

**Sandusky County Park District  
Board of Park Commissioners Meeting  
March 18<sup>th</sup>, 2026, 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 18<sup>th</sup>, 2026, at 9:30AM.

**Roll Call**

Commissioner Lawrence called the meeting to order at 9:30 am. Christina conducted the roll call showing Commissioners Fails, Moore and Lawrence were present; Director Andrew Brown and Administrative Supervisor-HR Coordinator Christina Warden was in attendance.

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

Rich Synowiec

**(1)** Motion to accept minutes of the February 18<sup>th</sup>, 2026, Regular Meeting was made by Mr. Moore, 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. Fails, 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 2026-09: 2026 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 2026-09 was made by Mr. Moore, seconded by Mr. Fails, and passed unanimously with a vote of 3-Yes, 0-No.

**(4) Resolution 2026-10: 2026 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 2026-10 was made by Mr. Moore, seconded by Mr. Fails, and passed unanimously with a vote of 3-Yes, 0-No.

**Audit Committee Report – 2025 Hinkle Report Reviewed and Filed February 2026**

**(5) Then and Now Certificate – Village of Gibsonburg:** This certificate is for a utility bill from the Village of Gibsonburg for water and sewer service at the Park District Maintenance Shop for the billing period November-December 2025 in the amount of **\$115.61**. The certificate is being requested because, due to construction of the EMS Life Squad 14 building adjacent to the Maintenance Shop, the Village of Gibsonburg installed a new meter for the new building and removed those services from the Park District meter. During this transition, billing for the Park District account was not sent as expected. The Then and Now Certificate certifies that sufficient funds were available at the time the obligation was incurred and that sufficient funds are available now to pay the expenditure in accordance with Ohio Revised Code

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5705.41(D). A motion to approve the Then and Now Certificate was made by Mr. Moore, seconded by Mr. Fails, 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. Programs Report is missing.

**New Business**

**(6) Ratifying the Execution of an Agreement with GLCAP to Assist with Applying for State Capital Budget Funds:** The agreement with GLCAP, not to exceed **\$1,150.00**, provides for services billed at a rate of **\$115 per hour**. GLCAP will assist the Park District with applying for State Capital Budget funds and will submit an invoice at the end of the project, with payment due within 30 days of receipt. Great Lakes Community Action Partnership (GLCAP) proposes to facilitate, coordinate, draft and otherwise assist in the preparation and submittal of a 136<sup>th</sup> General Assembly Capital Budget, Community Project request(s) for the Sandusky County Park District.

The application will request funding for infrastructure improvements at the Fremont Rotary Lodge at Don W. Miller Memorial Park, including construction of a concrete drive, asphalt driveway reconstruction with ADA-accessible parking, and an auxiliary asphalt drive to improve safety and access. The total project cost is estimated at \$295,000, with a request of \$250,000 in State Capital Budget funding and a \$45,000 local match from the Sandusky County Park District budget.

A motion to ratify the authorization of the Director to execute the agreement with GLCAP and to authorize the Director to submit the State Capital Budget application on behalf of the Sandusky County Park District was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 2-Yes, 0-No. Mr. Fails abstains.

**(7) FY2027 Federal Congressional Directed Spending Request:** The Park District has submitted a request for FY2027 Congressional Directed Spending funding for Phase 3 improvements to the Fremont Rotary Lodge at Don W. Miller Memorial Park. The project includes construction of a new approximately 1,135 square foot temperature-controlled pavilion addition connected to the existing lodge, a 1,015 square foot covered patio, additional patio areas and related improvements to increase capacity, accessibility, and year-round use of the facility.

The application requests approximately \$1,326,074 in federal funding toward the project. The remaining project costs are expected to be supported through a combination of local funding, private donations, and community fundraising efforts, including contributions from the Fremont Rotary Club. The overall Phase 3 project is estimated at approximately \$2.5 million based on preliminary architectural and construction estimates.

A motion to authorize the Director to submit and pursue FY2027 Congressional Directed Spending funding for Phase 3 improvements to the Fremont Rotary Lodge at Don W. Miller Memorial Park was made by Mr. Fails, seconded by Mr. Moore, and passed unanimously with a vote of 3-Yes, 0-No.

**(8) Resolution 2026-11: Authorizing the Director to Enter into an Amendment to the Contract with Telamon Construction for a Guaranteed Maximum Price (GMP) for the Wilson Nature Center Overhang Project:** Telamon Construction, serving as Construction Manager at Risk (CMR) for the Wilson Nature Center Overhang Project, has provided a revised Guaranteed Maximum Price (GMP) proposal based on updated drawings prepared by Thomas Porter Architects dated March 13, 2026. The GMP and supporting documentation have been reviewed by the Park District's contracted architect and construction administrator, Thomas Porter Architects.

This proposal includes Pre-Construction Services (\$6,644), Construction Management Services (\$10,599), and Construction Costs (\$101,709) for a base GMP amount of \$118,952. The proposal also includes two alternates: ALT 1 – Stain Exposed Wood Framing (\$3,655) and ALT 2 – Replace Existing Deck with Colored Concrete Patio (\$58,562).

The Director is recommending approval of the base GMP and both alternates for a total project authorization of \$181,169.

Approval of this resolution authorizes the Director to execute the amendment to the contract with Telamon Construction establishing the Guaranteed Maximum Price and associated alternates for construction of the Wilson Nature Center Overhang Project.

A motion to approve Resolution 2026-11 was made by Mr. Moore, seconded by Mr. Fails, and passed unanimously with a vote of 3-Yes, 0-No.

**(9) Resolution 2026-12: Adoption and Update of Administrative Policies and Employee Orientation Acknowledgment Forms:** The Board is being asked to adopt several administrative policy updates and related implementation materials intended to improve clarity, consistency, and administrative efficiency. These updates include adoption of a Public Comment Policy governing public participation at Board meetings, updates to the Park District's Inclement Weather Guidelines and adoption of an updated Purchasing Policy establishing revised purchasing thresholds and procedures for procurement of goods and services.

The new orientation acknowledgment form allows newly hired employees to sign a single document acknowledging receipt and understanding of multiple personnel policies during onboarding, improving efficiency and recordkeeping while ensuring employees are aware of their responsibilities under Park District policies.

A motion to approve Resolution 2026-12 was made by Mr. Fails, seconded by Mr. Moore, and passed unanimously with a vote of 3-Yes, 0-No.

**Board Initiated Business:**  
Electric to the DWM Sign.

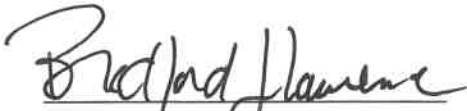
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**(10) Adjournment:** Next regular meeting is scheduled Wednesday, April 15<sup>th</sup>, 2026, at 9:30 a.m.; Fremont Rotary Lodge, Don W. Miller Memorial Park. A motion to adjourn was made by Mr. Fails.

With no further business, the Board adjourned at 10:22 am.

**Board of Park Commissioners**

  
George B. Moore

  
Bradford J. Lawrence

  
James B. Fails

  
Andrew Brown, Director/Secretary

4/15/2026  
Date