



**October 25th, 2022  
Regular Meeting, 12:00 pm  
Cooks Creek Nature Preserve**

## **Agenda**

- Roll Call
- Review/Approve Previous Meeting Minutes
- Financial Report
- Director's Report
  - a. 2023 Budget Approval
  - b. BARS - Scioto River Bridge Project
  - c. Cook Creek – Purchase Agreement extension with AOA
  - d. Strategic Plan Update
  - e. Guidelines for public comment
- Unfinished Business
- New Business
- Public Comments
- Next Regularly Scheduled meeting - 12 noon, Tuesday, November 22nd , 2022
- Adjournment



## Pickaway County Park Board Minutes

Sept. 27, 2022

Meeting was called to order at noon by Chair Greg Bigam at CC Nature Preserve.

A. ROLL CALL Board members P=present A=absent  
Greg Bigam P Beth Kowalski P  
Tracie Sorvillo A Susan Metzger A Cindy Whited P

Secretary: Andi Humphries P  
Park Board Director: Tom Davis P  
Executive Assistant: Arista Hartzler P  
Emeritus Board Member: Pete Hartinger P  
Guests: Leslie Blankenship, Sandy Andromeda, and Dick Massey.

B. Minutes of previous month Humphries and Hartzler: The motion to approve the corrected July 26, 2022 meeting as well as the Aug. 9, 2022 special meeting was made by Kowalski, second by Whited; motion carried.

C. Financial status of Park District: Income includes second half of property tax which is \$10,000 less than 2021. Expenditures in the 639 account include transferring monies into different funds. Expenses also include salaries and fringes, climbing nets and payment of the Ashville Park Grant. Ending balance \$1,275,664.05. The motion to approve the financial report was made by Kowalski, second by Whited; motion carried.

### D. Director's Report

- a. BARS – Five auditor actions were required after receiving the agreement from ODNR for the Clean Ohio Trails Fund. The auditor assisted in the formation of the forms. Kowalski motioned approval and signature of the five BARS (attached), Whited seconded; motion carried.
- b. Resolution for Land and Water Conservation Fund (LWCF) Grant Application (2022-5) Davis explained that the Land and Water grant would provide for permanent restrooms and some playground equipment at Canal Park. The application total project is \$170,000 which is a 50/50 match. The application is due in November with decisions released in 2023. Kowalski motioned that Resolution No. 2022-5 be approved, Whited seconded; motion carried.
- c. Strategic Plan Update Hartzler reported that the one page strategic plan has been drafted and will be available next month.
- d. 2023 Proposed Budget – Some budget changes were made since the first draft in the spring. A review of the expenses and revenues was detailed by Davis (attached). The details on salaries could be reviewed by the executive committee however the entire budget must be approved at the October meeting. A five percent cost of living increase was the main change to the salary lines. This information will be sent to the board.
- e. Approval to extend purchase agreement with AOA: The AOA has closed with the Ohio EPA however an extension was needed for the district's proceedings until Oct. 31. Whited made a motion to approve the Addendum to Real Estate Purchase Contract, Kowalski seconded; motion carried.

- f. 2023 Park and Trail Grant and Master Plan Grant Program: Both were detailed for the board (attached)
- g. Storybook Trail The library provided signs which were placed by park district employees at the StoryWalk Trail at Metzger Preserve.
- h. Volunteer Picnic: Set for Friday, Sept. 30 to recognize Park Board Volunteers.

G. New Business, board member reports: Internet at the CC Preserve had been quoted by Spectrum at \$60,000. Current talks including the county IT director stated it would be significantly higher than the original quote due to cost increases. After negotiations, it was determined that the \$60,000 would be covered under a state contract. That amount is in the current budget. Kowalski motioned that the district be authorized to enter into a state contract with Spectrum or the County up to \$60,000 to provide internet services, Whited seconded; motion carried.

E. Guests Andromeda stated the landowner of Lock 31 is willing to sell. It is 48 acres. The Pickaway County Historical Society, the Canal Society and the park district will pursue the best avenues to secure this. Andromeda will be highlighting Pickaway County 's canal land at the Ohio History Conference this weekend.

Massey asked for details on the burning at Mary Virginia Crites Hannan Park. He said the original plan with the city called for the area to be mowed twice per year which will eliminate goldenrod and he objects to the burning. He lives across from the park. The Park District has a managed agreement with the city to provide this service. Davis will meet with the city due to this objection.

F. Unfinished Business: see Director's Report.

H. Schedule of meetings: Regular meeting: noon Tuesday, Oct. 25, 2022 at CC Nature Preserve, Ashville, Ohio.

I. Adjournment. Meeting adjourned at 1:28 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 11/1/22

PCPD Board Chairperson Megany Bregan 11/1/22  
Date

PCPD Director Tom Davis 11/1/22  
Date

## MTD Fund Report for Year 2022 Month 09 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	1,275,664.05	5,812.04	223,013.38	1,058,462.71	753,733.19	304,729.52
659	ODNR-SCIOTO RIVER BRDG & TRAIL	70,000.00	0.00	69,000.00	1,000.00	376,000.00	(375,000.00)
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		1,351,154.37	248,335.04	292,013.38	1,307,476.03	1,372,256.19	(64,780.16)

# YTD Fund Report for Year 2022 Month 09 - PICKAWAY COUNTY

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	845,369.82	808,914.80	595,821.91	1,058,462.71	753,733.19	304,729.52
659	ODNR-SCIOTO RIVER BRDG & TRAIL	0.00	125,000.00	124,000.00	1,000.00	376,000.00	(375,000.00)
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	1,176,437.80	719,821.91	1,307,476.03	1,372,256.19	(64,780.16)

# MTD/YTD Total Expense Report by Fund for Year 2022 Month 09 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
639.6052.5102	EMPLOYEES SALARY-PARK DISTRICT - PARK DISTRICT	149,048.00	11,770.42	113,442.74	35,605.26	0.00	0.00	35,605.26
639.6052.5201	PERS-PARK DISTRICT - PARK DISTRICT	21,632.00	1,647.83	15,426.77	6,205.23	0.00	0.00	6,205.23
639.6052.5202	MEDICARE-PARK DISTRICT - PARK DISTRICT	2,276.00	159.85	1,551.32	724.68	0.00	0.00	724.68
639.6052.5203	INSURANCE - PARK DISTRICT	55,760.00	3,303.32	31,629.88	24,130.12	0.00	0.00	24,130.12
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	34.44	1,179.23	1,820.77	1,820.77	0.00	0.00
639.6052.5401	CONTRACT SRVS-PARK DISTRICT - PARK DISTRICT	372,117.48	(36,524.48)	142,891.78	229,225.70	229,225.70	0.00	0.00
639.6052.5403	TRAVEL/EXPENSES-PARK DISTRICT - PARK DISTRICT	4,000.00	99.00	658.00	3,342.00	3,342.00	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	0.00	6,155.28	8,844.72	8,844.72	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	286,023.00	242,523.00	242,523.00	43,500.00	0.00	0.00	43,500.00
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	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	15,000.00	75,000.00	75,000.00	0.00	0.00
639.6069.5401	CONTRACTS-SERVICES - DUPONT GRANT	10,000.00	0.00	0.00	10,000.00	10,000.00	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>1,443,106.48</b>	<b>223,013.38</b>	<b>595,821.91</b>	<b>847,284.57</b>	<b>753,733.19</b>	<b>0.00</b>	<b>93,551.38</b>
659.6095.5401	CONTRACTS-SERVICES - ODNR-SCIOTO RIVER BRDG & TRAIL	500,000.00	69,000.00	124,000.00	376,000.00	376,000.00	0.00	0.00

# MTD/YTD Total Expense Report by Fund for Year 2022 Month 09 - 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>500,000.00</b>	<b>69,000.00</b>	<b>124,000.00</b>	<b>376,000.00</b>	<b>376,000.00</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	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
<b>Fund: 918</b>	<b>CLEAN OHIO TRAILS FUND</b>	<b>242,523.00</b>	<b>0.00</b>	<b>0.00</b>	<b>242,523.00</b>	<b>242,523.00</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 2022 Month 09 - 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		2,185,629.48	292,013.38	719,821.91	1,465,807.57	1,372,256.19	0.00	93,551.38



2023 - DRAFT - District Operations Budget  
Fund 639 -

Sept. 20, 2022

<b>2023 REVENUE</b>			
Tax Revenue Estimate	re tax	\$782,000	First half 2022 - \$437,000, 2nd half \$345,000 (estimate)
Estimated 2022 Year end balance	carryover	\$450,000	includes 100,000 add'l \$ from O-E bridge project carry over ??
Ohio Historical Society, LE Park	state	\$5,000	
Pickaway Solar Proj lease	other	\$5,000	annual lease payment construction
South Central Roundup Grant		\$5,000	Playground enhancements at Canal Park
Audubon/Calamus swamp contract		\$3,000	
Wildlife Area contract		\$2,000	
LWCF Grant - canal park restroom	new fund	\$82,500	165,000 grant request, 82,500 match required
PCCF Dunlop Foundation		\$7,500	match dollars for LWCF grant
Paddling grant - 316 access	Fund 671	\$75,000	A \$75,000 request, for \$100,000 project, need \$25,000 from PCPD
Revenue from used equip sale		\$10,000	
<b>Total revenue</b>		<b>\$1,427,000</b>	
<b>2023 EXPENDITURES</b>			
<b>New Activities:</b>			
ODRC property for kayak access		\$0	No cost lease/easement instead of purchase
Cooks Creek Preserve	CS	\$100,000	Improvements at Cooks , internet, security, clubhouse repair, maintenance barn, trails
Existing Park & Trail improve/maint	CS	\$50,000	finish Canal bridge amenities, other park/trail improvements
Paddling Grant - Loxley Darby access	TO - Fund 671	\$100,000	\$25,000 to combine with a \$75,000 grant request
LWCF grant - Canal prk restroom	TO- New Fund	\$165,000	\$ 82,500 match to combine with \$82,500 grant request
\$ for O-E Bridge match	TO- Fund 670	\$125,000	match for O-E Canal bridge transfer to clean ohio fund
<b>Continuing Activities:</b>			
Community Grants Prog.	PIP	\$90,000	Circleville 45,000, others 45,000
Salaries	Sal	\$159,752	32 hr/wk Dir, 40 hr/wk Dep Director, 32 Hrs/wk Op Mgr, 600 hr/yr seasonal, Eng's office
Fringes (PERS, Medicare, Med Ins)		\$85,237	Health Care - 58,200 Pension - 23,369, Medicare - 2,418, WC - 1,250
Equipment	EQ	\$75,000	replace maintenance truck with 4x4.
Office/Maintenance Facility lease	CS	\$0	
Vehicle fuel/maintenance/rental	CS	\$15,000	
Educ/Awareness	CS-SUP	\$13,000	CS- \$11,000, \$2,000 -SUPP, website update, educ materials
Travel & Exp	TE	\$2,500	OPRA membership, conf, applicators training
Office/Bldg Expenses	CS-SUP	\$23,200	copier lease/postage/water - (2000 CS), gen. off. supplies (1,000 - SUPP)
			electric Cooks, LE and Canal Park (13,000 CS), Internet/Phones (7,200, CS)
Board member bonds/veh insurance	Ins - CS	\$1,500	1 Board bond renewals 500 - INS., annual FSR \$1,000 - CS
Other misc expenses	Other	10,000	misc exp. -
<b>Total expenditures</b>		<b>\$1,015,189</b>	
<b>Balance at years end</b>		<b>\$411,811</b>	

Projected 2023 Admin Costs - Sept. 2022

	# hrs	\$/hr Annual Salaries	PERS 14.5%	Medicare 1.5%	WC	Health Care 0% increase	Total		
<b>Director - (\$30.76/hr in 2022)</b>	1664	\$32.29							
52 wks @ 32 hrs/wk		\$53,731	\$7,791	\$806	\$500	\$26,600	\$89,427	5% COLA	
						\$2,216	per month		
<b>Exec. Asst. - (\$22.67/hr in 2022)</b>	2080	\$23.80							
52 wks@ 40 hrs/wk		\$49,504	\$7,178	\$743	\$250	\$5,000	\$62,675	5% COLA	
						opt out			
<b>Oper. Mgr (\$20.00/hr - 2022)</b>	1872	\$21.00							
52 weeks @ 36 hrs/wk		\$39,312	\$5,700	\$590	\$250	\$26,600	\$72,452	5% COLA	
						\$2,216	per month		
<b>Park Tech (\$15.45/hr. - 2022)</b>	600	\$16.22							
seasonal schedule		\$9,732	\$1,411	\$146	\$250		\$11,539	5% COLA	
<b>County Engineer - new</b>		\$3,108	\$536	\$56			\$3,700		
<b>County Sanitary Eng - new</b>		\$4,365	\$753	\$78			\$5,196	Cooks Creek sanitary system-drinking water monitoring, reporting	
<b>Total</b>		\$159,752	\$23,369	\$2,418	\$1,250	\$58,200	\$244,989		
salaries		\$159,752							
fringes		\$85,238							
					2023 Total	Admin Costs	\$244,989	8% increase over 2022	