

**Sandusky County Park District  
Board of Park Commissioners Meeting  
December 20th, 2023 Regular Meeting  
9:30am at Fremont Rotary Lodge, Don W. Miller Memorial Park  
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The Board of Park Commissioners met at Fremont Rotary Lodge, Don W. Miller Memorial Park on December 20th, 2023 at 9:30AM.

**Roll Call**

Commissioner Fails called the meeting to order at 9:32 am. Christina conducted the roll call showing Commissioners Fails and Moore, and Lawrence were present, Director Andrew Brown and Administrative Supervisor-HR Coordinator Christina Warden was in attendance.

**Recognition of Visitors/Public Participation/Correspondences**

**(1) Agenda Amendment Proposal: Adding Agenda Item under Unfinished Business:** Executing an Agreement with GLCAP to Assist with applying for additional State Capital Budget Funds. Motion to accept amendment was made by Mr. Lawrence, seconded by Mr. Moore and passed unanimously with a vote of 3-yes and 0-no.

**(2) Motion to accept minutes of the November 15<sup>th</sup>, 2023 Regular Meeting** was made by Mr. Lawrence, seconded by Mr. Moore 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. Lawrence, seconded by Mr. Moore and passed unanimously with a vote of 3-yes and 0-no.

Expenditures were approved as presented.

**Credit Card Report:** Credit card report was available at the meeting.

**Audit Committee Report:** The Agreed Upon Procedures Audit is complete and included in the packet for the years 2021 and 2022. There was nothing new on the audit that was not already discussed at previous meetings.

**(4) Resolution 2023-38: 2024 General Fund Temporary Budget:** The attached resolution includes a “roll-up” account balance that summarizes the balances of each account as well as payroll information for both full and part time employees. A motion to approve Resolution 2023-38 was made by Mr. Lawrence, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

**(5) Resolution 2023-39: 2024 Special Funds Temporary Budget:** The attached resolution includes a “roll-up” account balance that summarizes the balances of each account within each fund. A motion to approve Resolution 2023-39 was made by Mr. Lawrence, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

**Departmental Reports** – program report missing

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

**Unfinished Business**

**(6) Executing an Agreement with GLCAP to Assist with Applying for Additional State Capital Budget Funds:** The State of Ohio has allocated a one-time Capital Improvement Investment Fund of roughly 700 million dollars: FY25-26 Capital Budget and One-Time Strategic Community Investment Fund (H.B.33 OTSCIF). After discussions with the Rotary Centennial Committee, they recommended that the Park District apply for 1 million dollars of additional funding for the Fremont Rotary Lodge. The contract with GLCAP, not to exceed \$2,070.00, will also cover any other potential applications for projects to be funded by this fund. A motion to authorize the Director to execute an agreement with GLCAP to assist with the application as authorization to apply for the funding was made by Mr. Moore, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

**New Business**

**(7) Ratifying Nominating Board Member Jim Fails to GLCAP Board (1/1/2024-12/31/2024):** Great Lakes Community Action Partnership (GLCAP) has requested that Jim Fails be appointed through 2024. Mr. Fails has been a board member for GLCAP for several years and represents the Park district well. A motion to approve was made by Mr. Moore, seconded by Mr. Lawrence and passed unanimously with a vote of 2-Yes, 0-No. Mr. Fails Abstained.

**(8) Resolution 2023-40: Awarding a Contract for the Pedestrian Bridge at Creek Bend Farm:** The Park District's consultant for the project, CT Consultants, assisted with the bidding process. The estimated cost to complete the project was \$570,000. Six total companies submitted bids; with four of those bids coming in under the estimate. D2 Excavating, LLC, Vickery, Ohio was the lowest and best. Additionally, CT Consultants checked references for D2 Excavating and everything came back good. A motion to approve Resolution 2023-40 was made by Mr. Lawrence, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

**(9) Authorizing a Contract with CT Consultants for Construction Administration:** CT Consultants has provided a contract for professional construction services necessary for the pedestrian bridge crossing and trail at Creek Bend Farm. The total fee for the contract services is not to exceed \$45,088. The fees for this were included in the budget in the Creek Bend Farm Fund. A motion to approve the authorization was made by Mr. Lawrence, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

**(10) Resolution 2023-41: Authorizing SCUBA Concession Contract 2024-2027:** Divers Inc., who have held the concession contract since it was first advertised was the only bidder once again. They have kept the bid amount the same as in the past, \$40,000 per year, to hold the exclusive contract. A motion to approve Resolution 2023-41 was made by Mr. Moore, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

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**(11) Resolution 2023-42: 2023 Local Capital Improvement Grant Program Awards:** The grant panel reviewed the applications for the Park District Local Capital Improvements Grant Program. Included is their recommendation of awards. Every entity who applied has been recommended for an award. We are awarding a little more than half of the allocated funds (\$30k) this year. A motion to approve Resolution 2023-42 was made by Mr. Moore, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

**(12) Resolution 2023-43: Holidays:** This annual resolution establishes the paid holidays for 2024. A motion to approve Resolution 2023-43 was made by Mr. Lawrence, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

**(13) Resolution 2023-44: 2024 Change Fund Administration 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: 73000.057.5404.521.50000. The funds will be returned to the General Fund at the end of the year. A motion to approve Resolution 2023-44 was made by Mr. Moore, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

**(14) Resolution 2023-45: 2024 Change Fund White Star Beach:** This annual resolution establishes change funds for use at the White Star Beach. Funds will be withdrawn from the Union Bank Operations Bank Account before the beach opening and returned after the beach closes. We are requesting an increase from \$700 to \$1,000 since we had an issue with our supply of one dollar bills last year. A balance of \$1,000 will be kept in the Operations Account in order to keep the account open and also to allow for any refunds or fees that may be withdrawn. A motion to approve Resolution 2023-45 was made by Mr. Lawrence, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.

**(15) Resolution 2023-46: 2024 Fees and Charges:** This annual resolution fees and charges for Park District facilities and services for the coming year. The proposed 2024 rates remain the same as last year except for the admissions change passed last meeting. A motion to approve Resolution 2023-46 was made by Mr. Moore, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

**(16) Resolution 2023-47: Ratifying the Appointment of Jason Trumbo as Full Time Park Worker:** This resolution is authorizing the ratification of the appointment of Jason Trumbo as Full-time Park Worker and sets his rate of pay at \$17.00 per hour, non-exempt. Mr. Trumbo start date: December 12, 2023. A motion to approve Resolution 2023-44 was made by Mr. Moore, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

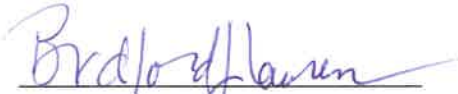
**(17) Authorizing Director to Apply for Wildlife Risk Reduction Prescribed Fire STEP Grant:** The Park District Operations Department would like to apply for the ODNR Division of Forestry grant in the amount of \$2,098.00. The Park District would match 50% (\$2,101,99 plus shipping costs) for a total project cost of \$4,199.99 plus shipping. The grant would be for the purchase of a skid sprayer with a 200-gallon tank and pump for water which will be used for prescribed burns. If awarded, the Park District would be reimbursed the grant amount after purchasing the equipment and supplies. The grant was written by the Operations Department led by Noah Scott. A motion to approve was made by Mr. Lawrence, seconded by Mr. Moore and passed unanimously with a vote of 3-Yes, 0-No.


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Board Initiated Business: None**


**(18) Adjournment:** Next regular meeting is scheduled will need to be Wednesday, January 17<sup>th</sup>, 2024 at 9:30 a.m.; Fremont Rotary Lodge, Don W. Miller Memorial Park. A motion to adjourn was made by Mr. Fails.

With no further business, the Board adjourned at 10:33 am.

**Board of Park Commissioners**

  
Bradford J. Lawrence

  
James B. Fails

  
George B. Moore

  
Andrew Brown, Director/Secretary

11/17/24  
Date