

**Sandusky County Park District  
Board of Park Commissioners Meeting  
February 19th, 2025 Regular Meeting  
RESCHEDULED to February 27th, 2025  
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 February 27th, 2025 at 9:30AM.

**Roll Call**

Commissioner Fails called the meeting to order at 9:31 am and conducted the roll call showing Commissioners Fails and Lawrence were present, Director Andrew Brown and Administrative Supervisor-HR Coordinator Christina Warden were in attendance. Commissioners Moore had an excused absence.

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

Visitors – None

**(1)** Motion to accept minutes of the January 15<sup>th</sup>, 2025 Regular Meeting was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 2-yes and 0-no.

**Finances**

**(2)** A motion to approve the financial reports was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 2-yes and 0-no.

Expenditures were approved as presented.

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

**Departmental Reports**

Copies of Operations Report are included in the Proceedings of the Board of Park Commissioners Journal.  
Program Report - Missing.

**Unfinished Business**

None

**New Business**

**(3) Sandusky County Park District Becoming a Member of Heidelberg University's Sandusky River Watershed Coalition:** The membership at the \$500 level would make us a sponsor of the coalition. Becoming a member of the Sandusky River Watershed Coalition aligns with the mission of the Sandusky County Park District by supporting local efforts to improve water quality and preserve our region's natural resources. As a non-profit organization administered by the National Center for Water Quality Research at Heidelberg University, the Coalition plays a vital role in water shed conservation. Membership allows us to stay informed through newsletters, participate in programs and activities, and contribute to meaningful environmental initiatives. Additionally, our support helps provide essential local funding required to secure grants, furthering conservation efforts that directly benefit our parks

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and community. A motion to approve membership was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 2-Yes, 0-No.

**2024 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.

**(4) Resolution 2025-05: Seasonal Employees Bonus Pay:** Resolution 2024-12 passed last year to help with employee recruiting and retention to increase the bonus per hour worked to \$0.50. This resolution helps to define other criteria regarding starting pay, bonuses for seasonal staff, as well as the time period for the bonus pay. A motion to approve Resolution 2025-05 was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 2-Yes, 0-No.

**(5) Resolution 2025-06: Amendment to the Agreement with Thomas Porter Architects for Design, Permitting, Bidding, Construction Admin for Fremont Rotary Lodge Renovations Entering into a Contract with Thomas Porter Architects for Construction Administration:** Thomas Porter Architects previously submitted a proposal to provide construction administration and design services for the Fremont Rotary Lodge at Don W. Miller Memorial Park renovations approved by this board. (Resolution 2023-23)

The attached amended fee proposal reflects the modifications made throughout the project. These adjustments accommodate the transition from a single design phase under a single prime general contractor to a CMR procurement (Telamon) with a three-phase drawing package, where GMPs 1 and 2 have been completed.

Additionally, the proposal includes a \$50,000 line item for the GMP 3 permit/construction drawing package, which remains to be finalized. This amount is expected to be sufficient to complete the full design of the pavilion, contingent on the ability to secure funding for that portion of the project. The total fee proposed based on the above listed services for this project is a Not-To-Exceed fee of \$275,000 which includes the previous Not-To-Exceed fee of \$125,000. A motion to approve Resolution 2025-06 was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 2-Yes, 0-No.

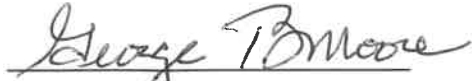
**Board Initiated Business:**  
Sheriff Meeting Update

**(6) Adjournment:** Next regular meeting is scheduled for Wednesday, March 26<sup>th</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 9:55 am.

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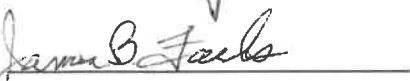
**Board of Park Commissioners**



George B. Moore



Bradford J. Lawrence



James B. Fails



Andrew Brown, Director/Secretary

3/26/2025

Date