

**Sandusky County Park District
Board of Park Commissioners Meeting
November 19th, 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 November 19th, 2025 at 9:30AM.

Roll Call

Commissioner Fails called the meeting to order at 9:34 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

Judge Brad Smith – Probate Judge

(1) Motion to accept minutes of the October 15th, 2025 Regular Meeting was made by Mr. Lawrence, seconded by Mr. Moore, 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.

November 1st Fund Balance 2008-2025: Providing the chart for historical comparison purposes.

Departmental Reports

Copy of Operations Report included in the Proceedings of the Board of Park Commissioners Journal. Program Report missing.

New Business

(3) Resolution 2025-42: Declaring a Depository for 2026-2030: Authorizing Director Brown to execute an agreement with The Union Bank, Co. for a Depository Account for the period of January 1st, 2026 (or first business day in January) until December 31st, 2030 (or the last business day in December). A motion to approve Resolution 2025-42 was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

(4) Resolution 2025-43: Supplement Appropriations for the 2025 Permanent Budget – 73100 Park Area Fund: This resolution authorizes supplemental appropriations to the 2025 Permanent Budget for Fund 73100 (Park Area Fund). A total of \$200,000 will be appropriated in order to pay the final invoice from Telamon for the Rotary Lodge Renovations. A motion to approve Resolution 2025-43 was made by Mr. Lawrence, seconded by Mr. Moore, and passed unanimously with a vote of 3-Yes, 0-No.

(5) Resolution 2025-44: Ratifying the Authorization of the Director to Enter into a Third Amendment to the Contract with Telamon Construction for a Guaranteed Maximum Price (GMP) for Rotary Lodge Renovations: This resolution ratifies the authorization of the Director to execute Change Order No. 002 as a third amendment to the Construction Manager at Risk (CMR) contract with Telamon Construction for the Fremont Rotary Lodge Renovation Project at Don. W. Miller Memorial Park. The change order, prepared in coordination with Thomas Porter Architects (TPA), reflects final adjustments in scope and cost following project completion. It decreases the Guaranteed Maximum Price (GMP) by **\$18,067.65**, resulting in a revised total GMP of **\$1,457,589.30**. This final amendment closes out the project. A motion to approve Resolution 2025-44 was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

(6) Ratification of Merchant Services Agreement: The Director recommends ratification of the approval of the proposed merchant services agreement with First Data/Wells Fargo, as presented through Ameta Merchant Solutions. The agreement offers a lower per-transaction rate (Interchange Plus +0.34% and \$0.03 per transaction), eliminates all early termination fees, and provides full rate protection for three years. The new plan is projected to save the Park District approximately \$800-\$1,200 annually while maintaining full compliance and transparency in processing fees. Administrative Supervisor – Human Resources Coordinator Christina Warden worked directly with Ameta Merchant Solutions to review contract terms, confirm rate lock documentation, and ensure PCI compliance requirements were addressed prior to recommendation. Ameta will assist with PCI validation and implementation at no additional cost. A motion to approve the Ratification of the Agreement was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

(7) Resolution 2025-45: Uniform Care and Cleaning Reimbursement: This is an annual resolution with authorizes payment to employees for the care and upkeep of District owned and issued uniforms and equipment and is included in the 2025 Permanent Appropriations Budget. A motion to approve Resolution 2025-45 was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

(8) Resolution 2025-46: Recognizing Interpretive Naturalist Sarah Chong for 5 Years of Service: The Park District recognizes staff members who achieve significant employment milestones in accordance with Policy 0040: Employee Recognition. Interpretive Naturalist Sarah Chong has reached 5 years of dedicated service to the residents of the Sandusky County Park District. The Board is asked to consider approval of Resolution 2025-46 to formally recognize Sarah Chong's 5 years of service and present her with a commemorative resolution and a \$50.00 longevity bonus in accordance with Park District policy. A motion to approve Resolution 2025-46 was made by Mr. Lawrence, seconded by Mr. Moore, and passed unanimously with a vote of 3-Yes, 0-No.

(9) Exemption for Travel Policy: The Ohio Parks and Recreation Association Conference is in Sandusky again this year. Director Brown would like to request an exemption for himself and Administrative Supervisor – Human Resources Coordinator Warden of the Travel Policy to allow for overnight stay during the duration of the conference. There are many networking opportunities in the evenings that are well attended and beneficial. This has been done in the past few years to allow for staff to attend and stay overnight. A motion to approve was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

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(10) Ratifying Payment to Matt Tille Enterprises for Gravel Trail Installation at Don W. Miller Memorial Park: The attached invoice in the amount of \$46,172 was paid on 11/17/2025. Funds were included in the 2025 Permanent Budget however due to the amount of the invoice, Director Brown is requesting a motion to ratify the approval of the payment. A motion to ratify the approval of payment was made by Mr. Moore, seconded by Mr. Lawrence, and passed unanimously with a vote of 3-Yes, 0-No.

Board Initiated Business:

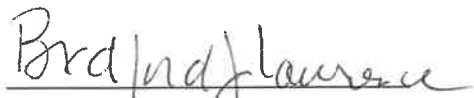
Way Signage at CBF
Brad - Renew


(11) Adjournment: Next regular meeting is scheduled for Wednesday, December 17th, 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 10:22 am.

Board of Park Commissioners


George B. Moore


Bradford J. Lawrence


James B. Fails


Andrew Brown, Director/Secretary

12/17/2025
Date