

**Sandusky County Park District
Board of Park Commissioners Meeting
January 19th, 2022 Regular Meeting
9:00am at River Cliff Lodge
Page 1 of 4**

The Board of Park Commissioners met at River Cliff Lodge on January 19, 2022 at 9:00 AM.

Roll Call

Commissioner Moore called the meeting to order at 9:00 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: Judge Brad Smith

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

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. Fails, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

(2) Motion to accept minutes of the December 15, 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

(3) 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.

Audit Update Committee: Everything has been submitted to the auditor and we are waiting to hear back. There were additional charges based upon their added time reviewing the documents. We hope to hear back soon. The County Auditor is suggesting an exit interview after the audit is complete so that we can get a thorough explanation and understanding of the audit results.

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: We're expecting the HVAC unit will be installed when it arrives late January. They have already begun some preparatory work. We expect that the heat in the lodge will be off for about a week. Hopefully that won't impact February's board meeting but we'll have to see.

(4) Terra Bike Trail Extension Update: There are a couple of issues we're working through related to Right of Way however, we should have all of that resolved soon. One issue is that we need to execute a Right of Entry agreement with Terra State to have the bike trail on their property. We worked through our respective attorney offices to create the attached agreement. It is necessary to move forward with the project. A motion to authorize the Director to execute the agreement was made by Mr. Moore, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

New Business

(5) Resolution 2022-01: 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 2022-01 was made by Mr. Fails, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

(6) Resolution 2022-02: 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 2022. A motion to approve Resolution 2022-02 was made by Mr. Moore, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

(7) Resolution 2022-03: 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 to approve Resolution 2022-03 was made by Mr. Moore, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

Gifts, Grants, and Donation 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.

(8) Resolution 2022-04: Authorizing the Purchase of vehicle: This resolution authorizes the expenditures of funds for the purchase of a vehicle for the Program Department. This was in the budget in 2021 but due to shortages, we were unable to complete the purchase. Funds for the purchase are included in the 2022 Temporary Appropriations Budget. A motion to approve Resolution 2022-04 was made by Mr. Fails, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

**Sandusky County Park District
Board of Park Commissioners Meeting
January 19th, 2022 Regular Meeting
9:00am at River Cliff Lodge
Page 3 of 4**

(9) Decoy Marsh Pump Purchase and Dike Work: We have been working with ODNR for the purchase and installation of a new pump and some other work relating to the wetlands at Decoy Marsh to address issues with the water control. The project total is estimated at about \$62,761.40 and eligible for reimbursement from ODNR and Ducks Unlimited at \$10k and \$15k, respectively. The funds are included in the 2022 Temporary Appropriations budget. An agreement with those entities will be required and should be available at the meeting. In order to expedite the project, Director Brown is asking for the approval to execute the agreement as well as acceptance of the included quotes. A motion to authorize the Director to execute the agreement and accept the quotes was made by Mr. Moore, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

(10) Accepting the Resignation of Ranger Bradley Bannister: Mr. Bannister has decided to resign from his position with the Park District. We thank him for dedicated service and wish him luck in his future endeavors. We will be looking to post the position soon. A motion to accept the resignation of Brad Bannister was made by Mr. Fails, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

(11) Contract with GLCAP for Grant Application Assistance: The contract with GLCAP is for the application for funding from the State Capital Budget for the 2023-2024 biennium for the Renovations of the Rotary Lodge at River Cliff. We will work with them and Rotary to establish the funding levels needed for the project and the application to the Capital Budget. A motion to ratify the approval for the Director to execute the agreement was made by Mr. Moore, seconded by Mr. Lawrence and passed with a vote of 2-Yes, 0-No. Mr. Fails abstained because he is on the GLCAP Board.

(12) Resolution 2022- 05: OSS Solid Waste District Grant Application: The Park District would like to apply to the Solid Waste District's grant program. This resolution is a requirement to apply for the grant funding. The grant application deadline is June 30th. A motion to approve Resolution 2022-05 was made by Mr. Fails, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

(13) Resolution 2022-06: ODNR Paddling Enhancement Grant Application: The Park District would like to apply for the construction of a canoe launch for River Cliff Park through the ODNR Paddling Enhancement Grant. This resolution is a requirement to apply for the grant funding. The grant application deadline is March 1st. A motion to approve Resolution 2022-06 was made by Mr. Moore, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

(14) Resolution 2022- 07: Property Purchase Option: Attached is the draft purchase agreement for the Earlycut LTD. (Michael Schroer) property contiguous with the Christy Farm Nature Preserve, for the purchase price of \$68,000. Director Brown has met with Attorney Ladd Beck to discuss the purchase. Attorney Bec is preparing all of the relevant documents and researching the property details. A motion to approve Resolution 2022-07 was made by Mr. Moore, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.


**Sandusky County Park District
Board of Park Commissioners Meeting
January 19th, 2022 Regular Meeting
9:00am at River Cliff Lodge
Page 4 of 4**

Board Initiated Business: none


(15) Adjournment: Next regular meeting is scheduled for Wednesday February 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 10:15 am.

Board of Park Commissioners


Bradford J. Lawrence


James B. Fails


George B. Moore


Andrew Brown, Director/Secretary

2-16-2022
Date