

PICKAWAY COUNTY

www.pickawaycountyparks.org
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PARK DISTRICT

Minutes

Nov. 22, 2017

This Special Strategic Planning meeting of the Park District Board of Commissioners was called to order at 6 pm by Chairman Tracie Sorvillo at the Pickaway County Annex, 141 W. Main St., Suite 400, Circleville, Ohio.

- A. ROLL CALL Board members present: Jennifer Tomlinson, Robert (Pete) Hartinger, Marshall Fields, Tracy Sorvillo.
Board members absent: Mike Hess

Secretary: Andi Humphries – absent	Treasurer: County Auditor - absent
Webmaster: Michael Moore – absent	Park Board Consultant: Tom Davis - present
Canal Park Liaison: John Drummond - absent	Logan Elm Liaison: Rod Smith – absent
Guests: None	

B. As this was a special meeting called to discuss the 2018 budget, the Director position and project prioritization, regular meeting minutes and treasurer reports were not provided.

C. Chairman Sorvillo provided the meeting agenda (attached), and discussion ensued on the proposed 2018 operational budget, attached. After much discussion, Marshall Fields moved, and Jennifer Tomlinson seconded, a motion to approve the budget as proposed. Motion received unanimous approval.

Discussion then focused on the Director's position for 2018. Mr Davis excused himself from the room as he indicated he would like to be considered for the position. The discussion focused on identifying skill set requirements, structure of the position, timeline and salary. It was determined that the Board would consult with Ryan Scribner, the P3 Director, to ask for assistance with developing a position description and posting the position.

Some discussion was held on prioritizing proposed projects for 2018. However, it was determined the priority at this time was to get the process started to get a Director on board.

D. Next meeting: Discussion on the next meeting date and future meeting dates in order to maximize Board attendance. As a result of the discussions, it was decided that the Board would switch meetings to the 4th Wednesday of the month at 6:00 PM. Next meeting is scheduled for Wednesday December 20, 2017 at 6:00 PM.

E. Adjournment. Marshall moved and Jennifer seconded the meeting be adjourned. All in favor. Meeting adjourned at 7:20 p.m.

approved 11/22/17 • Special Bd. mtg. DRAFT - Nov. 2017

	2018	
REVENUE		
Tax allocation	\$664,000	\$692,000 minus cost of levy and auditor admin.
Previous Year end carryover	\$45,000	
Ohio Historical Society, LE Park	\$4,750	
Total revenue	\$713,750	
EXPENDITURES		
Grant Program for other communities	\$50,000	
Director	\$60,000	2080 hrs, 40 hrs/wk @ \$28.85/hr, Jan - December
Fiscal Officer/Asst.Admin	\$22,495	1040 hrs, 40hrs/wk @\$21.63/hr, July - December
Oper. Mgr/Prog Spec - Part-time	\$15,552	864 hrs, 24 hrs/wk @ \$18/wk, April - December
PERS	\$13,726	14% of salaries
Health Insurance	\$20,362	\$9,600 Director, \$10,762 Admin Asst for 6 months
Medicare	\$1,421	1.45 % of wages
Workers Comp	\$2,500	
Equipment (vehicles,tools & office)	\$75,000	
Maintenance Facility (lease-purchase)	\$25,000	
Maintenance Facility utilities	\$4,000	
Vehicle fuel	\$2,500	
Equip maintenance	\$2,000	
Mow contract - 3 months	\$1,500	Contract for 3 months until staff hired/equip purchased
Pick Co Park & Trail Plan	\$12,500	
Pick Trail West - Phase 1- design/clear	\$125,000	
Pick Trail EAST - Phase 1 design/clear	\$75,000	
Existing Park & Trail improve/maint	\$10,000	
Educ/Awareness	\$15,000	
Travel/Exp/Memberships	\$2,500	
Board member bonds /Liability Ins	\$1,750	Board bonds \$750, Liability Ins \$1,000
Equip replacement/maint fund	\$20,000	
Audits/Annual Financial Statements	\$750	
Total expenditures	\$558,556	
Balance at years end	\$155,194	

REVENUE	2018	2019	2020	2021	2022	2023
Tax alloc (700,000 minus admin-levy exp)	\$664,000	\$ 675,000	\$ 675,000	\$ 675,000	\$ 675,000	\$ 675,000
Previous Year end carryover	\$45,000	\$ 119,174	\$ 42,067	\$ 16,418	\$ 20,093	\$ 33,547
Ohio Historical Society, LE Park	\$4,750	\$ 4,750	\$ 4,750	\$ 4,750.0	\$ 4,750	\$ 4,750
ODNR grants		\$ 100,000	\$ 100,000	\$ 100,000	\$ 50,000	\$ 50,000
OPWC - Clean Ohio grant			\$ 100,000			\$ 100,000
Total revenue	\$713,750	\$898,924	\$921,817	\$796,168	\$749,843	\$863,297
EXPENDITURES						
Grant Prog. for other communities	\$50,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Director (40 hrs/wk @\$28.85)	\$60,000	\$61,200	\$63,036	\$64,927	\$66,875	\$68,881
Fiscal Officer/Asst. Admin (40 hrs@\$21.6)	\$45,000	\$45,900	\$47,277	\$48,695	\$50,156	\$51,661
PT Oper. Mgr/Prog Spec (24 hrs@\$18/hr)	\$22,464	\$22,913	\$23,601	\$24,309	\$25,038	\$25,789
Fringes (35% of salary/health care/PERS)	\$44,612	\$46,843	\$49,185	\$51,644	\$54,227	\$56,938
Equipment (vehicles,tools & office)	\$75,000	\$20,000	\$15,000	\$5,000	\$2,500	\$5,000
Maintenance Facility (lease-purchase)	\$25,000	\$40,000	\$40,000	\$40,000	\$35,000	\$0
Maintenance Facility utilities	\$4,000	\$5,000	\$5,250	\$5,500	\$5,750	\$6,000
Vehicle fuel	\$2,500	\$7,500	\$7,800	\$8,000	\$8,250	\$8,500
Equip maintenance	\$2,000	\$2,000	\$2,500	\$2,500	\$3,000	\$3,000
Mow contract - 3 months	\$1,500					
Pick Co Park & Trail Plan	\$12,500	\$10,000	\$0	\$0	\$10,000	\$0
Pick Trail West - Phase 1- design/clear	\$125,000	\$0	\$0	\$0	\$0	\$0
Pick Trail West - Phase 2 - construct		\$175,000	\$0		\$0	\$0
Pick Trail West - Phase 3- construct			\$200,000		\$0	\$0
Pick Trail West - Phase 4 -construct				\$200,000	\$0	\$0
Pick Trail West - Phase 5 -construct					\$200,000	\$0
Pick Trail West - Phase 6 -construct						\$250,000
Big Darby Water Trail purchases		\$25,000	\$25,000			
Big Darby Water Trail improvements			\$50,000	\$50,000		\$0
Scioto River Water Trail improvements						\$50,000
Pick Trail EAST - Phase 1 design/clear	\$75,000					\$0
Pick Trail EAST - Phase 2 construction		\$150,000				\$0
Pick Trail EAST - Phase 3 -construction			\$100,000			
Continuing Activities:						
Existing Park & Trail improve/maint	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$5,000
Educ/Awareness	\$15,000	\$10,000	\$10,000	\$10,000	\$15,000	\$15,000
Travel/Exp/Memberships	\$2,500	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Board bonds/liability Ins	\$1,750	\$1,750	\$1,750	\$1,750	\$1,750	\$1,750
Equip replacement/maint fund	\$20,000	\$20,000	\$50,000	\$50,000	\$25,000	\$25,000
Audits/Financial Statements	\$750	\$750	\$2,000	\$750	\$750	\$2,000
Total expenditures	\$594,576	\$856,856	\$905,399	\$776,076	\$716,296	\$777,519
Balance at years end	\$119,174	\$42,067	\$16,418	\$20,093	\$33,547	\$85,778

Detail Expense Transactions by Fund - PICKAWAY COUNTY for Year 2017 Month 11 to Year 2017 Month 11

Date	Src	Vnd#	Vendor Name	PC#	Bno/ Seq	Chk/ Trans	Proj	Amount	Remark
11/07/2017	AC	00101	SOUTH CENTRAL POWER	MV170336	12069011	379305		22.00	LOGAN ELM PRK.LIGHT- PARK DISTRICT
11/07/2017	AC	02017	DAVIS TOM	MV170336	12069039	379327		825.00	ADMIN.SERVICES- PARK DISTRICT
11/14/2017	AC	01535	MIKE'S LANDSCAPING LLC	MV170336	12082023	379509		380.00	MOWING @ LOGAN ELM PRK- PARK DISTRICT
11/28/2017	AC	00101	SOUTH CENTRAL POWER	MV170336	12102006	380041		21.00	SERV. @ CANAL PARK SHELTER HOUSE / PRK.DIST.
11/28/2017	AC	02017	DAVIS TOM	MV170336	12102022	380056		570.00	PARK DIST ADMIN.SERV.- PARK DISTRICT
639.6052.5401			CONTRACT SRVS-PARK DISTRICT					1,818.00	
11/21/2017	AC	00862	VILLAGE OF TARLTON	MV170341	12087017	379732		900.00	PARK IMPROV.PROG.- PARK DIST.
639.6052.5968			PARK IMPROVEMENT PROGRAM - PARK DISTRICT					900.00	
Fund: 639			P.C. PARK DISTRICT					2,718.00	
6 Transactions								2,718.00	

YTD Fund Report for Year 2017 Month 11 - PICKAWAY COUNTY

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	59,800.90	27,340.12	31,460.48	55,680.54	24,239.52	31,441.02
1	Funds	59,800.90	27,340.12	31,460.48	55,680.54	24,239.52	31,441.02

MTD Fund Report for Year 2017 Month 11 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	58,398.54	0.00	2,718.00	55,680.54	24,239.52	31,441.02
1 Funds		58,398.54	0.00	2,718.00	55,680.54	24,239.52	31,441.02

