

**Sandusky County Park District  
Board of Park Commissioners Meeting  
April 16th, 2025 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 April 16th, 2025 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**

Visitors - None

**(1)** Motion to accept minutes of the March 26<sup>th</sup>, 2025 Regular Meeting was made by Mr. Lawrence, 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. 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.

**(3) Then and Now Certificate:** This certificate is for a bill from Cintas. Unfortunately, we did not have a PO in place beforehand for this company. This certificate affirms that sufficient funds were available at the time of the purchase and said funds are available now for the expenditures. A motion to approve the Then and Now Certificate was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

**Audit Committee Report:** The Park District audit has begun. Board members should have received an email from the State Auditor's office informing them of the start of the Agreed Upon Procedures Audit. Mrs. Warden has begun getting the files and documents to them. Nothing to note as of yet.

**Departmental Reports**

Copies of the Operation and Program Reports included in the Proceedings of the Board of Park Commissioners Journal.

**New Business**

**(4) Request from Downtown Fremont Inc. to Sponsor "Get Active – Stay Active" Event:** This is an annual event that we have sponsored in the past. We have been asked to sponsor it again this year at \$2,000. The event, which takes place in September, highlights the bike trail and also promotes outdoor

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activities and healthy living as well. A motion to approve sponsorship was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

**(5) Fremont Rotary Blues, Brews and Brats 2025 Sponsorship Request:** The Fremont Rotary Club has asked us to sponsor their event. As a partner in renovating Fremont Rotary Lodge, it makes sense for us to sponsor and support this event again this year. A motion to approve Diamond Level Sponsorship for \$2,600 was made by Mr. Lawrence, seconded by Mr. Moore, and passed unanimously with a vote of 3-Yes, 0-No.

**(6) Ratifying the Execution of an Agreement with GLCAP to Assist with Applying for Federal Funds:** The agreement with GLCAP, not to exceed \$977.50, provides for services billed at a rate of \$115 per hour. GLCAP will assist the Park District with applying for Federal Funds, and will submit an invoice at the end of the project, with payment due within 30 days of receipt. This covers the FY26 Budget Requests to Senator Moreno's Office only. A motion to ratify the authorization of the Director to execute the agreement with GLCAP was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

**(7) Resolution 2025-13: Appointment of Beth Parker as Part Time Interpretive Naturalist:** This resolution is authorizing the appointment of Beth Parker as Part-time Interpretive Naturalist and sets her pay at \$16.00 per hour, non-exempt. Ms. Parker's start date: April 16<sup>th</sup>, 2025. A motion to approve Resolution 2025-13 was made by Mr. Lawrence, seconded by Mr. Moore, and passed unanimously with a vote of 3-Yes, 0-No.

**(8) Resolution 2025-14: Seasonal Employees for 2025:** The letters to the County Auditor are attached for your reference. A motion to approve Resolution 2025-14 was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

**Board Initiated Business:** None

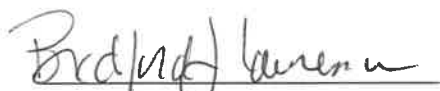
**(9) Adjournment:** Next regular meeting is scheduled will need to be Wednesday, May 21<sup>st</sup>, 2025 at 9:30 a.m.; Fremont Rotary Lodge, Don W. Miller Memorial Park. A motion to adjourn was made by Mr. Lawrence.


With no further business, the Board adjourned at 10:04 am.

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**Board of Park Commissioners**

  
George B. Moore

  
Bradford J. Lawrence

  
James B. Fails

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Andrew Brown, Director/Secretary

5/21/2025  
Date