



June 24, 2025
Regular Meeting, 12:00 pm
Park District Headquarters

Agenda

- Roll Call
- Fill vacant Vice-Chair position
- Approve Meeting Minutes
- Financial Report
- Strategic Plan Update – Parks Update
- Director's Report
- Unfinished Business
- New Business
- Public Comments
- Next Regularly Scheduled meeting – 12PM, Tuesday, July 22th , 2025
- Adjournment



Pickaway County Park Board Meeting Minutes

Tuesday, May 27, 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	Jeff Phillips Vice Chair	Susan Metzger Treasurer	Cindy Whited Member	Marie Wilbanks Member
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. Minutes of previous month & special meetings: The motion to approve the 4/22/25 minutes with one typo correction, and the 5/13/2025 special meeting minutes was made by Wilbanks, seconded by Whited; motion carried.
3. Financial Status of Park District: Presented by Sanders: General Fund beginning balance \$913,980.51. After receiving the first property tax distribution of \$515,764.65 and the first 3 fund transfers back to 639, Ending balance \$1,368,771.69. Besides regular operational expenses, \$34,756.27 in expenses included an initial payment to TRIAD Architects towards the office remodel planning and the final HQ Ramp payment. The motion to approve the financial report was made by Metzger, seconded by Whited; motion carried.
4. Parks and Strategic Plan Updates:
 - Strategic Plan: Sanders shared that the Environmental Design Group representative was unable to attend today's meeting – is scheduled to attend the June Board meeting
 - Parks Recap: Shared by Sanders:
 - Scioto Darby Access: Large stones were placed at the Scioto Darby paddling access parking area to prevent motorized vehicles in unwanted areas, and to prevent further fence loss to floodwaters.
 - Roundtown Trail: a trapper has been hired to remove beavers that are causing flooding along the trail and school property.
5. Director's Report: by Sanders:
 - PCPD is moving forward with the TAP grant process and shared some information about the consulting process
 - An update was given on the work with TRIAD – plans and a timeline were shared for the office renovation project.
 - Barnes Farms Property – PCPD plans to apply for a Clean Ohio grant to pursue purchase of this property

- Pickaway Historical Society: meeting recap – Whited, Ellis and Jeb met, Sanders joined late, to discuss potential future events. A Ross County event is currently scheduled for 9/20/2025.
 - Photo Contest Recap: Caudill shared briefly the results of the 2025 Photo Contest; a reception was held 5/22/25 to honor the winners.
 - PCPD Education: Sanders gave a brief update on Ellis' efforts in the community
 - Sanders shared that he has an upcoming meeting with AI Placer
6. Unfinished Business:
- Metal Detecting Rule: Rule 202501 was shared, a motion was made by Whited, seconded by Wilbanks to adopt and pursue the implementation of a metal detecting rule, policy and permitting process.
7. New Business:
- The immediate resignation from the Board of Jeff Phillips was submitted via email to Bigam and Sanders. The resignation was accepted. Phillips stated that future scheduling conflicts would continue to impair his ability to attend meetings, but also expressed ongoing support for the Park District, willingness to assist when able and gratitude for the opportunity to serve.
8. Public Comments: None
9. Executive Session: at 12:47pm roll call was taken: Bigam, Whited, Metzger, Wilbanks and Sanders entered Executive Session to discuss personnel matters. At 1:42pm a motion was made by Wilbanks, seconded by Whited to exit Executive Session and to adjourn the meeting.
10. Schedule of meetings: Next Regular meeting: 12pm Tuesday, June 24, 2025, at Park District Headquarters, South Bloomfield, Ohio.
11. Adjournment: Meeting adjourned by Bigam at 1:42 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 6/24/25

PCPD Board Chairperson Megany Bigam 6/24/25
Date

PCPD Executive Director [Signature] 6/24/25
Date

MTD Fund Report for Year 2025 Month 05 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT		91,795.09	89,039.27	1,371,527.51	430,633.62	940,893.89
659	ODNR-SCIOTO RIVER BRDG & TRAIL	1,368,771.69	0.00	0.00	0.00	0.00	0.00
670	METZGER PRESERVE		0.00	0.00	0.00	0.00	0.00
671	ODNR-PADDLING ENHANCE GRANT		0.00	0.00	0.00	0.00	0.00
918	CLEAN OHIO TRAILS FUND	79,545.28	0.00	79,545.28	0.00	0.00	0.00
922	PARK DISTRICT LEASE PAYMENTS	215.62	0.00	0.00	215.62	215.62	0.00
6 Funds		1,448,532.59	91,795.09	168,584.55	1,371,743.13	430,849.24	940,893.89

YTD Fund Report for Year 2025 Month 05 - PICKAWAY COUNTY

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	1,048,987.82	621,464.56	298,924.87	1,371,527.51	430,633.62	940,893.89
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	79,545.28	0.00	0.00	0.00
922	PARK DISTRICT LEASE PAYMENTS	215.62	0.00	0.00	215.62	215.62	0.00
6 Funds		1,166,520.42	621,464.56	416,241.85	1,371,743.13	430,849.24	940,893.89

MTD/YTD Total Expense Report by Fund for Year 2025 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	246,893.61	32,571.94	103,747.21	143,146.40	0.00	0.00	143,146.40
639.6052.5201	PERS-PARK DISTRICT - PARK DISTRICT	34,565.11	4,560.06	14,524.56	20,040.55	0.00	0.00	20,040.55
639.6052.5202	MEDICARE-PARK DISTRICT - PARK DISTRICT	3,579.96	446.70	1,411.85	2,168.11	0.00	0.00	2,168.11
639.6052.5203	INSURANCE - PARK DISTRICT	70,115.26	5,141.16	25,705.80	44,409.46	0.00	0.00	44,409.46
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	4,761.65	10,304.98	8,494.02	8,494.02	0.00	0.00
639.6052.5401	CONTRACT SRVS-PARK DISTRICT - PARK DISTRICT	508,726.00	21,028.54	113,646.32	395,079.68	290,484.68	0.00	104,595.00
639.6052.5403	TRAVEL/EXPENSES-PARK DISTRICT - PARK DISTRICT	5,238.00	45.62	1,402.16	3,835.84	3,835.84	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	5,483.60	12,652.92	17,347.08	17,347.08	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	15,000.00	15,000.00	(15,000.00)	0.00	0.00	(15,000.00)
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	89,039.27	298,924.87	1,146,138.61	430,633.62	0.00	715,504.99
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	0.00	32,497.00	0.00	0.00	0.00	0.00

MTD/YTD Total Expense Report by Fund for Year 2025 Month 05 - 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	0.00	0.00	32,497.00	0.00	0.00	0.00	0.00
670.6091.5504	LAND - STORYBOOK TRAILS	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	0.00	0.00	3,938.70	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	0.00	0.00	3,938.70	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	0.00	0.00	1,336.00	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	0.00	0.00	1,336.00	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	79,545.28	79,545.28	0.00	79,545.28	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	79,545.28	79,545.28	0.00	79,545.28	0.00	0.00	0.00	0.00

MTD/YTD Total Expense Report by Fund for Year 2025 Month 05 - PICKAWAY COUNTY

922.6909.5401	CONTRACTS-SERVICES - PARK DISTRICT	215.62	0.00	0.00	215.62	215.62	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	215.62	0.00	0.00	215.62	215.62	0.00	0.00	0.00
49 Accts		1,562,596.08	168,584.55	416,241.85	1,146,354.23	430,849.24	0.00	0.00	715,504.99