



**June 19, 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. Then and Now
  - b. By-Laws Updates
  - c. Board Seminars Series
  - d. Capital Allocation Request Update
- Unfinished Business
- New Business
- Public Comments
- Next Regularly Scheduled meeting – 12PM, Tuesday, July 23rd, 2024
- Adjournment



## Pickaway County Park Board Minutes

May 28, 2024

The 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  
Park Administrator Wendi Caudill P  
Emeritus Board Member: Pete Hartinger A  
Guests: There were no guests.

2. Minutes of previous month Humphries: The motion to approve the corrected minutes was made by Metzger, seconded by Wilbanks; motion carried.

3. Financial status of Park District: Beginning balance \$374,426.19 Ending balance \$754,005.50. Revenue included the first tax disbursement, Blue Bird workshop reimbursement and \$233 in coins. Expenses included payroll, \$10,000 contract for Wi-Fi, \$38,000 (rounded off number) for a truck and dump trailer. The motion to approve the financial report was made by Phillips, second by Whited; motion carried.

4. Strategic Plan, Parks Update: The report is attached including a Little Library at Canal Park and several visits and additions to the headquarters. The report shows statistics on field trips and school visits. Strategic Plan shows progress, completion updates. The new items are campaign strategies, funding for Scioto River Bridge and Pickaway Trail as well as Esker's Edge trail timelines.

### 5. Director's Report

- a. Resolution 2024-3; Storybook Trail Grant: The resolution authorizes Hartzler to apply for and administer a grant through the Ohio Department of Natural Resources-Recreational Trails Program (RTP) Storybook Trail Grant. Motion to approve this resolution by Phillips, second by Whited; motion carried.
- b. By-Laws Change, Authorized Signatures: Motion to approve Article VII Officers change in bylaws as proposed, second by Metzger; motion carried.
- c. Front Sign Approval At Headquarters: Attached schematics and estimates were reviewed and approved with the change of name from plural to possessive case (Eskers to Esker's). Six boards by Bright Ideas and Rhoads estimate (attached) total \$20,000. The design replicates Canal Park's sign. Implementation will be delayed until the results of the Capital Allocation Grant application are released.
- d. May Tax Budget: The attached 2025 projected budget would be submitted to the Pickaway County Commissioners as required. Revenue and associated expenses can be revised based on grant updates for the final budget due in the fall. It was suggested that the Community Grant Program outlays and disbursements be reviewed before the final budget is due.

- e. Update on Event Center Repairs: The water damage was repaired for "just under \$6,000". The repair process noted rot around the windows which were not repaired as this will have to be addressed for all windows. Also, the handicapped ramp was found to be not secure. It is closed until a temporary ramp is found. The permanent repair for the front steps and ramp could cost \$30,000.
  - f. TAP Award-McClearn Mill Road Bridge: The TAP grant was awarded which includes a 5% match. Included are refurbishing and moving the historic Florence Chapel Bridge and clearing the trail to Yellowbud. The timeline goes to 2027.
  - g. Change June Meeting Date: After discussion, the regular monthly meeting was changed to noon June 19, 2024.
- 6. Unfinished Business: see Director's Report; no additional information was presented.
  - 7. New Business, board member reports: No additional information was presented.
  - 8. Public Comments: There were no visitors.
  - 9. Schedule of meetings: Regular meeting changed to noon Wednesday, June 19, 2024 at Park District Headquarters, Ashville, Ohio.
  - 10. Adjournment. Meeting adjourned at 1:15 p.m. Tuesday, May 28, 2024.

Note: These routine meetings are to be one hour, and not to extend more than thirty minutes longer. Additional time will require special meetings.

Date Minutes Were Approved 6/19/24

PCPD Board Chairperson Megany Bigan Date 6/19/24

PCPD Director \_\_\_\_\_ Date \_\_\_\_\_

# MTD Fund Report for Year 2024 Month 05 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	754,005.50	5,461.75	72,893.75	686,573.50	241,282.62	445,290.88
659	ODNR-SCIOTO RIVER BRDG & TRAIL	21,003.00	317,000.00	0.00	338,003.00	0.00	338,003.00
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>860,044.10</b>	<b>322,461.75</b>	<b>72,893.75</b>	<b>1,109,612.10</b>	<b>241,282.62</b>	<b>868,329.48</b>

# YTD Fund Report for Year 2024 Month 05 - PICKAWAY COUNTY

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	717,359.06	463,368.88	494,154.24	686,573.50	241,282.62	445,290.88
659	ODNR-SCIOTO RIVER BRDG & TRAIL	0.00	504,398.00	166,395.00	338,003.00	0.00	338,003.00
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>967,766.88</b>	<b>660,549.24</b>	<b>1,109,612.10</b>	<b>241,282.62</b>	<b>868,329.48</b>

# MTD/YTD Total Expense Report by Fund for Year 2024 Month 05 - 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	26,772.49	91,059.98	124,128.12	0.00	0.00	124,128.12
639.6052.5201	PERS-PARK DISTRICT - PARK DISTRICT	30,126.33	3,748.14	11,151.07	18,975.26	0.00	0.00	18,975.26
639.6052.5202	MEDICARE-PARK DISTRICT - PARK DISTRICT	3,120.23	382.51	1,291.94	1,828.29	0.00	0.00	1,828.29
639.6052.5203	INSURANCE - PARK DISTRICT	56,027.07	1,568.89	7,844.45	48,182.62	0.00	0.00	48,182.62
639.6052.5205	WORKERS COMP-PARK DISTRICT - PARK DISTRICT	2,151.88	0.00	576.42	1,575.46	0.00	0.00	1,575.46
639.6052.5301	SUPPLIES-PARK DISTRICT - PARK DISTRICT	2,000.00	0.00	679.43	1,320.57	1,320.57	0.00	0.00
639.6052.5401	CONTRACT SRVS-PARK DISTRICT - PARK DISTRICT	294,865.00	40,421.72	152,993.86	141,871.14	141,871.14	0.00	0.00
639.6052.5403	TRAVEL/EXPENSES-PARK DISTRICT - PARK DISTRICT	3,500.00	0.00	873.60	2,626.40	2,626.40	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	38,600.49	11,399.51	11,399.51	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	187,398.00	(187,398.00)	0.00	0.00	(187,398.00)
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	1,685.00	73,315.00	73,315.00	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>72,893.75</b>	<b>494,154.24</b>	<b>449,574.37</b>	<b>241,282.62</b>	<b>0.00</b>	<b>208,291.75</b>
659.6095.5401	CONTRACTS-SERVICES - ODNR-SCIOTO RIVER BRDG & TRAIL	187,398.00	0.00	166,395.00	21,003.00	0.00	0.00	21,003.00

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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>187,398.00</b>	<b>0.00</b>	<b>166,395.00</b>	<b>21,003.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,003.00</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 Accs		1,131,126.61	72,893.75	660,549.24	470,577.37	241,282.62	0.00	229,294.75