

**Sandusky County Park District
Board of Park Commissioners Meeting
September 17th, 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 September 17th, 2025 at 9:30AM.

Roll Call

Commissioner Fails called the meeting to order at 9:30 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 August 20th, 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.

Departmental Reports

Copies of Operation, Program and Sheriff Report included in the Proceedings of the Board of Park Commissioners Journal.

New Business

(3) Resolution 2025-30: Construction of Concrete Approaches at Creek Bend Farm: Staff is requesting approval to contract with Zimmerman Construction for the installation of concrete approaches at the Tool Shed, Horse Barn, and Big Barn at Creek Bend Farm. Two contractors provided proposals: Ryan Clark Masonry (\$13,420.00) and Zimmerman Construction (\$14,340.00). While Zimmerman's proposal is slightly higher, staff recommends them based on confidence and capability demonstrated during their site meeting. The concrete approaches will improve safety and accessibility for visitors, staff, and volunteers, especially during wet or icy conditions. A motion to approve Resolution 2025-30 was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

(4) Resolution 2025-31: Purchase of a Buffalo Blower from LandPro Equipment LLC: Staff is requesting approval to purchase a Buffalo Blower KB23 from LandPro Equipment LLC for use in Park District operations. Four quotes were obtained, with Land Pro Equipment LLC providing the lowest and best proposal. The Buffalo Blower will support ongoing grounds maintenance, improve efficiency clearing leaves and debris, and extend the useful life of other Park District equipment by reducing wear.

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This Resolution authorizes the Director to enter into a purchase agreement with LandPro Equipment LLC, for the Buffalo Blower KB23, in the amount of \$9,075.00. A motion to approve Resolution 2025-31 was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

(5) Resolution 2025-32: Entering into a Contract Extension with North Coast Strategy Group: Staff is requesting approval to extend the agreement with North Coast Strategy Group (NCSG) for an additional six (6) months, commencing on September 19, 2025 and expiring on March 18, 2026, at the existing monthly retainer of \$2,500.00 (totaling \$15,000.00 for the extension period). Services include project funding advocacy, liaison services with agencies and departments, and public relations support for the Park District. The extension agreement includes a clause allowing the Park District to terminate at any time, for any reason, with thirty (30) days' written notice. Funds for the extension are appropriated in the 2025 budget. A motion to approve Resolution 2025-32 was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

Proposed Alternative Method for Distributing Local Government Funding (LGF): The Sandusky County Budget Commission will consider a new alternative method for distributing Local Government Funding (LGF) at its October meeting. The proposal, developed by a committee of representatives from the County, City of Fremont, Gibsonburg, Ballville Township, and Green Creek Township, reduces the County's share from 50% to 40%, reduces cities from 29.12% to 26%, increases villages from 10.13% to 15%, and increases townships from 9.96% to 19%. The Park District's current allocation of the 0.83% (\$18,007 in 2025) would be reduced to 0% beginning in 2026.

(6) Resolution 2025-33: Surplus Equipment: The items listed in the attached resolution are no longer useful to the district. This resolution declares the items surplus and authorizes disposal/transfer of the items. Such declaration and disposal complies with the State of Ohio's laws and Park District policies. A motion to approve Resolution 2025-33 was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

(7) Resolution 2025-34: Authorization to Issue a Request for Qualifications (RFQ) for Construction Manager at Risk Services: Staff is requesting approval to issue a Request for Qualifications (RFQ) for Construction Manager at Risk (CMR) services in accordance with Ohio Revised Code 153.65-153.73. The RFQ will establish a list of pre-qualified CMR firms for a two-year period beginning November 1, 2025, and ending September 30, 2027. This pre-qualification process is required before awarding contracts for upcoming capital improvement projects, which include: the **White Star Park Shelter, building renovations, and site improvements**, and the **Wilson Nature Center deck roof overhand and site improvements**. The RFQ will be advertised in the Fremont News Messenger and posted on the Park District Website as stated in the attached resolution. A motion to approve Resolution 2025-34 was made by Mr. Lawrence, seconded by Mr. Moore, and passed unanimously with a vote of 3-Yes, 0-No.

(8) Resolution 2025-35: Authorization to Purchase and Install Equipment for Sandusky County Sheriff's Office F-150 Responder K9 Unit: Staff is requesting to authorize the purchase and installation of a K9 Unit package for the Sandusky County Sheriff's Office F-150 Responder. The package includes a standard K9 transport system with storage, window fan and mount kit, heat alter system, horizontal weapon mount, and associated wiring and installation.

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A quote in the amount of **\$10,695.00** was received from Statewide Emergency Products of Van Wert, Ohio, which includes equipment, installation, and applicable warranties. The installation will equip the vehicle for full deployment as a K9 Unit to support law enforcement operations in Sandusky County, including within Park District properties. The Sheriff has agreed that the Sheriff's Office will offset \$5,000 of the cost by reducing the Park District's next contract with the effectively splitting the cost of the K9 installation. A motion to approve Resolution 2025-35 was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

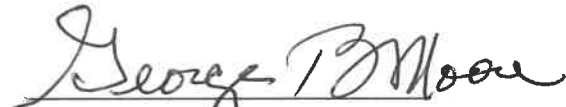
Board Initiated Business:

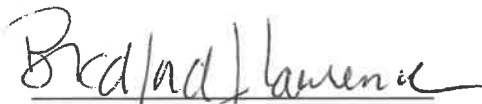
Mow fields at DWM


(9) Adjournment: Next regular meeting is scheduled will need to be Wednesday, October 15th, 2025 at 9:30 a.m.; Fremont Rotary Lodge, Don W. Miller Memorial Park. A motion to adjourn was made by Mr. Moore.

With no further business, the Board adjourned at 10:15 am.

Board of Park Commissioners


George B. Moore


Bradford J. Lawrence


James B. Fails


Andrew Brown, Director/Secretary

10-15-2025
Date