

**Sandusky County Park District
Board of Park Commissioners Meeting
June 18th, 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 June 18th, 2025 at 9:30AM.

Roll Call

Commissioner Fails called the meeting to order at 9:33 am. Christina conducted the roll call showing Commissioners Fails and Lawrence were present; Director Andrew Brown and Administrative Supervisor-HR Coordinator Christina Warden was in attendance. Commissioner Moore had an excused absence.

Recognition of Visitors/Public Participation/Correspondences

Visitors – None

(1) Motion to accept minutes of the May 21st, 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. Lawrence, seconded by Mr. Fails, 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.

(3) Acknowledgment of Audit Completion: The Auditor of State has completed the agreed-upon procedures engagement for calendar years 2023 and 2024. The report identified no findings, exceptions, or citations. The District received a clean audit, demonstrating strong internal controls and compliance with applicable laws and financial reporting standards.

A motion to acknowledge receipt of the 2023-2024 audit report and recognize the staff for their sound fiscal management and transparency was made by Mr. Lawrence, seconded by Mr. Fails, and passed unanimously with a vote of 2-Yes and 0-No.

(4) Resolution 2025-20: Supplemental Appropriations for the 2025 Permanent Budget – 73010 Creek Bend Farm Fund: This resolution authorizes supplemental appropriations to the 2025 permanent budget for Fund 73010 (Creek Bend Farm Fund). A total of \$220,000 will be appropriated, including \$155,000 for capital infrastructure, \$50,000 for building improvements, and \$15,000 for consulting services. These funds will support planned improvements at Creek Bend Farm, including enhancements to site infrastructure, building upgrades, and related planning and design work. Many of these improvements are also included in the Park District's proposal to the Lee N. Koenig Memorial Fund through the Sandusky County Communities Foundation, which may provide additional matching funds to help advance the project. Approval of this resolution ensures that the Park District has the necessary budget authority to proceed with these initiatives.

A motion to approve Resolution 2025-20 was made by Mr. Lawrence, seconded by Mr. Fails, and passed unanimously with a vote of 2-Yes and 0-No.

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(5) Resolution 2025-21: 2026 Preliminary Budget: Attached is the 2026 Preliminary Appropriations Budget. The 2026 Temporary Budget will be presented for adoption in December.
A motion to approve Resolution 2025-21 was made by Mr. Lawrence, seconded by Mr. Fails, and passed unanimously with a vote of 2-Yes, 0-No.

Departmental Reports

Copy of Operation Report included in the Proceedings of the Board of Park Commissioners Journal.
Program Report Missing.

New Business

(6) Resolution 2025-22: Authorizing the Director to Enter into a Second Amendment to the Contract with Telamon Construction for a Guaranteed Maximum Price (GMP) for Rotary Lodge Renovations: This resolution authorizes the Director to execute Change Order No. 001 to the existing Construction Manager at Risk (CMR) contact with Telamon Construction for the Fremont Rotary Lodge renovations. The amendment increases the Guaranteed Maximum Price (GMP) by \$389,213.30, resulting in a revised total GMP of \$1,457,589.30, and extends the project timeline by 68 days, with a new Substantial Completion date of August 8, 2025.

A motion to approve Resolution 2025-22 was made by Mr. Lawrence, seconded by Mr. Fails, and passed unanimously with a vote of 2-Yes, 0-No.

(7) Resolution 2025-23: Additional Seasonal Employees for 2025: The letters to the County Auditor are attached for your reference.

A motion to approve Resolution 2025-23 was made by Mr. Lawrence, seconded by Mr. Fails, and passed unanimously with a vote of 2-Yes, 0-No.

(8) Recognition and Ratification of Grant Award – Lee N. Koenig Legacy Fund: The Sandusky County Park District has been awarded \$600,000 from the Lee N. Koenig Legacy Fund through the Sandusky County Communities Foundation. This funding will support strategic projects, including the Wilson Nature Center Canopy and the White Star Picnic Pavillion, and is to be expended within five years.

The agenda item includes:

- Recognition of the Park Districts selection as a grant recipient;
- Ratification of the executed Expenditure Responsibility Agreement and acceptance of the grant conditions, which include required reporting, use restrictions, and acknowledgment protocols; and
- Authorization for the Director to proceed with all necessary administrative steps to receive and implement the awarded funds in accordance with the agreement terms.

A motion to recognize the \$600,000 grant award from the Lee N. Koenig Legacy Fund through the Sandusky County Communities Foundation, and to ratify the execution of the Expenditure Responsibility Agreement outlining the terms and conditions of the grant. The motion further authorizes the Director to take all necessary administrative actions to accept, manage, and implement the grant in accordance with the agreement was made by Mr. Lawrence, seconded by Mr. Fails, and passed unanimously with a vote of 2-Yes, 0-No.

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(9) Brightly Maintenance Edge Annual Renewal and CORSA Reimbursement Submission: The Park District utilizes Brightly's Maintenance Edge platform to manage its preventative maintenance program. For 2025, Brightly has offered a one-year renewal with no cost increase. Due to changes in the agreement between CORSA and Brightly, CORSA will no longer directly pay 75% of the annual cost. Instead, the Park District must pay the full amount up front and may submit for reimbursement of up to \$953.00 under CORSA's 2025 Preventative Maintenance Platform Reimbursement Program. Reimbursement is not guaranteed beyond 2025.

A motion to authorize the Director to execute the agreement was made by Mr. Lawrence, seconded by Mr. Fails, and passed unanimously with a vote of 2-Yes, 0-No.

Board Initiated Business:


None


(10) Adjournment: Next regular meeting is scheduled will need to be Wednesday, July 16th, 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 10:18 am.

Board of Park Commissioners


George B. Moore


Bradford J. Lawrence


James B. Fails


Andrew Brown, Director/Secretary

7/16/2025
Date