

## RESOLUTION 2021 - 7

### PARK LANDS RULES

Pursuant to Ohio Revised Code 1545.09, the Pickaway County, Ohio, Board of Park Commissioners has established the following rules, regarding the use of lands it owns. These rules do not supersede any other federal, Ohio or local law or regulation related to the use of the above referenced land.

**Rule 202101: Hours or Usage:** No person shall be present on the lands referenced above, from one half hour after sunset to one half hour before sunrise, without first obtaining written authorization from the Board of Park Commissioners or a person designated by the Board of Park Commissioners to issue such approvals, under terms established by the Board.

**Rule 202102: Hunting, Target Shooting and Explosives:** No person shall engage in hunting of wildlife, nor shall any person engage in trapping, snaring or other means of capturing wildlife, on the property referenced above. This provision shall not prohibit fishing in the Scioto River from Canal Park or Towpath Trail lands by persons holding valid fishing licenses issued by the State of Ohio, or the hunting or trapping of nuisance animal species after receiving written permission from the Board of Park Commissioners or their designee.

No person shall use or possess while on lands referenced above, any explosive devices or fireworks.

**Rule 202103: Alcoholic Beverages:** No person shall have in his or her possession beer or intoxicating liquor while on lands referenced above.

**Rule 202104: Vehicles:** Motor vehicles, Utility Vehicles, Motor-driven cycles, Under-speed vehicles, as defined in ORC 4501.01, and any other vehicle with an internal combustion engine shall not be permitted on lands referenced above, except as follows:

- 1) Vehicles parked in designated parking areas
- 2) Emergency vehicles while providing emergency services
- 3) Use of public roadways within the Park
- 4) Maintenance and construction vehicles while performing maintenance or construction services.

5) Low-speed micromobility devices, as defined in ORC 4501.01: (i.e., electric scooters and Class 1 and 2 ebikes) shall be permitted on designated linear trails.

**Vehicle Speed Limits:** Any vehicles authorized for use on park lands shall obey all posted speed limits. Vehicles using any natural or paved multi-use trails within the park system shall not exceed 12 miles per hour.

No motor vehicles shall be parked overnight on lands referenced above without first receiving written authorization from the Board of Park Commissioners or their designee.

**Rule 202105: Animals:** The owner of, or person responsible for dogs, horses or other pets shall keep said pets on a leash or under control at all times while on lands referenced above.

**Rule 202106: Fires:** Fires shall be confined to areas designated and shall be contained in grills, stoves, fire rings, or other containers. Fires shall not be left unattended and must be completely extinguished prior to the users' departure.

**Rule 202107: Commercial Activities:** No person shall engage in business or commercial activity on the lands referenced above without the written consent of the Board of Park Commissioners or their designee.

**Penalties:** Whoever violates a rule established by the Board of Park Commissioners shall be fined not more than one hundred and fifty dollars. If the offender has previously been convicted of a violation of these Rules they shall be fined not more than one thousand dollars. All fines collected for any violation of these Rules shall be paid into the Treasury of the General Fund of the County Treasury and then disbursed into accounts established on behalf of the Pickaway County Park District.

June 2021

PICKAWAY COUNTY PARK DISTRICT  
BY- LAWS OF THE BOARD OF PARK COMMISSIONERS  
APRIL 26, 2018

**ARTICLE 1: NAME AND OFFICE**

The official name of this district is the Pickaway County Park District (herein referred to as the “Park District”),

**ARTICLE 11: MISSION**

The mission of the Park District is to create, preserve, protect and manage a system of parks, nature preserves, trails and outdoor recreational facilities to be held in public ownership with a focus on local, natural, historical and cultural resources and maintained for the use and enjoyment of this and future generations.

**ARTICLE 111: MEETINGS AND NOTICES**

- A. As used herein, “meeting” shall be defined as any prearranged discussion of the public business of the Board of Park Commissioners (Herein referred to as the “Board”) by a majority of its members.
- B. Every meeting of the Board shall be open to the public, unless an executive session is held pursuant to applicable State law, in accordance with ORC 121.22
1. **REGULAR MEETINGS: ORGANIZATIONAL MEETING**  
The regular meetings of the Board shall be monthly, as determined by the Board. At the first regular meeting of each year the Board shall elect office holders and may adopt a tentative schedule of regular meetings for the next twelve months.
  2. **SPECIAL AND EMERGENCY MEETINGS**  
Special and emergency meetings of the Board shall be held upon call of any member of the Board.
  3. **NOTICE OF MEETINGS**  
Written notice of all regularly scheduled meetings and all special meetings shall be provided to at least one newspaper of general circulation in Pickaway County, Ohio and to any other news media that have requested notice of such meetings.  
  
Notices of special meetings shall be mailed to each board member at least twenty-four hours before the time of such meetings or given by telephone or electronic mail or personally served on each member at least three hours before the time of such meeting. If any member of the Board is unavailable for a period of at least twenty-four hours before such meeting, failure of such member to receive notice of a special meeting shall not invalidate such meeting or any of its proceedings.
  4. **PUBLIC ATTENDANCE – EXECUTIVE SESSIONS**  
All meetings of the Board, other than Executive Sessions, shall be open to the public.
  5. **AGENDA**  
Unless at the meeting, the Chairman of the Board in his discretion otherwise directs, the business of the Board shall be considered in the following order:

- a. Roll call

- b. Minutes of the previous meeting or meetings
- c. Financial status of the Park District
- d. Public Input
- e. Director's report, if applicable
- f. Unfinished Business
- g. New Business
- h. Discussion
- i. Adjournment

#### **ARTICLE IV: QUORUM**

Three commissioners shall constitute a quorum of the Board for any meeting. Any action of the Board shall be by motion or resolution. The affirmative votes of at least three Commissioners shall be required for the adoption of any motion or resolution

#### **ARTICLE V: PARLIAMENTARY PROCEDURE**

"Robert's Rules of Parliamentary Procedure" shall govern the proceedings of the Board when not otherwise expressly covered or provided for herein. An accurate and permanent record of the proceedings of all meetings, regular and special, shall be kept by the Secretary and entered in a book to be known as the "Proceedings" and the record of any meeting in the Proceedings shall be and constitute the only evidence of the acts of the Board at such meeting, when signed by the Secretary thereof. The Secretary shall be responsible for and shall be the official custodian of all records of the Board and shall be the proper person to certify to any action of the Board.

#### **ARTICLE VI: APPLICATIONS TO BOARD – ADVANCE NOTICE**

All petitions, applications, communications, or business intended for consideration by the Board (other than those presented by the members of the Board) shall be in writing and shall not be considered nor acted upon by the Board at any of its meetings unless delivered to the Secretary or to the principal office of the Park District at least forty eight (48) hours prior to the meeting at which such matter is intended to be considered; however, the Board may at its discretion waive such requirements.

#### **ARTICLE VII: OFFICERS**

The Board shall elect a Chair and one or more Vice Chairs, all of whom shall be Board members. The Chair shall preside at all Board meetings at which the officer is present. The Vice Chair with the most seniority as a Commissioner shall preside at Board meetings when the Chair is absent. Such Vice Chair shall also have the authority and powers of the Chair when the Chair is ill, outside the State of Ohio, or otherwise unavailable.

The Board shall appoint a Treasurer who is a Board member. Such appointed treasurer shall have the duties and responsibilities set forth in the Ohio Revised Code, including serving as a custodian of the Board's funds and as the Board's fiscal officer. The Pickaway County Auditor and the Pickaway County Treasurer will serve as the Board and the Park District's fiscal agents. The Board Treasurer and the Park District Director shall certify all vouchers presented to the Pickaway County Auditor's office for payment that exceed \$5,000; all other vouchers for payment of bills will be certified by the Park District Director and/or the designated Financial Officer.

The Board shall elect a secretary who is a member of the Board or shall appoint a secretary who is not a member of the Board. The Secretary shall be the official custodian of all the records of the Board and shall perform such duties as prescribed by law and the Board, including recording and keeping the minutes of all meetings of the Board (except the minutes of Executive Sessions), pre and post meeting follow-up, keeping

records of all Park Board affairs as may be required by law or by the Board, and give notice of meetings. For state and local audit purposes, at the end of each calendar year, the Secretary shall provide a hard copy of all of the approved meeting minutes and Board actions to the Park District Director. If the Secretary is appointed by the Board, and the Board chooses to compensate them for their services, compensation shall not exceed \$75 per meeting.

#### **ARTICLE VIII: EXECUTION OF DOCUMENTS**

Any document evidencing or implementing a resolution or other action approved by the Board may be executed in the name of the Park District by the Chair, any of the Vice Chairs, or the Secretary.

#### **ARTICLE IX: PAYMENT OF CLAIMS, COSTS AND EXPENSES**

All vouchers for payment of bills shall be verified by the Treasurer and/or the Executive Director as outlined in Section VII, authorizing payment of the same by the County Auditor and County Treasurer.

The Treasurer and/or Executive Director shall deliver the signed vouchers for payment to the Pickaway County Auditor's office within 5 business days from date of signature by the Treasurer and/or Executive Director.

Except as authorized below, no contract, agreement, deed, option or other document and no action creating any right, obligation, or contractual relationship involving the Board shall be executed, given, transferred, assigned, delivered, accepted or received on behalf of the Board unless the approval or authorization of the Board has first been given.

#### **ARTICLE X: DEPOSIT OF FUNDS RECEIVED**

All funds received by or for the benefit of the Park District shall be provided to the Pickaway County Auditor's office for deposit into the appropriate Park District accounts within 10 business days from the date of receipt.

#### **ARTICLE XI: PARK DISTRICT RECORDS**

The Park District records, including the minutes of the Board, (except executive sessions which have been called and held pursuant to the applicable laws) shall be open for public inspection at the Board office or other designated public place. The minutes need only reflect the general subject matter of discussions. No paper, document, or other matters which are a part of the permanent records and files of the Board shall be taken out of such designated public place by anyone other than a Park Board Commissioner or the Park District Executive Director, without authorization of a Commissioner, or upon legal process.

#### **ARTICLE XII: CONTRACTING FOR PROFESSIONAL, TECHNICAL, CONSULTING AND OTHER SPECIAL SERVICES**

All services other than those identified in By-Law XII and all goods must be procured according to the requirements as provided by Ohio Revised Code 307.86 - 307.91, inclusive.

No contract or agreement for professional, technical, consulting or other special services (hereinafter called "Service Contracts") exceeding \$5,000, shall be authorized or approved by the Board and the Executive Director unless and until:

- A. The Board and Executive Director are satisfied that such Service Contracts are reasonably reliable and reasonably representative of charges for similar service in the State of Ohio; and

- B. The Board and Executive Director may invite proposals for the performance of such Service Contracts from two or more persons and may consider such proposals as evidence that said service contracts are reasonably reliable and reasonably representative for similar services in the state of Ohio.
- C. The Board and Executive Director, in their discretion, may waive compliance with the above procedure, in whole or in part, when the estimated cost of the Service Contract is less than Fifty Thousand Dollars (\$50,000).

### **ARTICLE XIII: EMPLOYEE COMPENSATION**

The Board shall have authority to employ and terminate the employment of employees of the Park District on such terms and conditions and for such periods of time as the Board deems advisable. Such authority shall include the designation of those employees who shall exercise the powers of police officers within and adjacent to the parklands pursuant to Ohio Revised Code Section 1545.13.

### **ARTICLE XIV: AMENDMENTS**

#### **A. AMENDMENTS.**

These By-Laws may be amended by vote of at least three Park Commissioners at any meeting at which all Park Commissioners are present.

#### **B. NOTIFICATION**

Park Commissioners shall be provided with a written or digital copy of proposed amendments at least fourteen (14) calendar days prior to a scheduled vote on said amendments.

**By Laws Adopted Nov. 2, 2004.**

**Resolution approved by Board on 4/14/2005 to add two additional Park Commissioners. No documentation found that indicates By-Laws changed to reflect this change.**

**By Laws Amended August 18, 2015**

**By Laws Amended April 26, 2018**

**By Laws Amended May 28, 2024**