

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

**Roll Call**

Commissioner Lawrence 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 accept minutes of the February 16, 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**

**(2)** A motion to approve the financial reports was made by Mr. Fails, seconded by Mr. Moore 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: Resolution 2022-10: Depository Operations Account:** After discussions regarding the items on the Management Letter, HR Business Manager Warden has recommended that the attached resolution, which lays out withdrawals from the account. The resolution should allow us to avoid any remarks on audit management letter in the future. A yearly resolution regarding the withdrawals of the Operations Account will happen each December. A monthly reconciliation report will be done for this account as well as the general fund. A motion to approve Resolution 2022-10 was made by Mr. Moore, Seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

**(4) Resolution 2022-11: 2022 Permanent Appropriations Budget:** The 2022 Permanent Appropriations Budget is enclosed. There are a few adjustments made from the Temporary Appropriations Budget in December. A motion to approve Resolution 2022-11 was made by Mr. Fails, seconded by Mr. Moore 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. Hunting Report was also included.

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**Unfinished Business**

**Update on HVAC Replacement at River Cliff Lodge:** The unit should be turned on by March 22<sup>nd</sup>. The contractor is unsure whether the old equipment will be demoed before or after the new unit is turned on.

**(5) Terra Bike Trail Extension Update:** The trees along the Napoleon Road should be removed soon (on or before March 31<sup>st</sup>). Letters of Interest for Construction Administration are also due on March 31<sup>st</sup>. A motion to ratify authorization for the Director to execute the attached quote (#1080) from Jarrett Tree Service was made by Mr. Fails, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

**New Business**

**(6) Request form Downtown Fremont Inc. to Sponsor “Street Play Saturday Event”:** This annual event that we’ve been proud to sponsor in the past. We’ve been asked to sponsor it again this year at \$1,500. The event highlights the bike trail and also promotes outdoor activities and healthy living as well. The district was a sponsor for \$750 last year and it has been a success in the past. This year the date is September 17<sup>th</sup> from 9-1 pm. The sponsorship includes the following as a reminder:

- Our logo on all 2022 FM brochures, they print about 8K+ for the season
- Our logo on all over 1K fliers and posters for the event, disseminated to over 100 businesses in 4 cities
- Named in radio ads with BAS Radio, Eagle & Wolf & Named in Fremont News Messenger ads
- Name listed on their website, with event details
- Name sent to over 8K contacts on Constant Contact
- Social media promotions for the event on Facebook, Twitter, Instagram, & Snap Chat filters
- Listing on all 2022 FM advertising on banners, advertisements

A motion to approve sponsorship was made by Mr. Moore, Seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

**(7) Accepting the Resignation of Stewardship Specialist Colton Ott:** Mr. Ott 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. A motion accept the resignation of Mr. Ott was made by Mr. Fails, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

**(8) Resolution 2022-12: 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 complies with the State of Ohio’s laws and Park District policies. A motion to approve Resolution 2022-12 was made by Mr. Moore, Seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

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**(9) Contract with Human Resource Consultant:** Contract with Human Resource Consultant: Since 2107, we have been working with Clemans, Nelson, and Associates, out of Lima, Ohio. We have utilized them for a multitude of Human Resources needs, including a new Personnel and Policy Manual. While we've had a good experience with them so far, there are some negatives to our relationship. First of all, they are not attorneys, and we have needed an attorney's advice in the past. Additionally, we are spending \$175 per month on retainer services, which we've not really utilized much over the past year or so.

HR Business Manager Warden has been in contact with Eastman & Smith LTD. who provide labor and employment services, including employment law compliance, drafting personnel policies and manuals, and conducting employment-related investigations, among other services. They do not charge a monthly retainer fee, they only bill for the hours that are utilized by clients. Typically, those rates would range from \$285-\$325 per hour. They are willing to work with us to cap rates at \$250 per hour for 2022. If the board desires to sign an agreement with Eastman & Smith, we would cancel our agreement with Clemens, Nelson & Associates. A motion to contract with Eastman & Smith LTD and cancel the agreement with Clemens, Nelson & Associates was made by Mr. Moore, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

**(10) Redhorse Bend Property Update:** The Black Swamp Conservancy has reached out and would like to begin the transfer process for that property. I have included for your review the Memorandum of Understanding and the Conservation Easement. BSC is asking that I execute the MOU and CE and send back to them as soon as possible so that we can start working on the transfer. A motion to authorize the Director to execute the MOU & CE was made by Mr. Moore, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

**(11) Resolution 2022-13: Appointment of Seasonal Employees for the 2022 Season:** The letter to the County Auditor is attached for your reference. A motion to approve Resolution 2022-13 was made by Mr. Moore, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

**Board Initiated Business:**


- Director Brown met with County Commissioners on 2/24/2022
- State Capital Budget Request Rotary Lodge
- Rotary Lodge Open House is May 12<sup>th</sup> or 19<sup>th</sup>

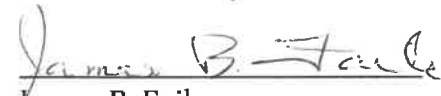
**(12) Adjournment:** Next regular meeting is scheduled for Wednesday April 20<sup>th</sup>, 2022 at 9:00 a.m.; River Cliff Lodge. A motion to adjourn was made by Mr. Fails.

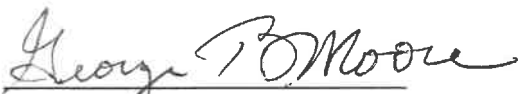
With no further business, the Board adjourned at 10:26 am.

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**Board of Park Commissioners**

  
Bradford J. Lawrence

  
James B. Fails

  
George B. Moore

  
Andrew Brown, Director/Secretary

4/20/2022  
Date