

**Sandusky County Park District
Board of Park Commissioners Meeting
December 21st, 2022 Regular Meeting
9:30am at River Cliff Lodge
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The Board of Park Commissioners met at River Cliff Lodge on December 21st, 2022 at 9:30 AM.

Roll Call

Commissioner Lawrence called the meeting to order at 9:30 am. Christina Warden conducted the roll call showing Commissioners Moore, Lawrence, and Fails were present. HR Business Manager Christina Warden, Director Andrew Brown was also in attendance.

Recognition of Visitors/Public Participation/Correspondences: John Georgski was in attendance.

(1) Motion to enter Executive Session for Personnel was proposed by Mr. Fails, seconded by Mr. Moore and a roll call vote resulted as follows: Fails: Yes, Lawrence: Yes, Moore: Yes. The Board entered executive session at 9:32 am.

(2) A motion to re-enter regular session was proposed by Mr. Moore, 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 9:40 am.

(3) Motion to accept minutes of the November 16th, 2022 Regular Meeting was made by Mr. Moore, 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. Moore, 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: Credit card report was given by Christina Warden and was available at the meeting.

(5) Resolution 2022-43: Temporary Budget Appropriations: The attached 2023 Temporary Appropriation Budget is based on the preliminary budget approved at the June Board meeting. A permanent budget will be presented in the February or March for board consideration. A motion to approve Resolution 2022-43 was made by Mr. Moore, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

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Departmental Reports

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

- Update on Lodge Cocktail hour
- Lodge ODNR approval

Unfinished Business

Update on the Terra Bike Trail Extension Project: Final inspection of the project should be completed by the time of this board meeting. Final payments will be going out soon as well. After the inspection we should know how much, if any, retainage will be required. We expect to have a ribbon cutting sometime in the spring.

Due to some unforeseen circumstances like additional rock excavation, we are expecting a change order in the area of an additional \$50k above the original contracted amount.

New Business

(6) Resolution 2022-44: 2023 Employee Pay Rates: This annual resolution establishes employee pay rates for the coming year 2023. The changes were included in the proposed 2023 Temporary Appropriations Budget, as well. A motion to approve Resolution 2022-44 was made by Mr. Fails, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

(7) Resolution 2022-45: 2023 Holidays: This annual resolution establishes the paid holidays for 2023. If approved, the Policy and Procedure Manual will reflect this list of holidays. A motion to approve Resolution 2022-45 was made by Mr. Fails, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

(8) Resolution 2022-46: 2023 Change Fund Administrative Office: This annual resolution establishes change funds for use in the Main Office. Funds will be withdrawn from the Admin:Fees:Misc. Fees line item in the General Fund: 73000.057.5704.521.50000. The funds will be returned to the General Fund at the end of the year. A motion to approve Resolution 2022-46 was made by Mr. Moore, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

(9) Resolution 2022-48: 2022 Local Capital Improvement Grant Program Awards: The grant reviewed the applications for the Park District Local Capital Improvement Grant Program. Included is their recommendation of awards. Every entity who applied has been recommended for an award. A motion to approve Resolution 2022-48 was made by Mr. Moore, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

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(10) Resolution 2022-49: Appointment of Charles Thomas as Full Time Park Worker: This resolution is authorizing the appointment of Charles Thomas as Full-time Park Worker and sets his rate of pay at \$17.00 per hour, non-exempt. Mr. Thomas was a seasonal park worker and most recently a Part-time Park Worker. A motion to approve Resolution 2022-49 was made by Mr. Moore, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.


(11) Resolution 2022-50: Administrative Supervisor-Human Resources Coordinator Position: This resolution is authorizing the promotion of Christina Warden as Full-time Administrative Supervisor-HR Coordinator, non-exempt. Mrs. Warden previous title was HR Business Manager. As Administrative Supervisor-HR Coordinator, she will have direct reports including the Lifeguard Manager, Concession Manager, Research Coordinator, as well as Office and Park Assistant. A motion to approve Resolution 2022-50 was made by Mr. Moore, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.


Board Initiated Business: none

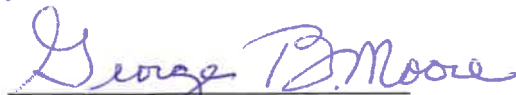
(12) Adjournment: Next regular meeting is scheduled will need to be Wednesday, January 18th, 2023 at 9:30 a.m.; River Cliff Lodge. A motion to adjourn was made by Mr. Fails, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

With no further business, the Board adjourned at 10:19 am.

Board of Park Commissioners


Bradford J. Lawrence


James B. Fails


George B. Moore


Andrew Brown, Director/Secretary

1/18/2023
Date