

**Sandusky County Park District
Board of Park Commissioners Meeting
December 18th, 2024 Regular Meeting
9:30am at Fremont Rotary Lodge, Don W. Miller Memorial Park
Page 1 of 3**

The Board of Park Commissioners met at Fremont Rotary Lodge, Don W. Miller Memorial Park on December 18th, 2024 at 9:30AM.

Roll Call

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

Recognition of Visitors/Public Participation/Correspondences:

Visitors – Roger LaPointe – The News Messenger

(1) Motion to accept minutes of the November 20th, 2024 Regular Meeting was made by Mr. Fails, 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. Fails 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 2024-43: 2025 General Fund Temporary Budget: The attached resolution includes a “roll-up” account balance that summarizes the balances of each account as well as payroll information for both full and part time employees. A motion to approve Resolution 2024-43 was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

(4) Resolution 2024-44: 2025 Special Funds Temporary Budget: The attached resolution includes a “roll-up” account balance that summarizes the balances of each account within each fund. A motion to approve Resolution 2024-44 was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

Departmental Reports

Copies of Operation and Program Reports included in the Proceedings of the Board of Park Commissioners Journal.

Administration Report

Wolf Creek Masterplan: The plan is attached with an updated cost breakdown. If all looks well, the plan will be sent over to ODNR for their feedback.

Magsig Property: Preliminary discussions have taken place with the Park District of Ottawa County for a partnership with them regarding the property. More to come as details are ironed out.

Meeting with Sheriff’s Office tomorrow to discuss contact.

**Sandusky County Park District
Board of Park Commissioners Meeting
December 18th, 2024 Regular Meeting
9:30am at Fremont Rotary Lodge, Don W. Miller Memorial Park
Page 2 of 3**

New Business

(5) Resolution 2024-45: 2024 Local Capital Improvement Grant Program Awards: The grant panel reviewed the applications for the Park District Local Capital Improvement Grant Program. Included is their recommendation of awards. Every entity who applied has been recommended for an award for each of their applications. The grant panel is recommending that we award \$21,481.00, which is a little more than half of the allocated funds (\$30k) this year. A motion to approve Resolution 2024-45 was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

(6) Resolution 2024-46: 2025 Holidays: This annual resolution establishes the paid holidays for 2025. A motion to approve Resolution 2024-46 was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

(7) Resolution 2024-47: 2025 Change Fund Administration Office: This annual resolution establishes change funds for use in the Main Office. Funds will be withdrawn from the Admin:Fees:Misc. Fees line item in the General Fund: 73000.057.5704.521.50000. The funds will be returned to the General Fund at the end of the year. A motion to approve Resolution 2024-47 was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

(8) Resolution 2024-48:2025 Change Fund White Star Beach: This annual resolution establishes change funds for use at the White Star Beach. Funds will be withdrawn from the Union Bank Operations Bank Account before the beach opening and returned after the beach closes, Last year, we had requested an increase from \$700 to \$1,000 since we had an issue with our supply of one-dollar bills. That amount worked out well and we are requesting to stay with the \$1,000 amount in 2025. A balance of \$1,000 will be kept in the Operations Account to keep the account open and to allow for any refunds or fees that may be withdrawn. A motion to approve Resolution 2024-48 was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

(9) Resolution 2024-49: 2025 Fees and Charges: This annual resolution establishes fees and charges for Park District facilities and services for the coming year. The proposed 2025 rates remain the same as last year except for some camping related fees. After research done by Mrs. Warden, she is recommending increasing the camping fees as well as the dump station fee. A motion to approve Resolution 2024-49 was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

(10) Resolution 2024-50: Promoting Jason Trumbo to Crew Leader: This resolution is authorizing the promotion of Jason Trumbo to Full-time Crew Leader and sets his rate of pay at \$19.93 per hour, non-exempt. His new rate of pay will take effect pm December 22nd, 2024. An updated organization chart that included the addition of the Crew Leader position was provided to the board at the meeting. A motion to approve Resolution 2024-50 was made by Mr. Fails, seconded by Mr. Lawrence and passed unanimously with a vote of 3-Yes, 0-No.

(11) Creek Bend House Brick Renovation: Program Supervisor Debra Nofzinger has identified the need for the Creek Bend House to have the mortar joints between bricks repointed. She has reached out to multiple contractors however only one, Quality Masonry, provided a quote. They have done work in

**Sandusky County Park District
Board of Park Commissioners Meeting
December 18th, 2024 Regular Meeting
9:30am at Fremont Rotary Lodge, Don W. Miller Memorial Park
Page 3 of 3**

the area, including the Hayes Presidential Library and Museums. The quote is attached and the funds will be allocated in the 2025 budget when the work is completed. A motion to authorize Director to execute the quote was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

(12) Motion Controls Robotics 5-Year Lease Extension: The original lease agreement is set to expire on January 3rd, 2025. Motion Controls would like the lease to be reduced to a 5-year lease. The lease is attached. A motion to authorize Director to execute the lease was made by Mr. Lawrence, seconded by Mr. Fails and passed unanimously with a vote of 3-Yes, 0-No.

Board Initiated Business:


None


(13) Adjournment: Next regular meeting is scheduled for Wednesday, January 15th, 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 10:11 am.

Board of Park Commissioners


George B. Moore


Bradford J. Lawrence


James B. Fails


Andrew Brown, Director/Secretary

1/15/2025
Date