



August 26, 2025 Regular Meeting, 12:00 pm

Park District Headquarters

Agenda

- Roll Call
- Appoint New Board Member
- Approve 7/22/2025 Meeting Minutes
- Financial Status of the Park District
- Public Comments
- Parks Update & Forecast
 - ❖ Fall Programs Calendar
- Executive Director's Report
 - ❖ AUP Biennial Audit Final Report
- 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
 - ❖ Special Meeting Thursday Sept 4th 12pm – Bid Approval
- Next Regularly Scheduled meeting – 12PM, Tuesday, September 23rd, 2025
- Adjournment



Pickaway County Park Board Meeting Minutes

Tuesday, July 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 | Cindy Whited Vice Chair | Susan Metzger Treasurer | (Vacancy) Member | Marie Wilbanks Member |
| P | P | A | N/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 | P |

Guests: Esta O'Neil – volunteer

2. Minutes of the previous month & special meetings: The motion to approve the 6/24/25 minutes was made by Whited, seconded by Wilbanks; motion carried.
3. Financial Status of Park District: Presented by Sanders: \$29,503.71 was spent from the general fund. Besides regular operational expenses, there was a purchase made of animal skins for educational purposes, funded by the South Central Power Operation Round Up grant funds. A request was made by Wilbanks to include a future financial projection at subsequent meetings. The motion to approve the financial report was made by Wilbanks, seconded by Whited; motion carried.
4. Public Comments: None
5. Parks Update & Forecast: Sanders explained the new Recap format and answered some questions.
 - Canal Park: Caudill had the rented Porta-John switched out for an accessible unit after a family pointed out that they couldn't use the previous one.
 - Metzger Preserve: The Storybook Trail frames from Pannier, ordered through the grant by Caudill, have been delivered to HQ for installation by Lands and crew.
 - Logan Elm SMP: a family of dogs were apparently abandoned but through the work of the Pickaway County Dog Shelter and ultimately Rico Pet Recovery with assists from the neighboring landowners – the dogs were recovered and transported to the County Dog Shelter. Rico had a trail cam up and caught another pair of dogs being dumped in the night that they also worked to retrieve.
6. Executive Director's Report: by Sanders:
 - Multiple applicants have applied to Judge Harsha for the board member vacancy – Sanders will attend interviews with the Judge.
 - The biennial audit was submitted by Caudill and Perry & Associates to the Auditor of State and is awaiting approval. The Board Members will be given a copy of the Final Report by the AOS when it is ready.

7. Current Projects / Grants Update:

- TRIAD – HQ Master Plan, Office and Bathroom remodel: documents of the plans were shared with all in attendance, materials samples were also modeled by Davis. The bid package is expected to be posted prior to the next board meeting with an expected completion date of 12/12/2025.
- TAP Grant / ODOT – Pickaway Trail bridge project with BG Engineering: Sanders & Lands have been working with Steve Butler of BG – the original grant estimated \$200,000 in pre-engineering costs and the BG estimate came in at \$456,000 due to the labor intense work of examining the historic bridge pieces for structural integrity. This estimate would be paid at intervals, if at any point the project appears to be unmanageable, either party can terminate the agreement. Sanders with the help of Lands have been in contact with ODOT for counsel on the viability / appropriate cost expectations of the project to protect the financial interests of the Park District from over extension. Sanders requested the Board's permission to continue to pursue the contract with BG Engineering – Whited made a motion to approve the Park District expenses up to \$460,000 with BG Engineering to develop the inspection of bridge members, engineering plans and construction documents necessary to continue the TAP Grant project. Wilbanks seconded the motion, the motion passed.
- Canal Park Restroom Project / NatureWorks / Brooks Yates Opportunities Board Grants: Lands shared the EPA permitting issues for this restroom due to the location of the park on floodplain maps. Wilbanks requested an update for the Brooks Yates Opportunities Board due to their monetary pledge towards the project. Lands agreed to provide the update.
- ODNR / Recreation Trail Program – Metzger Storybook Trail: Sanders shared that the Pannier shipment has arrived, and the project is currently considered to be on schedule.

8. Unfinished Business: None

9. New Business:

- Resolution 2025-4: Permission for the Park District staff to apply for a Clean Ohio Greenspace grant to purchase land from Barnes Farms, INC. The resolution was approved by the three attending board members.
10. Executive Session: at 12:40pm, a motion was made by Whited, seconded by Wilbanks and a roll call was taken: Bigam, Whited, Wilbanks, Davis and Sanders entered an Executive Session to discuss strategic planning. At 1:10pm the Executive Session ended.
11. Schedule of meetings: Next Regular meeting: 12pm Tuesday, August 26, 2025, at Park District Headquarters, South Bloomfield, Ohio.
12. Adjournment: Meeting adjourned by Bigam at 1:10 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 8/26/25 (ure)

PCPD Board Chairperson Megany Bigam 8/26/25
Date

PCPD Executive Director J. J. J. 8/26/25
Date

PICKAWAY COUNTY

Monthly Statement of Cash

As Of: 7/31/2025
Funds: 6039 to 6039

Include Inactive Accounts: No

| Fund | Description | Beginning Bal. | MTD Increases | MTD Decreases | Ending Bal. |
|--------------|--------------------|----------------|---------------|---------------|----------------|
| 6039 | P.C. PARK DISTRICT | \$1,358,711.30 | \$9,252.39 | \$57,719.23 | \$1,310,244.46 |
| Grand Total: | | \$1,358,711.30 | \$9,252.39 | \$57,719.23 | \$1,310,244.46 |

PICKAWAY COUNTY

Statement of Cash from Revenue and Expense

From: 1/1/2025 to 7/31/2025
 Funds: 6039 to 6039

| Fund | Description | Beginning Balance | Net Revenue YTD | Net Expense YTD | Unexpended Balance | Encumbrance YTD | Include Inactive Accounts: No | |
|--------------|--------------------|----------------------|--------------------|--------------------|-----------------------|--------------------|-------------------------------|---------|
| | | | | | | | Ending Balance | Message |
| 6039 | P.C. PARK DISTRICT | \$1,048,987.82 | \$644,427.06 | \$383,170.42 | \$1,310,244.46 | \$407,548.29 | \$902,696.17 | |
| Grand Total: | | \$1,048,987.82 | \$644,427.06 | \$383,170.42 | \$1,310,244.46 | \$407,548.29 | \$902,696.17 | |

PICKAWAY COUNTY

Monthly Statement of Cash

As Of: 7/31/2025

Funds: 6059 to 6122

| 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 | \$6,510.00 | \$8,490.00 |
| 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 | \$6,510.00 | \$8,705.62 |

PICKAWAY COUNTY

Statement of Cash Position

From: 1/1/2025 to 7/31/2025
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 |
| 6059 | ODNR - SCIOTO RIVER BRI | \$32,497.00 | \$0.00 | \$32,497.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 6060 | RECREATIONAL TRAIL FU | \$0.00 | \$15,000.00 | \$6,510.00 | \$0.00 | \$0.00 | \$8,490.00 | \$8,490.00 | \$0.00 |
| 6070 | METZGER PRESERVE | \$3,938.70 | \$0.00 | \$3,938.70 | \$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 |
| 6118 | CLEAN OHIO TRAILS | \$79,545.28 | \$0.00 | \$79,545.28 | \$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 |
| Grand Total: | | \$117,532.60 | \$15,000.00 | \$123,826.98 | \$0.00 | \$0.00 | \$8,705.62 | \$8,705.62 | \$0.00 |