



**June 27th, 2023  
Regular Meeting, 6:00pm  
Cooks Creek Nature Preserve**

## **Agenda**

- Roll Call
- Review/Approve Previous Meeting Minutes
- Financial Report
- Director's Report
  - a. Vote to Release Bench Funds
  - b. Approval to Purchase New Mower
  - c. OPRA Executive Director Search
- Unfinished Business
- New Business
- Public Comments
- Next Regularly Scheduled meeting – 6 PM, Tuesday, ~~June 27, 2023~~ <sup>July 25<sup>th</sup></sup>
- Adjournment



## Pickaway County Park Board Minutes

May 23, 2023

Meeting was called to order at 6 p.m. by Chair Greg Bigam at CC Nature Preserve.

- A. ROLL CALL Board members P=present A=absent  
Greg Bigam P Beth Kowalski A  
Susan Metzger P Cindy Whited P Jeff Phillips P
- Secretary: Andi Humphries P  
Park Board Director: Tom Davis P  
Executive Assistant: Arista Hartzler P  
Emeritus Board Member: Pete Hartinger P  
Guests: none

B. Minutes of previous month Hartzler: The motion to approve the minutes was made by Metzger, second by Whited; motion carried.

C. Financial status of Park District: Beginning balance \$955,867.62 Ending balance \$918,081.53. Receipts include tax rollbacks, Savion lease and income from Gov Dot Deals. Expenses include payroll, HVAC for administration building as well as testing and other improvements. The motion to approve the financial report was made by Phillips, second by Whited; motion carried.

### D. Director's Report

- 1) Community Survey update: Phone numbers were accessed with 430 responses.
- 2) Canal Park Playground, Bridge updates: Contractors are completing final work this week and mulch will be delivered May 30. Volunteers will be needed that day at 1 p.m. and possibly the following day. It will be reviewed by a certified playground inspector, and ribbon cutting is set for 11 a.m. June 2.  
The bridge is ready to be delivered, possibly on June 13. Utility lines have been temporarily moved for the crane which will lift bridge over the trees. The board will be made aware of the exact date and time.
- 3) Cooks Creek update: Genevieve Jones Preserve: AOA Open House June 10, time not yet announced. Invitees will include ODNR, EPA, funders and park district board.

E. Guests no comments.

F. Unfinished Business: see Director's Report. Retreat will be Aug. 18 if date works for Kowalski.

G. New Business. The master plan includes transitioning to a successor for Davis and adding staff. A motion to go into executive session at 6:50 p.m. was made by Phillips, seconded by Whited. Motion carried. At 7:21 p.m. the board came out of executive session. A motion was made by Whited that the board will begin the process to replace the director by Dec. 31, 2023, second by Phillips; motion carried. Bigam appointed Metzger and himself to initiate the search process.

H. Schedule of meetings: Regular meeting: 6 p.m. Tuesday, June 27, 2023, at CC Nature Preserve, Ashville, Ohio.

I. Adjournment. Meeting adjourned at 7:30 p.m.

Note: These routine meetings are to be One hour, and not to extend more than ½ hr. longer.  
Additional time will require special meetings.

Date Minutes Were Approved 6/27/23

PCPD Board Chairperson Megyn Bigan 6/27/23  
Date

PCPD Director [Signature] 6/27/23  
Date

## MTD Fund Report for Year 2023 Month 05 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	918,081.53	1,283.48	45,274.51	874,090.50	250,244.62	623,845.88
659	ODNR-SCIOTO RIVER BRDG & TRAIL	53,000.00	0.00	22,000.00	31,000.00	249,496.30	(218,496.30)
670	METZGER PRESERVE	3,938.70	0.00	0.00	3,938.70	0.00	3,938.70
671	ODNR-PADDLING ENHANCE GRANT	1,336.00	0.00	0.00	1,336.00	0.00	1,336.00
918	CLEAN OHIO TRAILS FUND	242,523.00	0.00	0.00	242,523.00	497,000.00	(254,477.00)
922	PARK DISTRICT LEASE PAYMENTS	215.62	0.00	0.00	215.62	0.00	215.62
<b>6 Funds</b>		<b>1,219,094.85</b>	<b>1,283.48</b>	<b>67,274.51</b>	<b>1,153,103.82</b>	<b>996,740.92</b>	<b>156,362.90</b>

# YTD Fund Report for Year 2023 Month 05 - PICKAWAY COUNTY

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	613,324.56	479,129.96	218,364.02	874,090.50	250,244.62	623,845.88
659	ODNR-SCIOTO RIVER BRDG & TRAIL	53,000.00	0.00	22,000.00	31,000.00	249,496.30	(218,496.30)
670	METZGER PRESERVE	3,938.70	0.00	0.00	3,938.70	0.00	3,938.70
671	ODNR-PADDLING ENHANCE GRANT	1,336.00	0.00	0.00	1,336.00	0.00	1,336.00
918	CLEAN OHIO TRAILS FUND	242,523.00	0.00	0.00	242,523.00	497,000.00	(254,477.00)
922	PARK DISTRICT LEASE PAYMENTS	215.62	0.00	0.00	215.62	0.00	215.62
<b>6 Funds</b>		<b>914,337.88</b>	<b>479,129.96</b>	<b>240,364.02</b>	<b>1,153,103.82</b>	<b>996,740.92</b>	<b>156,362.90</b>

# MTD/YTD Total Expense Report by Fund for Year 2023 Month 05 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
639.6052.5102	EMPLOYEES SALARY-PARK DISTRICT - PARK DISTRICT	159,752.00	12,438.73	62,195.51	97,556.49	0.00	0.00	97,556.49
639.6052.5201	PERS-PARK DISTRICT - PARK DISTRICT	23,369.00	1,741.42	8,686.35	14,682.65	0.00	0.00	14,682.65
639.6052.5202	MEDICARE-PARK DISTRICT - PARK DISTRICT	2,418.00	169.33	846.63	1,571.37	0.00	0.00	1,571.37
639.6052.5203	INSURANCE - PARK DISTRICT	58,200.00	3,253.00	16,265.00	41,935.00	0.00	0.00	41,935.00
639.6052.5205	WORKERS COMP-PARK DISTRICT - PARK DISTRICT	1,250.00	0.00	415.15	834.85	0.00	0.00	834.85
639.6052.5301	SUPPLIES-PARK DISTRICT - PARK DISTRICT	3,000.00	158.36	378.93	2,621.07	2,621.07	0.00	0.00
639.6052.5401	CONTRACT SRVS-PARK DISTRICT - PARK DISTRICT	199,200.00	27,513.67	82,776.45	116,423.55	116,423.55	0.00	0.00
639.6052.5403	TRAVEL/EXPENSES-PARK DISTRICT - PARK DISTRICT	2,500.00	0.00	0.00	2,500.00	2,500.00	0.00	0.00
639.6052.5432	RAILS TO TRAILS-CONTRACT SERVICES - PARK DISTRICT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
639.6052.5501	EQUIPMENT-PARK DISTRICT - PARK DISTRICT	75,000.00	0.00	46,800.00	28,200.00	28,200.00	0.00	0.00
639.6052.5504	LAND - PARK DISTRICT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
639.6052.5701	TRANSFERS OUT - PARK DISTRICT	390,000.00	0.00	0.00	390,000.00	0.00	0.00	390,000.00
639.6052.5801	ADVANCES OUT-PARK DISTRICT - PARK DISTRICT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
639.6052.5901	OTHER EXPENSES-PARK DISTRICT - PARK DISTRICT	10,000.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00
639.6052.5958	INSURANCE (BONDS)-PARK DISTRICT - PARK DISTRICT	500.00	0.00	0.00	500.00	500.00	0.00	0.00
639.6052.5959	MARTHA HITLER PARK IMPRV - PARK DISTRICT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
639.6052.5968	PARK IMPROVEMENT PROGRAM - PARK DISTRICT	90,000.00	0.00	0.00	90,000.00	90,000.00	0.00	0.00
639.6069.5401	CONTRACTS-SERVICES - DUPONT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
639.6090.5300	MATERIALS - PARK DONOR DESIGNATED PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
639.6090.5301	SUPPLIES - PARK DONOR DESIGNATED PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
639.6090.5401	CONTRACTS-SERVICES - PARK DONOR DESIGNATED PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
639.6090.5901	OTHER EXPENSES - PARK DONOR DESIGNATED PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Fund: 639</b>	<b>P.C. PARK DISTRICT</b>	<b>1,015,189.00</b>	<b>45,274.51</b>	<b>218,364.02</b>	<b>796,824.98</b>	<b>250,244.62</b>	<b>0.00</b>	<b>546,580.36</b>
659.6095.5401	CONTRACTS-SERVICES - ODNR-SCIOTO RIVER BRDG & TRAIL	271,496.30	22,000.00	22,000.00	249,496.30	249,496.30	0.00	0.00

# MTD/YTD Total Expense Report by Fund for Year 2023 Month 05 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD-Exp	Unexp	Enc	Excess	Unenc
659.6095.5901	OTHER EXPENSES - ODNR-SCIOTO RIVER BRDG & TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Fund: 659</b>	<b>ODNR-SCIOTO RIVER BRDG &amp; TRAIL</b>	<b>271,496.30</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>249,496.30</b>	<b>249,496.30</b>	<b>0.00</b>	<b>0.00</b>
670.6091.5504	LAND - PARK ON BEHALF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
670.6092.5401	CONTRACTS-SERVICES - METZGER PRESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
670.6092.5504	LAND - METZGER PRESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
670.6092.5801	ADVANCES OUT - METZGER PRESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
670.6092.5901	OTHER EXPENSES - METZGER PRESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Fund: 670</b>	<b>METZGER PRESERVE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
671.6094.5301	SUPPLIES - ODNR - PADDLING ENHANCE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
671.6094.5401	CONTRACTS-SERVICES - ODNR - PADDLING ENHANCE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
671.6094.5801	ADVANCES OUT - ODNR - PADDLING ENHANCE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
671.6094.5901	OTHER EXPENSES - ODNR - PADDLING ENHANCE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Fund: 671</b>	<b>ODNR-PADDLING ENHANCE GRANT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
918.3012.5401	CONTRACT-SVS - ON-BEHALF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6206.5401	CONTRACTS-SERVICES - ROUNDTOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6206.5501	EQUIPMENT - ROUNDTOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6206.5701	TRANSFERS OUT - ROUNDTOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6206.5801	ADVANCES OUT - ROUNDTOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6206.5901	OTHER EXPENSES - ROUNDTOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6207.5401	CONTRACTS-SERVICES - OHIO-ERIE CANAL BRIDGE	497,000.00	0.00	0.00	497,000.00	497,000.00	0.00	0.00
918.6207.5800	ADVANCES OUT - OHIO-ERIE CANAL BRIDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6207.5901	OTHER EXPENSES - OHIO-ERIE CANAL BRIDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Fund: 918</b>	<b>CLEAN OHIO TRAILS FUND</b>	<b>497,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>497,000.00</b>	<b>497,000.00</b>	<b>0.00</b>	<b>0.00</b>
922.6909.5401	CONTRACTS-SERVICES - PARK DISTRICT	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# MTD/YTD Total Expense Report by Fund for Year 2023 Month 05 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
922.6909.5501	EQUIPMENT - PARK DISTRICT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
922.6909.5901	OTHER EXPENSES - PARK DISTRICT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund: 922	PARK DISTRICT LEASE PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45 Accis		1,783,685.30	67,274.51	240,364.02	1,543,321.28	996,740.92	0.00	546,580.36