



**February 27th 2024  
Regular Meeting, 12:00 pm  
Park District Headquarters**

## **Agenda**

- Roll Call
- Approve Meeting Minutes
- Financial Report
- Strategic Plan Update – Parks Update
- Director's Report
  - a. BAR – Scioto River Bridge
  - b. New Truck and Trailer Approval
  - c. Naming of Former Cooks Creek Golf Course
  - d. Orient Big Darby Access Update
  - e. Headquarters Trail Agreement Update
  - f. P3 – Land Use Plan Requests
  - g. New Hires
  - h. Spring Summer Program Schedule
- Unfinished Business
- New Business
- Public Comments
- Next Regularly Scheduled meeting – 12PM, Tuesday, March 26<sup>th</sup> 2024
- Adjournment



## Pickaway County Park Board Minutes

Jan 23, 2024

Meeting was called to order at noon. by Chair Greg Bigam at Park District Headquarters.

1. ROLL CALL                      Board members P=present    A=absent    Greg Bigam P  
   Susan Metzger P              Cindy Whited P                      Jeff Phillips P  
   Marie Wilbanks P

Secretary:                      Andi Humphries P  
Park Board Director:    Arista Hartzler P  
Executive Assistant:    Jamie Lands P  
Emeritus Board Member: Pete Hartinger A  
Guests: none

2. Elect board officers: Greg Bigam was nominated as chair by Whited, second by Phillips. Motion to close nominations and vote made by Metzger, second by Wilbanks, motion carried.

Cindy Whited was nominated as vice-chair by Metzger, seconded by Bigam. Motion to close the nominations and vote made by Wilbanks seconded by Phillips, motion carried.

Susan Metzger was nominated as treasurer by Phillips, seconded by Whited. Motion to close the nominations and vote by Wilbanks, seconded by Phillips, motion carried.

Andi Humphries was nominated as secretary by Phillips, seconded by Whited. Motion to close the nominations and vote by Phillips, seconded by Whited; motion carried.

Committee Assignments: Strategic Planning: Whited, Phillips and Hartzler  
Grant Review: Whited, Wilbanks and Hartzler  
Technical Advisory: Phillips, Wilbanks, Hartzler, Lands  
Leadership: Metzger, Bigam and Hartzler.

3. Minutes of previous month Humphries: The motion to approve regular meeting and special meeting minutes by Phillips, seconded by Whited; motion carried.

4. Financial status of Park District: Beginning balance 747,740.62 Ending balance:\$717,359.06. Received \$7,000 from the Dunlap foundation for playground equipment. Expenses include administration, contract services, the last payment for the master plan. Motion to approve the financial report was made by Metzger, second by Phillips; motion carried.

5. Strategic Plan Update and Parks Update: Attached: New for the year is to have the Park Headquarter trails open to the public by the end of 2024. Hartzler will keep the board abreast of the communications with the AOA to fulfill this item. A Park Update was included to list action on county's parks and trails as well as those the district has an agreement for maintaining. Mary Virginia Crites Hannan Park and Calamus Swamp will be added.

6. Director's Report:

- a. BAR: : Other Line. Usually added at the beginning of the year for overrun costs. Phillips made a motion to approve the issuance of a blanket purchase order for \$10,000 described as Other, Whited seconded; motion carried.

- b. Resolution #1: authorization to apply for TAP grant: Transportation Alternative Program: This would provide funds to save the Florence Chapel Bridge to use at two locations on the trail. Motion to approve the resolution by Phillips, second by Whited; motion carried.
- c. Community Grant Awards: The chart for awarding the funds was reviewed by the board. It was divided into three sections: Park and trail Improvements, Master Plan and Master Plan Improvements. The total requests were \$196,028.20. The committee scored the applicants and assigned the portions totaling \$75,000. Whited made a motion to approve the grants, Metzgar seconded; motion carried.
- d. New hires: Hartzler reviewed candidates for two positions.
- e. Year in Review: the 2023 review was attached. Hartzler highlighted pages 4 and 5- visitor increases; page 18 volunteer increases and page 19 the education outreach.
- f. BYOB Donation: Brooks Yates Opportunities Board: \$20,000 will be disbursed over the next three years to go toward handicapped restrooms at Canal Park. Dunlap funds will also be used. The Nature Works Grant total is \$73,000 for this project.

- 7. Unfinished Business: a) Naming of Cooks Creek Golf Course
  - a) the list was submitted to the board and will be decided after 21 days which would be at the next board meeting.
- 8. New Business none
- 9. Public Comments: none
- 10. Schedule of meetings: Regular meeting: noon Tuesday Feb. 27, 2024 at Park District Headquarters, Ashville, Ohio.
- 11. Adjournment

Note: These routine meetings are to be one hour, and not to extend more than <sup>30 minutes</sup> ~~1/2 hr~~: longer. Additional time will require special meetings.

Date Minutes Were Approved 2/27/24

PCPD Board Chairperson Meggy Bigam 2/27/24  
Date

PCPD Director [Signature] 2/27/24  
Date

*Cash Appropriations*

# MTD Fund Report for Year 2024 Month 01 - PICKAWAY COUNTY -

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	717,359.06	9,026.53	38,461.47	687,924.12	423,883.94	264,040.18
659	ODNR-SCIOTO RIVER BRDG & TRAIL	0.00	0.00	0.00	0.00	126,895.00	(126,895.00)
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	79,545.28	0.00	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
<b>6 Funds</b>		<b>802,394.66</b>	<b>9,026.53</b>	<b>38,461.47</b>	<b>772,959.72</b>	<b>550,778.94</b>	<b>222,180.78</b>

Cash  
Appropriations

# YTD Fund Report for Year 2024 Month 01 - PICKAWAY COUNTY

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	717,359.06	9,026.53	38,461.47	687,924.12	423,883.94	264,040.18
659	ODNR-SCIOTO RIVER BRDG & TRAIL	0.00	0.00	0.00	0.00	126,895.00	(126,895.00)
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	79,545.28	0.00	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
<b>6 Funds</b>		<b>802,394.66</b>	<b>9,026.53</b>	<b>38,461.47</b>	<b>772,959.72</b>	<b>550,778.94</b>	<b>222,180.78</b>

*appropriations*  
**CASH**

# MTD/YTD Total Expense Report by Fund for Year 2024 Month 01 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
639.6052.5102	EMPLOYEES SALARY-PARK DISTRICT - PARK DISTRICT	215,188.10	22,749.71	22,749.71	192,438.39	0.00	0.00	192,438.39
639.6052.5201	PERS-PARK DISTRICT - PARK DISTRICT	30,126.33	1,587.65	1,587.65	28,538.68	0.00	0.00	28,538.68
639.6052.5202	MEDICARE-PARK DISTRICT - PARK DISTRICT	3,120.23	324.16	324.16	2,796.07	0.00	0.00	2,796.07
639.6052.5203	INSURANCE - PARK DISTRICT	56,027.07	1,568.89	1,568.89	54,458.18	0.00	0.00	54,458.18
639.6052.5205	WORKERS COMP-PARK DISTRICT - PARK DISTRICT	2,151.88	0.00	0.00	2,151.88	0.00	0.00	2,151.88
639.6052.5301	SUPPLIES-PARK DISTRICT - PARK DISTRICT	2,000.00	202.59	202.59	1,797.41	1,797.41	0.00	0.00
639.6052.5401	CONTRACT SRVS-PARK DISTRICT - PARK DISTRICT	294,865.00	12,028.47	12,028.47	282,836.53	282,836.53	0.00	0.00
639.6052.5403	TRAVEL/EXPENSES-PARK DISTRICT - PARK DISTRICT	3,500.00	0.00	0.00	3,500.00	3,500.00	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	50,000.00	0.00	0.00	50,000.00	50,000.00	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	201,000.00	0.00	0.00	201,000.00	0.00	0.00	201,000.00
639.6052.5801	ADVANCES OUT-PARK DISTRICT - PARK DISTRICT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	750.00	0.00	0.00	750.00	750.00	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	75,000.00	0.00	0.00	75,000.00	75,000.00	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
<b>Fund: 639</b>	<b>P.C. PARK DISTRICT</b>	<b>943,728.61</b>	<b>38,461.47</b>	<b>38,461.47</b>	<b>905,267.14</b>	<b>423,883.94</b>	<b>0.00</b>	<b>481,383.20</b>
659.6095.5401	CONTRACTS-SERVICES - ODNR-SCIOTO RIVER BRDG & TRAIL	126,895.00	0.00	0.00	126,895.00	126,895.00	0.00	0.00

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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>126,895.00</b>	<b>0.00</b>	<b>0.00</b>	<b>126,895.00</b>	<b>126,895.00</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	0.00	0.00	0.00	0.00	0.00	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>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>
922.6909.5401	CONTRACTS-SERVICES - PARK DISTRICT	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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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		1,070,623.61	38,461.47	38,461.47	1,032,162.14	550,778.94	0.00	481,383.20