



**October 24th, 2023  
Regular Meeting, 6:00pm  
Cooks Creek Nature Preserve  
Agenda**

- Roll Call
- Review/Approve Previous Meeting Minutes and Special Meeting Minutes
- Financial Report
- Strategic Plan Update
- Director's Report
  - a. 2024 Budget
  - b. Naming Rights Policy
  - c. Board Vacancy Update
- Unfinished Business
- New Business –
  - a. November and December Meeting
  - b. Schedule a Meeting to Review Strategic Plan
- Public Comments
- Next Regularly Scheduled meeting – 12PM, Tuesday, November 28th 2023
- Adjournment



**Pickaway County Park Board Minutes**

Oct. 9, 2023

This Special Board meeting was called to order at 9:00 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  
Susan Metzger P

Beth Kowalski P  
Cindy Whited P Jeff Phillips P

Park Board Director: Tom Davis P  
Guests: Woody Woodward, OPRA

- A. The Board discussed moving the Board meetings back to noon so we might avoid conflicts with some schedules. Board agreed to do so for meetings starting in November.
- B. Jeff Phillips moved, Cindy Whited seconded, a motion to go into Executive Session to discuss personnel issues, conduct interviews with potential candidates for Exec Director position. Motion approved. Board went into Exec Session at 9:01 a.m.
- C. Board came out of Exec Session at 2:00 p.m., No recommendations were brought out of Exec Session.
- D. Board meeting adjourned at 2:01 P/M.

approved 10/24/23

PCPD Board Chairperson

*Beth Kowalski*

10/24/23

Date

PCPD Director

*Tom Davis*

10/24/23

Date



## Pickaway County Park Board Minutes

September 26th, 2023

Meeting was called to order at 6:04 p.m.. 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 A Cindy Whited P Jeff Phillips A

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

B. Minutes of previous month Humphries: The motion to approve the minutes was made by Whited, seconded by Bigam; motion carried.

C. Financial status of Park District: Beginning balance \$669,608.44, received \$334,931.92 from District's second half tax money, which is an increase from 2022. Total expended \$85,463.09. \$50,000 was moved from Fund 639 to Fund 918 for the Canal Bridge project, \$3,000 was spent on fencing and signage for bridge, \$1,500 on repairs for HVAC repairs at Cooks and EE Camp. This leaves the District with an unexpended Balance of \$929,077.27 with an unencumbered balance of \$69,459.75. The motion to approve the financial report was made by Kowalski, seconded by Whited; motion carried.

D. Strategic Plan Updated: An update was given by Hartzler highlighting strategic plan initiatives currently being addressed. Highlighted was that the District has completed goals to budget/plan for staff changes, created a succession plan and has completed a board retreat/training in 2023. Whited asked for what is coming next and Hartzler shared that next will be hiring new staff and opening up Cook's Creek to the public as well as beginning long range planning for funding larger projects and creating county wide trail and master plans.

E. Director's Report

1. Resolution to apply for a State Capital Appropriation for Cooks Creek renovations: Davis shared that he has been in contact with Representative Stewart, and Stewart is in favor of the Districts request for \$521,061 for repairs and updates at Cooks Creek/nature center and office. To apply for the State Capital Appropriation Request Davis requested a resolution from the Board. Whited moved to authorize the Director. to submit a 2024/25 Capital Budget Allocation Grant application and execute subsequent agreements, seconded by Kowalski, motion passed.
2. Naming Rights Policy: Davis shared a draft policy that defines the process for naming new facilities. This is to be reviewed and discussed at future meetings.
3. Temporary Naming of Cooks Creek acquisition: Davis recommends that after this new naming policy is established that the Board consider naming the Cooks Creek Property Eskers Edge.
4. 2024 Draft Budget: a draft budget was shared by Davis. The District is expecting a total of \$1,895,924.60 in revenue in 2024 due to grants, tax allocations and

management agreements. The District is looking to spend \$1,712,471.97 in 2024 on various new and existing projects.

5. 2024 PTIG: Hartzler shared the new 2024 PTIG applications packets. This year it will include a Park and Trail Improvement Grant, and Park Master Plan Grant and a new Master Plan Improvement Grant. Kowalski approved the 2024 community grant applications packets to be made public for the 2024 cycle, seconded by Whited, motion passed.

F. Guests: none

G. Unfinished Business:

H. New Business, board member reports:

1. Davis shared that Judge Harsha has posted the new board vacancy.
2. Motion to move into executive session to discuss personnel by Whited and seconded by Kowalski, motion passed. The executive session was entered at 7:09pm and was exited at 7:26. No action was taken.

I. Schedule of meetings: Regular meeting: 6 p.m. Tuesday October 24<sup>th</sup> 2023 at CC Nature Preserve, Ashville, Ohio.

J.. Adjournment. Meeting adjourned at 7:27 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 10/24/23

PCPD Board Chairperson Koribeth Kowalski 10/24/23  
Date

PCPD Director [Signature] 10/24/23  
Date

# MTD Fund Report for Year 2023 Month 09 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	929,077.27	9,613.58	29,614.71	909,076.14	64,139.52	844,936.62
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	50,090.37	150,993.75	150,624.20	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
<b>6 Funds</b>		<b>1,015,657.96</b>	<b>160,607.33</b>	<b>180,238.91</b>	<b>996,026.38</b>	<b>313,635.82</b>	<b>682,390.56</b>

# YTD Fund Report for Year 2023 Month 09 - PICKAWAY COUNTY

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	613,324.56	839,651.45	543,899.87	909,076.14	64,139.52	844,936.62
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
<b>6 Funds</b>		<b>914,337.88</b>	<b>1,163,968.09</b>	<b>1,082,279.59</b>	<b>996,026.38</b>	<b>313,635.82</b>	<b>682,390.56</b>

# MTD/YTD Total Expense Report by Fund for Year 2023 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	159,752.00	12,268.30	122,810.61	36,941.39	0.00	0.00	36,941.39
639.6052.5201	PERS-PARK DISTRICT - PARK DISTRICT	23,369.00	1,717.56	16,766.43	6,602.57	0.00	0.00	6,602.57
639.6052.5202	MEDICARE-PARK DISTRICT - PARK DISTRICT	2,418.00	166.86	1,681.44	736.56	0.00	0.00	736.56
639.6052.5203	INSURANCE - PARK DISTRICT	58,200.00	3,253.00	29,277.00	28,923.00	0.00	0.00	28,923.00
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	252.50	2,826.84	173.16	173.16	0.00	0.00
639.6052.5401	CONTRACT SRVS-PARK DISTRICT - PARK DISTRICT	294,200.00	4,841.49	189,082.68	105,117.32	17,006.08	0.00	88,111.24
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	0.00	63,061.72	11,938.28	11,938.28	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	7,115.00	67,043.00	22,957.00	22,957.00	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>1,110,189.00</b>	<b>29,614.71</b>	<b>543,899.87</b>	<b>566,289.13</b>	<b>64,139.52</b>	<b>0.00</b>	<b>502,149.61</b>
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 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>271,496.30</b>	<b>0.00</b>	<b>22,000.00</b>	<b>249,496.30</b>	<b>249,496.30</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	519,983.93	150,624.20	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
<b>Fund: 918</b>	<b>CLEAN OHIO TRAILS FUND</b>	<b>519,983.93</b>	<b>150,624.20</b>	<b>516,379.72</b>	<b>3,604.21</b>	<b>0.00</b>	<b>0.00</b>	<b>3,604.21</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 Accis		1,901,669.23	180,238.91	1,082,279.59	819,389.64	313,635.82	0.00	505,753.82