



**November 28, 2023
Regular Meeting, 12:00 pm
Cooks Creek Nature Preserve**

Agenda

- Roll Call
- Approve October Board meeting minutes and 11/03/2023 Special Meeting Minutes
- Financial Report and 21-22 Audit report
- Strategic Plan Update
- Director's Report
 - a. BARs – Amended Certificate, Salary Lines and 659 Scioto River Bridge CS Appropriations
 - b. 2024 budget, letter to County HR/Payroll
 - c. City of Circleville PTIG funding, Ted Lewis request
 - d. New Hire Proposed Timeline
 - e. Naming of Former Cooks Creek Golf Course
 - f. Resolution from Senator Kunze
 - g. New Rules published
- Unfinished Business
- New Business –
- Public Comments
- Next Regularly Scheduled meeting – 12PM, Tuesday, December 12th 2023
- Adjournment



Pickaway County Park Board Minutes

Oct. 24, 2023

Meeting was called to order at 6 p.m. by Vice Chair Beth Kowalski at Pickaway District Public Library.

A. ROLL CALL Board members P=present A=absent
Greg Bigam A 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 P
Emeritus Board Member: Pete Hartinger A
Guests: none

B. Minutes of 9-26-23 regular meeting Hartzler and 10-9-23 special meeting: The motion to approve the minutes was made by Phillips, second by Whited; motion carried.

C. Financial status of Park District: Beginning balance \$929,077.27 Ending balance \$909,076.14. Receipts include reimbursements from ODNR. Expenses include payroll, consultant planning, playground equipment and road signs. The motion to approve the financial report was made by Phillips, second by Whited; motion carried.

D. Strategic Plan Update: Hartzler reviewed the four-year strategic plan highlighting new areas as well as those which have been completed. A committee meeting was set for noon Nov. 16 at Cooks Creek for Phillips and Whitehead to review the strategic plan.

E. Director's Report

- 1) 2024 Budget was reviewed again which itemizes the revenue, carryover and grants. A salary schedule was presented showing the maximum amounts for the new director for planning purposes. Davis will continue to pursue the Local Government Funds which includes Park Districts in several other counties. A motion to approve the budget was made by Metzger, seconded by Whited; motion carried.
- 2) Naming Rights: Policy 2023-1 "Facility Naming, Gift Recognition" provides a policy and procedure for future decisions of this nature. A motion to adopt Policy #1 was made by Phillips, seconded by Whited; motion carried.
- 3) Board Vacancy Update: Applicants were accepted through the posting by Judge Harsha. Randy Beach applied.

F Guests: none.

G. Unfinished Business: none.

H. New Business:

1) November and December meetings: The November meeting will be on the date scheduled Nov. 28 however changed to noon. Location to be announced. The December meeting will be changed to noon Dec. 12 at Cooks Creek. There will be a retirement party for Davis Dec. 22.

2) Schedule Strategic Plan Review Meeting: see "D" above.

I. Schedule of meetings: see "H" above.

J. Adjournment. Meeting adjourned at 6:51 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 11/28/23

PCPD Board Chairperson Gregory Bigan Date 11/28/23

PCPD Director [Signature] Date _____

MTD Fund Report for Year 2023 Month 10 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P. C. PARK DISTRICT	909,076.14	3,000.02	47,873.76	864,202.40	121,099.93	743,102.47
659	ODNR-SCIOTO RIVER BRDG & TRAIL	31,000.00	0.00	0.00	31,000.00	249,496.30	(218,496.30)
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	0.00	0.00	50,459.92	0.00	50,459.92
922	PARK DISTRICT LEASE PAYMENTS	215.62	0.00	0.00	215.62	0.00	215.62
6 Funds		996,026.38	3,000.02	47,873.76	951,152.64	370,596.23	580,556.41

YTD Fund Report for Year 2023 Month 10 - 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	591,773.63	864,202.40	121,099.93	743,102.47
659	ODNR-SCIOTO RIVER BRDG & TRAIL	53,000.00	0.00	22,000.00	31,000.00	249,496.30	(218,496.30)
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	324,316.64	516,379.72	50,459.92	0.00	50,459.92
922	PARK DISTRICT LEASE PAYMENTS	215.62	0.00	0.00	215.62	0.00	215.62
6 Funds		914,337.88	1,166,968.11	1,130,153.35	951,152.64	370,596.23	580,556.41

MTD/YTD Total Expense Report by Fund for Year 2023 Month 10 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
639.6052.5102	EMPLOYEES SALARY-PARK DISTRICT - PARK DISTRICT	159,752.00	12,652.19	135,462.80	24,289.20	0.00	0.00	24,289.20
639.6052.5201	PERS-PARK DISTRICT - PARK DISTRICT	23,369.00	1,771.30	18,537.73	4,831.27	0.00	0.00	4,831.27
639.6052.5202	MEDICARE-PARK DISTRICT - PARK DISTRICT	2,418.00	172.44	1,853.88	564.12	0.00	0.00	564.12
639.6052.5203	INSURANCE - PARK DISTRICT	58,200.00	3,253.00	32,530.00	25,670.00	0.00	0.00	25,670.00
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	0.00	2,826.84	173.16	173.16	0.00	0.00
639.6052.5401	CONTRACT SRVS-PARK DISTRICT - PARK DISTRICT	294,200.00	24,102.16	213,184.84	81,015.16	79,889.16	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	4,442.67	67,504.39	7,495.61	7,495.61	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	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	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	1,480.00	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	1,110,189.00	47,873.76	591,773.63	518,415.37	121,099.93	0.00	397,315.44
659.6095.5401	CONTRACTS-SERVICES - ODNR-SCIOTO RIVER BRDG & TRAIL	271,496.30	0.00	22,000.00	249,496.30	249,496.30	0.00	0.00

MTD/YTD Total Expense Report by Fund for Year 2023 Month 10 - 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	271,496.30	0.00	22,000.00	249,496.30	249,496.30	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 10 - 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		1,901,669.23	47,873.76	1,130,153.35	771,515.88	370,596.23	0.00	400,919.65



Pickaway County Park Board Minutes

November 3, 2023

This Special Board meeting was called to order at 8:46 a.m. by Chair Greg Bigam at the Pickaway County Community Foundation, Circleville, Ohio

ROLL CALL

Board members P=present A=absent

Greg Bigam P

Beth Kowalski P

Susan Metzger P

Cindy Whited P Jeff Phillips P

Guests: Woody Woodward, OPRA and Shelly Harsha, Pickaway Co Probate Judge

A. Jeff Phillips moved, Beth Kowalski seconded, a motion to go into Executive Session at 8:47 a.m. to discuss personnel issues, conduct interviews with potential candidates for Exec. Director position.

Voting Yes: Bigam, Kowalski, Phillips, Whited, Metzger. Motion approved.

B. Jeff Phillips moved, Cindy Whited seconded a motion to exit Executive Session at 12:30 P.M.

Voting Yes: Bigam, Kowalski, Phillips, Whited, Metzger. Motion approved.

In Regular Session:

Beth Kowalski offered a motion, seconded by Cindy Whited to offer the position of Pickaway County Park District Executive Director to Arista Hartzler at an annual salary of \$70,000, and to negotiate mileage and cell phone reimbursement. Position to start January 2, 2024.

Voting Yes: Bigam, Kowalski, Whited, Phillips, Metzger. Motion approved.

Chairman Bigam adjourned the meeting at 12:40 P.M.

PCPD Board Chairperson Megany Bigam Date 11/28/23

PCPD Director [Signature] Date _____