



June 23, 2026

Regular Meeting, 12:00 pm

Park District Headquarters

Agenda

- Roll Call
- Approve 5/26/2026 Regular Meeting Minutes
- Financial Status of the Park District
- Public Comments
- Parks Update & Forecast
- Executive Director's Report
- Current Projects / Grants Update
 - ❖ HQ Office, Bathroom Reno, Nature Center – TRIAD Architects
 - Pine Valley Progress
 - TRIAD / Blue Cat Studios renderings
 - ❖ ODNR NatureWorks - Canal Park – Accessible Vault Restroom
 - ❖ Barnes Property Purchase
- Unfinished Business
 - ❖ Levy Committee Update
 - ❖ Levy Resolutions – Resolution to Proceed 2026-9
- New Business
 - ❖ Pickaway County Community Foundation – Pickaway County Park District Fund
 - ❖ Establish Budget Committee
- Next Regularly Scheduled meeting – 12PM, Tuesday, July 28, 2026
- Adjournment



Pickaway County Park Board Meeting Minutes

Tuesday, May 26, 2026, 12pm

The meeting was called to order at 12:00pm by Chair Greg Bigam at Park District Headquarters.

1. **ROLL CALL** [P = present A = absent]

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	P	P	

Guests: Tom Davis

2. **Minutes of the previous month:** The minutes from the regular April 28, 2026 meeting were distributed and inspected. Metzger moved to approve the minutes, Beach seconded the motion, and the motion passed unanimously.
3. **Financial Status of Park District:** Presented by Sanders: April Beginning balance \$1,009,531.43 – a payment was made to Pine Valley towards the office remodel, Blue Cat Studios and TRIAD Architects billed for planning services for the Nature Center, the expense ledger shows duplicate payments for stained glass event and Blue Cat Studios – but these were canceled by the Auditor's office, Environmental Design Group received another payment towards the Countywide Master Plan and John Ankrom Architects were paid for the construction plans for Saltcreek Valley Park Shelter House for total expenses of \$98,172.79. Revenues were collected from the first half tax settlement, park programming and the Calamus Swamp Management Agreement for \$470,577.42. April Ending balance was \$1,389,816.06. Beach moved to accept the financial reports as presented, Whited seconded the motion. The motion passed unanimously.
4. **Public Comments:** None
5. **Parks Update & Forecast:** Presented as printed by Sanders. Ellis gave a recap of the Mother's Day Event and the 25/26 school year outreach numbers: 28 field trips, 2000 students, and EE camp registration is now full.
6. **Executive Director's Report:** presented as printed by Sanders:
 - Projects Update
 - Networking Update – golf outings, tabling events, presented at Circleville Elementary
 - Updated renderings of the Nature Center from Blue Cat studios were shared
7. **Current Projects & Grants Update:** presented by Lands
 - **Canal Restroom:** Harral & Stevenson has responded to initial EPA permit application questions.
 - **HQ Office Reno:** should be complete and moved into by the start of EE camp.
 - **Saltcreek Valley Park:** Gary Mitchell's class from Logan Elm HS helped to get the posts in the ground for the Shelter House. This project will pause until Lands has finished the in house work of the HQ office reno.
 - **Barnes Purchase:** This purchase continues to move at a slow pace – currently because Harral & Stevenson have encountered issues while surveying the property regarding location of boundary markers in Williamsport.

8. **Unfinished Business:**

- **Levy Committee update** from Greg Bigam: Mr. Bigam deferred to the information that would be presented by Tom Davis.
- **Levy Resolutions:** In order to proceed with one levy measure on the November ballot, Tony Chamberlain from the Pickaway County Prosecutor's office drafted a new single resolution and instructed that the previous two resolutions needed to be rescinded. Board member Metzger moved to rescind Resolution 2026-4, Beach seconded the motion and it passed unanimously. Metzger then moved to rescind Resolution 2026-5, Whited seconded the motion and the motion passed unanimously. Resolution 2026-8 was presented, Whited moved to approve the resolution, Metzger seconded the motion and the resolution was signed for approval by the 4 board members present.

9. **New Business:**

- **Park programming fees:** Caudill offered handouts from the March Auditor of State conference regarding Deliberative Bodies to whomever was interested. Caudill had learned that the PCPD Board needs to be made aware and approve any fees that are charged by the PCPD to the public. A brief description of the staff process for fee setting was given, and a brief discussion was had about current fees being charged.
- Tom Davis: Mr. Davis distributed informational materials that the levy committee plans to use at the Pickaway County Fair and beyond during the levy campaign for review by the staff and Board for accuracy and messaging.

10. **Schedule of meetings:**

- Next Regular meeting: 12pm Tuesday, June 23, 2026, at Park District Headquarters, South Bloomfield, Ohio.

11. **Adjournment:** Meeting adjourned by Bigam at 1:58 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 6/23/26

PCPD Board Chairperson Megany Bigam Date 6/23/26

PCPD Executive Director JGT Date 6/23/26

Monthly Statement of Cash
PICKAWAY COUNTY PARK DISTRICT
MTD Fund Balances - May 2026

As Of: 5/31/2026
Funds: 6039 to 6122

Fund	Description	Beginning Bal.	MTD Increases	MTD Decreases	Ending Bal.
6039	P.C. PARK DISTRICT	\$1,204,261.06	\$47,370.22	\$138,864.97	\$1,112,766.31
6059	ODNR NatureWorks	\$92,555.00	\$0.00	\$0.00	\$92,555.00
6060	RECREATIONAL TRAIL FUND	\$0.00	\$0.00	\$0.00	\$0.00
6070	CLEAN OHIO GREENSPACE	\$93,000.00	\$0.00	\$0.00	\$93,000.00
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:		\$1,389,816.06	\$47,370.22	\$138,864.97	\$1,298,321.31

6/22/2026 1:42 PM

Page 1 of 1

V.3.5

Actual Revenues: \$3,880.28
Duplicate Expenses Added Back: \$43,489.94
Total: \$47,370.22

Expense Transaction Ledger

PICKAWAY COUNTY PARK DISTRICT
Expenses May 2026

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

Journal Dates: 5/1/2026 to 5/31/2026

Journal ID	Date	Description	So	Debit	
6039-560-90-510200 PARK SALARY					
Opening Balance					
Total for 6039-560-90-510200:				\$31,540.69	3 Pay Periods
6039-560-90-520100 PARK OPERS					
Total for 6039-560-90-520100:				\$2,775.64	
6039-560-90-520200 PARK MEDICARE					
Total for 6039-560-90-520200:				\$426.91	
6039-560-90-520300 PARK INSURANCE					
Total for 6039-560-90-520300:				\$8,514.30	
6039-560-90-520310 PARK LIFE INSURANCE					
Total for 6039-560-90-520310:				\$17.45	
6039-560-90-530100 PARK SUPPLIES					
Opening Balance					
EJ2026050011	05/01/2026	wire set,battery,capsule,core from 13929 - 0501 CK0000482779-01 PO2026-00233 C		\$519.83	
EJ2026050011	05/01/2026	bar keeper,softscrub,batteries,soap from 13929 CK0000482778-01 PO2026-00233 A		\$50.68	
EJ202605001E	05/05/2026	SS trash cans for public restrooms from 13963 - CK0000482804-01 PO2026-00233 A		\$209.98	
EJ202605001E	05/05/2026	totes, lamper, soil candy supplies,flowers,patter CK0000482815-01 PO2026-00233 A		\$988.89	
EJ2026050095	05/21/2026	Void Pmt for Inv 11QP-CRVW-TTYP Ln seed er CK0000001523-01 PO2026-00233 A		\$0.00	
EJ202605010E	05/21/2026	Void Pmt for Inv 27519 Ln paint roller,pole,tray l CK0000483403-01 PO2026-00233 A		\$0.00	
EJ202605010E	05/21/2026	Void Pmt for Inv 1222000767 5/1/26 Ln mulch, s CK0000483422-01 PO2026-00233 S		\$0.00	
EJ202605009E	05/21/2026	seed envelopes, school visit books from 14900 - CK0000001523-01 PO2026-00233 A		\$76.32	
EJ2026050104	05/21/2026	mulch, soil, annuals, basket from 14901 - 05212 CK0000483422-01 PO2026-00233 S		\$262.91	Duplicate Expenses:
EJ2026050104	05/21/2026	paint roller,pole,tray liner,primer from 14901 - 0 CK0000483403-01 PO2026-00233 A		\$181.59	\$520.82
EJ202605010C	05/21/2026	seed envelopes, school visit books from 14905 - CK0000001542-01 PO2026-00233 A		\$76.32	
EJ202605010E	05/21/2026	mulch, soil, annuals, basket from 14906 - 05212 CK0000483434-01 PO2026-00233 S		\$262.91	
EJ202605010E	05/21/2026	paint roller,pole,tray liner,primer from 14906 - 0 CK0000483432-01 PO2026-00233 A		\$181.59	
EJ2026050134	05/28/2026	500 Tattoos from 15083 - 05282026 - PARK DIS CK0000483507-01 PO2026-00233 II		\$399.98	
EJ2026050134	05/28/2026	100 Sunglasses from 15083 - 05282026 - PARK CK0000483507-01 PO2026-00233 II		\$301.51	
EJ202605013E	05/28/2026	truck floor mats from 15088 - 05282026 - NON I CK0000001593-01 PO2026-00233 A		\$69.99	Actual Expenses:
Total for 6039-560-90-530100:				\$3,582.50	\$3,061.68
6039-560-90-540100 PARK CONTRACT SVC					
Opening Balance					
EJ2026050011	05/01/2026	Passport to the Parks from 13929 - 05012026 - ICK0000482780-01 PO2026-00234 F		\$1,800.00	
EJ2026050011	05/01/2026	toilet paper, trash cans from 13929 - 05012026 - CK0000482777-01 PO2026-00234 A		\$192.97	
EJ2026050011	05/01/2026	event room thermostat, labor from 13929 - 0501 CK0000482776-01 PO2026-00234 A		\$689.67	
EJ2026050011	05/01/2026	paper towels, trash bags, bathroom signs from CK0000482777-01 PO2026-00234 A		\$92.46	
EJ202605001E	05/05/2026	HQ cleaning 4/17/26, 5/1/26 from 13963 - PARK CK0000482813-01 PO2026-00234 F		\$425.00	
EJ202605001E	05/05/2026	annual fire extinguisher inspection & service fro CK0000482814-01 PO2026-00234 J		\$406.00	
EJ202605001E	05/05/2026	HQ Internet service 5/1-5/31/26 from 13963 - P CK0000482806-01 PO2026-00234 C		\$407.00	
EJ202605001E	05/05/2026	bandages, aspirin, cold relief, aleve, glucose frc CK0000482808-01 PO2026-00234 C		\$113.99	
EJ202605001E	05/05/2026	drinking water cooler rental 5/1-5/31/26 from 13 CK0000482810-01 PO2026-00234 C		\$13.00	
EJ202605001E	05/05/2026	drinking water, distilled water, delivery from 13E CK0000482810-01 PO2026-00234 C		\$69.94	
EJ202605001E	05/05/2026	drinking water, distilled water, delivery from 13E CK0000482810-01 PO2026-00234 C		\$56.71	
EJ202605001E	05/05/2026	Adobe annual sub,chainsaw service,HQ elec frc CK0000482815-01 PO2026-00234 F		\$1,481.88	
EJ202605010E	05/21/2026	Void Pmt for Inv 5/19/2026 Ln Architectural Serv CK0000483379-01 PO2026-00234 A		\$0.00	
EJ202605010E	05/21/2026	Void Pmt for Inv 111246 Ln demo hammer rente CK0000483391-01 PO2026-00234 C		\$0.00	
EJ202605010E	05/21/2026	Void Pmt for Inv 8019 Ln Nature Center Schem CK0000483426-01 PO2026-00234 T		\$0.00	
EJ202605010E	05/21/2026	Void Pmt for Inv 633 Ln drywall, electric and dat CK0000483414-01 PO2026-00234 F		\$0.00	
EJ202605010E	05/21/2026	Void Pmt for Inv 634 Ln labor-tile,fixts,parts,cou CK0000483414-01 PO2026-00234 F		\$0.00	
EJ202605010E	05/21/2026	Void Pmt for Inv IN15616217 Ln HQ copier ima CK0000483393-01 PO2026-00234 C		\$0.00	
EJ2026050104	05/21/2026	demo hammer rental - daily + waiver from 1490 CK0000483391-01 PO2026-00234 C		\$74.80	
EJ2026050104	05/21/2026	Nature Center Schematic Design from 14901 - (CK0000483426-01 PO2026-00234 T		\$5,790.00	
EJ2026050104	05/21/2026	drywall, electric and data for office reno from 14 CK0000483414-01 PO2026-00234 F		\$22,000.00	
EJ2026050104	05/21/2026	HQ copier images from 14901 - 05212026 -PAF CK0000483393-01 PO2026-00234 C		\$54.32	
EJ2026050104	05/21/2026	labor-tile,fixts,parts,counters,paint 4 public RR CK0000483414-01 PO2026-00234 F		\$14,900.00	Duplicate Expenses:
EJ2026050104	05/21/2026	Architectural Services permit fee from 14901 - 0 CK0000483379-01 PO2026-00234 A		\$150.00	\$42,969.12
EJ202605010E	05/21/2026	Nature Center Schematic Design from 14906 - (CK0000483435-01 PO2026-00234 T		\$5,790.00	
EJ202605010E	05/21/2026	HQ copier images from 14906 - 05212026 - PAI CK0000483431-01 PO2026-00234 C		\$54.32	
EJ202605010E	05/21/2026	Architectural Services permit fee from 14906 - 0 CK0000483429-01 PO2026-00234 A		\$150.00	
EJ202605010E	05/21/2026	drywall, electric and data for office reno from 14 CK0000483433-01 PO2026-00234 F		\$22,000.00	Offices
EJ202605010E	05/21/2026	labor-tile,fixts,parts,counters,paint 4 public RR CK0000483433-01 PO2026-00234 F		\$14,900.00	Public RR
EJ202605010E	05/21/2026	demo hammer rental - daily + waiver from 1490 CK0000483430-01 PO2026-00234 C		\$74.80	
EJ2026050134	05/28/2026	HVAC service call -men's RR from 15083 - 0521 CK0000483506-01 PO2026-00234 A		\$295.00	Actual Expenses:
Total for 6039-560-90-540100:				\$91,981.86	\$49,012.74
6039-560-90-540300 PARK TRAVEL EXP					
Opening Balance					
EJ202605001E	05/05/2026	Division of Wildlife Permit from 13963 - PARKS CK0000482815-01 PO2026-00237 F		\$25.62	
Total for 6039-560-90-540300:				\$25.62	Actual Expenses:
Grand Totals:				\$138,864.97	\$95,375.03

Revenue Audit Trail Report
PICKAWAY COUNTY PARK DISTRICT

Revenues - May 2026

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

From: 5/1/2026 to 5/31/2026

Include Inactive

	Date	Transaction Description	Credit Amount
6039-560-90-410500			
	05/01/2026	1st HALF MANUFACTURED HOME SETTLEMENT 2026	\$2,827.97
		6039-560-90-410500Total:	\$2,827.97
		PROPERTY & OTHER TAXES Totals:	\$2,827.97
6039-560-90-492026			
	05/11/2026	GOVDEALS INC From PARK DISTRICT	\$104.00
	05/15/2026	GOVDEALS INC CHAIN LINK FENCING From PARK DISTRICT	\$100.00
	05/18/2026	EVENTBRITE PAYOUT 05122026 From PARK DISTRICT	\$90.00
	05/18/2026	EVENTBRITE PAYOUT 05122026 From PARK DISTRICT	\$130.00
	05/19/2026	PARK DISTRICT From AUDITORS OFFICE	\$628.31
		6039-560-90-492026Total:	\$1,052.31
		OTHER Totals:	\$1,052.31
		PARK DISTRICT (PARK) Totals:	\$3,880.28
		Fund 6039 Total:	\$3,880.28
Grand Total:			\$3,880.28

6/22/2026 1:40 PM

Statement of Cash from Revenue and Expense
PICKAWAY COUNTY PARK DISTRICT

YTD Fund Balances through May 2026

From: 1/1/2026 to 5/31/2026
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	\$480,953.24	\$680,671.10	\$1,112,766.31	\$745,216.05	\$367,550.26
6059	ODNR NatureWorks	\$0.00	\$110,000.00	\$17,445.00	\$92,555.00	\$89,825.00	\$2,730.00
6060	RECREATIONAL TRAIL FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6070	CLEAN OHIO GREENSPACE	\$0.00	\$95,000.00	\$2,000.00	\$93,000.00	\$92,800.00	\$200.00
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	\$685,953.24	\$710,116.10	\$1,298,321.31	\$927,841.05	\$370,480.26

6/22/2026 1:44 PM



June 2026 Board Meeting Park Recap

Park District Owned Parks

	<u>5/26/2026 – 6/22/2026</u>	<u>6/23/2026 – 7/27/2026</u>
Canal Park & Trails	7 Shelter House Reservations 6/10 Eco Artists 6/11 Storytime 6/17 Walk Along Wednesday 6/18 Friends of the Parks Picnic	5 Shelter House Reservations 6/27 Fishing Derby 7/23 Storytime
Metzger Preserve	5/20 Walk Along Wednesday	7/11 Stream Exploration 7/22 Walk Along Wednesday
Esker's Edge (HQ)	5/26 Wild Threads Quilt #6 6/3 Walk Along Wednesday – led by Hannah Thomas 6/13 Wild Threads – Patriotic Appliques – 12 attended	6/30 Wildlife Wanderers 7/11 Wild Threads – Bags 7/14-7/16 EE Camp 7/17 EE Jr Camp
Scioto Darby Access	Open for the Season	Open for the Season
McClellan Mill Road Access	Gate Closed	Gate Closed
Roundtown Trail	5/6 Walk Along Wednesday	7/1 Walk Along Wednesday 7/18 Roundtown Trail
Pickaway Trail		
Saltcreek Valley Park		

Park District Managed Parks

	<u>5/26/2026 – 6/22/2026</u>	<u>6/23/2026 – 7/27/2026</u>
Calamus Swamp		
Logan Elm State Memorial		7/12 – Visit from Eastern Shawnee Tribes
Elmon Richards River Access		
Mackey Ford Wildlife Area		
Other News		

Outreach & Volunteer Events:

- 5/28 Heritage Nazarene – Farm Produce Distribution Day – Ellis
- 6/1 Library Summer Reading Kickoff - Sanders
- 6/2 – Volunteers – HQ Gardens – Webb
- 6/6 – PCSI Youth Day - Ellis
- 6/8 – Office Staff CPR Training
- 6/15 – Volunteers – HQ Entrance Gardens – Webb
- 6/22 – CPR Training for Webb & Bouts