



**December 20th, 2022
Regular Meeting, 11:00am
Cooks Creek Nature Preserve**

Agenda

- Roll Call
- Review/Approve Previous Meeting Minutes
- Financial Report
- Director's Report
 - a. BAR – Other Blanket Purchase Order and Amended Certificate
 - b. Introduction of new Board Member
 - c. Presentation for Tracie
 - d. Year In Review
 - e. Strategic Planning
- Unfinished Business
- New Business
- Public Comments
- Next Regularly Scheduled meeting - 12 noon, Tuesday, January 24th, 2023
- Adjournment



Pickaway County Park Board Minutes

November 29th, 2022

Meeting was called to order at noon by Chair Greg Bigam at CC Nature Preserve at 11:59am.

A. ROLL CALL Board members P=present A=absent

Greg Bigam P

Beth Kowalski P

Tracie Sorvillo A Susan Metzger P

Cindy Whited P

Secretary: Andi Humphries A

Park Board Director: Tom Davis P

Executive Assistant: Arista Hartzler P

Emeritus Board Member: Pete Hartinger P

Guests: Leslie Blankenship, Sandy Andromeda

B. Minutes of previous month Humphries: The motion to approve the November 1st, 2022 meeting was made by Kowalski, second by Metzger; motion carried.

C. Financial status of Park District: Income includes reimbursement from the Scioto River Bridge Capital Grant. Expenditures in the 639 account include the purchase of a drone and signs for Mary Virginia Crites Hannan Park, which were paid for by the 2021 Dupont Grant. Expenses also include salaries and fringes. Ending balance \$1,035,461.33. The motion to approve the financial report was made by Metzger, second by Whited; motion carried.

D. Director's Report

- a. BAR: Salary – Hartzler presented a BAR to increase the salary line to cover costs through to the end of the year. This number needed increased because Hartzler's opt-out benefits were not factored into the line item originally. A motion to approve this BAR and increase the salary line by \$7,000 was made by Kowalski and seconded by Whited; motion carried.
- b. Cooks Creek: Purchase Agreement and extension with AOA- Davis shared that the District has been working with AOA and the prosecutor on a conservation easement and closing docs. The closing date has been set for December 6th. The total cost for this purchase will be \$250,000 for the 25 acres, which include the club house and other operation buildings, and \$8,000 for the closing costs. The existing purchase agreement we have expires the end of the month and needs an extension. A motion to extend the purchase agreement to December 14th to allow for extreme circumstances was made by Metzger and seconded by Whited; motion carried.
- c. Playground Equipment Purchase – Hartzler shared a quote from American Athletix for the purchase of Kompan playground equipment for Canal Park. She explained that originally these costs were apart of the District's 2022 LWCF Grant but due to the LWCF Grant funds not being announced until the fall of 2023 and the District wanting to open the Playground in the Spring of 2023 Hartzler is recommending that the board approve the purchase of the equipment now so that it can be installed before the spring opening. A motion was made by Kowalski to expend \$29,222.00 on the playground equipment and seconded by Whited; motion carried.

- d. Website Updates- Hartzler shared a quote from Metropolis Design Studios for a website refresh. This website refresh would include updating the park and trail pages, program, events and news pages as well as other resources pages. This need was identified as a goal within the strategic planning committee. A motion was made by Whited to approve the expenditure of \$10,000 for a website refresh and was seconded by Kowalski; motion carried.
- e. Guidelines for public Comments- Hartzler shared the guidelines for public comments document which is intended to keep all meetings to their regularly scheduled hour. Greg recommended that the 3 minutes allotted to each speaker be changed to 5 minutes. A motion was made by Kowalski to accept the Guidelines for Public Comments policy with the change that the 3 minutes allotted to each speaker be changed to 5 minutes. Seconded by Metzger; motion carried.
- f. Update on Lock 31- Davis gave an update on the Lock 31 project and shared that the landowner is no longer interested in selling the property. Andromeda shared his discussion with the landowner as well as his display for the lock 31 site. Andromeda is going to reach out to the landowner's children to see if he can restart negotiations.
- g. Board Vacancy- Davis updated board on status of the board position vacancy. The last day to submit application will be the 5th of December and Judge Harsha will make her selection following the closing of the application period.
- h. December Board Meeting: Strategic Planning- Discussion of the December meeting was had as well as discussion of changing the December meeting date from the 27th to the 20th was had. It was agreed to move the meeting to December 20th at 11:00 am because of the holiday.

G. New Business, board member reports:

E. Guests:

F. Unfinished Business: see Director's Report.

H. Schedule of meetings: Regular meeting: noon Tuesday, December 20th, 2022 at CC Nature Preserve, Ashville, Ohio.

I. Adjournment. Meeting adjourned at 12:51 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 12-20-22

PCPD Board Chairperson Megany Began Date 12/20/22

PCPD Director _____ Date _____

MTD Fund Report for Year 2022 Month 11 - PICKAWAY COUNTY

| Fund | Description | Beg Bal | MTD Rec | MTD Exp | Unexp | Enc | Unenc |
|---------|--------------------------------|--------------|-----------|------------|--------------|--------------|--------------|
| 639 | P.C. PARK DISTRICT | 1,035,461.33 | 1,610.00 | 123,344.00 | 913,727.33 | 690,113.03 | 223,614.30 |
| 659 | ODNR-SCIOTO RIVER BRDG & TRAIL | 25,000.00 | 50,000.00 | 22,000.00 | 53,000.00 | 354,000.00 | (301,000.00) |
| 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 | 242,523.00 | 0.00 |
| 922 | PARK DISTRICT LEASE PAYMENTS | 215.62 | 0.00 | 0.00 | 215.62 | 0.00 | 215.62 |
| 6 Funds | | 1,308,474.65 | 51,610.00 | 145,344.00 | 1,214,740.65 | 1,286,636.03 | (71,895.38) |

YTD Fund Report for Year 2022 Month 11 - PICKAWAY COUNTY

| Fund | Description | Beg Yr Bal | YTD Rec | YTD Exp | Unexp | Enc | Unenc |
|---------|--------------------------------|------------|--------------|------------|--------------|--------------|--------------|
| 639 | P.C. PARK DISTRICT | 845,369.82 | 810,910.97 | 742,553.46 | 913,727.33 | 690,113.03 | 223,614.30 |
| 659 | ODNR-SCIOTO RIVER BRDG & TRAIL | 0.00 | 199,000.00 | 146,000.00 | 53,000.00 | 354,000.00 | (301,000.00) |
| 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 | 0.00 | 242,523.00 | 0.00 | 242,523.00 | 242,523.00 | 0.00 |
| 922 | PARK DISTRICT LEASE PAYMENTS | 215.62 | 0.00 | 0.00 | 215.62 | 0.00 | 215.62 |
| 6 Funds | | 850,860.14 | 1,252,433.97 | 888,553.46 | 1,214,740.65 | 1,286,636.03 | (71,895.38) |

MTD/YTD Total Expense Report by Fund for Year 2022 Month 11 - PICKAWAY COUNTY

| Account | Description | Rev App | MTD Exp | YTD Exp | Unexp | Enc | Excess | Unenc |
|------------------|---|---------------------|-------------------|-------------------|-------------------|-------------------|-------------|------------------|
| 639.6052.5102 | EMPLOYEES SALARY-PARK DISTRICT - PARK DISTRICT | 156,048.00 | 11,160.90 | 136,034.96 | 20,013.04 | 0.00 | 0.00 | 20,013.04 |
| 639.6052.5201 | PERS-PARK DISTRICT - PARK DISTRICT | 21,632.00 | 1,555.50 | 18,582.62 | 3,049.38 | 0.00 | 0.00 | 3,049.38 |
| 639.6052.5202 | MEDICARE-PARK DISTRICT - PARK DISTRICT | 2,276.00 | 151.39 | 1,858.00 | 418.00 | 0.00 | 0.00 | 418.00 |
| 639.6052.5203 | INSURANCE - PARK DISTRICT | 55,760.00 | 3,503.32 | 38,686.52 | 17,073.48 | 0.00 | 0.00 | 17,073.48 |
| 639.6052.5205 | WORKERS COMP-PARK DISTRICT - PARK DISTRICT | 1,250.00 | 0.00 | 363.91 | 886.09 | 0.00 | 0.00 | 886.09 |
| 639.6052.5301 | SUPPLIES-PARK DISTRICT - PARK DISTRICT | 3,000.00 | 136.08 | 1,315.31 | 1,684.69 | 1,684.69 | 0.00 | 0.00 |
| 639.6052.5401 | CONTRACT SRVS-PARK DISTRICT - PARK DISTRICT | 372,117.48 | 9,001.81 | 154,230.50 | 217,886.98 | 217,886.98 | 0.00 | 0.00 |
| 639.6052.5403 | TRAVEL/EXPENSES-PARK DISTRICT - PARK DISTRICT | 4,000.00 | 460.00 | 1,118.00 | 2,882.00 | 2,882.00 | 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 | 15,000.00 | 1,225.00 | 8,735.07 | 6,264.93 | 6,264.93 | 0.00 | 0.00 |
| 639.6052.5504 | LAND - PARK DISTRICT | 425,000.00 | 0.00 | 0.00 | 425,000.00 | 425,000.00 | 0.00 | 0.00 |
| 639.6052.5701 | TRANSFERS OUT - PARK DISTRICT | 292,523.00 | 50,000.00 | 292,523.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 639.6052.5801 | ADVANCES OUT-PARK DISTRICT - PARK DISTRICT | 0.00 | 0.00 | 25,000.00 | (25,000.00) | 0.00 | 0.00 | (25,000.00) |
| 639.6052.5901 | OTHER EXPENSES-PARK DISTRICT - PARK DISTRICT | 7,500.00 | 0.00 | 0.00 | 7,500.00 | 0.00 | 0.00 | 7,500.00 |
| 639.6052.5958 | INSURANCE (BONDS)-PARK DISTRICT - PARK DISTRICT | 500.00 | 450.00 | 450.00 | 50.00 | 50.00 | 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 | 45,000.00 | 60,000.00 | 30,000.00 | 30,000.00 | 0.00 | 0.00 |
| 639.6069.5401 | CONTRACTS-SERVICES - DUPONT GRANT | 10,000.00 | 700.00 | 3,655.57 | 6,344.43 | 6,344.43 | 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.G. PARK DISTRICT | 1,456,606.48 | 123,344.00 | 742,553.46 | 714,053.02 | 690,113.03 | 0.00 | 23,939.99 |
| 659.6095.5401 | CONTRACTS-SERVICES - ODNR-SCIOTO RIVER BRDG & TRAIL | 500,000.00 | 22,000.00 | 146,000.00 | 354,000.00 | 354,000.00 | 0.00 | 0.00 |

MTD/YTD Total Expense Report by Fund for Year 2022 Month 11 - 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 |
| Fund: 659 | ODNR-SCIOTO RIVER BRDG & TRAIL | 500,000.00 | 22,000.00 | 146,000.00 | 354,000.00 | 354,000.00 | 0.00 | 0.00 |
| 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 |
| Fund: 670 | METZGER PRESERVE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 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 |
| Fund: 671 | ODNR-PADDLING ENHANCE GRANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 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 | 242,523.00 | 0.00 | 0.00 | 242,523.00 | 242,523.00 | 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 |
| Fund: 918 | CLEAN OHIO TRAILS FUND | 242,523.00 | 0.00 | 0.00 | 242,523.00 | 242,523.00 | 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 |

MTD/YTD Total Expense Report by Fund for Year 2022 Month 11 - 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 Accts | | 2,199,129.48 | 145,344.00 | 888,553.46 | 1,310,576.02 | 1,286,636.03 | 0.00 | 23,939.99 |