



January 23rd 2024
Regular Meeting, 12:00 pm
Park District Headquarters

Agenda

- Roll Call
- Elect Board Officers - Committee Assignments
- Approve Meeting Minutes
- Financial Report
- Strategic Plan Update – Parks Update
- Director's Report
 - a. BAR - Other BL
 - b. Resolution to apply for TAP Grant
 - c. Community Grant Awards
 - d. New Hires
 - e. Year In Review
 - f. BYOB Donation
- Unfinished Business
 - a. Naming of Former Cooks Creek Golf Course
 - i. AOA Trail Agreement Update
- New Business
- Public Comments
- Next Regularly Scheduled meeting – 12PM, Tuesday, February 27th 2024
- Adjournment



Pickaway County Park Board Minutes

Dec. 12, 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 A

Secretary: Andi Humphries P
Park Board Director: Tom Davis P
Executive Assistant: Arista Hartzler P
Emeritus Board Member: Pete Hartinger A
Guests: Jamie Lands, Judge Shelly Harsha, Marie Wilbanks

B. Minutes of previous month Humphries: The motion to approve the minutes as amended was made by Kowalski, seconded by Metzger; motion carried.

C. Financial status of Park District: Beginning balance \$864,202.40 Ending balance \$747,740.62 Expenses were payroll, paying the state auditor, and OPRA for the executive search. The motion to approve the financial report was made by Kowalski, seconded by Whited; motion carried.

D. Strategic Plan was reviewed as attached.

E. Directors Report

- 1) New Positions Education and Outreach Coordinator and Administration, Park Technician II and Finance Manager were reviewed. Operations and Project Manager Jamie Lands and Park Technician I Jean Webb were also reviewed. Kowalski moved to approve all positions, Metzger seconded; motion carried
- 2) Director Position Hire Classification: Two options were reviewed for Hartzler's position:
1. Salary without Contract (following the county's procedure) Classified or 2. Salary with a contract (set by board) Unclassified. After discussion, a motion to classify Hartzler as Option 1 was made by Kowalski, seconded by Whited; motion carried.
- 3) Board Checks, Timesheets: the board will oversee employees and evaluations through regular board meetings. The employees will report as necessary for the county's purposes.
- 4) Judge Harsha swore in Marie Wilbanks as the new board member.
- 5) Judge Harsha issued a proclamation recognizing Kowalski as her board term is completed.
- 6) Update on Internet at Future Headquarters. It has been installed.
- 7) Davis resignation: Letter was submitted to Bigam as required.

F. Unfinished Business: Naming of former Cooks Creek Golf Course: Public input will be asked according to the new policy with results brought to January's meeting.

G. New Business, board member reports:

H. Guests: no further comments

I. Schedule of meetings: Regular meeting: noon Tuesday Jan 23, 2024 at former CC Nature Preserve, Ashville, Ohio and Tom's retirement party set for Dec. 22, 2023.

I. Adjournment. Meeting adjourned at 1:21 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 1/23/24

PCPD Board Chairperson Megany Begam Date 1/23/24

PCPD Director [Signature] Date 1/23/24



Pickaway County Park Board Minutes

December 26th, 2023

This Special Board meeting was called to order at 8:00 a.m. by Chair Greg Bigam at the Park Office at 548 Lancaster Pike, Circleville, Ohio

ROLL CALL Board members P=present A=absent

Greg Bigam P Beth Kowalski A
Susan Metzger P Cindy Whited P Jeff Phillips A

Guests: None

A. Hartzler presented two BARs to \$500.00 for Workers Comp and \$6,000 for Salary. The adjustments were needed because there was an extra pay period that was not accounted for in the previous budget. Cindy moved, Susan Metzger seconded, a motion to Approve the Budget Action Requests as presented by Hartzler. Motion Passed.

Chairman Bigam adjourned the meeting at 8:15 A.M.

Date approved 1/23/24

PCPD Board Chairperson Megany Bigam Date 1/23/24

PCPD Director [Signature] Date 1/23/24

MTD Fund Report for Year 2023 Month 12 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	747,740.62	7,000.00	37,381.56	717,359.06	0.00	717,359.06
659	ODNR-SCIOTO RIVER BRDG & TRAIL	121,244.31	0.00	121,244.31	0.00	0.00	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	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
6 Funds		954,020.53	7,000.00	158,625.87	802,394.66	0.00	802,394.66

YTD Fund Report for Year 2023 Month 12 - PICKAWAY COUNTY

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
639	P. C. PARK DISTRICT	613,324.56	849,651.47	745,616.97	717,359.06	0.00	717,359.06
659	ODNR-SCIOTO RIVER BRDG & TRAIL	53,000.00	90,244.31	143,244.31	0.00	0.00	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	1,293,297.78	1,405,241.00	802,394.66	0.00	802,394.66

MTD/YTD Total Expense Report by Fund for Year 2023 Month 12 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
639.6052.5102	EMPLOYEES SALARY-PARK DISTRICT - PARK DISTRICT	166,752.00	19,913.46	166,591.21	160.79	0.00	0.00	160.79
639.6052.5201	PERS-PARK DISTRICT - PARK DISTRICT	23,369.00	2,381.87	22,489.68	879.32	0.00	0.00	879.32
639.6052.5202	MEDICARE-PARK DISTRICT - PARK DISTRICT	2,418.00	283.13	2,288.60	129.40	0.00	0.00	129.40
639.6052.5203	INSURANCE - PARK DISTRICT	58,200.00	3,253.00	39,036.00	19,164.00	0.00	0.00	19,164.00
639.6052.5205	WORKERS COMP-PARK DISTRICT - PARK DISTRICT	1,750.00	1,326.74	1,741.89	8.11	0.00	0.00	8.11
639.6052.5301	SUPPLIES-PARK DISTRICT - PARK DISTRICT	3,000.00	0.00	2,945.57	54.43	0.00	0.00	54.43
639.6052.5401	CONTRACT SRVS-PARK DISTRICT - PARK DISTRICT	294,200.00	7,973.36	230,449.50	63,750.50	0.00	0.00	63,750.50
639.6052.5403	TRAVEL/EXPENSES-PARK DISTRICT - PARK DISTRICT	2,500.00	0.00	710.00	1,790.00	0.00	0.00	1,790.00
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	0.00	68,122.21	6,877.79	0.00	0.00	6,877.79
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	0.00	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	0.00	0.00	10,000.00
639.6052.5958	INSURANCE (BONDS)-PARK DISTRICT - PARK DISTRICT	500.00	0.00	225.00	275.00	0.00	0.00	275.00
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	2,250.00	70,773.00	19,227.00	0.00	0.00	19,227.00
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	1,117,689.00	37,381.56	745,616.97	372,072.03	0.00	0.00	372,072.03
639.6095.5401	CONTRACTS-SERVICES - ODNR-SCIOTO RIVER BRDG & TRAIL	143,244.31	121,244.31	143,244.31	0.00	0.00	0.00	0.00

MTD/YTD Total Expense Report by Fund for Year 2023 Month 12 - 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	121,244.31	143,244.31	0.00	0.00	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	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 12 - 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		1,780,917.24	158,825.87	1,405,241.00	375,676.24	0.00	0.00	375,676.24