

**Sandusky County Park District  
Board of Park Commissioners Meeting  
March 26th, 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 March 26th, 2025 at 9:30AM.

**Roll Call**

Commissioner Moore called the meeting to order at 9:38 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 February 27<sup>th</sup>, 2025 Regular Meeting was made by Mr. Lawrence, seconded by Mr. Fails 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) Resolution 2025-07: 2025 General Fund Operations Permanent Appropriations Budget:** The attached resolution includes a “roll-up” account balance that summarizes the balances of each account. A motion to approve Resolution 2025-07 was made by Mr. Lawrence, seconded by Mr. Moore, and passed unanimously with a vote of 3-Yes, 0-No.

**(4) Resolution 2025-08: 2025 Special Funds Permanent Appropriations Budget:** The attached resolution includes a “roll-up” account balance that summarizes the balances of each fund. A motion to approve Resolution 2025-08 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 was recently contacted by the State Auditor’s Office about the start of our 2023-2024 Audit which is set to begin soon. It will be an Agreed Upon Procedures Audit again this year.

**Departmental Reports**

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

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New Business**

**(5) Resolution 2025-09: Authorizing Agreement for Law Enforcement Services Between Sandusky County Sheriff and Sandusky County Park District:** This resolution authorizes the Director to enter into an agreement between the Sandusky County Sheriff's Office and the Sandusky County Park District for dedicated law enforcement services within park lands. Under this agreement, the Sheriff will provide one full-time uniformed deputy from May through October to patrol the parks, investigate criminal activity, and enforce relevant laws and regulations. Additional deputies may be assigned on an overtime basis at the Sheriff's Office expense.

The **annual cost of the agreement is \$209,869.15** payable by the Park District. The Park District will also be responsible for purchasing one patrol vehicle approximately every three years and covering the cost of equipment used for park patrol operations. Routine maintenance and repairs for the vehicle will be the responsibility of the Sheriff's Office.

The term of this agreement is **one year** with provisions for amendments upon mutual agreement. The Sheriff retains the right to remove dedicated personnel if staffing necessities arise.

A motion to approve Resolution 2025-09 was made by Mr. Lawrence, seconded by Mr. Moore, and passed unanimously with a vote of 3-Yes, 0-No.

**(6) Resolution 2025-10: Ratifying the Appointment of Larry Tiell as Part Time Park Worker:** This resolution is authorizing the ratification of the appointment of Larry Tiell as Part-time Park Worker and sets his rate of pay at \$15.50 per hour, non-exempt. Mr. Tiell's start date: February 24<sup>th</sup>, 2025. A motion to approve Resolution 2025-10 was made by Mr. Lawrence, seconded by Mr. Moore, and passed unanimously with a vote of 3-Yes, 0-No.

**(7) Resolution 2025-11: Purchase of a 2024 Patrol Truck:** This resolution authorizes the Director of the Sandusky County Park District to purchase one (1) 2024 Ford F-150, equipped under the F-150 Ohio Soundoff package, from the Statewide Ford. This purchase aligns with the Park District's agreement for Law Enforcement Services with the Sandusky County Sheriff, which requires the acquisition of a patrol vehicle approximately every three years to support dedicated law enforcement personnel patrolling park lands.

The patrol vehicle, identified in a quote dated February 26, 2025, has a net purchase price not to exceed \$67,590.00. Funds for this purchase are included in the 2025 Permanent Appropriations Budget, and the vehicle will be insured under the Park District's insurance policy.

A motion to approve Resolution 2025-11 was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

**(8) Resolution 2025-12: Entering into a Contract Extension with North Coast Strategy Group:** This resolution authorizes the Director of the Sandusky County Park District to execute a Payment Extension Agreement with North Coast Strategy Group (NCSG) to extend the existing contract for consulting services. The original contract, dated September 18, 2024, was set to expire on February 18, 2025, with a total compensation of \$15,000 over six months.

The extension continues the agreement for an additional six (6) months, from February 19, 2025 to August 18, 2025, under the same terms and conditions, including a monthly retainer of \$2,500 (totaling an additional \$15,000). NCSG will continue providing project funding advocacy, liaison services, and public relations support, including efforts to secure federal funding for the Rotary Lodge at Don. W. Miller Memorial Park.

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Funds for this extension are included in the 2025 Permanent Appropriation Budget. All other terms of the original contract remain unchanged.

A motion to approve Resolution 2025-12 was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

**(9) Divers Inc. Payment Extension Agreement:** This motion authorizes the Director of the Sandusky County Park District to enter into a Payment Extension Agreement with Divers Inc. regarding the "2024-2027 Scuba Concession Contract". Under the original contract, the second half of the 2024 payment, totaling \$20,000 was due December 1, 2024. Due to extenuating circumstances, Divers Inc. has requested an extension.

The Park District agrees to extend the payment deadline to June 1, 2025, with all other terms and conditions of the original contract remaining unchanged. This agreement will take effect upon execution by both parties.

A motion to authorize the Director to execute the SCUBA Payment Extension Agreement was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

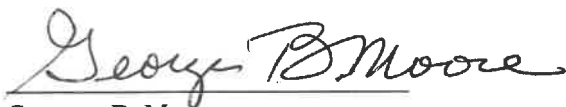
**Board Initiated Business:**

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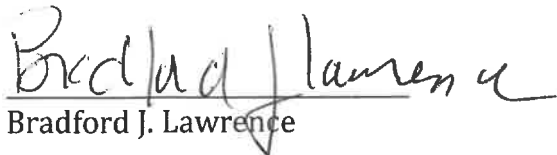
**(10) Adjournment:** Next regular meeting is scheduled Wednesday, April 16<sup>th</sup>, 2025 at 9:30 a.m.; Fremont Rotary Lodge, Don W. Miller Memorial Park. A motion to adjourn was made by Mr. Moore, and seconded by Mr. Lawrence.

With no further business, the Board adjourned at 10:20 am.

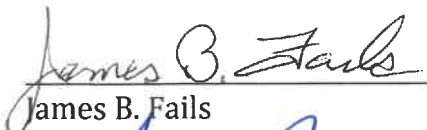
**Board of Park Commissioners**



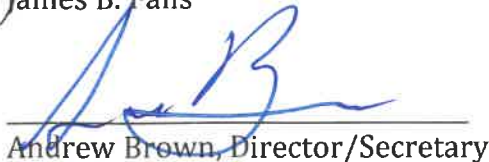
George B. Moore




Bradford J. Lawrence



James B. Fails

  
Andrew Brown, Director/Secretary

  
Date