



December 12, 2023
Regular Meeting, 12:00 pm
Cooks Creek Nature Preserve

Agenda

- Roll Call
- Approve Meeting Minutes
- Financial Report
- Strategic Plan Update
- Director's Report
 - a. Outgoing Board Member Proclamation – Beth Kowalski
 - b. New Board Member Oath – Marie Wilbanks
 - c. New Position Descriptions
 - d. Director Position Hire Classification
 - e. Board Checks - Timesheets
 - f. Update on Internet at Future Headquarters
 - g. Resignation Letter - Tom
- Unfinished Business
 - a. Naming of Former Cooks Creek Golf Course
- New Business
- Public Comments
- Next Regularly Scheduled meeting – 12PM, Tuesday, January 23rd 2024
- Adjournment



Pickaway County Park Board Minutes

Nov. 28, 2023

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
Susan Metzger P Cindy Whited P Jeff Phillips P

Secretary: Andi Humphries P
Park Board Director: Tom Davis P
Executive Assistant: Arista Hartzler A
Emeritus Board Member: Pete Hartinger A
Guests: Jamie Lands, Siannah Bryant, Jim Wonder

B. Minutes of previous month Humphries: The motion to approve the corrected 10-24 and the special 11-3 minutes by Phillips, second by Whited; motion carried.

C. Financial status of Park District: Beginning balance \$909,076.14. Ending balance \$864,202.40. Receipts include some taxes and \$2,700 reimbursement from Melvin Stone for an overpayment. Expenditures include concrete, payment for the park bench donation and completing projects from October. The motion to approve the financial report was made by Kowalski, seconded by Phillips; motion carried.

The audit report shows no findings.

D. Strategic Plan Update: Attached. Whited said a Political ^{should be} action Committee ~~was~~ created to separate any donations from the Friends of the Trail Fund. Donations raised for the levy will be in a separate fund.

E. Director's Report

- 1) BAR (Budget Action Requests) funds were transferred in anticipation of year-end salary needs as well as changing grant figures from what was expected at the beginning of the year for Scioto River Bridge and Trail actual figures for the year. Phillips made a motion to add \$1,000 to the salary line items, Whited seconded; motion carried. Due to changes in grant budget lines, \$90,000 was added to the 659 fund from unencumbered. When funds are reimbursed, it will go back to the unencumbered. A motion for the cash advance, amended certificate and appropriation expense line item was made by Whited, seconded by Phillips' motion carried.
- 2) 2024 budget, letter/memo to county HR/Payroll. A memo to the county auditor and administrator was presented due to the change in the district's personnel. Greg Bigam was authorized to provide this information.
- 3) City of Circleville PTIG funding, Ted Lewis request. Davis had a discussion with Circleville's service director about funding for Ted Lewis Park. The five year \$45,000 ended in 2023. The district grants have been submitted to the committee for consideration in 2024 funding. Davis will suggest that the city to be involved for future budget/funding requests. ^{Davis} ^{written} ^{on behalf}
- 4) New hire proposed timeline: ^{Hartzler} submitted a proposal for the 2024 staff hiring and start dates.

- 5) Naming of Former Cooks Creek Golf Course: Discussions have been started for the process to name the new park south of South Bloomfield. Mr. Cook assumed it would include the family name. The entire purchase was with the Appalachian Alliance which would show any agreements.
- 6) Resolution from Senator Kunze: A resolution concerning the Ohio Erie Bridge was presented from the 135th general assembly on behalf of Senator Stephanie Kunze.
- 7) New Rules Published: The 2021 document has been approved by the prosecutor, shared publically and with municipal court, and will now be enforced by the sheriff's department.

F. Guests: Lands participated throughout the meeting; Bryant observed as a Logan Elm student, and Wonder had no comments.

G. Unfinished Business: see Director's Report. None

H. New Business, board member reports: The park district has approval to apply for a transportation alternative grant to save the Florence Chapel Bridge at Fox.

III. Schedule of meetings: Regular meeting: noon Tuesday, Dec. 12, 2023 at CC Nature Preserve, Ashville, Ohio.

J. Adjournment. Meeting adjourned at 1:16 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 12/12/23

PCPD Board Chairperson Megany Begam Date 12/12/23

PCPD Director _____ Date _____

MTD Fund Report for Year 2023 Month 11 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	864,202.40	0.00	116,461.78	747,740.62	111,072.08	636,668.54
659	ODNR-SCIOTO RIVER BRDG & TRAIL	31,000.00	90,244.31	0.00	121,244.31	121,244.31	0.00
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	50,459.92	29,085.36	0.00	79,545.28	0.00	79,545.28
922	PARK DISTRICT LEASE PAYMENTS	215.62	0.00	0.00	215.62	0.00	215.62
6 Funds		951,152.64	119,329.67	116,461.78	954,020.53	232,316.39	721,704.14

YTD Fund Report for Year 2023 Month 11 - PICKAWAY COUNTY

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	613,324.56	842,651.47	708,235.41	747,740.62	111,072.08	636,668.54
659	ODNR-SCIOTO RIVER BRDG & TRAIL	53,000.00	90,244.31	22,000.00	121,244.31	121,244.31	0.00
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	353,402.00	516,379.72	79,545.28	0.00	79,545.28
922	PARK DISTRICT LEASE PAYMENTS	215.62	0.00	0.00	215.62	0.00	215.62
6 Funds		914,337.88	1,286,297.78	1,246,615.13	954,020.53	232,316.39	721,704.14

MTD/YTD Total Expense Report by Fund for Year 2023 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	160,752.00	11,214.95	146,677.75	14,074.25	0.00	0.00	14,074.25
639.6052.5201	PERS-PARK DISTRICT - PARK DISTRICT	23,369.00	1,570.08	20,107.81	3,261.19	0.00	0.00	3,261.19
639.6052.5202	MEDICARE-PARK DISTRICT - PARK DISTRICT	2,418.00	151.59	2,005.47	412.53	0.00	0.00	412.53
639.6052.5203	INSURANCE - PARK DISTRICT	58,200.00	3,253.00	35,783.00	22,417.00	0.00	0.00	22,417.00
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	118.73	2,945.57	54.43	54.43	0.00	0.00
639.6052.5401	CONTRACT SRVS-PARK DISTRICT - PARK DISTRICT	294,200.00	9,291.30	222,476.14	71,723.86	70,597.86	0.00	1,126.00
639.6052.5403	TRAVEL/EXPENSES-PARK DISTRICT - PARK DISTRICT	2,500.00	0.00	710.00	1,790.00	1,790.00	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	617.82	68,122.21	6,877.79	6,877.79	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	50,000.00	340,000.00	0.00	0.00	340,000.00
639.6052.5801	ADVANCES OUT-PARK DISTRICT - PARK DISTRICT	0.00	90,244.31	90,244.31	(90,244.31)	0.00	0.00	(90,244.31)
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	225.00	275.00	275.00	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	68,523.00	21,477.00	21,477.00	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
Fund: 639	P.C. PARK DISTRICT	1,111,189.00	116,461.78	708,235.41	402,953.59	111,072.08	0.00	291,881.51
659.6095.5401	CONTRACTS-SERVICES - ODNR-SCIOTO RIVER BRDG & TRAIL	143,244.31	0.00	22,000.00	121,244.31	121,244.31	0.00	0.00

MTD/YTD Total Expense Report by Fund for Year 2023 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	143,244.31	0.00	22,000.00	121,244.31	121,244.31	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	519,983.93	0.00	516,379.72	3,604.21	0.00	0.00	3,604.21
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	519,983.93	0.00	516,379.72	3,604.21	0.00	0.00	3,604.21
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 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		1,774,417.24	116,461.78	1,246,615.13	527,802.11	232,316.39	0.00	295,485.72