



October 28, 2025

Regular Meeting, 2:00 pm

Park District Headquarters

## Agenda

- Roll Call
- Approve 9/23/2025 Meeting Minutes
- Financial Status of the Park District
- Public Comments
- Parks Update & Forecast
- Executive Director's Report
  - ❖ AOA Update
- Current Projects / Grants Update (Updated in written Director's Report)
  - ❖ 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
  - ❖ Clean Ohio Greenspace – Barnes Farms, INC Williamsport
- Unfinished Business
  - ❖ PCPD Committee Members
  - ❖ 2026 Levy
- New Business
  - ❖ 2026 Budget
- Next Regularly Scheduled meeting – 12PM, Tuesday, November 25<sup>th</sup>, 2025
- Adjournment



## Pickaway County Park Board Meeting Minutes

Tuesday, September 23, 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	Randy Beach Member	Marie Wilbanks Member
P	P	P	P	P

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

Guests: None

2. Minutes of the previous month & special meetings: The motion to approve the 8/26/25 minutes was made by Wilbanks, seconded by Whited; motion carried.
3. Financial Status of Park District: Presented by Sanders: August beginning balances total \$1,310,244.46, increases of \$786.25 from GovDeals sales, \$56,262.30 total was spent from the general fund and Storybook Trail fund - \$31,296.10 was spent on staff, besides regular operational expenses, payments were made to TRIAD towards the HQ renovation, tree removal services at Logan Elm SMP, and a payment was made to Environmental Design Group towards the countywide Master Plan. The August end balance of all funds was \$1,263,474.03. The motion to approve the financial report was made by Metzger, seconded by Beach; motion carried.
4. Public Comments: None
5. Parks Update & Forecast: Presented by Sanders:
  - Canal Park: 9/4 Volunteer event was cancelled due to weather, 5 Shelter House reservations were held, new bungee brake system doing well. 9/25 is rain date for Volunteer Event, 2 programs scheduled, 4 current reservations on calendar
  - Metzger Preserve: 9/13: Stream Quality Survey was held by Ellis who reported that the stream is very healthy, and that next time she may change the name of the program back to "Creek Exploration" since attendance dropped. 9/17 Grand Opening of Storybook Trail with many visitors from the Pickaway County Library, Health Care Logistics, Bryn Stepp from Senator Husted's office, Pickaway County Visitor's Bureau, the PCPD and Arista Hartzler brought her children. Walk Along Wednesday is scheduled for October 15.
  - Esker's Edge: Rock Garden put together by Esta O'Neil is complete, the Garden Club was hosted by Ellis for a Canal History presentation, Archaeology Day was held successfully with 70+ in attendance. 3 upcoming events and a Volunteer Event to remove invasives is scheduled for 10/28.
  - Roundtown Trail: Walk Along Wednesday was held 9/17.
  - Pickaway Trail: upcoming Walk Along Wednesday

- Saltcreek Valley Park: sign boards have been ordered, and a split rail fence and gate are planned to be installed. Quotes and estimates are being accumulated for playground equipment, a shelter house, etc. Sanders does not approve of "Coming Soon" signs, prefers to install actual park sign.
6. Executive Director's Report: by Sanders:
    - AOA Update – Sanders has been communicating with AOA Director Steve Fleegal via phone. Fleegal wanted the 9/12 scheduled meeting between AOA, PCPD and Ohio EPA cancelled in order to schedule an AOA – PCPD trails agreement meeting. Sanders agreed to these terms and an in-person meeting is scheduled for Monday 10/20/25 at 1pm. PCPD Board members expressed concern about the content of the meeting being recorded in some fashion for the sake of posterity. Sanders will contact Ohio EPA to reschedule if the 10/20 meeting falls through. Sanders was also able to speak with an AOA board member during Archaeology Day.
  7. Current Projects / Grants Update: Presented by Sanders:
    - TRIAD – HQ building renovation bids came in too high over expected estimates to be able to accept any of the contractor bids. Sanders is working with TRIAD and Lands to break the project down further into more affordable segments. Whited expressed concern about overall timeline of project in order to proceed with Nature Center plans, Sanders stated that TRIAD has promised that the 12/31/25 deadline for completion has not changed.
    - TAP Grant / ODOT – Pickaway Trail bridge project with BG Engineering: bridge member section inspections begin next week at the County Engineer's facility.
    - Canal Park Restroom Project / NatureWorks / Brooks Yates Opportunities Board Grants: A new restroom vendor is being pursued to overcome some of the timeline and location difficulties with this project.
    - ODNR / Recreation Trail Program – Metzger Storybook Trail: 99% complete – waiting on final books to print from Health Care Logistics, and Final Report for reimbursement to be written.
    - Clean Ohio Green Space / Barnes Farms, INC Williamsport: Caudill submitted the final compiled grant on 9/19, all staff worked together to gather the needed information and documents. A Facebook post from Williamsport led to some factual misunderstanding of the project but has since been addressed.
  8. Unfinished Business: None
  9. New Business:
    - Review of PCPD Committee Members was tabled due to lack of sufficient time
  10. Education & Outreach: Ellis reported that 70+ were in attendance for Archaeology Day, the first to be held at PCPD HQ. Ellis also taught/attended Envirothon Student Training, Hocking Hills Certified Volunteer Naturalists meeting and went to the Walnut Elementary Kindergarten classes and taught 79 students the "Exploring our Senses" program.
  11. 2026 Levy: Bigam spoke briefly about the two options that could be put on the ballot, and that he has a list of volunteers interested in forming a Levy Committee. Wilbanks again requested financial yearly projections of the PCPD in order to make an accurate decision on what millage to put on the ballot.
  12. Schedule of meetings:
    - Next Regular meeting: 12pm Tuesday, October 28, 2025, at Park District Headquarters, South Bloomfield, Ohio.
  13. Adjournment: Meeting adjourned by Bigam at 1:26 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 Oct 28<sup>th</sup>, 2025 (WRC)

PCPD Board Chairperson Gregory Bigan OCT. 28, 2025  
Date

PCPD Executive Director JGJ 10/28/25  
Date

Statement of Cash from Revenue and Expense

PICKAWAY COUNTY

YTD Fund Balances thru September 2025

From: 1/1/2025 to 9/30/2025

Funds: 6039 to 6122

Fund	Description	Beginning Balance	Net Revenue YTD	Net Expense YTD	Unexpended Balance	Encumbrance YTD	Ending Balance
6039	P.C. PARK DISTRICT	\$1,048,987.82	\$1,015,910.77	\$525,242.10	\$1,539,656.49	\$335,952.76	\$1,203,703.73
6059	ODNR - SCIOTO RIVER BRIDGE & TRAIL	\$32,497.00	\$0.00	\$32,497.00	\$0.00	\$0.00	\$0.00
6060	RECREATIONAL TRAIL FUND	\$0.00	\$15,000.00	\$7,761.17	\$7,238.83	\$7,238.83	\$0.00
6070	METZGER PRESERVE	\$3,938.70	\$0.00	\$3,938.70	\$0.00	\$0.00	\$0.00
6071	ODNR - PADDLING ENHANCEMENT	\$1,336.00	\$0.00	\$1,336.00	\$0.00	\$0.00	\$0.00
6118	GRANT CLEAN OHIO TRAILS	\$79,545.28	\$0.00	\$79,545.28	\$0.00	\$0.00	\$0.00
6122	PARK DISTRICT LEASE PAYMENTS	\$215.62	\$0.00	\$0.00	\$215.62	\$215.62	\$0.00
Grand Total:		\$1,166,520.42	\$1,030,910.77	\$650,320.25	\$1,547,110.94	\$343,407.21	\$1,203,703.73

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Monthly Statement of Cash

PICKAWAY COUNTY PARK DISTRICT  
MTD Fund Balances - September 2025

As Of: 9/30/2025  
Funds: 6039 to 6122

Fund	Description	Beginning Bal.	MTD Increases	MTD Decreases	Ending Bal.
6039	P.C. PARK DISTRICT	\$1,255,545.36	\$370,697.46	\$86,566.33	\$1,539,656.49
6059	ODNR - SCIOTO RIVER BRIDGE & TRAIL	\$0.00	\$0.00	\$0.00	\$0.00
6060	RECREATIONAL TRAIL FUND	\$7,713.05	\$0.00	\$474.22	\$7,238.83
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:		\$1,263,474.03	\$370,697.46	\$87,060.55	\$1,547,110.94

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Revenue Audit Trail Report

PICKAWAY COUNTY PARK DISTRICT  
Revenue Audit Trail Report - September 2025

Accounts: 6039-560-20-491000 to 6118-560-90-456000

From: 9/1/2025 to 9/30/2025

Journal ID	Date	Transaction Description	Source Document	From	Number	For	Debit Amount	Credit Amount
6039-560-90-410100								
TR2025090001	09/04/2025	2024 REA SETTLEMENT - 2ND HALF	Transfer: 2024 REA SETTLEMENT - 2ND HALF PD IN SEPT 2025 - 2024 REA SETTLEMENT - 2ND HALF PD IN SEPT				\$0.00	\$363,848.35
TR2025090002	09/08/2025	Pickaway Metropolitan Housing Aug	Transfer: Pickaway Metropolitan Housing Aug 2025 -payment in lieu of taxes transfer - Pickaway Metropolitan Housing Aug 2025 -payment in lieu of taxes transfer				\$0.00	\$130.08
6039-560-90-410100Total:							\$0.00	\$363,978.43
6039-560-90-410500								
TR2025090004	09/18/2025	2025 2nd HALF MH SETTLEMENT	Transfer: 2025 2nd HALF MH SETTLEMENT - 2025 2nd HALF MH SETTLEMENT				\$0.00	\$1,340.77
6039-560-90-410500Total:							\$0.00	\$1,340.77
PROPERTY & OTHER TAXES Totals:							\$0.00	\$365,319.20
6039-560-90-455000								
RJ2025090019	09/23/2025	GRANT MATCH FOR STORYBOOK TRAIL	MR 2025-PI-1113-01 From-PARK DISTRICT For-GRANT MATCH FOR STORYBOOK TRAIL	PARK DISTRICT	2025-PI-1113	GRANT MATCH FOR	\$0.00	\$500.00
6039-560-90-455000Total:							\$0.00	\$500.00
INTERGOVERNMENTAL Totals:							\$0.00	\$500.00
6039-560-90-492026								
RJ2025090001	09/02/2025	CALAMUS SWAMP MANAGEMENT	MR 2025-PI-0871-01 From-PARK DISTRICT For-CALAMUS SWAMP MANAGEMENT	PARK DISTRICT	2025-PI-0871	CALAMUS SWAMP	\$0.00	\$4,000.00
RJ2025090019	09/23/2025	WALKIE TALKIE RADIOS SALE	MR 2025-PI-1111-01 From-PARK DISTRICT For-WALKIE TALKIE RADIOS SALE	PARK DISTRICT	2025-PI-1111	WALKIE TALKIE F	\$0.00	\$20.00
RJ2025090019	09/23/2025	9 SOLD LISTINGS	MR 2025-PI-1112-01 From-PARK DISTRICT For-9 SOLD LISTINGS	PARK DISTRICT	2025-PI-1112	9 SOLD LISTINGS	\$0.00	\$823.00
RJ2025090023	09/26/2025	PARKS OTHER REC	MR 2025-PI-1165-01 From-PARK DISTRICT For-SINK, GOLF SET PAVEMENT	PARK DISTRICT	2025-PI-1165	SINK, GOLF SET I	\$0.00	\$35.26
6039-560-90-492026Total:							\$0.00	\$4,878.26
OTHER Totals:							\$0.00	\$4,878.26
PARK DISTRICT (PARK) Totals:							\$0.00	\$370,697.46
Fund 6039 Total:							\$0.00	\$370,697.46
Grand Total:							\$0.00	\$370,697.46

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## Expense Transaction Ledger

# PICKAWAY COUNTY PARK DISTRICT

## Expense Transaction Ledger - Sept 2025

Accounts: 6039-560-41-570100 to 6122-240-52-540100

Journal Dates: 9/1/2025 to 9/30/2025

Journal ID	Date	Description	Source	Debit
<b>6039-560-90-510200</b>		<b>PARK SALARY</b>		
Total for 6039-560-90-510200:				\$18,828.19
<b>6039-560-90-520100</b>		<b>PARK OPERS</b>		
Total for 6039-560-90-520100:				\$2,703.92
<b>6039-560-90-520200</b>		<b>PARK MEDICARE</b>		
Total for 6039-560-90-520200:				\$247.47
<b>6039-560-90-520300</b>		<b>PARK INSURANCE</b>		
Total for 6039-560-90-520300:				\$7,883.02
<b>6039-560-90-520310</b>		<b>PARK LIFE INSURANCE</b>		
Total for 6039-560-90-520310:				\$17.45
<b>6039-560-90-530100</b>		<b>PARK SUPPLIES</b>		
EJ2025090055	09/09/2025	Toilet part - Closet Rir	CK0000476562-01 POMV250205 ASHVILLE ACE HARDWA	\$7.99
EJ2025090055	09/09/2025	oil, filter, battery from :	CK0000476642-01 POMV250205 OREILLY AUTO PARTS	\$330.57
EJ2025090055	09/09/2025	2 Think Centre, 2 Thir	CK0000476636-01 POMV250205 INSIGHT PUBLIC SECTO	\$4,412.00
EJ2025090084	09/16/2025	Nail polish, archival pr	CK0000476807-01 POMV250205 AMAZON CAPITAL SERV	\$85.29
EJ2025090084	09/16/2025	copper pipe,fan,torch,	CK0000476736-01 POMV250205 MENARDS INC.	\$264.57
EJ2025090114	09/23/2025	Bait, pens, crickets fr	CK0000476947-01 PO2025-00558 KINGSTON NATIONAL E	\$49.74
Total for 6039-560-90-530100:				\$5,150.16
<b>6039-560-90-540100</b>		<b>PARK CONTRACT SVC</b>		
EJ2025090018	09/02/2025	Agreed upon procedu	CK0000476440-01 POMV250204 PERRY & ASSOC. CERTI	\$4,725.00
EJ2025090018	09/02/2025	HQ Copier Lease 9/1	CK0000476509-01 POMV250204 GORDON FLESCH COMI	\$83.25
EJ2025090018	09/02/2025	Canal Park Porta Johr	CK0000476501-01 POMV250204 OTC PORTABLES	\$125.00
EJ2025090055	09/09/2025	Park District Biennial	CK0000476548-01 POMV250204 TREASURER, STATE OF	\$92.40
EJ2025090055	09/09/2025	8/14, 8/29/25 HQ buil	CK0000476692-01 POMV250204 HAUTALA, CYNTHIA S.	\$425.00
EJ2025090084	09/16/2025	Womens restroom Hv	CK0000476747-01 POMV250204 ACCURATE HEATING & (	\$322.94
EJ2025090084	09/16/2025	HQ water cooler renta	CK0000476786-01 POMV250204 CRH OHIO LTD	\$12.00
EJ2025090084	09/16/2025	HQ electric 8/5/25-9/4	CK0000476723-01 POMV250204 SOUTH CENTRAL POWE	\$806.00
EJ2025090084	09/16/2025	Countywide Master Pl	CK0000476868-01 POMV250204 ENVIRONMENTAL DESIG	\$547.50
EJ2025090084	09/16/2025	HQ dumpster rental &	CK0000476755-01 POMV250204 RUMPKE OF OHIO, INC.	\$86.63
EJ2025090084	09/16/2025	HQ Internet 9/1/25-9/	CK0000476803-01 POMV250204 CHARTER COMMUNICA	\$415.34
EJ2025090114	09/23/2025	PCPD HQ copier pag	CK0000476943-01 POMV250204 GORDON FLESCH COMI	\$36.37
EJ2025090114	09/23/2025	Logan Elm SMP Secu	CK0000476925-01 POMV250204 SOUTH CENTRAL POWE	\$22.00
EJ2025090114	09/23/2025	Corel Draw from 4374	CK0000476947-02 PO2025-00558 KINGSTON NATIONAL E	\$329.00
EJ2025090114	09/23/2025	Acknowledgement sig	CK0000477052-01 POMV250204 HEALTH CARE LOGISTIC	\$11.45
EJ2025090114	09/23/2025	Canal Park Electric 8/	CK0000476995-01 POMV250204 SOUTH CENTRAL POWE	\$45.00
EJ2025090114	09/23/2025	PCPD HQ Security ilg	CK0000476925-01 POMV250204 SOUTH CENTRAL POWE	\$44.00
EJ2025090114	09/23/2025	PCPD HQ effluent tes	CK0000477013-01 POMV250204 ALLOWAY	\$65.00
EJ2025090143	09/30/2025	HQ reno services thru	CK0000477208-01 POMV250204 TRIAD ARCHITECTS, LTI	\$1,828.32
EJ2025090143	09/30/2025	Storybook panel printi	CK0000477178-01 POMV250204 HEALTH CARE LOGISTIC	\$374.22
EJ2025090143	09/30/2025	HQ First Aid cabinet s	CK0000477199-01 POMV250204 CINTAS FIRST AID & SAF	\$21.98
EJ2025090143	09/30/2025	Storybook panel printi	CK0000477178-01 POMV250204 HEALTH CARE LOGISTIC	\$374.22
Total for 6039-560-90-540100:				\$10,792.62
<b>6039-560-90-553068</b>		<b>PARK IMPROVEMENT PROGRAM</b>		
EJ2025090055	09/09/2025	Playground structure :	CK0000476718-01 POMV250207 VILLAGE OF DARBYVILLI	\$40,963.50
Total for 6039-560-90-553068:				\$40,963.50
<b>6060-560-90-530100</b>		<b>STORYBOOK SUPPLIES</b>		
EJ2025090084	09/16/2025	Storybook Panels - Gc	CK0000476829-01 POMV250479 HEALTH CARE LOGISTIC	\$374.22
Total for 6060-560-90-530100:				\$374.22
<b>6060-560-90-540100</b>		<b>STORYBOOK CONTRACT SVC</b>		
EJ2025090114	09/23/2025	PCPD Storybook Trail	CK0000477068-01 POMV250478 ODNR	\$100.00
Total for 6060-560-90-540100:				\$100.00
<b>Grand Totals:</b>				<b>\$87,060.55</b>