



October 22, 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. Secretary Resignation
 - b. Then and Now
 - c. Staff Evaluation Report
 - d. 2025 Budget Approval
 - e. Logan Elm management agreement with OHC
 - f. Policy Handbook Review
 - g. Chamber Membership
 - h. Winter Event Calendar
- Unfinished Business
 - a. Saltcreek Township Park Donation Updates
 - b. Land Acquisition Policy Update
 - c. OPRA Conference
 - d. November and December Meeting Dates
- New Business
 - a. Volunteer Help Needed November 25th from 9am - noon
to New Hikes ~~Nov~~: 6th Metzger, 20th HQ, ^{Dec.} 7th 4th Metzger, 18th Esker
- Public Comments
- Next Regularly Scheduled meeting – 12PM, Tuesday, November 26th, 2024
- Adjournment



Pickaway County Park Board Meeting Minutes

September 24, 2024

The meeting was called to order at noon by Chair Greg Bigam at Park District Headquarters.

1. ROLL CALL [P=present A=absent]

Board members:

Greg Bigam	Susan Metzger	Cindy Whited	Jeff Phillips	Marie Wilbanks
P	P	P	A	P

Secretary Andi Humphries	Executive Director Arista Hartzler	Operations Manager Jamie Lands	Admin & Finance Wendi Caudill	Guests
A (W Caudill stand-in)	P	P	P	Jeff Coleman Eric Potts

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

3. Financial status of Park District: Beginning balance \$634,245.05. Ending balance \$558,916.59. Besides regular operational expenses, expenses included a truck battery, HQ carpet cleaning rental, HQ temp entrance ramp and PTIG reimbursements. The motion to approve the financial report was made by Phillips, seconded by Metzger; motion carried.

4. Parks and Strategic Plan Updates:

- Countywide trail plan in progress.
- PCPD HQ Master Plan in motion with Triad.
- It was noted that the Brooks Yates Opportunities Board may have additional accessibility funding available for 2024 and the Director agreed to pursue it for funding of the front ramp.
- Volunteers removed window trim from HQ building during two separate volunteer events.
- Large bush at the east end of main HQ building parking lot was removed to provide unobstructed view to drivers leaving parking lot.
- Calamus Swamp: Restoration Work has begun for invasive removal and will continue for approximately one year. Trail closures will be periodic during times of actual spraying and removal.

5. Director's Report

- Bylaws Updates: A motion to update the Park District's Bylaws was made by Phillips, seconded by Whited, motion carried with 5 Yes votes.
- Quotes for approval: With ~\$97,000 unencumbered revenue in 2024 remaining:
 - a. Triad: Hartzler presented option 1 from Triad to create Master Plan for HQ Office space and Nature Center for \$23,600 – Motion was made by Phillips to approve Hartzler to accept the Triad quote and move forward with a Master Plan for the HQ, seconded by Wilbanks, motion carried.

- b. Pine Valley: Hartzler presented a quote from Pine Valley to replace the HQ front entrance ramp & steps for #32,348.00 – Hartzler asked board to approve up to \$35,000 in case of unforeseen construction costs with anticipated completion date by 12/31/2024. Motion was made by Wilbanks to approve Hartzler to spend up to \$35,000 on a new HQ ramp, seconded by Metzger, motion carried.
 - c. IPS: Hartzler presented a quote from IPS for security cameras and alarm systems for the HQ. The Park District has received a quote for \$26,275.92 to install initial cameras and door alarms that can be added to in the future as the building is renovated. Motion was made by Whited to approve Hartzler to accept the IPS quote for new security at the HQ, seconded by Phillips, motion carried.
 - 2025 PTIG program approval: Hartzler presented the Grant committee's proposal for the 2025 PTIG Program as follows: \$15,000 for Park Improvements, \$15,000 for Master Plans, \$70,000 for Master Plan Improvement grants. Exact totals may vary depending upon applications received, but grand total should remain \$100,000. Motion to approve the PTIG program for 2025 as presented was made by Phillips, seconded by Whited, motion carried.
 - 2025 Park District budget: Hartzler presented both the proposed 2025 Administrative costs as well as a proposed budget and asked for the board to review the presented budget.
6. Unfinished Business:
- The Saltcreek Township donation receipt from Logan Elm School District meeting has yet to be scheduled. Hartzler met with County Prosecutor and Probate Judge to ensure PCPD can accept the property donation as a park from Saltcreek Township.
 - Evaluations: Hartzler and Lands will conduct staff performance evaluations in October, Board will conduct performance evaluation of Hartzler.
 - Land acquisition policy update – Hartzler has been unable to locate a comparable document as most organizations she has consulted with do not have one. Hartzler will continue to explore other District's policies and will report back to the board.
7. New Business: None
8. Public Comments: Eric Potts and Jeff Coleman both attended the meeting to discuss and advocate for additional bicycle facilities in the county.
9. Schedule of meetings: Regular meeting: 12pm Tuesday, October 22, 2024, at Park District Headquarters, South Bloomfield, Ohio.
10. Adjournment: Meeting adjourned at 1:28 p.m.

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 10/22/24

PCPD Board Chairperson Megany Began 10/22/24
Date

PCPD Executive Director for Hartzler 10/22/24
Date

MTD Fund Report for Year 2024 Month 09 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	558,916.59	427,598.58	31,169.60	955,345.57	166,460.47	788,885.10
659	ODNR-SCIOTO RIVER BRDG & TRAIL	321,500.00	0.00	0.00	321,500.00	4,500.00	317,000.00
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		965,452.19	427,598.58	31,169.60	1,361,881.17	170,960.47	1,190,920.70

YTD Fund Report for Year 2024 Month 09 - PICKAWAY COUNTY

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	717,359.06	900,154.38	662,167.87	955,345.57	166,460.47	788,885.10
659	ODNR-SCIOTO RIVER BRDG & TRAIL	0.00	504,398.00	182,898.00	321,500.00	4,500.00	317,000.00
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		802,394.66	1,404,552.38	845,065.87	1,361,881.17	170,960.47	1,190,920.70

MTD/YTD Total Expense Report by Fund for Year 2024 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	215,188.10	17,830.25	164,302.34	50,885.76	0.00	0.00	50,885.76
639.6052.5201	PERS-PARK DISTRICT - PARK DISTRICT	30,126.33	2,496.23	20,999.00	9,127.33	0.00	0.00	9,127.33
639.6052.5202	MEDICARE-PARK DISTRICT - PARK DISTRICT	3,120.23	250.79	2,322.95	797.28	0.00	0.00	797.28
639.6052.5203	INSURANCE - PARK DISTRICT	56,027.07	2,500.43	16,914.63	39,112.44	0.00	0.00	39,112.44
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	3,663.15	177,872.26	116,992.74	116,992.74	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	4,428.75	51,628.75	23,371.25	23,371.25	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	943,728.61	31,169.60	662,167.87	281,560.74	166,460.47	0.00	115,100.27
659.6095.5401	CONTRACTS-SERVICES - ODNR-SCIOTO RIVER BRDG & TRAIL	187,398.00	0.00	182,898.00	4,500.00	4,500.00	0.00	0.00

MTD/YTD Total Expense Report by Fund for Year 2024 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
Fund: 659	ODNR-SCIOTO RIVER BRDG & TRAIL	187,398.00	0.00	182,898.00	4,500.00	4,500.00	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	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
Fund: 918	CLEAN OHIO TRAILS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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 2024 Month 09 - 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		1,131,126.61	31,169.60	845,065.87	286,060.74	170,960.47	0.00	115,100.27