m.; River Cliff Lodge. A motion to adjourn was made by Mr. Fails.

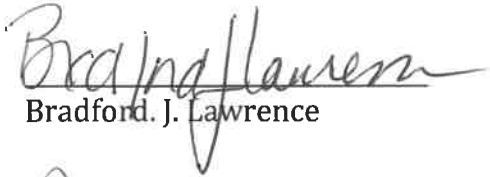
With no further business, the Board adjourned at 10:26 am.

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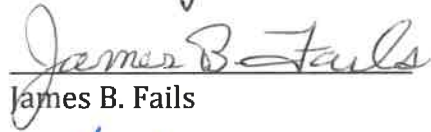
**Board of Park Commissioners**



George B. Moore



Bradford J. Lawrence



James B. Fails



Andrew Brown, Director/Secretary

1-19-2022  
Date