

**Sandusky County Park District
Board of Park Commissioners Meeting
February 16th, 2022 Regular Meeting
9:00am at River Cliff Lodge
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The Board of Park Commissioners met at River Cliff Lodge on February 16th, 2022 at 9:00 AM.

Roll Call

Lawrence

Commissioner ~~Moore~~ called the meeting to order at 9:02 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: Jannah Wilson and Judy Indorf with Ottawa County Park District attended the meeting to get a feel for how we run our meetings.

(1) Motion to accept minutes of the January 19, 2022 Regular Meeting was made by Mr. Fails, seconded by Mr. Moore and passed unanimously with a vote of 3-yes and 0-no.

Finances

(2) 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: HR Business Manager Christina Warden gave her credit card report at the meeting.

(3) Audit Update Committee: The Audit is complete and we were informed that all of the issues were resolved. We are reaching out to the County Auditor to determine if we should still have an Exit Interview or not. The Management Letter is included in the packet. A motion was made to NOT have an exit interview by Mr. Moore, 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.

Unfinished Business

Update on HVAC Replacement at River Cliff Lodge: The unit has arrived and we're expecting that the install will happen soon. There may be an update on the schedule by the time of the meeting.

Terra Bike Trail Extension Update:

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(4) Resolution 2022-08: Authorizing Director to Enter into an Agreement Between the Park District and the County Commissioners per the Agreement with ODOT Project PID 109028 (Napoleon Road Right of Way Permission for Trail Construction): In addition to the Right of Way agreement with Terra State Community College, we are required by ODOT to execute an agreement for the management and improvement of the right of way on Napoleon Road owned by the County Commissioners and managed by the County Engineer's Office. That agreement was drafted by the Engineer's Office and Prosecutor's Office and is included in the packet. Due to the deadline, the agreement was executed on January 27th, 2022. A Motion to ratify the authorization for the Director to execute the agreement by Commissioner Fails, a second to the motion was made by Commissioner Moore and passed unanimously with of vote of 3-Yes, 0-No.

(5) Request for Proposals for Construction Administration: In conjunction with the bidding process for the NCIT Terra Trail Project, the park district plans on hiring a firm for the Construction Administration for the project. I have been working with our design consultant, CT Consultants, on an RFP, which will likely be posted in the next month or so. We need to have one on board by the time of the pre-construction meeting with whatever company receives the bid. A motion to authorize the Director to post a "Request for Proposal" for the Construction Administration was mad by Mr. Fails, seconded by Mr. Moore and passed with a vote of 3-Yes, 0-No.

Wolf Creek Update: I have heard back from ODNR about our proposal for improvements at Wolf Creek Park. They are in agreement that we need to get things going forward ASAP and they wanted to shoot for this coming Spring. I was more than agreeable to that timeframe.

New Business

(6) Employee Assistance Program: The park district was notified that the County Commissioners recently began their own EAP, and have advised us that our employees are eligible for the program. This would eliminate the need for us to continue to maintain our own agreement for an EAP. A motion to drop Summit EAP and go with the County EAP program was made by Mr. Moore, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

(7) Resolution 2022-09: Appointment of Seasonal Employees for the 2022 Season: The letter to the County Auditor is attached for your reference. A motion to approve Resolution 2022-09 was made by Mr. Fails, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

Board Initiated Business: Mr. Fails wanted to congratulate Deb Nofzinger on the proposal to the Sandusky County Metropolitan Housing Authority Board. He said they were enthusiastic about serving the underserved.
Schroer Farms purchase agreement has been signed.

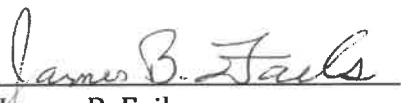
(8) Adjournment: Next regular meeting is scheduled for Wednesday March 16th, 2022 at 9:00 a.m.; River Cliff Lodge. A motion to adjourn was made by Mr. Fails.


With no further business, the Board adjourned at 10:23 am.

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Board of Park Commissioners


Bradford J. Lawrence


James B. Fails


George B. Moore


Andrew Brown, Director/Secretary

3/16/2022
Date