

PICKAWAY COUNTY

www.pickawaycountyparks.org
141 W. Main St., Suite 400 P.O. Box 1193 Circleville, Oh 43113 740-420-5451

PARK DISTRICT

Minutes

March 27, 2018

Meeting was called to order at noon by Vice Chair Jennifer Tomlinson at the Pickaway County Annex, 141 W. Main St., Suite 400, Circleville, Ohio.

A. ROLL CALL Board members P=present A=absent
#=volunteer work hours performed

Marshall Fields A Jennifer Tomlinson P 2 Robert (Pete) Hartinger P 2
Tracie Sorvillo A Mike Hess A

Secretary: Andi Humphries P 2

Webmaster: Michael Moore A

Park Board Consultant: Tom Davis P

Canal Park Liaison: John Drummond P

One Book, One Community Liaison: Lainey Ebright P

Logan Elm Liaison: Rod Smith A

Financial Liaison:

Public Relations:

Guests: Esta O'Neil, David Crawford, Mike McKlow

With no quorum, information will be reviewed, however all votes will be continued to next month.

B. Minutes of previous month Andi Humphries: No changes noted

C. Financial status of Park District: The printout reflects the first payment from the levy minus the levy costs. The unexpended balance after monthly expenses is \$446,317.74. The next draw, August or September, will not include levy costs.

D. Guests; Ebright said the parking spaces at Canal Road are tiny; Davis noted that if the ODOT grant is awarded, area will have to be handicapped accessible so paving could include new parking lines. He will be working on signage. She also said April 14 is the next Blue Zone Project—including a park board display at Mary V. Park. McKlow noted that erosion at the Canal is still a problem. O'Neil presented Davis with suggestions for park programming. Davis concurs that the district should include a central educational component and will review her suggestions.

E. Director's Report

- 1) Proposed ByLaw Changes: Bylaws in packet includes highlighted changes. Davis will send to board members not present so it can be voted on at next meeting.
- 2) Proposed credit card policy: Davis drafting the policy with Auditor Melissa Betz. Will send to board members for vote at next meeting.
- 3) Policy and Procedural Manual: County's policy must be adopted by board. Might be online if anyone would like to review or stop by the park board office. Must be voted on along with:

- 4) District Table of organization which currently states the board hires and oversees the Operations Manager. Up for vote next month.
- 5) Hiring update: Although sharing space with Solid Waste District, hiring will be separate so Davis will begin with hiring a full time Administration Assistant.
- 6) GOBA bike rack: Have met the historic district standards, so should be ordered soon.
- 7) Swing State Strategies: The revised proposal was reviewed with those present. Services would include Park Rebranding Launch including digital improvements, post rebranding launch and developing relationships. Details are explained in proposed contract.
- 8) Community Action Day: April 10 at Canal Park.
- 9) Ohio Historical Canoe Association is planning to spend the night at Canal Park on April 15 as they travel from Columbus to Portsmouth.

F. Unfinished Business: see updates.

Hartinger asked about Millport: Full grant application has been approved and the landowner has approved the project.

G. New Business, Directors reports: Drummond reviewed current equipment being used. Davis asked that he help decide what equipment needs to be purchased.

H. Schedule of meetings: Regular meeting: Noon, Tuesday, April 24 at the Pickaway County Annex, 141 W. Main St., Circleville.

I. Adjournment. Meeting adjourned at 1:00 p.m.

Note: These routine meetings are to be One hour, and not to extend more than ½ hr. longer. Additional time will require special meetings.

Combined MTD/YTD Fund Report for Year 2018 Month 04 - PICKAWAY COUNTY

Fund	Description	Begin Bal	Receipts	Expenses	Unexp Bal	Enc	Unenc Bal
639	P.C. PARK DISTRICT						
	MTD	446,317.74	7,237.00	13,080.56	440,474.18	429,600.18	10,874.00
	YTD	53,999.38	402,311.62	15,836.82	440,474.18	429,600.18	10,874.00
1 Items	Totals:	446,317.74	7,237.00	13,080.56	440,474.18	429,600.18	10,874.00
	YTD	53,999.38	402,311.62	15,836.82	440,474.18	429,600.18	10,874.00

MTD/YTD Revenue Report by Fund for Year 2018 Month 04 - PICKAWAY COUNTY

Account	Description	Est Rev	MTD Rec	YTD Rec	Unc Bal	%Remain	%Collected
639 0000 4101	REAL ESTATE TAX - PARK DIST	730,000.00	0.00	390,853.20	339,146.80	46.46%	53.54%
639 0000 4105	MANUF HOMES TAX - PARK DIST	0.00	0.00	1,846.42	(1,846.42)	0.00%	0.00%
639 0000 4545	HOMESTEAD & ROLLBACK - PARK DIST	0.00	7,237.00	7,237.00	(7,237.00)	0.00%	0.00%
639 0000 4556	LOCAL SHARE-PARK DISTRICT	0.00	0.00	0.00	0.00	0.00%	0.00%
639 0000 4557	STATE SHARE-PARK DISTRICT	0.00	0.00	2,375.00	(2,375.00)	0.00%	0.00%
639 0000 4910	ADVANCES	0.00	0.00	0.00	0.00	0.00%	0.00%
639 0000 4926	OTHER RECEIPTS-PARK DISTRICT	4,750.00	0.00	0.00	4,750.00	100.00%	0.00%
Fund: 639		734,750.00	7,237.00	402,311.62	332,438.38	45.25%	54.75%
7 Accts		734,750.00	7,237.00	402,311.62	332,438.38	45.25%	54.75%

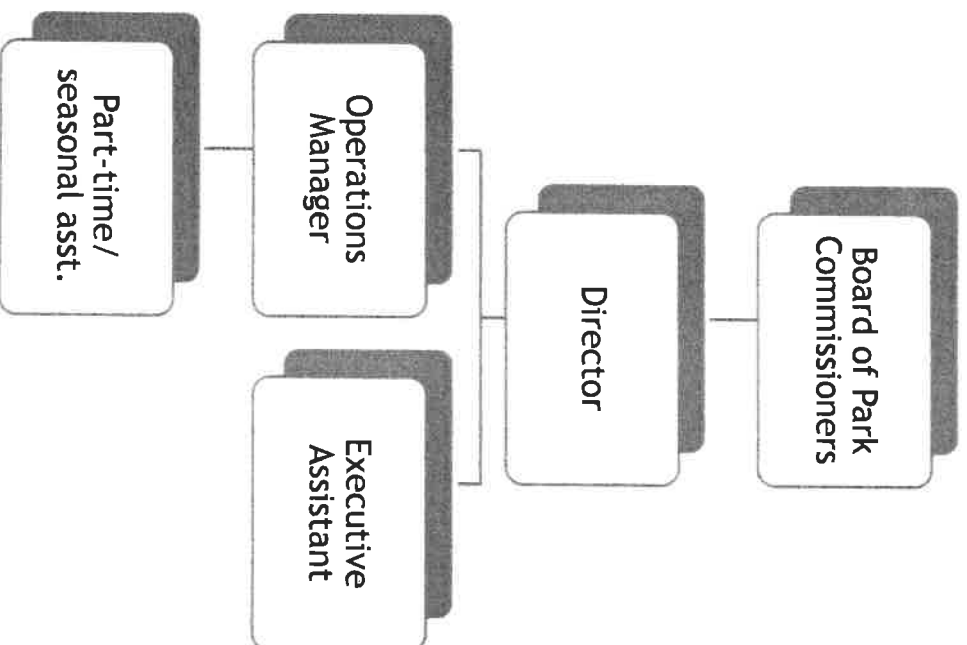
Detail Expense Transactions by Fund - PICKAWAY COUNTY for Year 2018 Month 04 to Year 2018 Month 04

Date	Src	Vnd#	Vendor Name	PO#	Blno/ Seq	Chk/ Trans	Proj	Amount	Remark
04/27/2018	MVC	99900	PAYROLL VENDOR-GROSS PAYROLL		12289001	P01809		2,230.40	PAYROLL #9
639 6052.5102			EMPLOYEES SALARY-PARK DISTRICT					2,230.40	
04/27/2018	AC	00693	OPERS		12290004	389269		312.26	PAYROLL Accrue for PERS FOR EMPLOYEES
639.6052.5201			PERS-PARK DISTRICT					312.26	
04/27/2018	AC	00423	ELLERY S. ELICK, TREASURER		12290002	389267		32.34	PAYROLL Accrue for MEDICARE
639 6052.5202			MEDICARE-PARK DISTRICT					32.34	
04/10/2018	AC	03188	CREATIVE COMPUTER SPEC. INC	MV180357	12260036	388762		80.00	OFFICE DESK- PARK DIST
04/17/2018	AC	02715	SUTHERLAND LUMBER CO.	MV180357	12274023	389017		267.53	SUPPLIES - PARK DIST
04/17/2018	AC	07292	INFO-LINK TECHNOLOGIES, INC.	MV180357	12274046	389037		159.80	COMPUTER SUPPL.-WINDOWS 10 PRO- PARK DIST
04/24/2018	AC	02202	PLANET TECHNOLOGIES INC	MV180357	12287035	389218		153.70	OFFICE 365- PARK DIST
04/24/2018	AC	03188	CREATIVE COMPUTER SPEC. INC	MV180357	12287043	389225		588.00	CONFER.TABLE,CHAIR,CHAIRMATS- PARK DIST
639.6052.5301			SUPPLIES-PARK DISTRICT					1,249.03	
04/03/2018	AC	02017	DAVIS TOM	MV180356	12258021	388603		1,500.00	ADMIN SERVICES - PARK
04/10/2018	AC	01292	EVOLUTION AG LLC	MV180356	12260015	388742		163.23	MAINT.SUPPL.,BACK PACK SPRAYER / PRK.DIST
04/10/2018	AC	03382	FACILITY SERVICES INC	MV180356	12260038	388764		400.00	PORTA-LET FOR CANAL PRK / PRK DISTR.
04/10/2018	AC	05039	MOORE, MICHAEL	MV180356	12260064	388783		57.29	WEBSITE SERV / PRK DIST.
04/24/2018	AC	00101	SOUTH CENTRAL POWER	MV180356	12287009	389195		22.00	ELECTRIC (LOGAN ELM PRK. LIGHT) PRK. DISTR.
04/24/2018	AC	00101	SOUTH CENTRAL POWER	MV180356	12287010	389196		20.00	ELECTRIC-CANAL PRK SHELTERHOUSE- PARK DIST
04/24/2018	AC	05039	MOORE, MICHAEL	MV180356	12287067	389246		100.00	MAR.2018 WEBSITE MAINT.- PRK.DISTR.
04/25/2018	MVC	01727	J.L. UHRIG & ASSOCIATES, INC.	MV180356	12293002	M10327		600.00	PD FROM WRONG FUNDD IN ERROR PER AUDITOR
639 6052.5401			CONTRACT SRVS-PARK DISTRICT					2,862.52	
04/18/2018	AC	00988	SOUTHERN COMPUTER WAREHOUSE	MV180359	12272027	389077		664.42	LENOVO DESKTOP COMPUTER / PRK.DISTR.

Detail Expense Transactions by Fund - PICKAWAY COUNTY for Year 2018 Month 04 to Year 2018 Month 04

Date	Src	Vnd#	Vendor Name	PO#	Bno/ Seq	Chk/ Trans	Proj	Amount	Remark
04/18/2018	AC	00988	SOUTHERN COMPUTER WAREHOUSE	MV180359	12272028	389078		207.25	LENOVO DESKTOP COMPUTER MONITOR- PARK DIST
04/18/2018	AC	01093	ULINE, INC.	MV180359	12272030	389082		2,163.11	DOWNTOWN BIKE RIKES- PARK DIST
04/18/2018	AC	05077	KIRBY BUILT	MV180359	12272097	389156		3,281.69	BENCHES FOR DOWNTOWN CIRCLEVILLE- PARK DIST
639.6052.5501			EQUIPMENT-PARK DISTRICT					6,316.47	
04/18/2018	AC	01848	APG MEDIA OF OHIO, LLC	BL180360	12272043	389094		40.54	FINANCIAL REPORT PRINT- PARK DIST
04/24/2018	AC	00079	BERGER HEALTH SYSTEM	BL180360	12287005	389193		37.00	PRE-EMPLOYEMENT DRUG SCREEN-PARK DIST
639.6052.5901			OTHER EXPENSES-PARK DISTRICT					77.54	
Fund: 639			P.C. PARK DISTRICT					13,080.56	
22 Transactions								13,080.56	

Pickaway County Park District



Applicant	Project title/description	Avg Score	Request \$	Recomm \$	Notes
Ashville	Community Park backstop	32	\$5,000	\$5,000	
South Bloomfield	path lites, Marvin Webster Park	27	\$15,000	\$5,000	addtl info indicates 26 new lites in 2018, may extend park hrs
Williamsport *	Ballard Park benches/tables	26.6	\$5,000	\$5,000	
Tarlon *	landscaping Community Park	26.3	\$6,435	\$5,000	Mulch, landscaping not Dist priorities
Friends of DeerCreek St.Pk.	campground benches, shelters	26.3	\$5,000	\$2,675	Shelters already purchased and installed, reduce award
Darby Township **	Township park improvements	26	\$4,500	\$4,500	
Wil-Deer Rec Board **	Community square Prk swings	25	\$1,017	\$1,017	
Circleville *	Ted Lewis bleachers	24.3	\$5,000	\$5,000	
Darbyville **	Darbyville park picnic tables	22.3	\$2,968	\$2,968	
Jackson Township *	playground upgrades	21.6	\$5,000	\$4,000	currently 6-9 in of mulch under equip., reduce award
Circleville First Church	restrooms for East Pointe park	20	\$5,000	\$5,000	water lines/septic install this year, \$15,000 ***
Circleville Twp	lighting at 2 LE parks	19.5	\$5,000	\$5,000	addtl info indicates \$1108/pole-lite, spec condition award
Scioto Township **	Orient Park upgrade	19	\$5,000	\$3,500	Site visit doesn't indicate need. Reduce and condition award.
Circleville #2 *	Everett's architectural evaluator	n/a	\$18,500	n/a	Not eligible
	Total		\$88,420	\$50,160	

* - received funds in 2017
 ** - received funds in 2015 or 2016

*** Only award if park can be open to the public for use.

