



**January 28th, 2025
Regular Meeting, 12:00 pm
Park District Headquarters**

Agenda

- Roll Call
- Re-appoint Cindy Whited to Board
- Appoint Board Offices and Committees
- Approve Meeting Minutes
- Financial Report
- Strategic Plan Update – Parks Update
- Director's Report
 - a. BAR's – appropriate Carryover from 2024 to CS, Transfers Out, Other Line
 - b. Then and Now's - Resolution
 - c. Project updates: Ramp, Triad(HQ), TAP grant, Fence, HVAC
 - d. Community Grant Awards
 - e. Year In Review
- Unfinished Business
 - a. Name suggestions for Saltcreek Property
 - b. Friends Fund Committee – Create Fund Guidelines
- New Business
 - a. Revisit Board Meeting Date and Time for Future Meetings
- Public Comments
- Next Regularly Scheduled meeting – 12PM, Tuesday, February 25th, 2025
- Adjournment

Pickaway County Park District

Officer and Committee Apointments

2024

Officers

Vice-Chairman

Cindy Whited

Chairman

Greg Bigam

Treasurer

Susan Metzger

Committees

Strategic Planning

Cindy Whited

Jeff Phillips

Arista Hartzler

Grant Review

Cindy Whited

Marie Wilbanks

Arista Hartzler

Technical Review

Jeff Phillips

Marie Wilbanks

Arista Hartzler

Jamie Lands

Leadership

Susan Metzger

Greg Bigam

Arista Hartzler

ADD FOR 2025

Friends Fund

Tax Levy

Director Search

Jeff Phillips

Cindy Whited

Tom Davis



Pickaway County Park Board Meeting Minutes

Tuesday, December 10, 2024, 12pm

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	A	P	A	P

Secretary Admin & Finance Wendi Caudill	Executive Director Arista Hartzler	Operations Manager Jamie Lands	Education & Outreach Meghan Ellis
P	P	P	P

Guests: none

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: Presented by Hartzler: Beginning balance \$924,073.31. Ending balance \$1,167,787.65. Besides regular operational expenses, expenses included the IPS system, Propane tank fill for HQ, volunteer background checks, privacy and split rail fence for HQ. The motion to approve the financial report was made by Wilbanks, seconded by Whited; motion carried.

4. Parks and Strategic Plan Updates: presented by Hartzler:

- Strategic: No new updates
- Recap: No new updates

5. Director's Report: by Hartzler:

- 2 BAR's needed to resolve year end low estimates of income: 1.) Amended Certificate to increase estimated income on 639 general fund 2.) \$ Amended Certificate to increase estimated income on 659 Scioto River Bridge fund
 - Motion to approve 2 aforementioned BAR's and Fund movements made by Wilbanks, seconded by Whited, motion carried.
- NatureWorks grant of \$40,000 was awarded towards the construction of a permanent restroom at Canal Park, in addition to \$20,000 Brooks Yates Opportunities Board donation and \$10,000 donation through PCCF from the Dunlap Family Foundation.
- Friends Group Update: details on how PCCF Friends of Pickaway County Parks & Trails funds can and cannot be used were discussed along with future direction / appointment of a new committee since the previous committee dissolved and left the fund to the PCPD Board to steward.

6. Unfinished Business:

- Saltcreek Property: "No Trespassing" signs have been ordered, possible naming was discussed, Naming has been tabled for now.

7. New Business: Motion was made by Whited to enter Executive Session to discuss personnel matters, seconded by Wilbanks, Board entered Executive Session with Hartzler at 12:42pm.

Board exited Executive Session at 1:15pm.

Board formally accepted resignation of Hartzler effective February 7, 2025.

Board tasks Chairperson Bigam to begin search for interim director and begin preliminary discussions to initiate search for new Executive Director.

8. Public Comments: None

9. Schedule of meetings: Next Regular meeting: 12pm Tuesday, January 28, 2025, at Park District Headquarters, South Bloomfield, Ohio.

10. Adjournment: Meeting adjourned by Bigam at 1:19 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 1/28/25

PCPD Board Chairperson

Megany Bigam

Date

1/28/25

PCPD Executive Director

[Signature]

Date

1/28/25



Pickaway County Park Board Meeting Minutes

Monday, January 13, 2025, 1:30pm:

The special meeting to discuss hiring an Interim Director was called to order by Chair Greg Bigam at Park District Headquarters.

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

Board members:

Greg Bigam Chairperson	Susan Metzger Treasurer	Cindy Whited Vice-Chair	Jeff Phillips Member	Marie Wilbanks Member
P	P	P	P	P

Secretary Admin & Finance Wendi Caudill	Executive Director Arista Hartzler	Operations Manager Jamie Lands	Education & Outreach Meghan Ellis
P	A	P	P

Guests: Tom Davis, Retired Director

2. Old Business: Bigam: Hartzler's resignation on track with County.

3. New Business: Davis discussed terms he can work under, given retirement status. Davis stated he is willing to come back part time to assist with the new Director search, help run office, guide new grant applications, etc. Davis presented documents regarding timeline and job description for Executive Director search.

Motion: To appoint Tom Davis as Interim Director for a maximum of 20 hours/week until the position is filled, effective immediately. The compensation for Mr. Davis will match the approved rate for the Executive Director position for 2025. Proposed by Phillips, seconded by Metzger, motion carried.

Phillips and Metzger volunteered to form a committee with Davis as Executive Director search committee – said committee will self-determine their schedule.

4. Public Comments: None

5. Schedule of meetings: Next Regular meeting: 12pm Tuesday, January 28, 2025, at Park District Headquarters, South Bloomfield, Ohio.

6. Adjournment: Meeting adjourned by Bigam at 2:10 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 1/28/25

PCPD Board Chairperson Gregory Began 1/28/25
Date

PCPD Executive Director [Signature] 1/28/25
Date

MTD Fund Report for Year 2024 Month 12 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT						
659	ODNR-SCIOTO RIVER BRDG & TRAIL	1,167,787.65	182.00	118,981.83	1,048,987.82	0.00	1,048,987.82
670	METZGER PRESERVE	32,497.00	0.00	0.00	32,497.00	0.00	32,497.00
671	ODNR-PADDLING ENHANCE GRANT	3,938.70	0.00	0.00	3,938.70	0.00	3,938.70
918	CLEAN OHIO TRAILS FUND	1,336.00	0.00	0.00	1,336.00	0.00	1,336.00
922	PARK DISTRICT LEASE PAYMENTS	79,545.28	0.00	0.00	79,545.28	0.00	79,545.28
		215.62	0.00	0.00	215.62	0.00	215.62
6 Funds		1,285,320.25	182.00	118,981.83	1,166,520.42	0.00	1,166,520.42

YTD Fund Report for Year 2024 Month 12 - PICKAWAY COUNTY

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	717,353.06	1,212,509.16	880,880.40	1,048,987.82	0.00	1,048,987.82
659	ODNR-SCIOTO RIVER BRDG & TRAIL	0.00	518,037.31	485,540.31	32,497.00	0.00	32,497.00
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	1,730,546.47	1,366,420.71	1,166,520.42	0.00	1,166,520.42

MTD/YTD Total Expense Report by Fund for Year 2024 Month 12 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
639.6052.5102	EMPLOYEES SALARY-PARK DISTRICT - PARK DISTRICT	230,213.10	20,765.93	230,204.08	9.02	0.00	0.00	9.02
639.6052.5201	PERS-PARK DISTRICT - PARK DISTRICT	30,126.33	2,501.24	29,819.25	307.08	0.00	0.00	307.08
639.6052.5202	MEDICARE-PARK DISTRICT - PARK DISTRICT	3,270.23	284.40	3,246.32	23.91	0.00	0.00	23.91
639.6052.5203	INSURANCE - PARK DISTRICT	40,877.07	2,500.43	24,415.92	16,461.15	0.00	0.00	16,461.15
639.6052.5205	WORKERS COMP-PARK DISTRICT - PARK DISTRICT	2,554.16	1,977.74	2,554.16	0.00	0.00	0.00	0.00
639.6052.5301	SUPPLIES-PARK DISTRICT - PARK DISTRICT	2,000.00	501.11	1,862.90	137.10	0.00	0.00	137.10
639.6052.5401	CONTRACT SRVS-PARK DISTRICT - PARK DISTRICT	309,865.00	75,195.81	277,697.97	32,167.03	0.00	0.00	32,167.03
639.6052.5403	TRAVEL/EXPENSES-PARK DISTRICT - PARK DISTRICT	3,500.00	1,730.00	2,746.48	753.52	0.00	0.00	753.52
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	3,532.92	48,178.94	1,821.06	0.00	0.00	1,821.06
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	186,000.00	0.00	0.00	186,000.00	0.00	0.00	186,000.00
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	5,901.00	6,901.00	3,099.00	0.00	0.00	3,099.00
639.6052.5958	INSURANCE (BONDS)-PARK DISTRICT - PARK DISTRICT	750.00	0.00	0.00	750.00	0.00	0.00	750.00
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	2,091.25	65,855.38	9,144.62	0.00	0.00	9,144.62
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	944,155.89	118,981.83	880,880.40	63,275.49	0.00	0.00	63,275.49
659.6095.5401	CONTRACTS-SERVICES - ODNR-SCIOTO RIVER BRDG & TRAIL	187,398.00	0.00	182,898.00	4,500.00	0.00	0.00	4,500.00
659.6095.5801	ADVANCES OUT - ODNR-SCIOTO	0.00	0.00	302,642.31	(302,642.31)	0.00	0.00	(302,642.31)

MTD/YTD Total Expense Report by Fund for Year 2024 Month 12 - PICKAWAY COUNTY

RIVER BRDG & TRAIL									
659.6095.5901	OTHER EXPENSES - ODNR-SCIOTO RIVER BRDG & TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund: 659		187,398.00	0.00	485,540.31	(296,142.31)	0.00	0.00	(296,142.31)	
LAND - PARK ON BEHALF									
670.6091.5504	CONTRACTS-SERVICES - METZGER PRESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
670.6092.5401	LAND - METZGER PRESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
670.6092.5504	ADVANCES OUT - METZGER PRESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
670.6092.5801	OTHER EXPENSES - METZGER PRESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund: 670		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUPPLIES - ODNR - PADDLING ENHANCE GRANT									
671.6094.5301	CONTRACTS-SERVICES - ODNR - PADDLING ENHANCE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
671.6094.5401	ADVANCES OUT - ODNR - PADDLING ENHANCE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
671.6094.5801	OTHER EXPENSES - ODNR - PADDLING ENHANCE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund: 671		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACT-SVS - ON-BEHALF									
918.3012.5401	CONTRACTS-SERVICES - ROUNDTOWN TRAIL	0.00	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	0.00
918.6206.5701	TRANSFERS OUT - ROUNDTOWN TRAIL	0.00	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	0.00
918.6206.5901	OTHER EXPENSES - ROUNDTOWN TRAIL	0.00	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	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	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	0.00
Fund: 918		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTS-SERVICES - PARK DISTRICT									
922.6909.5401	EQUIPMENT - PARK DISTRICT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
922.6909.5501	OTHER EXPENSES - PARK DISTRICT	0.00	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 12 - PICKAWAY COUNTY

Fund: 922		PARK DISTRICT LEASE PAYMENTS									
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
46 Accts		1,131,553.89	118,981.83	1,366,420.71	(234,866.82)	0.00	0.00	0.00	0.00	(234,866.82)	