



**July 28, 2020
Regular Meeting, 12:00 pm
Canal Park Shelter House
23330 Canal Rd., Circleville, Ohio**

AGENDA

A. Roll Call

B. Review of Meeting Minutes

C. Financial Report

D. Director's Report – Tom

Budget Action Request – Additional Appropriation for Metzger Preserve
New Holland Trail Parcel Lease
Education Program Summary: EE Camp and Summer Programs
2021 Grant Application Scenario's
Canal Park Play Area Master Plan/Tour

E. Guests:

F. Unfinished Business:

G. New Business:

H. Next Regularly Scheduled meeting – 12 noon, Tuesday August 25th, 2020 - at the Service Center

I. Adjournment



Pickaway County Park Board Minutes

June 23, 2020

Meeting was called to order at 12:02 p.m. by Chair Pete Hartinger held remotely through "Global Go To Meeting" due to COVID-19. On line process arranged by Pickaway EMA.

A. ROLL CALL Board members P=present A=absent
Robert (Pete) Hartinger P Beth Kowalski A
Tracie Sorvillo A Greg Bigam P Susan Metzger P

Secretary: Andi Humphries P
Park Board Director: Tom Davis P
Executive Assistant: Arista Hartzler P
Canal Park Liaison: John Drummond A
Logan Elm Liaison: Rod Smith A
Financial Liaison:
Public Relations:
Guests: Jim Wonder, Cindy Whited

B. Minutes of previous month Andi Humphries: Bigam motioned that the edited minutes (to delete redundant phrase in D-8) be approved, Metzger seconded; motion carried.

C. Financial status of Park District: Beginning balance: 988,416.86 Revenue includes \$500 from community foundation, \$1,000 from Savon Solar Company and balance from additional tax revenue. Expenses include payroll and contract services. Contract services include two pollinator fences, interpretive signage and stones transported from a quarry to Metzger Preserve.

D. Director's Report

- 1) Then and Now for Coldwater: Then and Now process at auditor's office in place for any invoice dated before first of year.) Coldwater Consulting from the \$10,000 DuPont Grant. This firm provided the waterway/watershed plan for Lick Run-Scioto River Corridor. Bigam moved to approve the Then and Now form, Metzger second, motion approved.
- 2) BAR (Budget Action Requests) for moving funds to Metzger line item from Contract Services: This line item tracks the grant fund, however needs more than \$10,000 approved in line item. Grant will return \$18,000. Metzger motioned to transfer \$15,000 to the grant line item, Bigam seconded; motion carried.
- 3) Park Technician-new hire request: Davis is asking for a part-time person for grant applications and assistance in the field. In 2020 administrative costs including fringes budgeted \$209,000. With savings already incurred, he estimates administrative salaries at \$190,000 (including \$7,000 for this seasonal hire through rest of year). Jean Webb has experience with mowing, equipment repair and administrative experience with the city of Upper Arlington Parks Division. She has her own kennel in Williamsport. She would help with the 2-3 grants due end of November, first of January. Part-time employee rules with the county state: A set number of hours per year without going over 29 per week. Davis estimates 600 hours for a full year. It is a seasonal hire meaning it would be approved annually. Bigam move to submit new position Park Technician offered to Jean

Webb to be reviewed on an annual basis up to 600 hours per year at a rate of \$15.00 per hour, second by Metzger; motion carried.

- 4) Approval for Davis to continue to be a District 17 Natural Resource Assistance Council (NRAC) Member: Was nominated by Mayor McIlroy for original 2-year term, then renewed by board since then. Metzger moved approval of Davis to serve on NRAC for additional two years, Bigam seconded; motion carried.
- 5) Ohio & Erie Canal Southern Descent Heritage Trail Update: Canal features for Fairfield, Ross, Scioto and Pickaway are now on National Historic Places. The committee is planning to create a driving, educational trail. It would begin in Lockbourne, Circleville, Chillicothe, and along the Scioto River as a tourism destination. Davis has worked with Pickaway County Visitors Bureau and Historical Society. District has committed up to \$25,000 to help consult—in park projects line item however probably won't be expended until 2021.
- 6) Update on Canal Park Interpretive signs and playground: New signage is in place due to volunteer help with fencing and hardware for signs. Scioto Post featured it on line.
- 7) Health Department Recommendations for Shelter House/Events/Restrooms: Hartzler consulted with health department which recommended more cleaning of porta johns, more hand sanitizer stations and diluted cleaning solutions for surface as recommended by CDC. Groups are capped at 10 persons including presenters. Outside groups asking for the shelter house will be responsible for cleaning it before and after event.

E. Guests No comments; another workday for volunteers planned for July at Metzger Preserve

F. Unfinished Business: see Director's Report.

G. New Business, board member reports: Mary V. trails are open; splash pad is closed for 2020 (check with Circleville Service Department for other updates). Hartinger noted seeing county's 2020 visitor guide at Amish Country. Davis worked with visitors bureau for 'Destination Pickaway' which distributed 20,000-- lots in Amish Country.

H. Schedule of meetings: Regular meeting: noon Tuesday, July 28, 2020 at Pickaway County Service Center first floor Conference Room, 110 Island Road, Circleville, Ohio or possibly at Canal Park weather permitting.

I. Adjournment. Meeting adjourned at 12:46 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 7/28/2020

PCPD Board Chairperson

Robert C. Pate/Hartinger

7/28/2020

Date

PCPD Director

Tom Dain

7/28/2020

Date

MTD Fund Report for Year 2020 Month 06 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	971,744.80	500.00	28,522.13	943,722.67	764,180.61	179,542.06
670	METZGER PRESERVE	15,117.00	0.00	2,900.00	12,217.00	7,100.00	5,117.00
918	ROUNDTOWN TRAIL PROJECT	5,967.72	0.00	0.00	5,967.72	5,967.71	0.01
922	PARK DISTRICT LEASE PAYMENTS	215.62	0.00	0.00	215.62	0.00	215.62
4 Funds		993,045.14	500.00	31,422.13	962,123.01	777,248.32	184,874.69

YTD Fund Report for Year 2020 Month 06 - PICKAWAY COUNTY

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	653,517.22	451,747.32	161,541.87	943,722.67	764,180.61	179,542.06
670	METZGER PRESERVE	3,141.00	11,976.00	2,900.00	12,217.00	7,100.00	5,117.00
918	ROUNDTOWN TRAIL PROJECT	5,967.72	0.00	0.00	5,967.72	5,967.71	0.01
922	PARK DISTRICT LEASE PAYMENTS	215.62	0.00	0.00	215.62	0.00	215.62
4 Funds		662,841.56	463,723.32	164,441.87	962,123.01	777,248.32	184,874.69

MTD/YTD Total Expense Report by Fund for Year 2020 Month 06 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
639.6052.5102	EMPLOYEES SALARY-PARK DISTRICT	129,862.00	9,998.20	60,542.74	69,319.26	0.00	0.00	69,319.26
639.6052.5201	PERS-PARK DISTRICT	18,028.00	1,399.74	8,475.93	9,552.07	0.00	0.00	9,552.07
639.6052.5202	MEDICARE-PARK DISTRICT	1,865.00	135.27	828.73	1,036.27	0.00	0.00	1,036.27
639.6052.5203	INSURANCE - PARK DISTRICT	58,128.00	2,947.94	13,427.69	44,700.31	0.00	0.00	44,700.31
639.6052.5205	WORKERS COMP-PARK DISTRICT	1,000.00	0.00	97.39	902.61	0.00	0.00	902.61
639.6052.5301	SUPPLIES-PARK DISTRICT	7,500.00	122.41	6,627.59	872.41	872.41	0.00	0.00
639.6052.5401	CONTRACT SRVS-PARK DISTRICT	696,100.00	5,470.32	43,699.93	652,400.07	652,400.07	0.00	0.00
639.6052.5403	TRAVEL/EXPENSES-PARK DISTRICT	2,500.00	0.00	793.80	1,706.20	1,706.20	0.00	0.00
639.6052.5432	RAILS TO TRAILS-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
639.6052.5501	EQUIPMENT-PARK DISTRICT	27,500.00	2,448.25	16,540.25	10,959.75	10,959.75	0.00	0.00
639.6052.5504	LAND - PARK DISTRICT	4,000.00	0.00	0.00	4,000.00	4,000.00	0.00	0.00
639.6052.5701	TRANSFERS OUT - PARK DISTRICT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
639.6052.5801	ADVANCES OUT-PARK DISTRICT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
639.6052.5901	OTHER EXPENSES-PARK DISTRICT	11,750.00	0.00	524.32	11,225.68	11,225.68	0.00	0.00
639.6052.5958	INSURANCE (BONDS)-PARK DISTRICT	3,000.00	0.00	406.00	2,594.00	2,594.00	0.00	0.00
639.6052.5959	MARTHA HITLER PARK IMPRV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
639.6052.5968	PARK IMPROVEMENT PROGRAM - PARK DISTRICT	80,000.00	0.00	0.00	80,000.00	80,000.00	0.00	0.00
639.6069.5401	CONTRACTS-SERVICES - DUPONT GRANT	10,000.00	6,000.00	9,577.50	422.50	422.50	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
Fund: 639	P.C. PARK DISTRICT	1,051,233.00	28,522.13	161,541.87	889,691.13	764,180.61	0.00	125,510.52
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	10,000.00	2,900.00	2,900.00	7,100.00	7,100.00	0.00	0.00
670.6092.5504	LAND - METZGER PRESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
670.6092.5901	OTHER EXPENSES - METZGER PRESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund: 670	METZGER PRESERVE	10,000.00	2,900.00	2,900.00	7,100.00	7,100.00	0.00	0.00
918.3012.5401	CONTRACT-SVS - ON-BEHALF ROUNDTOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00

MTD/YTD Total Expense Report by Fund for Year 2020 Month 06 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
918.6206.5401	CONTRACTS-SERVICES - ROUNDTOWN TRAIL	5,967.71	0.00	0.00	5,967.71	5,967.71	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
Fund: 918	ROUNDTOWN TRAIL PROJECT	5,967.71	0.00	0.00	5,967.71	5,967.71	0.00	0.00
922.6909.5401	CONTRACTS-SERVICES - PARK DISTRICT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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
35 Accts		1,067,200.71	31,422.13	164,441.87	902,758.84	777,248.32	0.00	125,510.52