



May 27, 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
- Unfinished Business
 - a. Metal detecting rule
- New Business
- Public Comments
- Executive session - Personnel
- Next Regularly Scheduled meeting – 12PM, Tuesday, June 24th , 2025
- Adjournment



Pickaway County Park Board Meeting Minutes

Tuesday, April 22, 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 Chairperson	Susan Metzger Treasurer	Cindy Whited Member	Jeff Phillips Vice Chair	Marie Wilbanks Member
P	P	P	A	P

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

Guests: Jean Webb

2. Minutes of previous month & special meetings: The motion to approve the 3/19/25 minutes was made by Wilbanks, seconded by Whited; motion carried.
3. Financial Status of Park District: Presented by Lands: General Fund beginning balance \$986,821.16. Ending balance \$913,980.51. Besides regular operational expenses, \$52,799.01 in expenses included HQ event room HVAC replacement, the HQ privacy chain-link fence install the HQ electric bill and miscellaneous operations & education supplies. The motion to approve the financial report was made by Metzger, seconded by Wilbanks; motion carried.
 - 11 Budget Action Requests (BAR's) were passed to create line items and move monies back to the 639 General Fund from various completed projects.
4. Parks and Strategic Plan Updates:
 - Strategic Plan: no update
 - Parks Recap: Shared by Lands:
 - Esker's Edge (HQ): Privacy fence completed, volunteer trail cleaning, tree plantings, ramp & entry stairs complete
 - Canal Park & Trails: no damage after flooding, playground mulch rotated; invitation to bid posted for construction of vault toilet
 - Scioto Darby Access: flood damage to fence – working on solution, will open May 1st
 - Elmon Richards River Access: renewed contract with ODNR to continue maintenance, not to exceed \$1875
 - Mackey Ford River Access: renewed contract with ODNR to continue maintenance, not to exceed \$1875
5. Whited communicated a request from an AOA board member to organize a volunteer effort to clean up the AOA property on the east side of 23, across from Esker's Edge. The Executive Director (Sanders) will take it into consideration.
6. Director's Report: by Lands:

- Resolution 2025-2 request of funds from the ODOT and designation of projects for Ohio Parks Districts Roadwork Fund FY 2026-2027 through OPRA. Motion to pass resolution from Wilbanks, seconded by Whited, motion carried.
 - Barnes Farms Property – Williamsport: 53 acres across Deercreek from Metzger Preserve. Davis discussed the results of the property appraisal and possible next steps towards acquiring the property. The Board gave audible consent to continue pursuit of acquisition.
 - PCCF “Friends” Fund revision letter – Davis presented tentative letter to update the structure of the “Friends” governing board. The PCPD board will sign the letter addressed to PCCF, signed by Sanders.
 - Countywide Master Plan Status: Davis and Sanders met with Thomas James of EnviroDesign – were given suggestions on how to structure levy committees, and that the ballot issue will be in Nov 2026. Bigam gave an update from the PCPD levy committee meeting earlier in the month.
 - Timeline for HQ building renovations: office and restroom renovations should be complete by end of 2025 – will enable freeing up of Nature Center space in building
7. Unfinished Business:
- Meeting with Tony Chamberlain: Davis met with the prosecutor’s office regarding ongoing agreements with AOA
 - Tom Davis is working to educate on/hand off the list of current projects to Craig Sanders and re-retire from the PCPD.
 - Motion was made to name the former Saltcreek Elementary School property as “Saltcreek Valley Park” by Whited, seconded by Metzger, motion carried.
8. New Business:
- Metal Detecting permissions in the parks was discussed by all – PCPD board recommended that a rule be established that metal detecting be allowed by permit only in designated areas – rule will be drafted for approval at next meeting.
9. Public Comments: None
10. Schedule of meetings: Next Regular meeting: 12pm Tuesday, May 27, 2025, at Park District Headquarters, South Bloomfield, Ohio.
11. Adjournment: Meeting adjourned by Bigam at 1:40 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 5/27/25 WKC

PCPD Board Chairperson Megany Bigam 5/27/25
Date

PCPD Executive Director Cy J 5/27/25
Date



Pickaway County Park District Board Special Meeting Minutes

Tuesday, May 13, 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	A	P	P	P

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

Guests: none

2. Special Meeting Items:

- a. Resolution 2025-3: Authorization to apply for “Smart Growth Initiative” funding from P3 via PCCF – shared by Sanders. Motion to accept Resolution by Wilbanks, seconded by Whited – motion passed. Board Members present signed resolution.
- b. BAR’s: Caudill explained the 8 Budget Action Requests needed to close out the 918 Clean Ohio Trail Fund and move monies back to 639 and to create the 660 Recreational Trail Fund to use for the construction of the Metzger Preserve Storybook Trail. Motion was made by Phillips to accept the budget documents as presented, seconded by Whited, the motion passed.
3. General Discussion: brief informational updates were given by Davis, Lands, Sanders and the present members decided to keep the regular May meeting on the calendar.
4. Public Comments: None
5. Schedule of meetings: Next Regular meeting: 12pm Tuesday, May 27, 2025, at Park District Headquarters, South Bloomfield, Ohio.

6. Adjournment: Meeting adjourned by Bigam at 12:47 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 5/27/25 WKC

PCPD Board Chairperson Gregory Bigam 5/27/25
Date

PCPD Executive Director G J 5/27/25
Date

MTD Fund Report for Year 2025 Month 04 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	913,980.51	515,764.65	60,973.47	1,368,771.69	461,953.03	906,818.66
659	ODNR-SCIOTO RIVER BRDG & TRAIL	32,497.00	0.00	32,497.00	0.00	0.00	0.00
670	METZGER PRESERVE	3,938.70	0.00	3,938.70	0.00	0.00	0.00
671	ODNR-PADDLING ENHANCE GRANT	1,336.00	0.00	1,336.00	0.00	0.00	0.00
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	215.62	0.00
6 Funds		1,031,513.11	515,764.65	98,745.17	1,448,532.59	462,168.65	986,363.94

YTD Fund Report for Year 2025 Month 04 - PICKAWAY COUNTY

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	1,048,987.82	529,669.47	209,885.60	1,368,771.69	461,953.03	906,818.66
659	ODNR-SCIOTO RIVER BRDG & TRAIL	32,497.00	0.00	32,497.00	0.00	0.00	0.00
670	METZGER PRESERVE	3,938.70	0.00	3,938.70	0.00	0.00	0.00
671	ODNR-PADDLING ENHANCE GRANT	1,336.00	0.00	1,336.00	0.00	0.00	0.00
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	215.62	0.00
6 Funds		1,166,520.42	529,669.47	247,657.30	1,448,532.59	462,168.65	986,363.94

MTD/YTD Total Expense Report by Fund for Year 2025 Month 04 - 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	18,270.00	71,175.27	175,718.34	0.00	0.00	175,718.34
639.6052.5201	PERS-PARK DISTRICT - PARK DISTRICT	34,565.11	2,557.79	9,964.50	24,600.61	0.00	0.00	24,600.61
639.6052.5202	MEDICARE-PARK DISTRICT - PARK DISTRICT	3,579.96	248.25	965.15	2,614.81	0.00	0.00	2,614.81
639.6052.5203	INSURANCE - PARK DISTRICT	70,115.26	5,141.16	20,564.64	49,550.62	0.00	0.00	49,550.62
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	1,761.22	5,543.33	13,255.67	13,255.67	0.00	0.00
639.6052.5401	CONTRACT SRVS-PARK DISTRICT - PARK DISTRICT	508,726.00	32,995.05	92,617.78	416,108.22	311,513.22	0.00	104,595.00
639.6052.5403	TRAVEL/EXPENSES-PARK DISTRICT - PARK DISTRICT	5,238.00	0.00	1,356.54	3,881.46	3,881.46	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	0.00	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	0.00	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	60,973.47	209,885.60	1,235,177.88	461,953.03	0.00	773,224.85
659.6095.5401	CONTRACTS-SERVICES - ODNR-SCIOTO RIVER BRDG & TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
659.6095.5701	TRANSFERS OUT - ODNR-SCIOTO RIVER BRDG & TRAIL	32,497.00	32,497.00	32,497.00	0.00	0.00	0.00	0.00

MTD/YTD Total Expense Report by Fund for Year 2025 Month 04 - PICKAWAY COUNTY

659.6095.5801	ADVANCES OUT - ODNR-SCIOTO RIVER BRDG & TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	32,497.00	32,497.00	32,497.00	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
670.6092.5701	TRANSFERS OUT - METZGER PRESERVE	3,938.70	3,938.70	3,938.70	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	3,938.70	3,938.70	3,938.70	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
671.6094.5701	TRANSFERS OUT - ODNR - PADDLING ENHANCE GRANT	1,336.00	1,336.00	1,336.00	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	1,336.00	1,336.00	1,336.00	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

MTD/YTD Total Expense Report by Fund for Year 2025 Month 04 - PICKAWAY COUNTY

922.6909.5401	CONTRACTS-SERVICES - PARK DISTRICT	215.62	0.00	0.00	215.62	215.62	0.00	0.00
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	215.62	0.00	0.00	215.62	215.62	0.00	0.00
49 Accts		1,483,050.80	98,745.17	247,657.30	1,235,393.50	462,168.65	0.00	773,224.85