



February 24, 2026

Regular Meeting, 12:00 pm

Park District Headquarters

Agenda

- Roll Call
- Approve 1/27/2026 Meeting Minutes
- Financial Status of the Park District
- Public Comments
- Parks Update & Forecast
- Executive Director's Report
- Current Projects / Grants Update (Updated in written Director's Report)
 - ❖ HQ Office, Bathroom Reno, Nature Center - TRIAD Architects
 - Pine Valley Progress
 - ❖ ODNR NatureWorks - Canal Park – Accessible Vault Restroom
- Unfinished Business
 - ❖ Levy Committee Update
 - ❖ PTIG Award announcements
- New Business
 - ❖ Williamsport / Metzger Preserve “Backwoods Boom” request
- Next Regularly Scheduled meeting – 12PM, Tuesday, March 24, 2026
- Adjournment



Pickaway County Park Board Meeting Minutes

Tuesday, January 27, 2026, 12pm

The meeting was called to order at 12:15pm 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 | A |

| | | | |
|---|--|--------------------------------------|---|
| 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. 2026 Board Officer positions and committees were filled as follows: Bigam was nominated as Chair by Whited. A motion was made by Metzger to vote for Bigam as Chair, seconded by Beach, and Bigam was unanimously elected as Chair. Bigam nominated Whited as Vice Chair. Metzger made a motion to vote Whited as Vice chair, seconded by Bigam, the motion passed unanimously to elect Whited as 2026 Vice Chair. Bigam nominated Metzger as Treasurer, Beach made a motion to elect Metzger and the motion passed unanimously. Caudill will remain appointed Board Secretary for 2026. The Board chose to accept the committees as printed in the meeting packet for 2026.
3. Minutes of the previous month: The motion to approve the 12/23/25 meeting minutes was made by Whited, seconded by Metzger; motion carried.
4. Financial Status of Park District: Presented by Sanders: December beginning cash balances total \$1,366,080.54, increases from two Event Brite payouts and one GovDeals sale. \$44,259.47 total was spent from the general fund, and some monies were advanced back from the Recreational Trail fund. The December end cash balance of all funds was \$1,322,484.17. The motion to approve the financial report was made by Beach, seconded by Whited; motion carried.
5. Public Comments: None
6. Parks Update & Forecast: Sanders presented the previous month / upcoming month recap as printed in the packet. Sanders also communicated that there will be a project timeline developed by PCPD staff for board meetings by the next meeting. Ellis shared a recap of the 1st Annual Winter Hike – 37 of 65 registrants attended on a less than desirable weather day and Hannah Thomas made stickers to distribute. Ellis shared additional opportunities coming up such as the Sandhill Crane Survey and workshops. Caudill shared a Wild Threads recap and upcoming spring series.
7. Executive Director's Report: presented by Sanders:
 - The PCPD staff will be attending OPRA conference Feb 1st-4th in Sandusky, Ohio
8. Park and Trail Improvement Grant Update: An update was given by Sanders and Caudill on the applicants.

9. Levy Committee Update:

- The committee is seeking volunteers to run a levy campaign.

10. New Business:

- none

11. Schedule of meetings:

- Next Regular meeting: 12pm Tuesday, February 24, 2026, at Park District Headquarters, South Bloomfield, Ohio.

12. Adjournment: Meeting adjourned by Bigam at 1:27 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 2/24/26 (RC)

PCPD Board Chairperson Megany Bigam 2/24/26
Date

PCPD Executive Director J. G. J. 2/24/2026
Date

Expense Transaction Ledger

PICKAWAY COUNTY PARK DISTRICT
Expense Transaction Ledger - JANUARY 2026

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

Journal Dates: 1/1/2026 to 1/31/2026

| Journal ID | Date | Description | Source | Debit |
|-------------------------------|------------|---|--|---------------------|
| 6039-560-90-510200 | | PARK SALARY | | |
| Total for 6039-560-90-510200: | | | | \$18,423.85 |
| 6039-560-90-520100 | | PARK OPERS | | |
| Total for 6039-560-90-520100: | | | | \$2,470.07 |
| 6039-560-90-520200 | | PARK MEDICARE | | |
| Total for 6039-560-90-520200: | | | | \$236.33 |
| 6039-560-90-520300 | | PARK INSURANCE | | |
| Total for 6039-560-90-520300: | | | | \$8,518.15 |
| 6039-560-90-520310 | | PARK LIFE INSURANCE | | |
| Total for 6039-560-90-520310: | | | | \$17.45 |
| 6039-560-90-530100 | | PARK SUPPLIES | | |
| EJ2026010017 | 01/13/2026 | Cricut Vinyl for signs, super glue from 9197 - 011CK0000479662-01 | PO2026-00233 AMAZON CAPITAL SERVI | \$70.20 |
| EJ2026010017 | 01/13/2026 | stamps,frog food,vol app food,bldg dec, schFT s | CK0000479670-01 PO2026-00233 KINGSTON NATIONAL BA | \$312.46 |
| EJ2026010017 | 01/13/2026 | furnace filters from 9197 - 01132026 PARK DIST | CK0000479662-01 PO2026-00233 AMAZON CAPITAL SERVI | \$148.20 |
| EJ2026010017 | 01/13/2026 | batting for Wild Threads from 9197 - 01132026 | CK0000479663-01 PO2026-00233 AMAZON CAPITAL SERVI | \$28.38 |
| EJ2026010086 | 01/21/2026 | hot water pot, coffee cups, hot chocolate packet | CK0000480293-01 PO2026-00233 AMAZON CAPITAL SERVI | \$216.57 |
| EJ2026010095 | 01/27/2026 | gravel for Saltcreek Valley Park from 9632 - PAR | CK0000480352-01 PO2026-00233 MELVIN STONE CO. | \$104.58 |
| Total for 6039-560-90-530100: | | | | \$880.39 |
| 6039-560-90-540100 | | PARK CONTRACT SVC | | |
| EJ2026010017 | 01/13/2026 | water cooler rental 1/1-1/31/26 from 9197 - 0113 | CK0000479666-01 PO2026-00234 CRH OHIO LTD | \$13.00 |
| EJ2026010017 | 01/13/2026 | bathroom demo/remodel/fixtures from 9197 - 011 | CK0000479673-01 PO2026-00234 PINE VALLEY CONSTRUC | \$40,000.00 |
| EJ2026010017 | 01/13/2026 | HQ Porta John rental 1/6 - 2/2/2026 from 9197 - | CK0000479672-01 PO2026-00234 OTC PORTABLES | \$200.00 |
| EJ2026010017 | 01/13/2026 | Analysis 2546803 from 9197 - 01132026 PARK I | CK0000479661-01 PO2026-00234 ALLOWAY | \$65.00 |
| EJ2026010017 | 01/13/2026 | Hootsuite, Ohio DNR license, Cricut tax refund | fr CK0000479670-01 PO2026-00234 KINGSTON NATIONAL BA | \$292.05 |
| EJ2026010017 | 01/13/2026 | Marketing Review & Strategies from 9197 - 0113 | CK0000479667-01 PO2026-00234 ENVIRONMENTAL DESIG | \$1,800.00 |
| EJ2026010017 | 01/13/2026 | Rock the holidays event 5 participants from 9197 | CK0000479676-01 PO2026-00234 STEELE, NORA | \$62.50 |
| EJ2026010017 | 01/13/2026 | HQ cleaning 12/5, 12/18/25 from 9197 - 011320 | CK0000479668-01 PO2026-00234 HAUTALA, CYNTHIA S. | \$450.00 |
| EJ2026010017 | 01/13/2026 | HQ dumpster rental and service Jan 2026 from 9 | CK0000479674-01 PO2026-00234 RUMPKE OF OHIO, INC. | \$92.24 |
| EJ2026010017 | 01/13/2026 | bridge member inspections for Pick Trail project | CK0000479664-01 PO2026-00234 BG ENGINEERING GROU | \$114,505.97 |
| EJ2026010017 | 01/13/2026 | HQ Electric 12/4/25-1/6/26 from 9197 - 0113202 | CK0000479675-01 PO2026-00234 SOUTH CENTRAL POWE | \$4,035.00 |
| EJ2026010017 | 01/13/2026 | HQ internet service from 9197 - 01132026 PARK | CK0000479665-01 PO2026-00234 CHARTER COMMUNICAT | \$407.00 |
| EJ2026010086 | 01/21/2026 | Plan review, inspections, Occupancy Permit | from CK0000480338-01 PO2026-00234 VILLAGE OF SOUTH BLO | \$1,155.00 |
| EJ2026010086 | 01/21/2026 | PCPD HQ Security lights 12/11/25-1/13/2026 | fro CK0000480334-01 PO2026-00234 SOUTH CENTRAL POWE | \$44.00 |
| EJ2026010086 | 01/21/2026 | Canal Park Electric 12/11/25-1/13/2026 from 95 | CK0000480334-01 PO2026-00234 SOUTH CENTRAL POWE | \$45.00 |
| EJ2026010086 | 01/21/2026 | PCPD website hosting Jan 2026 from 9597 - PAI | CK0000480301-01 PO2026-00234 CHAD DESIGNS IT | \$35.00 |
| EJ2026010086 | 01/21/2026 | LESMP Security light 12/11/25-1/13/2026 from 9 | CK0000480334-01 PO2026-00234 SOUTH CENTRAL POWE | \$22.00 |
| EJ2026010095 | 01/27/2026 | Canal Park Restroom Plan & Design from 9632 - | CK0000480354-01 PO2026-00234 ROMTEC INC | \$3,820.00 |
| EJ2026010095 | 01/27/2026 | Craig Sanders business cards from 9632 - PAR | CK0000480357-01 PO2026-00234 INK MY LOGO, LLC | \$65.00 |
| EJ2026010095 | 01/27/2026 | PCPD copy images 4 service contract 12/9/25- | 1,CK0000480351-01 PO2026-00234 GORDON FLESCH COMF | \$29.62 |
| EJ2026010095 | 01/27/2026 | PCPD February 2026 web hosting from 9632 - P | CK0000480348-01 PO2026-00234 CHAD DESIGNS IT | \$35.00 |
| Total for 6039-560-90-540100: | | | | \$167,173.38 |
| 6039-560-90-540300 | | PARK TRAVEL EXP | | |
| EJ2026010017 | 01/13/2026 | 2026 OPRA conf Sanders, Lands, Caudill, Ellis | CK0000479671-01 PO2026-00237 OHIO PARKS & RECREA | \$1,277.50 |
| Total for 6039-560-90-540300: | | | | \$1,277.50 |
| 6039-560-90-540600 | | PARK INSURANCE BONDS | | |
| EJ2026010017 | 01/13/2026 | Bigam, Metzger Bond renewals from 9197 - 011: | CK0000479669-01 PO2026-00238 HUMMEL & PLUM INSUR, | \$450.00 |
| Total for 6039-560-90-540600: | | | | \$450.00 |
| Grand Totals: | | | | \$199,447.12 |

Revenue Audit Trail Report

PICKAWAY COUNTY
Revenues - January 2026

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

From: 1/1/2026 to 1/31/2026

Include Inactive Accounts: No

| Journal ID | Date | Transaction Description | Debit Amount | Credit Amount |
|--------------------------------|------------|---|----------------|---------------|
| 6039-560-90-410100 | | | | |
| ER2026010001 | 01/01/2026 | 2026 Revenue Budget | \$800,000.00 | \$0.00 |
| 6039-560-90-410500 | | | | |
| ER2026010001 | 01/01/2026 | 2026 Revenue Budget | \$3,500.00 | \$0.00 |
| PROPERTY & OTHER TAXES Totals: | | | \$803,500.00 | \$0.00 |
| 6039-560-90-456000 | | | | |
| ER2026010001 | 01/01/2026 | 2026 Revenue Budget | \$3,000.00 | \$0.00 |
| 6039-560-90-492026 | | | | |
| ER2026010001 | 01/01/2026 | 2026 Revenue Budget | \$14,000.00 | \$0.00 |
| RJ2026010015 | 01/27/2026 | LOGAN ELM SMP MANAGEMENT From PARK DISTRICT | \$0.00 | \$5,000.00 |
| RJ2026010018 | 01/28/2026 | COMPLETED IN ERROR | \$5,000.00 | \$0.00 |
| RJ2026010019 | 01/28/2026 | REVERSED WRONG JOURNAL | \$0.00 | \$5,000.00 |
| RJ2026010022 | 01/30/2026 | FIBERGLASS SHOWER STALL From PARK DISTRICT | \$0.00 | \$100.00 |
| 6039-560-90-492026Total: | | | \$19,000.00 | \$10,100.00 |
| PARK DISTRICT (PARK) Totals: | | | \$825,500.00 | \$10,100.00 |
| Fund 6039 Total: | | | \$825,500.00 | \$10,100.00 |
| 6059-560-20-491000 | | | | |
| ER2026010001 | 01/01/2026 | 2026 Revenue Budget | \$103,450.00 | \$0.00 |
| 6059-560-21-490000 | | | | |
| ER2026010001 | 01/01/2026 | 2026 Revenue Budget | \$46,483.33 | \$0.00 |
| 6059-560-90-492000 | | | | |
| ER2026010001 | 01/01/2026 | 2026 Revenue Budget | \$56,966.67 | \$0.00 |
| Fund 6059 Total: | | | \$206,900.00 | \$0.00 |
| 6070-560-20-491000 | | | | |
| ER2026010001 | 01/01/2026 | 2026 Revenue Budget | \$94,800.00 | \$0.00 |
| 6070-560-21-490000 | | | | |
| ER2026010001 | 01/01/2026 | 2026 Revenue Budget | \$10,150.00 | \$0.00 |
| 6070-560-90-450090 | | | | |
| ER2026010001 | 01/01/2026 | 2026 Revenue Budget | \$84,650.00 | \$0.00 |
| INTERGOVERNMENTAL Totals: | | | \$84,650.00 | \$0.00 |
| PARK DISTRICT (PARK) Totals: | | | \$189,600.00 | \$0.00 |
| Fund 6070 Total: | | | \$189,600.00 | \$0.00 |
| Grand Total: | | | \$1,222,000.00 | \$10,100.00 |

Monthly Statement of Cash

PICKAWAY COUNTY PARK DISTRICT
MTD FUND BALANCES JANUARY 2026

As Of: 1/31/2026

Funds: 6039 to 6122

| Fund | Description | Beginning Bal. | MTD Increases | MTD Decreases | Ending Bal. |
|---------------------|-----------------------------------|-----------------------|--------------------|---------------------|-----------------------|
| 6039 | P.C. PARK DISTRICT | \$1,322,484.17 | \$10,100.00 | \$204,447.12 | \$1,128,137.05 |
| 6059 | ODNR NatureWorks | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 6060 | RECREATIONAL TRAIL FUND | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 6070 | CLEAN OHIO GREENSPACE | \$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 | PICKAWAY TRAIL IMPROVEMENTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Grand Total: | | \$1,322,484.17 | \$10,100.00 | \$204,447.12 | \$1,128,137.05 |

2/20/2026 9:54 AM

Statement of Cash from Revenue and Expense

PICKAWAY COUNTY PARK DISTRICT
YTD FUND BALANCES JANUARY 2026

From: 1/1/2026 to 1/31/2026
 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 | \$1,322,484.17 | \$5,100.00 | \$199,447.12 | \$1,128,137.05 | \$901,596.73 | \$226,540.32 |
| 6059 | ODNR NatureWorks | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$103,450.00 | (\$103,450.00) |
| 6060 | RECREATIONAL TRAIL FUND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 6070 | CLEAN OHIO GREENSPACE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$94,800.00 | (\$94,800.00) |
| 6071 | ODNR - PADDLING ENHANCEMENT GRANT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 6118 | CLEAN OHIO TRAILS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 6122 | PICKAWAY TRAIL IMPROVEMENTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Grand Total: | | \$1,322,484.17 | \$5,100.00 | \$199,447.12 | \$1,128,137.05 | \$1,099,846.73 | \$28,290.32 |

2/20/2026 8:59 AM



February 2026 Board Meeting Park Recap

Park District Owned Parks

| | <u>1/28/2026 – 2/24/2026</u> | <u>2/25/2026 – 3/24/2026</u> |
|-----------------------------------|---|--|
| Canal Park & Trails | 0 Shelter House Reservations 2/17 Invasive Removal | 0 Shelter House Reservations 3/3 Shelter House Clean-Up w Vols |
| Metzger Preserve | 2/14 Winter Birdwatching 101 | |
| Esker's Edge (HQ) | Tai Chi Mon/Wed for 8 weeks 1/31 Project Wild & Aquatic Wild 2/4 Walk Along Wednesday 2/7 Bluebird Box Workshop 2/21 Wild Threads | Tai Chi Mon/Wed for 8 weeks 2/21 Wild Threads UFO 2/28 Bluebird Box Building 3/5 Wild Threads Quilt starts 3/12 Rain Barrel Workshop |
| Scioto Darby Access | Closed for the Season | Closed for the Season |
| McClellan Mill Road Access | | |
| Roundtown Trail | Plowing after snowfall | |
| Pickaway Trail | Plowing after snowfall 2/17 Volunteer Clean-up 2/18 Wednesday Walk Along | |
| Saltcreek Valley Park | | |

Park District Managed Parks

| | <u>1/28/2026 – 2/24/2026</u> | <u>2/25/2026 – 3/24/2026</u> |
|------------------------------------|---|--------------------------------|
| Calamus Swamp | | |
| Logan Elm State Memorial | | |
| Elmon Richards River Access | | |
| Mackey Ford Wildlife Area | | |
| Mary Virginia Crites Hannan | | |
| Other News | 2/12/26 – 2 years @ PCPD for Meghan and Wendi | 3/19/26 – 24 years of the PCPD |

Outreach Events:

- 2/1-2/4 Staff Attended OPRA Conference, visited Nature Centers
- 2/11 Logan Elm Elementary
- 2/12 Craig attended leadership training workshop at OCU
- 2/18 Staff toured Brukner Nature Center in Troy
- 2/20 Walnut Elementary