

**Sandusky County Park District
Board of Park Commissioners Meeting
January 17th, 2024 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 January 17th, 2024 at 9:30AM.

Roll Call

Commissioner Moore called the meeting to order at 9:30 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

Judge Brad Smith to swear in Jim Fails for an additional term as Park Commissioner.

(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 2024:

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

A motion, second and a vote will be needed to elect a slate of officers. A Motion to approve the proposed slate of officers was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 3-yes and 0-no.

(2) Motion to accept minutes of the December 20th, 2023 Regular Meeting was made by Mr. Lawrence, seconded by Mr. Fails 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. Fails, seconded by Mr. Lawrence 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.

Departmental Reports

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

Unfinished Business

None

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New Business

(4) Resolution 2024-01: Resolution 2024:01: 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 2024-01 was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

(5) Resolution 2024-02: 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 2024. A motion to approve Resolution 2024-02 was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

(6) Resolution 2024-03: Authorizing Expenditures Permissible to Board Members and Employees to Join an Association Related to the 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 2024-03 was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

(7) Resolution 2024-04: Establishment of a Permanent Improvement Fund (73200): During the latest audit, the Park District received guidance from the State Auditor's Office that ORC 5705.01(F) requires that the proceeds from the sale of an item with a useful life of greater than five years must be deposited into a Permanent Improvement Fund. This resolution establishes that fund so that it can be utilized after the sale of items such as motor vehicles. The funds may then be utilized to purchase other items with a useful life greater than five years, such as furniture. A motion to approve Resolution 2024-04 was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

2023 Gifts, Grants, and Donations 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 2024-05: Cell Phone Stipend: This resolution would replace Resolution 2009-45 which set the reimbursement for only full-time employees at 25 dollars per month. This resolution would increase the monthly reimbursement amount to \$30 per month, disbursed the same way as the previous resolution, and would also make part-time employees eligible for reimbursement at \$20 per month. A motion to approve Resolution 2024-05 was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

(9) Updated Paid Personal Leave Policy: The County Commissioners have passed an update to their Paid Personal Leave Policy which changes how much Personal Time employees have each year. Previously, Park District employees were credited with 16 hours each year, this policy, which mirrors what other County employees receive, will double those hours to 32 hours. Since we utilize the County Auditor's Office for payroll purposes, it makes sense for our policy to align with theirs for consistency. A

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motion to approve the policy as presented effective January 1, 2024 was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

(10) Authorizing Fremont Rotary to Hold Social & Fundraising Events at Rotary Lodge: The Fremont Rotary Club has requested to hold events at Fremont Rotary Lodge, Don W. Miller Memorial Park again this year, including BYOB social events but also Rotary Lodge fund raising events for the renovations that would have an open bar. The Fremont Rotary Club possesses an insurance policy which covers the liability for such an occasion. A motion to approve Rotary Club Social and Fundraising events at Fremont Rotary Lodge, Don W. Miller Memorial Park in 2024 with BYOB Alcohol was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

(11) Authorizing the Director to Execute an Agreement with Sandusky County Horseman's Council: The Sandusky County Chapter of the Ohio Horseman's Council's agreement needs renewed. It has been reviewed by our staff. A motion to authorize Director to execute the agreement was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

Board Initiated Business:

Eclipse – April 8th, 2024
George will not attend February meeting
DWM Sign Update

(12) Adjournment: Next regular meeting is scheduled will need to be Wednesday, February 21st, 2024 at 9:30 a.m.; Fremont Rotary Lodge, Don W. Miller Memorial Park. A motion to adjourn was made by Mr. Lawrence.

With no further business, the Board adjourned at 10:25 am.

Board of Park Commissioners

Absent
George B. Moore

Bradford Lawrence
Bradford J. Lawrence

James B. Fails
James B. Fails

Andrew Brown
Andrew Brown, Director/Secretary

2/21/2024
Date