



March 19th, 2025
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. Insurance for new Director
 - b. Ashville – South Bloomfield Trail
- Unfinished Business
 - a. Name suggestions for Saltcreek Property
- New Business
- Public Comments
- Next Regularly Scheduled meeting – 12PM, Tuesday, April 22nd, 2025
- Adjournment



Pickaway County Park Board Meeting Minutes

Tuesday, February 25, 2025, 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	P	P	A	P

Secretary Admin & Finance Wendi Caudill	Interim Director Tom Davis	Operations Manager Jamie Lands	Education & Outreach Meghan Ellis
P	P	P	A

Guests: none

2. Minutes of previous month & special meetings: The motion to approve the 1/28/25, 2/21/24 & 2/24/25 minutes was made by Whited, seconded by Wilbanks; motion carried.
3. Financial Status of Park District: Presented by Lands: General Fund beginning balance \$1,048,987.82. Ending balance \$1,020,372.98. Besides regular operational expenses, \$28,654.39 in expenses included annual Hootsuite renewal, sinkhole gravel and misc. operations expenses. The motion to approve the financial report was made by Wilbanks, seconded by Metzger; motion carried.
4. Parks and Strategic Plan Updates: presented by Lands:
 - Strategic Plan: nothing new to report
 - Parks Recap:
 - Esker's Edge: privacy fence in progress, ramp install nearing completion – waiting on weather for concrete portion
 - Roundtown Trail: Davis & Lands met w/ developer of Wesleigh Commons about new housing development in Circleville and possible extensions of the trail, may apply for grant funding for pavement 3/2026.
 - Saltcreek Property: filled sinkhole with 5 tons of gravel
5. Director's Report: by Lands:
 - Uhrig annual Basic Financial Statement that was filed with State of Ohio Hinkle system.
 - Discussion was had regarding the employment offer to Craig Sanders for the Executive Director position at an annual salary of \$72,100. Whited made a motion to authorize Davis to extend the offer and discuss a flexible start schedule with Sanders, Metzger seconded the motion, motion carried.
 - Lands shared an update on the HQ building timeline and concept for renovations towards creating the Nature Center.
 - Caudill and Davis shared information from the meeting with PCCF about the restrictions on the funds in the Park & Trail Friends fund. Davis proposed that the committee for that fund needs to form from 2 PCPD board members, 1 PCPD staff

member, and 2 representatives from either a municipality, township or village within Pickaway County.

- Barnes Property – Williamsport: Lands shared that the landowners voted to sell the parcel to the Park District. Davis shared that the Park District is seeking an appraisal and that it requires parcel splits to create the parcel the landowners want to sell. If acquired, the parcel could become trails, water access, observation tower, etc.

6. Unfinished Business:

- Saltcreek Naming: Whited shared that after consultation with geologic society it was discovered the property is part of the “Plum Run” watershed - Discussion was tabled due to time constraints.
- Tax Levy Committee: Bigam and Phillips were named to the committee

7. New Business:

- The board expressed intent to retain Davis as special consultant for onboarding of new Executive Director and to continue advising the Park District in dealings with certain entities.

8. Public Comments: None

9. Schedule of meetings: Next Regular meeting: 12pm Tuesday, March 25, 2025, at Park District Headquarters, South Bloomfield, Ohio.

10. Adjournment: Meeting adjourned by Bigam at 1:51 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 3/19/25

PCPD Board Chairperson Gregory Bigam 3/19/25
Date
PCPD Executive Director Tammy Davis 3/19/25
Date

MTD Fund Report for Year 2025 Month 02 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	1,020,372.98	9,065.27	42,617.09	986,821.16	551,837.53	434,983.63
659	ODNR-SCIOTO RIVER BRDG & TRAIL	32,497.00	0.00	0.00	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		1,137,905.58	9,065.27	42,617.09	1,104,353.76	551,837.53	552,516.23

YTD Fund Report for Year 2025 Month 02 - PICKAWAY COUNTY

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT						
659	ODNR-SCIOTO RIVER BRDG & TRAIL	1,048,987.82	9,104.82	71,271.48	986,821.16	551,837.53	434,983.63
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	ODNR-PADDLING ENHANCE GRANT	1,336.00	0.00	0.00	1,336.00	0.00	1,336.00
922	CLEAN OHIO TRAILS FUND	79,545.28	0.00	0.00	79,545.28	0.00	79,545.28
	PARK DISTRICT LEASE PAYMENTS	215.62	0.00	0.00	215.62	0.00	215.62
6 Funds		1,166,520.42	9,104.82	71,271.48	1,104,353.76	551,837.53	552,516.23

MTD/YTD Total Expense Report by Fund for Year 2025 Month 02 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
639.6052.5102	EMPLOYEES SALARY-PARK DISTRICT - PARK DISTRICT	246,893.61	20,334.60	37,844.23	209,049.38	0.00	0.00	209,049.38
639.6052.5201	PERS-PARK DISTRICT - PARK DISTRICT	34,565.11	2,846.83	5,298.18	29,266.93	0.00	0.00	29,266.93
639.6052.5202	MEDICARE-PARK DISTRICT - PARK DISTRICT	3,579.96	278.21	515.21	3,064.75	0.00	0.00	3,064.75
639.6052.5203	INSURANCE - PARK DISTRICT	70,115.26	5,141.16	10,282.32	59,832.94	0.00	0.00	59,832.94
639.6052.5205	WORKERS COMP-PARK DISTRICT - PARK DISTRICT	2,468.94	0.00	251.07	2,217.87	0.00	0.00	2,217.87
639.6052.5301	SUPPLIES-PARK DISTRICT - PARK DISTRICT	18,799.00	1,113.65	1,505.89	17,293.11	17,293.11	0.00	0.00
639.6052.5401	CONTRACT SRVS-PARK DISTRICT - PARK DISTRICT	508,726.00	4,151.78	6,823.72	501,902.28	397,307.28	0.00	104,595.00
639.6052.5403	TRAVEL/EXPENSES-PARK DISTRICT - PARK DISTRICT	5,238.00	1,303.54	1,303.54	3,934.46	3,934.46	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	30,000.00	7,169.32	7,169.32	22,830.68	22,830.68	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	413,927.60	0.00	0.00	413,927.60	0.00	0.00	413,927.60
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	750.00	278.00	278.00	472.00	472.00	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	100,000.00	0.00	0.00	100,000.00	100,000.00	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
Fund: 639	P.C. PARK DISTRICT	1,445,063.48	42,617.09	71,271.48	1,373,792.00	551,837.53	0.00	821,954.47
659.6095.5401	CONTRACTS-SERVICES - ODNR-SCIOTO RIVER BRDG & TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
659.6095.5801	ADVANCES OUT - ODNR-SCIOTO RIVER BRDG & TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00

MTD/YTD Total Expense Report by Fund for Year 2025 Month 02 - PICKAWAY COUNTY

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	ODNR-SCIOTO RIVER BRDG & TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	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	0.00
670.6092.5401	CONTRACTS-SERVICES - METZGER PRESERVE	0.00	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	0.00
670.6092.5801	ADVANCES OUT - METZGER PRESERVE	0.00	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	0.00
Fund: 670	METZGER PRESERVE	0.00	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	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	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	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	0.00
Fund: 671	ODNR-PADDLING ENHANCE GRANT	0.00	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	0.00
918.6206.5401	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	CLEAN OHIO TRAILS FUND	0.00	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	0.00
922.6909.5501	EQUIPMENT - PARK DISTRICT	0.00	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	0.00
Fund: 922	PARK DISTRICT LEASE PAYMENTS	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 2025 Month 02 - PICKAWAY COUNTY

46 Accts		1,445,063.48	42,617.09	71,271.48	1,373,792.00	551,837.53	0.00	821,954.47
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