



August 25, 2026

Regular Meeting, 12:00 pm

Park District Headquarters

Agenda

- Roll Call
- Approve 7/28/2026 Regular Meeting Minutes
- Financial Status of the Park District
- Public Comments
- Parks Update & Forecast
- Executive Director's Report
- Current Projects / Grants Update
 - ❖ HQ Office, Nature Center
 - ❖ ODNR NatureWorks - Canal Park – Accessible Vault Restroom
 - ❖ Clean Ohio / OPWC - Barnes Property Purchase
 - ❖ TAP Grant / Pickaway Trail Progress
- Unfinished Business
 - ❖ Levy Committee Update
 - ❖ Pickaway County Community Foundation – Pickaway County Park District Fund
- New Business
 - ❖ Executive Session
- Next Regularly Scheduled meeting – 12PM, Tuesday, September 22, 2026
- Adjournment



Pickaway County Park Board Meeting Minutes

Tuesday, July 28, 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	A	P	

Guests: Tom Davis, Levy Committee

2. **Minutes of the previous month:** The minutes from the regular June 23, 2026, meeting were distributed and inspected. Whited moved to approve the minutes, Metzger seconded the motion, and the motion passed unanimously.
3. **Financial Status of Park District:** Presented by Sanders and Caudill: June Beginning balance \$1,298,321.31 – the event room HVAC remodel was paid for and all other expenses were typical. The expense ledger shows duplicate payments for \$14,335.00 in expenses due to a system error at the Auditor's office – but these were canceled and redeposited by the Auditor's office, for total actual expenses of \$68,720.04. Revenues were collected from the first half rollbacks and fees, & Eventbrite park programming for \$4,637.33. June Ending balance of all accounts was \$1,234,238.60. Beach moved to accept the financial reports as presented, Whited seconded the motion. The motion passed unanimously. Caudill asked the board if they would like a financial synopsis moving forward that does not pull directly from VIP to avoid confusing duplicate entries and such and they agreed.
4. **Public Comments:** None
5. **Parks Update & Forecast:** Presented as printed by Sanders and briefly discussed by those present. Sanders asked Ellis to elaborate and recap Experience Earth camp – 44 campers and 13 volunteers participated. Experience Earth camp Junior was held on the day of extreme poor air quality due to wildfire smoke and partners Pheasants Forever, State Forester, Pickaway County Soil & Water Conservation District, RPHF Solid Waste District all pivoted to hold the camp inside that day. Wildlife Wanderers camp merged previous Nature Navigators and Creek Critters camps into one. 24 events are currently on the fall schedule, including for the first time free CPR classes in partner with Harrison Township Fire & Safety. The Stream Exploration event served a dual purpose to create flora & fauna list for Blue Cat Studios to use in creation of Nature Center wall coverings. Metzger suggested outdoor/campfire cooking instructional events for the future. Caudill & Sanders gave a recount of the July 11th visit from the Eastern Shawnee Tribes of Oklahoma bus tour.
6. **Executive Director's Report:** presented as printed by Sanders.
7. **Current Projects & Grants Update:** Spreadsheet updated by Lands & Caudill - presented by Sanders
 - **Canal Restroom:** The building kit from ROMTEC will arrive 7/31/26 and Lands has made arrangements with Red Dog Trailers to offload.

- HQ Office Reno: Staff has moved into office space; bathroom and storage/break room remain to be completed – but priority has been for Lands to work on Saltcreek Valley Shelter House. Cabinet/fixture purchases are being priced.
 - Saltcreek Valley Park: Lands continues to work on the shelter house with additional help from staff and volunteers. Caudill submitted Storybook Trail grant application on July 2nd.
 - Barnes Purchase: still awaiting survey results from Harral & Stevenson.
 - Nature Center: Work has begun on Project #3, and the entrance sign is expected to be completed by 9/20/26.
 - Pickaway Trail / TAP Grant: Harral & Stevenson are surveying, McDaniel construction is working on a clearing plan, & BG continues to be the engineering firm of the project.
8. **Unfinished Business**:
- Levy Committee update: from Tom Davis, of the Friends of Pickaway Park District Levy Committee: Mr. Davis distributed the financial report of the committee, announced that the next meeting will be 8/4/26 at Pickaway County Library, the committee is working with Craig Maxey on 2 mailers and potentially a third. 8/22/26 is the planned “Paddle for the Parks” on the Big Darby, and 9/20/26 the committee will be helping with the HQ Open House. Davis requested that the committee be allowed to coordinate with the PCPD on the 9/20/26 event agenda. They also plan to create 1000 yard signs.
 - Levy Resolutions: The November tax levy resolutions have been submitted to the Board of Elections, and all pertinent documents were distributed.
 - PCCF Fund: A motion was made by Whited to split the current “Friends of the PC Parks and Trails Fund” into two separate funds, one would remain under the same name and the second would be solely for PCPD parks & trails. The motion was seconded by Metzger and passed unanimously. Further investigation is needed to determine the exact dollar amount distribution between the two funds since some money was intended for general use and some money was donated with PCPD projects specifically in mind.
 - Budget Committee: The Admin/Leadership Committee was assigned to take on budget meetings. The first meeting was scheduled for 8/11/26 at 11am. Lands & Caudill were added to the committee.
9. **New Business**: None
10. **Schedule of meetings**:
- Next Regular meeting: 12pm Tuesday, August 25, 2026, at Park District Headquarters, South Bloomfield, Ohio.
11. **Adjournment**: Meeting adjourned by Bigam at 1:53 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 8/25/26

PCPD Board Chairperson Margary Bigam 8/25/26
Date

PCPD Executive Director JG 8/25/2026
Date

Expense Transaction Ledger
PICKAWAY COUNTY PARK DISTRICT
Expenses July 2026

Accounts: 6039-560-41-570100 to 6122-240-52-540100
Journal Dates: 7/1/2026 to 7/31/2026

Date	Description	Debit	Credit	
6039-560-90-51020 PARK SALARY				
Total for 6039-560-90-510200:		\$20,587.34	\$0.00	
6039-560-90-52010 PARK OPERS				
Total for 6039-560-90-520100:		\$2,900.96	\$0.00	
6039-560-90-52020 PARK MEDICARE				
Total for 6039-560-90-520200:		\$267.90	\$0.00	
6039-560-90-52030 PARK INSURANCE				
Total for 6039-560-90-520300:		\$8,449.58	\$0.00	
6039-560-90-52031 PARK LIFE INSURANCE				
Total for 6039-560-90-520310:		\$17.45	\$0.00	
6039-560-90-53010 PARK SUPPLIES				
07/10/2026	wall hooks, vacuum hose from 17007 - PARK CHECKS 2	\$41.97	\$0.00	
07/10/2026	500 Malibu Sunglasses from 17007 - PARK CHECKS 260	\$1,177.38	\$0.00	
07/10/2026	snips,jntcmpd,rivets,cloths,acetone,mulch,jois from 17007	\$720.52	\$0.00	
07/10/2026	command strips, t nuts, US flag, wall plate cover from 170	\$95.18	\$0.00	
07/10/2026	restroom closed signs from 17007 - PARK CHECKS 2607	\$9.99	\$0.00	
07/10/2026	Standard Toilet rental - Canal Park from 17007 - PARK CI	\$124.32	\$0.00	
07/10/2026	wet & dry vacuum, 2 cordless vacuums, wipes from 1700	\$378.34	\$0.00	
07/10/2026	crickets, water, thread, scissors, totes, fertiliz from 17007	\$299.76	\$0.00	
07/10/2026	hacksaw,screws,jointcmpd,seal,emery,angle,soil,swi from	\$137.03	\$0.00	
07/10/2026	250 tshirts for Passport to the Trails from 17007 - PARK C	\$2,750.00	\$0.00	
07/16/2026	5.26 ton of gravel from 17337 - 07162026 PARK DISTRIC	\$115.72	\$0.00	
07/28/2026	door stop hinges, door knob w keypad from 17589 - 07282	\$106.71	\$0.00	
07/28/2026	dried flowers, craft sticks, stickers from 17589 - 07282026	\$56.93	\$0.00	
07/28/2026	screws, joist hangers, plywood clips from 17589 - 072820	\$101.31	\$0.00	
07/28/2026	flanges, duplex, cables, screws, toilet, q-turn from 17589 -	\$65.90	\$0.00	
07/30/2026	training tables, chairs from 17826 - 07302026 - PARK DIS	\$5,731.47	\$0.00	
Total for 6039-560-90-530100:		\$11,912.53	\$0.00	
6039-560-90-54010 PARK CONTRACT SVC				
07/10/2026	Educational Program for 7/15/2026 EE camp from 17004	\$600.00	\$0.00	
07/10/2026	HQ internet service 7/1-7/31/2026 from 17004 - NON DO	\$407.00	\$0.00	
07/10/2026	office reno labor - doors, electric, data from 17004 - NON	\$10,760.00	\$0.00	Pine Valley
07/10/2026	HQ Cleaning 6/12, 6/26/26 from 17004 - NON DOCKET /	\$450.00	\$0.00	
07/10/2026	Nature Center Lobby Phase 1a from 17004 - NON DOCKET	\$17,957.27	\$0.00	Blue Cat Studios
07/10/2026	Electric for HQ,Canal,Logan Elm from 17007 - PARK CHI	\$935.00	\$0.00	
07/10/2026	HQ dumpster rental July 2026 from 17007 - PARK CHEC	\$99.61	\$0.00	
07/10/2026	HQ dumpster rental May 2026 from 17007 - PARK CHEC	\$100.88	\$0.00	
07/10/2026	HVAC work for office reno from 17007 - PARK CHECKS :	\$3,500.00	\$0.00	
07/10/2026	HQ water cooler rental 7/1-7/31/26 from 17007 - PARK C	\$13.00	\$0.00	
07/10/2026	custom tinted paint from 17007 - PARK CHECKS 26071C	\$762.12	\$0.00	
07/10/2026	HQ office area flooring from 17007 - PARK CHECKS 260	\$13,668.25	\$0.00	Chillicothe Carpet
07/10/2026	PCPD website hosting July-Dec 2026 from 17007 - PARK	\$210.00	\$0.00	
07/10/2026	HQ First Aid cabinet service/restock from 17007 - PARK C	\$34.44	\$0.00	
07/16/2026	Analysis 2621052 from 17334 - 07162026 NON DOCKET	\$65.00	\$0.00	
07/16/2026	HQ copier images 6/9/26-7/7/26 from 17337 - 07162026	\$34.79	\$0.00	
07/16/2026	Standard toilet rental for HQ/EE camp from 17337 - 0716	\$170.00	\$0.00	
07/28/2026	Pickaway Trail Bridge project 12/1/25 thru 5/30/26 from 1	\$223,253.53	\$0.00	BG Engineering
07/28/2026	HQ water - 5gallon drinking / gallon distilled from 17589 -	\$69.94	\$0.00	
07/28/2026	Park & Trail Inventory, Community Profile, Strat P from 17	\$3,176.86	\$0.00	
07/28/2026	Nature Center Pre-Design and Schematics from 17589 - C	\$2,895.00	\$0.00	
07/30/2026	Void Pmt for Inv 2510-02 Ln 2nd half Schematic Design, i	\$0.00	\$23,800.00	
07/30/2026	Void Pmt for Inv 2510-02 Ln 2nd half Schematic Design, i	\$0.00	\$23,800.00	
07/30/2026	2nd half Schematic Design, 80% Design Development fro	\$23,800.00	\$0.00	
07/30/2026	200 gallons gasoline from 17826 - 07302026 - PARK DIS	\$979.80	\$0.00	
07/30/2026	2nd half Schematic Design, 80% Design Development fro	\$23,800.00	\$0.00	Blue Cat Studios
07/30/2026	2nd half Schematic Design, 80% Design Development fro	\$23,800.00	\$0.00	<u>Actual Expenses</u>
Total for 6039-560-90-540100:		\$351,542.49	\$47,600.00	\$303,942.49
6039-560-90-54030 PARK TRAVEL EXP				
07/28/2026	OPRA Annual membership 9/1/26-8/31/2027 from 17589	\$600.00	\$0.00	
Total for 6039-560-90-540300:		\$600.00	\$0.00	
6039-560-90-55010 PARK NON-CAP EQUIP				
07/10/2026	4 tires for 2015 GMC 2500 from 17007 - PARK CHECKS	\$1,654.64	\$0.00	
Total for 6039-560-90-550100:		\$1,654.64	\$0.00	
Grand Totals:		\$397,932.89	\$47,600.00	\$350,332.89

Revenue Audit Trail Report

PICKAWAY COUNTY PARK DISTRICT Revenues July 2026

Date Range: 7/1/2026 to 7/31/2026

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

Journal ID	Date	Transaction Description		Credit Amount
6039-560-90-455000				
RJ2026070021	07/29/2026	07152026 REPTILE ADV COST SHARING From PARK DISTRICT	F	\$200.00
6039-560-90-455000Total:				\$200.00
INTERGOVERNMENTAL Totals:				\$200.00
6039-560-90-492026				
RJ2026070005	07/08/2026	CIRCLEVILLE SCRAP METAL 07082026 From PARK DISTRICT	F	\$73.10
RJ2026070009	07/14/2026	LOGAN ELM SMP MANAGEMENT From PARK DISTRICT	F	\$5,000.00
RJ2026070013	07/20/2026	EVENTBRITE 7/14/26 WILD THREADS PAYOUT FOR 7/11 MARKET BAGS F		\$65.00
RJ2026070018	07/24/2026	FIBERGLASS SHOWER STALL PU 07132026 From PARK DISTRICT	F	\$79.00
6039-560-90-492026Total:				\$5,217.10
OTHER Totals:				\$5,217.10
PARK DISTRICT (PARK) Totals:				\$5,417.10
Fund 6039 Total:				\$5,417.10
Grand Total:				\$5,417.10
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Monthly Statement of Cash

PICKAWAY COUNTY PARK DISTRICT
MTD Fund Balances - July 2026

As Of: 7/31/2026
Funds: 6039 to 6122

Fund	Description	Beginning	MTD	MTD	Ending Bal.
6039	P.C. PARK DISTRICT	\$1,048,683.60	\$53,017.10	\$397,932.89	\$703,767.81
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:		\$1,234,238.60	\$53,017.10	\$397,932.89	\$889,322.81

Statement of Cash from Revenue and Expense
PICKAWAY COUNTY PARK DISTRICT
YTD Fund Balances through July 2026

From: 1/1/2026 to 7/31/2026
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	\$491,007.67	\$1,109,724.03	\$703,767.81	\$391,786.98	\$311,980.83
6059	ODNR NatureWorks	\$0.00	\$110,000.00	\$17,445.00	\$92,555.00	\$89,825.00	\$2,730.00
6060	RECREATIONAL TRAIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6070	CLEAN OHIO	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Grand Total: \$1,322,484.17 \$696,007.67 \$1,129,169.03 \$889,322.81 \$574,411.98 \$314,910.83
8/21/2026 3:33 PM Page 1 of 1 V.3.5

PICKAWAY COUNTY PARK DISTRICT

Financial Status as of 7/31/2026

From: 1/1/2026 to 7/31/2026
Funds: 6039 to 6122

Fund	Description	Beginning Balance	Net Revenue YTD	MTD Actual Revenue	Net Expense YTD	MTD Actual Expenses	Unexpended Balance	Encumbrance YTD	Ending Balance
6039	P.C. PARK DISTRICT	\$1,322,484.17	\$491,007.67	\$5,417.10	\$1,109,724.03	\$303,942.49	\$703,767.81	\$391,786.98	\$311,980.83
6059	ODNR NatureWorks	\$0.00	\$110,000.00	\$0.00	\$17,445.00	\$0.00	\$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	\$0.00	\$0.00
6070	CLEAN OHIO GREENSPACE	\$0.00	\$95,000.00	\$0.00	\$2,000.00	\$0.00	\$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	\$0.00	\$0.00
6118	CLEAN OHIO TRAILS	\$0.00	\$0.00	\$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	\$0.00	\$0.00
Grand Total:		\$1,322,484.17	\$696,007.67	\$5,417.10	\$1,129,169.03	\$303,942.49	\$889,322.81	\$574,411.98	\$314,910.83

Projected 2027 Carryover as of 7/31/2026

From: 1/1/2026 to 7/31/2026
Funds: 6039 to 6122

Fund	Description	Unexpended Balance (Cash in Account)	YTD Expected Revenue Remaining	Encumbrance YTD	Expected Changes within Encumbrance	Expected Balance 12/31/2026
6039	P.C. PARK DISTRICT	\$703,767.81	\$335,000.00	\$391,786.98	\$45,000.00	\$691,980.83
6059	ODNR NatureWorks	\$92,555.00	\$56,966.67	\$89,825.00	\$0.00	\$59,696.67
6060	RECREATIONAL TRAIL FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6070	CLEAN OHIO GREENSPACE	\$93,000.00	\$84,650.00	\$92,800.00	\$0.00	\$84,850.00
6071	ODNR - PADDLING ENHANCEMENT GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6118	CLEAN OHIO TRAILS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6122	PICKAWAY TRAIL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:		\$889,322.81	\$476,616.67	\$574,411.98	\$45,000.00	\$836,527.50



August 2026 Board Meeting Park Recap

Park District Owned Parks

	<u>7/28/2026 – 8/25/26</u>	<u>8/26/2026 – 9/22/26</u>
Canal Park & Trails	5 Shelter House Reservations 8/1 Intro to Fishing	5 Shelter House Reservations 9/2 Walk Along Wednesday
Metzger Preserve		9/3 Homeschool Group
Esker's Edge (HQ)	8/5 Walk Along Wednesday 8/7 Moths - Rescheduled 8/8 Stained Glass 8/15 Wild Threads – UFO 8/15 Butterfly Tagging – rescheduled due to weather 8/18 Moths	8/29 Butterfly Tagging 9/8 Garden Club Presentation 9/8 Wild Threads Quilt Series Begins 9/12 Hunter Safety 9/16 VIKES Field Trip 9/22 Wild Threads Quilt #2
Scioto Darby Access	Open for the Season 8/22 Paddle for the Parks – cancelled	
McClean Mill Road Access	Gate Closed	
Roundtown Trail		9/16 Walk Along Wednesday
Pickaway Trail	8/19 Walk Along Wednesday	
Saltcreek Valley Park		

Park District Managed Parks

	<u>7/28/2026 – 8/25/26</u>	<u>8/26/2026 – 9/22/26</u>
Calamus Swamp		
Logan Elm State Memorial		
Elmon Richards River Access		
Mackey Ford Wildlife Area		
Other News		

Outreach & Volunteer Events:

- August 4 – Westfall Back to School - Sanders
- Aug 4, 5, & 6 – Ohio State Fair 4H Sewing Judging - Caudill
- August 5 – Summer Lunch with the Table - Ellis
- August 15 – OCU Move-In Day - Sanders
- August 18 – Circleville Schools Open House - Ellis