

**Sandusky County Park District  
Board of Park Commissioners Meeting  
November 17, 2021 Regular Meeting  
9:00am at River Cliff Lodge  
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The Board of Park Commissioners met at River Cliff Lodge on November 21<sup>st</sup>, 2021 at 9:00 AM.

**Roll Call**

Commissioner Moore called the meeting to order at 9:03 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 Personnel 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 entered executive session at 9:03 am.

**(2)** A motion to re-enter regular session 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 re-entered regular session at 9:40 am.

**(3)** Motion to accept minutes of the October 20<sup>th</sup>, 2021 Regular Meeting was made by Mr. Lawrence, seconded by Mr. Fails 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:** The audit is wrapping up and I expect to receive it any day now. At this time, we have not been made aware of anything significant.

**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:** Attorney Ladd Beck has approved the contract, it has been executed, and the equipment has been ordered. The deadline for completion is March 1<sup>st</sup>. However, there has not been a specific construction schedule made at this point. Director Brown will keep the board updated as work progresses.

**New Business**

**(5) Resolution 2021-33: 2022 Bond Schedule:** Attached is the Sandusky County Courts Bond Schedule. This bond schedule will be included in our codified rules and regulations. A motion to Resolution 2021-33 was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

**(6) Resolution 2021-34: Fees and Charges:** This annual resolution establishes fees and charges for Park District facilities and services for the coming year. The proposed 2022 rates are similar to last year's rates. Included in the resolution is also our new cancellation policy with fees associated with changing reservations and cancelling them. This has become necessary as staff time has gone up due to these requests and their frequency. This hasn't been in place in this park district however, it has been common throughout other districts for years. A motion to approve Resolution 2021-34 was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

**(7) Resolution 2021-35: Uniform Care Allowance:** This is an annual resolution which authorizes payment to employees for the care and upkeep of District owned and issued uniforms and equipment. A motion to approve Resolution 2021-35 was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

**(8) Resolution 2021-36: Authorizing SCUBA Concession Renewal Contract 2022 & 2023:** This resolution authorizes the Director to execute a renewal contract with Divers Inc., the SCUBA Concessionaire, who currently holds the SCUBA contract. That current contract has a provision to allow the term to be extended for two years with both parties agreeable, which both parties are. Attorney Beck has approved the renewal contract. A motion to approve Resolution 2021-36 was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

**(9) Resolution 2021-37: Declaring Surplus Equipment:** The items listed in the attached resolution are no longer useful to the district. This resolution declares the items surplus and authorizes disposal of the items. Such declaration and disposal comply with the State of Ohio's laws and Park District policies. A motion to approve Resolution 2021-37 was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

**Board Initiated Business:** Asked for update on Countryside Park – Asked for update on Wolf Creek

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**(8) Adjournment:** Next regular meeting is scheduled for Wednesday December 15<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 10:34 am.

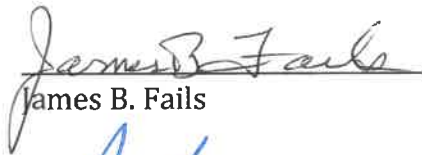
**Board of Park Commissioners**



George B. Moore



Bradford J. Lawrence



James B. Fails



Andrew Brown, Director/Secretary

12-15-2021

Date