



**December 13th, 2021**  
**Regular Meeting, 12:00 pm**

~~Ankron Building~~  
*Zoom*

### **AGENDA**

A. Roll Call

B. Review of Meeting Minutes

C. Financial Report

D. Director's Report – Tom

BARs – Advances Back to General Fund  
Approval for McDaniel's Contract (Scioto River Bridge)  
Support Letter to PCCF for Children's Museum

E. Unfinished Business:

F. New Business:

G. Guests:

H. Next Regularly Scheduled meeting – 12 noon, Tuesday January, 25th 2021

I. Adjournment



## Pickaway County Park Board Minutes

Nov. 23, 2021

Meeting was called to order at noon by Chair Beth Kowalski at the Pickaway County Fairgrounds, Ohio.

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

Secretary: Andi Humphries P  
Park Board Director: Tom Davis P  
Executive Assistant: Arista Hartzler P  
Guests: Cindy Whited, Scot Foll, Paul Hang, John Kyle

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

C. Financial status of Park District: Beginning balance \$990,324.10. Expenses included payroll, GIS Mapping software, the Logan Elm Driveway, Richards survey and paying out two grants. Ending balance for the 639 account (through October, 2021) was \$955,997.23. The motion to approve the financial report was made by Hartinger, second by Metzger; motion carried.

### D. Director's Report

- 1) BAR (Budget Action Requests) for Clean Ohio Trail: Hartzler said two line items were necessary for this account. A motion to create revenue and expense lines for the Clean Ohio Trail fund was made by Metzger, second by Hartinger; motion carried.
- 2) Update on Canal Park: Work is currently being done to level half of the shelter house. It will connect with the future parking lot for accessibility. The concrete contractor will then start on the boardwalk and the playground equipment. A discussion on the type of restroom would work best with no water lines.
- 3) Board member update: Davis met with Judge Harsha to review the eight applicants. Cindy Whited was appointed the new board member. Hartinger's term has ended and he plans to continue attending meetings. The other applicants will be approached to volunteer for advisory or friends positions. Davis noted that three board positions will be ending the end of next year. Jan Shannon is meeting with the commissioners for feedback on the Parks and Trails fund in the Community Foundation.
- 4) Donations on behalf of Chris McIlroy: So far, donations for the parks and trail total \$1,390. Other donations went to the Ted Lewis fund under the direction of the City Park Board. Arista will talk to the family about any special requests for a memorial.

E. Unfinished Business: see Director's Report

F. New Business, board member reports: This is Hartinger's final meeting. He suggested the tag line "Enjoy Life" for the district.

December meeting: Motion to cancel the December meeting made by Metzger, second by Bigam; motion carried.

unless items arise that  
need Board attention

Hartinger asked for an update on Cooks Creek. Davis said the HVAC, sprinklers and wastewater treatment have been examined, however there are many details to be resolved before the sale can be completed.

G. Guests: No comments from guests.

H. Schedule of meetings: Next meeting: noon Tuesday, January 25, 2022 at Pickaway County Fairgrounds

I. Adjournment. Meeting adjourned at 12:42 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 12/13/21

PCPD Board Chairperson Loribeth Kowalski 12/13/21  
Date

PCPD Director [Signature] 12/13/21  
Date

**Pickaway County Board of  
Department/Office -- Budget Action Request Form  
(To be completed by Park District Only)  
(Please check only ONE)**

**REQUEST TYPE: BUDGET**

- ☐ APPROVE AMENDED CERTIFICATE & APPROPRIATE REVENUE LINE ITEM (S)  
☐ APPROPRIATE EXPENSE LINE ITEM  
☐ TRANSFER & REAPPROPRIATION (Expense Line Item to Expense Line Item)

**REQUEST TYPE: CASH**

- ☐ APPROVE A FUND TRANSFER (Expense Line Item to Revenue Line Item)  
☐ APPROVE A CASH ADVANCE  
☐ APPROVE A CASH ADVANCE BACK

**REQUEST TYPE: MAINTENANCE**

- ☒ CREATE FUND / CREATE LINE ITEM (S) / CHANGE LINE ITEM NAME  
☐ APPROVE ISSUANCE OF A BLANKET PURCHASE ORDER

**ACTION:** (Please complete all of the information below to process your request)

**Dollar Amount:** \_\_\_\_\_

**FROM (Account/Line Item):** \_\_\_\_\_

**Description:** \_\_\_\_\_

**TO (Account/Line Item):** \_\_\_\_\_

**670.6092.5801**

**Description:** \_\_\_\_\_

**Advance Out - Metzger Preserve**

*Please provide a brief explanation for this request in the box below:*

Advanced Out Line

Requesting Department/Office: \_\_\_\_\_

Park District

Authorized Signature: \_\_\_\_\_

*[Signature]*

Date: \_\_\_\_\_

12/13/21

Board Member Signature: \_\_\_\_\_

*[Signature]*

Board Member Signature: \_\_\_\_\_

Date passed by Board: \_\_\_\_\_

12/13/21

Please fax the completed Budget Action Request to the Auditor's office at 474-4956

To be completed by Auditor's Office

Date Received: \_\_\_\_\_

Approved By: \_\_\_\_\_

Rev. 10/19

Melissa A Betz, Pickaway County Auditor

**AUDITOR'S OFFICE USE ONLY**

BATCH NUMBER: \_\_\_\_\_

DATE PROCESSED: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

**Pickaway County Board of  
Department/Office -- Budget Action Request Form  
(To be completed by Park District Only)  
(Please check only ONE)**

**REQUEST TYPE: BUDGET**

<input type="checkbox"/>	APPROVE AMENDED CERTIFICATE & APPROPRIATE REVENUE LINE ITEM (S)
<input type="checkbox"/>	APPROPRIATE EXPENSE LINE ITEM
<input type="checkbox"/>	TRANSFER & REAPPROPRIATION (Expense Line Item to Expense Line Item)

**REQUEST TYPE: CASH**

<input type="checkbox"/>	APPROVE A FUND TRANSFER (Expense Line Item to Revenue Line Item)
<input type="checkbox"/>	APPROVE A CASH ADVANCE
<input checked="" type="checkbox"/>	APPROVE A CASH ADVANCE BACK

**REQUEST TYPE: MAINTENANCE**

<input type="checkbox"/>	CREATE FUND / CREATE LINE ITEM (S) / CHANGE LINE ITEM NAME
<input type="checkbox"/>	APPROVE ISSUANCE OF A BLANKET PURCHASE ORDER

**ACTION: (Please complete all of the information below to process your request)**

**Dollar Amount:** \$19,240.00

**FROM (Account/Line Item):** 670.6092.5801

**Description:** Advance Out - Metzger Preserve


**TO (Account/Line Item):** 639.0000.4910

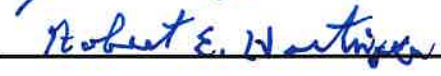
**Description:** Advance In - Park District General Fund

**Please provide a brief explanation for this request in the box below:**

Advanced Back form Fund 670 to Fund 639
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Requesting Department/Office: Park District

Authorized Signature:  Date: 12/13/21

Board Member Signature: 

Board Member Signature: \_\_\_\_\_

Date passed by Board: 12/13/21

Please fax the completed Budget Action Request to the Auditor's office at 474-4956

To be completed by Auditor's Office	Date Received: _____
Rev. 10/19	Approved By: _____ Melissa A Betz, Pickaway County Auditor

AUDITOR'S OFFICE USE ONLY		
BATCH NUMBER: <input type="text"/>	DATE PROCESSED: <input type="text"/>	COMPLETED BY: <input type="text"/>

**Pickaway County Board of  
Department/Office -- Budget Action Request Form  
(To be completed by Park District Only)  
(Please check only ONE)**

**REQUEST TYPE: BUDGET**

- ☐ APPROVE AMENDED CERTIFICATE & APPROPRIATE REVENUE LINE ITEM (S)  
☐ APPROPRIATE EXPENSE LINE ITEM  
☐ TRANSFER & REAPPROPRIATION (Expense Line Item to Expense Line Item)

**REQUEST TYPE: CASH**

- ☐ APPROVE A FUND TRANSFER (Expense Line Item to Revenue Line Item)  
☐ APPROVE A CASH ADVANCE  
☒ APPROVE A CASH ADVANCE BACK

**REQUEST TYPE: MAINTENANCE**



- ☐ CREATE FUND / CREATE LINE ITEM (S) / CHANGE LINE ITEM NAME  
☐ APPROVE ISSUANCE OF A BLANKET PURCHASE ORDER

**ACTION: (Please complete all of the information below to process your request)**

**Dollar Amount:** \$51,221.00  
**FROM (Account/Line Item):** 671.6094.5801  
**Description:** Advance Out - ODNR Paddling Grant  
**TO (Account/Line Item):** 639.0000.4910  
**Description:** Advance In - Park District General

**Please provide a brief explanation for this request in the box below:**

Advanced Back from Fund 671 to Fund 639

Requesting Department/Office: Park District  
Authorized Signature:  Date: 12/13/21  
Board Member Signature:   
Board Member Signature: \_\_\_\_\_  
Date passed by Board: 12/13/21

Please fax the completed Budget Action Request to the Auditor's office at 474-4956

To be completed by Auditor's Office Date Received: \_\_\_\_\_  
Approved By: \_\_\_\_\_  
Rev. 10/19 Melissa A Betz, Pickaway County Auditor

**AUDITOR'S OFFICE USE ONLY**

BATCH NUMBER:  DATE PROCESSED:  COMPLETED BY: