



July 22, 2025

Regular Meeting, 12:00 pm

Park District Headquarters

## Agenda

- Roll Call
- Approve 6/24/2025 Meeting Minutes
- Financial Status of the Park District
- Public Comments
- Parks Update & Forecast
- Executive Director's Report
  - ❖ Board Member Search update from Judge Harsha
  - ❖ AUP Biennial Auditor of State Audit through Perry & Associates
- Current Projects / Grants Update
  - ❖ HQ Office and Bathroom Reno – TRIAD Architects
  - ❖ TAP Grant / ODOT – Pickaway Trail w/ BG Engineering
  - ❖ ODNR NatureWorks - Canal Park – Accessible Vault Restroom
  - ❖ ODNR/RTP - Metzger Preserve – Storybook Trail
- Unfinished Business
- New Business
  - ❖ Resolution 2025-4 Clean Ohio Greenspace
- Executive Session – Strategic Planning
- Next Regularly Scheduled meeting – 12PM, Tuesday, August 26<sup>th</sup>, 2025
- Adjournment



## Pickaway County Park Board Meeting Minutes

Tuesday, June 24, 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	Vice Chair	Susan Metzger Treasurer	Cindy Whited Member	Marie Wilbanks Member
P	(vacancy)	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	P

Guests: Tom James – Environmental Design Group, Esta O’Neil – volunteer

2. Vice Chair Vacancy: Wilbanks made a motion to nominate Whited as the Vice Chair, Metzger seconded, the motion passed. Whited is now the Vice Chairperson of the board.
3. Minutes of previous month & special meetings: The motion to approve the 5/27/25 minutes was made by Wilbanks, seconded by Whited; motion carried.
4. Financial Status of Park District: Presented by Lands: General Fund beginning balance \$1,368,771.69. The transfer from the 918 Fund back to 639 was made in the form of a voucher for \$79,545.28, Ending balance \$1,371,527.51. Besides regular operational expenses, there was a plow purchased for the front of the Gator for use on the HQ parking lot and to plow trails in the future. The motion to approve the financial report was made by Metzger, seconded by Whited; motion carried.
5. Parks and Strategic Plan Updates:
  - Strategic Plan: Tom James in attendance for later participation with the board
  - Parks Recap: Shared by Sanders:
    - Roundtown Trail: the beaver and associated log jam was removed that had washed out a portion of the trail near the school and wetlands.
    - Sanders said that there will be a “Future Planning” in this section of the meeting going forward. Questions were asked about the McLean Mill Road Paddling Access – Lands told the board that extra trees had been planted as part of the project which will prevent a car from being able to park or turn around. Davis said that hopefully the PCPD can work with the County Engineer to at least make a ‘drop off’ location with parking in another location. Lands stated that the PCPD could work with Jackson Township for parking since the location is within walking distance. Sanders and Lands expressed that parking under the bridge should never be allowed since it would be a difficult location to monitor against unwanted activities.
    - Saltcreek Valley Park: Lands and Whited mentioned the volunteer day scheduled for 9am the following day. Whited also shared that someone told her that the sinkhole was previously a fuel oil tank.

6. Director's Report: by Sanders:

- Barnes Farms Property: the PCPD will be moving forward with pursuing a grant in order to purchase this property.
- Canal Park Bathroom: no one bid on the posted project due to EPA/floodplain concerns. Lands and Sanders have been working with Marty Shull from Columbus Metro Parks for ideas.
- TRIAD – construction documents are almost complete, next meeting scheduled in July – next anticipated step is to put together a bid package in August.
- Saltcreek Valley Park: 9am volunteers event tomorrow, Sanders anticipates a better vision for the park after the event. Metzger suggested that before and after pictures should be taken, Davis asked Whited if a “Coming Soon” type sign would be helpful. Whited shared that she had contacted the Saltcreek Township Trustees to inform them of the upcoming volunteer work event.
- P3 / Smart Growth Initiative Grant: Caudill submitted, and the PCPD received a \$16,647.50 / 50 % match grant towards the Countywide Strategic Plan created by Environmental Design Group.
- Envirothon: Ellis shared that 30-60 teachers will be at HQ the following day for training. The effort is led by Pickaway County Soil & Water Conservation District.
- Outreach Update: Ellis shared that all summer camps are currently full/sold out. There will be a Fishing Derby, Creek Critters camp, Wildlife Wanderers camp, and an upcoming sewing event named ‘Wild Threads’ led by Caudill is also sold out. In partnership with Soil & Water and Solid Waste for some events – the PCPD has hosted 68 programs, 16 Outreach, 3 with the Pickaway County Library, and 19 school events. Board Members were asked to brainstorm about new programming ideas for adults. Esta O’Neil was recognized for her efforts towards the native plantings across the entire Park District.

7. Unfinished Business:

- New Board Member: Applications to fill the open position vacated by Phillips are due by June 30, 2025. Sanders said that he was having a discussion with Judge Harsha about term limits, term expirations not all falling in the same year, etc. Wilbanks asked how the process works, Davis shared how it has happened in the past.
- AOA Update: Bigam shared that the EPA has scheduled a meeting with the PCPD Board and AOA (Appalachia Ohio Alliance) AOA has communicated that EPA wants PCPD/AOA to work it out. There will be a Zoom meeting between Davis, Sanders, and Bigam on Friday 6/27/25 at 12pm. EPA is expected to run the meeting. The AOA board members are not anticipated at the meeting, citing scheduling conflicts. Only AOA representative expected is the Director Steve Fleegal. Davis shared that the ‘Original Sales Agreement’ Trails Agreement with AOA was pursued by both Davis and Hartzler for 2.5 years to obtain signatures. AOA was very unresponsive after the sales agreement and has more recently mentioned adding permits as a requirement but has not communicated what the permitting process would entail.

8. New Business:

- Whited shared that she has seen organizations use magnetic signs at events to explain what is happening. She thinks similar signs would be good for volunteer events and programming. The PCPD logo would be on one side and then the opposite side would be for the specific event. Also, that mesh vest for volunteers to use while volunteering would communicate participation to onlookers, and the local media such as Scioto Post should be contacted to help communicate events.

9. Public Comments: None

10. Executive Session: at 1:05pm, a roll call was taken: Bigam, Whited, Metzger, Wilbanks and Sanders entered an Informational Executive Session with Tom James from

Environmental Design Group to discuss the strategic plan. At 2:37pm a motion was made by Wilbanks, seconded by Whited to adjourn the meeting.

11. Schedule of meetings: Next Regular meeting: 12pm Tuesday, July 22, 2025, at Park District Headquarters, South Bloomfield, Ohio.

12. Adjournment: Meeting adjourned by Bigam at 2:37 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 7/22/2025 WRC

PCPD Board Chairperson Megany Bigam Date 7-22-25

PCPD Executive Director J. J. A. Date 7/22/25

# PICKAWAY COUNTY

## Monthly Statement of Cash

As Of: 6/30/2025  
Funds: 6039 to 6039

		Include Inactive Accounts: No		
Fund	Description	Beginning Bal.	MTD Increases	MTD Decreases
6039	P.C. PARK DISTRICT	\$1,371,527.51	\$16,687.50	\$29,503.71
Grand Total:		\$1,371,527.51	\$16,687.50	\$29,503.71
				Ending Bal.
				\$1,358,711.30
				\$1,358,711.30

# PICKAWAY COUNTY

## Statement of Cash Position

From: 1/1/2025 to 6/30/2025

Funds: 6039 to 6039

Fund	Description	Beginning Balance	Net Revenue YTD	Net Expense YTD	Increases, Other YTD	Decreases, Other YTD	Unexpended Balance	Include Inactive Accounts: No	
								Encumbrance YTD	Ending Balance
6039	P.C. PARK DISTRICT	\$1,048,987.82	\$638,152.06	\$328,428.58	\$0.00	\$0.00	\$1,358,711.30	\$417,394.67	\$941,316.63
Grand Total:		\$1,048,987.82	\$638,152.06	\$328,428.58	\$0.00	\$0.00	\$1,358,711.30	\$417,394.67	\$941,316.63

# PICKAWAY COUNTY

## Monthly Statement of Cash

As Of: 6/30/2025

Funds: 6059 to 6122

Include Inactive Accounts: No

Fund	Description	Beginning Bal.	MTD Increases	MTD Decreases	Ending Bal.
6059	ODNR - SCIOTO RIVER BRIDGE & TRAIL	\$0.00	\$0.00	\$0.00	\$0.00
6060	RECREATIONAL TRAIL FUND	\$15,000.00	\$0.00	\$0.00	\$15,000.00
6070	METZGER PRESERVE	\$0.00	\$0.00	\$0.00	\$0.00
6071	ODNR - PADDLING ENHANCEMENT GRANT	\$0.00	\$0.00	\$0.00	\$0.00
6118	CLEAN OHIO TRAILS	\$0.00	\$0.00	\$0.00	\$0.00
6122	PARK DISTRICT LEASE PAYMENTS	\$215.62	\$0.00	\$0.00	\$215.62
Grand Total:		\$15,215.62	\$0.00	\$0.00	\$15,215.62

# PICKAWAY COUNTY

## Statement of Cash Position

From: 1/1/2025 to 6/30/2025

Funds: 6059 to 6122

Fund	Description	Beginning Balance	Net Revenue YTD	Net Expense YTD	Increases, Other YTD	Decreases, Other YTD	Unexpended Balance	Include Inactive Accounts: No		
								Encumbrance YTD	Ending Balance	Ending Balance
6059	ODNR - SCIOTO RIVER BRI	\$32,497.00	\$0.00	\$32,497.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6060	RECREATIONAL TRAIL FU	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00	\$0.00
6070	METZGER PRESERVE	\$3,938.70	\$0.00	\$3,938.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6071	ODNR - PADDLING ENHAN	\$1,336.00	\$0.00	\$1,336.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6118	CLEAN OHIO TRAILS	\$79,545.28	\$0.00	\$79,545.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6122	PARK DISTRICT LEASE PA	\$215.62	\$0.00	\$0.00	\$0.00	\$0.00	\$215.62	\$215.62	\$0.00	\$0.00
Grand Total:		\$117,532.60	\$15,000.00	\$117,316.98	\$0.00	\$0.00	\$15,215.62	\$15,215.62	\$0.00	\$0.00