

**Sandusky County Park District  
Board of Park Commissioners Meeting  
December 17<sup>th</sup>, 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 December 17<sup>th</sup>, 2025 at 9:30AM.

**Roll Call**

Commissioner Fails called the meeting to order at 9:34 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**

None

**(1)** Motion to accept minutes of the November 19<sup>th</sup>, 2025 Regular Meeting was made by Mr. Moore, seconded by Mr. Lawrence, 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. 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.

**(3) Resolution 2025-47: 2026 General Fund Temporary Budget:** The attached resolution includes a “roll-up” account balance that summarizes the balances of each amount as well as payroll information for both full and part time employees. A 4% pay increase was authorized for full-time and part-time employees. A motion to approve Resolution 2025-47 was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

**(4) Resolution 2025-48: 2026 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 2025-48 was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

**Departmental Reports**

Copy of Operations Report included in the Proceedings of the Board of Park Commissioners Journal.

Program Report missing.

Administrative Report – SCUBA Contract: Board discussed SCUBA Contract.

**New Business**

**(5) Resolution 2025-49: 2025 Local Capital Improvement Grant Program Awards:** The grant panel reviewed the applications for the Park District Local Capital Improvement Grant Program. Included is their recommendation of awards. Every entity who applied has been recommended for an award for each

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of their applications. The grant panel is recommending that we award \$14,823.00, which is a little less than half of the allocated funds (\$30k) this year. With next year being the last year of the levy, Director Brown is asking the board to suspend the Grant Program for 2026 and until further notice. A motion to approve Resolution 2025-49 was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

**(6) Resolution 2025:50: 2026 Holidays:** This annual resolution establishes the paid holidays for 2026. A motion to approve the Resolution 2025-50 was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

**(7) Resolution 2025-51: 2026 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 2025-51 was made by Mr. Lawrence, seconded by Mr. Moore, and passed unanimously with a vote of 3-Yes, 0-No.

**(8) Resolution 2025-52: 2026 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. Director Brown is requesting to stay with the \$1,000 amount in 2026, the same as in 2025. A balance of \$1,000 will be kept in the Operations Account to keep the account open and to allow for any refunds or fees that may be withdrawn. A motion to approve Resolution 2025-52 was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

**(9) Resolution 2025-53: 2026 Creek Bend Farm Lease 2026-2028:** On December 4<sup>th</sup>, 2025 we opened proposals submitted by area farmers for the 2026-2028 Farm Lease at Creek Bend Farm. The highest and best proposal was submitted by Michael Hetrick in the amount of \$300.00/acre. I have enclosed a copy of the bid tabulation for your review. This resolution authorizes a contract with Mr. Hetrick for the 2026-2028 farm lease of Creek Bend Farm. A motion to approve Resolution 2025-53 was made by Mr. Lawrence, seconded by Mr. Moore, and passed unanimously with a vote of 3-Yes, 0-No.

**(10) Resolution 025-54: Contract with Telamon Construction for Preconstruction-Phase CMR Services:** This resolution authorizes the Sandusky County Park District to enter into a contract with Telamon Construction, Inc. for preconstruction-phase Construction Manager at Risk (CMR) services for the Creek Bend Farm Roof Overhang project and the White Star Park Pavilion improvements. It further authorizes the Director to execute an AIA C132 Standard Form of Agreement Between Owner and Construction Manager as Constructor, which will include both preconstruction-phase and construction-phase services.

The Director is authorized to approve the Guaranteed Maximum Price (GMP) and commence construction, provided the GMP does not exceed the Board-approved project budget of \$440,000. If the proposed GMP exceeds that budget, the GMP must be returned to the Board for approval. Construction may begin immediately upon execution of the AIA C132 and approval of a GMP within the established project budget.

The contract amount for preconstruction services shall not exceed \$19,910.00

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A motion to approve Resolution 2025-54 was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

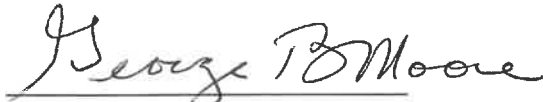
**(11) Resolution 2025-55: Agreement with Thomas Porter Architects for Construction Administration Services for the CBF Roof Overhang and WSP Pavilion Projects:** This resolution authorizes the Park District to enter into a Professional Services Agreement with Thomas Porter Architects (TPA) for Construction Documentation, Construction Administration, and related architectural and engineering services associated with Creek Bend Farm Roof Overhang and the White Star Park Pavilion projects. These services will support and coordinate the Construction Manager at Risk (CMR) delivery method and include construction-phase administration, review of submittals, site observations, coordination with the CMR, and other professional services necessary to ensure the projects are constructed in accordance with approval plans and specifications. The agreement amount shall not exceed \$45,000, and the contract amount will not be exceeded without prior approval by the Board of Park Commissioners. A motion to approve Resolution 2025-55 was made by Mr. Lawrence, seconded by Mr. Moore, and passed unanimously with a vote of 3-Yes, 0-No.

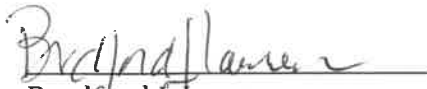
**Board Initiated Business:** None

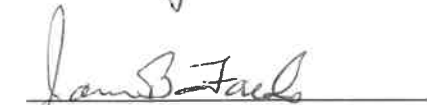
**(12) Adjournment:** Next regular meeting is scheduled for Wednesday, January 21<sup>st</sup>, 2025 at 9:30 a.m.; Fremont Rotary Lodge, Don W. Miller Memorial Park. A motion to adjourn was made by Mr. Fails.

With no further business, the Board adjourned at 10:34 am.

**Board of Park Commissioners**

  
George B. Moore

  
Bradford J. Lawrence

  
James B. Fails

  
Andrew Brown, Director/Secretary

  
Date