

PICKAWAY COUNTY

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

PARK DISTRICT

Minutes

May 22, 2018

Meeting was called to order at noon by Chairman Marshall Fields 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 P 4 Jennifer Tomlinson P 3 Robert (Pete) Hartinger P 3
Tracie Sorvillo A Mike Hess P 2

Secretary: Andi Humphries P 2
Park Board Director : Tom Davis P
Webmaster: Michael Moore A
Canal Park Liaison: John Drummond P-8
One Book, One Community Liaison: Lainey Ebright A
Logan Elm Liaison: Rod Smith P
Financial Liaison:
Public Relations:

Guests: none

B. Minutes of previous month Andi Humphries: Hess made motion to approve, Hartinger seconded; motion carried.

C. Financial status of Park District: Current balance \$435,636.01. No revenue this month and expenses include rent to Circle Service LLC, the storage barn rented from Bill Richards.

D. Guests: Smith has a cleanup set for Logan Elm Park with a group from Logan Elm High School. He asked about Ohio History Connection's tree and cleaning monument projects.

Drummond said the municipal court probationers will be available to work on Fridays in June at the Towpath trail.

E. Director's Report

- 1) Recommendation to hire Exec. Asst.: The profile of Arista Hartzler was reviewed by the board. Two were interviewed from the 23 applications received. The board passed a motion to hire her fulltime at \$18.00/hour with full county benefits. At the end of a six month probation period, wage is \$18.50/hour.
- 2) Approval of Department Budget Action Request Tomlinson motioned to move funds in the county budget to an Insurance line item; Hess seconded, motion carried.
- 3) Pickaway Trail East, Palm purchase agreement: A contract to purchase land from Earl Palm was reviewed. Davis said owning the property was the best approach in this instance. He added a bridge close to the fairgrounds could be implemented although its not on the 2.6 rails acres in question. Hess made a motion to authorize Davis to enter negotiations to purchase the land; Fields seconded; motion carried.
- 4) Letter from Mayor McIlroy/Circleville grant request response: Davis presented two responses to the city concerning the purchase of land beside Barthelmas Park. Hess motioned that the city leaders be approached with the two options (with emphasis on the

grant application as the first step) as well as access to Pickaway Trail East; Tomlinson seconded; motion carried.

- 5) Canal Lands purchase request from ODNR: as with past parcels of land which include the canal waterway, the board has first option to purchase. The board will ask for an easement which would allow for a trail however this isn't a priority at the current time.
- 6) Pickaway Trail encroachment Atlanta elevator/Menell Mill Co. request: New owners of the mill in Atlanta have noted that they are in support of the trail.
- 7) Status of pending Park & Trail Grant application from Circleville First Church: This area may become open to the public which would add \$5,000 to grant total.
- 8) District equipment update: After reviewing many purchase options, Davis contacted Franklin County Metro Park concerning items for sale. Found a Pickup Truck, 60" zero turn mower and a four wheeler which will be available at no cost. He was congratulated by the board for prudent spending.
- 9) Strategic Planning Retreat discussion/tentative dates: Davis circulated a sample agenda for a half day planning retreat. July 13 or 14 are okay with those in attendance.

F. Unfinished Business:

Roundtown Trail: Corn close to trail. Davis has talked with the farmer and decided on five feet of grass, and five feet of tall grass.

Clean Ohio Trail Grant: Won't be awarded until November, 2018 so spending would be included in 2019 budget. Asked for improvements on Pickaway Trail to 104 in the amount of \$175,000. These budget items will be switched to construction design for the trails.

County Park Foundation Status, Marshall reported that the fund will be started with the \$10,000 appropriated by the commissioners for 2018. He has talked with Jan Shannon of the foundation for information on fund raising and additional funding for bigger projects.

G. New Business, Directors reports: none

H. Schedule of meetings: Regular meeting: Noon, Tuesday, June 26 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.

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*- approved 6/26/18
board mtg*

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MTD Fund Report for Year 2018 Month 06 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	425,823.72	0.00	22,182.05	403,641.67	387,303.71	16,337.96
1 Funds		425,823.72	0.00	22,182.05	403,641.67	387,303.71	16,337.96

*Approved 6/26/18
board mtg.*

MTD/YTD Total Expense Report by Fund for Year 2018 Month 06 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
639.6052.5102	EMPLOYEES SALARY-PARK DISTRICT	98,047.00	5,900.80	12,592.00	85,455.00	0.00	0.00	85,455.00
639.6052.5201	PERS-PARK DISTRICT	13,726.00	826.12	1,762.90	11,963.10	0.00	0.00	11,963.10
639.6052.5202	MEDICARE-PARK DISTRICT	1,421.00	78.54	168.54	1,252.46	0.00	0.00	1,252.46
639.6052.5203	INSURANCE - PARK DISTRICT	21,000.00	1,793.80	3,587.60	17,412.40	0.00	0.00	17,412.40
639.6052.5205	WORKERS COMP-PARK DISTRICT	2,500.00	0.00	0.00	2,500.00	0.00	0.00	2,500.00
639.6052.5301	SUPPLIES-PARK DISTRICT	10,000.00	1,000.76	2,382.44	7,617.56	7,617.56	0.00	0.00
639.6052.5401	CONTRACT SRVS-PARK DISTRICT	237,500.00	6,332.83	18,829.90	218,670.10	218,670.10	0.00	0.00
639.6052.5403	TRAVEL/EXPENSES-PARK DISTRICT	2,500.00	321.80	786.80	1,713.20	1,713.20	0.00	0.00
639.6052.5432	RAILS TO TRAILS-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
639.6052.5501	EQUIPMENT-PARK DISTRICT	75,000.00	327.40	6,678.61	68,321.39	68,321.39	0.00	0.00
639.6052.5801	ADVANCES OUT-PARK DISTRICT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
639.6052.5901	OTHER EXPENSES-PARK DISTRICT	45,750.00	600.00	677.54	45,072.46	45,072.46	0.00	0.00
639.6052.5958	INSURANCE (BONDS)-PARK DISTRICT	1,112.00	0.00	203.00	909.00	909.00	0.00	0.00
639.6052.5959	MARTHA HITLER PARK IMPRV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
639.6052.5968	PARK IMPROVEMENT PROGRAM - PARK DISTRICT	50,000.00	5,000.00	5,000.00	45,000.00	45,000.00	0.00	0.00
639.6090.5300	MATERIALS - PARK DONOR DESIGNATED PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
639.6090.5301	SUPPLIES - PARK DONOR DESIGNATED PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
639.6090.5401	CONTRACTS-SERVICES - PARK DONOR DESIGNATED PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
639.6090.5901	OTHER EXPENSES - PARK DONOR DESIGNATED PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund: 639	P.C. PARK DISTRICT	558,556.00	22,182.05	52,669.33	505,886.67	387,303.71	0.00	118,582.96
19 Accts		558,556.00	22,182.05	52,669.33	505,886.67	387,303.71	0.00	118,582.96

Cont Svcs: 4,000 - Ruff Farms
 1,000 - Signs @ Callhams
 5,000 - PIG To South Blomfield
 Supplies = maintenance facility supplies, 1,000

Detail Expense Transactions by Fund - PICKAWAY COUNTY for Year 2018 Month 06 to Year 2018 Month 06

Date	Src	Vnd#	Vendor Name	PO#	Bno/ Seq	Chk/ Trans	Proj	Amount	Remark
06/08/2018	MVC	99900	PAYROLL VENDOR-GROSS PAYROLL		12352001	P01812		2,230.40	PAYROLL #12
06/22/2018	MVC	99900	PAYROLL VENDOR-GROSS PAYROLL		12372001	P01813		3,670.40	PAYROLL #13
639.6052.5102			EMPLOYEES SALARY-PARK DISTRICT					5,900.80	
06/08/2018	AC	00693	OPERS		12353003	390704		312.26	PAYROLL Accrue for PERS FOR EMPLOYEES
06/22/2018	AC	00693	OPERS		12373004	391173		513.86	PAYROLL Accrue for PERS FOR EMPLOYEES
639.6052.5201			PERS-PARK DISTRICT					826.12	
06/08/2018	AC	00423	ELLERY S. ELICK, TREASURER		12353001	390702		28.83	PAYROLL Accrue for MEDICARE
06/22/2018	AC	00423	ELLERY S. ELICK, TREASURER		12373002	391171		49.71	PAYROLL Accrue for MEDICARE
639.6052.5202			MEDICARE-PARK DISTRICT					78.54	
06/22/2018	MVC	05797	MEDICAL INSURANCE ADJUSTMENT		12375001	M60718		1,667.30	EMPLOYER SHARE MED/IS PD IN JUNE FOR JULY
06/22/2018	MVC	05795	DENTAL INSURANCE ADJUSTMENT		12375002	N60718		54.05	EMPLOYER SHARE DENTAL INS PD IN JUNE FOR JULY
06/22/2018	MVC	05797	MEDICAL INSURANCE ADJUSTMENT		12375003	A60718		48.07	ER SHARE ADMIN FEES PD IN JUNE FOR JULY
06/22/2018	MVC	05797	MEDICAL INSURANCE ADJUSTMENT		12375004	E60718		24.38	ER SHARE EAP PD IN JUNE FOR JULY
639.6052.5203			INSURANCE - PARK DISTRICT					1,793.80	
06/13/2018	AC	02715	SUTHERLAND LUMBER CO.		12351087	390889		1,000.76	TOLLS & SUPPL. FOR MAINT SHOP- PARK DIST
639.6052.5301			SUPPLIES-PARK DISTRICT					1,000.76	
06/06/2018	AC	05078	CIRCLE SERVICE LLC		12340067	390686		350.00	MAY 2018 PRK.DISTRICT MAINT.BARN RENT/ PRK.DI
06/06/2018	AC	08123	LARRY G PFILE		12340075	390699		261.25	PHONE INSTALL & WIRING / PRK.DISTR.
06/13/2018	AC	01535	MIKE'S LANDSCAPING LLC		12351052	390852		570.00	MOWING (LOGAN ELM PRK) PRK.DIST.
06/13/2018	AC	01601	SHERI NEAR		12351053	390853		220.00	GRANT AWARD SIGNS / PRK.DISTR.
06/13/2018	AC	01601	SHERI NEAR		12351054	390854		931.58	ALUMINUM COMPOSITE SIGN & INSTALL / PRK.DISTR

Detail Expense Transactions by Fund - PICKAWAY COUNTY for Year 2018 Month 06 to Year 2018 Month 06

Date	Src	Vnd#	Vendor Name	PO#	Bno/ Seq	Chk/ Trans	Proj	Amount	Remark
06/20/2018	AC	05169	MARK A RUFF DBA RUFF FARMS	MV180356	12359090	391148		4,000.00	SEEDING ALONG ROUNDTWN TRAIL/PRK.DISTR
639.6052.5401			CONTRACT SRVS-PARK DISTRICT					6,332.83	
06/13/2018	AC	02017	DAVIS TOM	MV180358	12351067	390869		321.80	MILEAGE REIMB.- PARK DIST
639.6052.5403			TRAVEL/EXPENSES-PARK DISTRICT					321.80	
06/13/2018	AC	00713	MILLS MIKE L	MV180359	12351030	390829		51.00	LOCKS (MAINT.BARN & GATE)- PARK DIST
06/13/2018	AC	00988	SOUTHERN COMPUTER WAREHOUSE	MV180359	12351041	390841		138.07	COMPUTER MEMORY UPGRADE- PARK DIST
06/20/2018	AC	02202	PLANET TECHNOLOGIES INC	MV180359	12359047	391101		138.33	SOFTWARE FOR LAPTOP- PARK DIST
639.6052.5501			EQUIPMENT-PARK DISTRICT					327.40	
06/13/2018	AC	05168	PICKAWAY COUNTY SOIL & WATER	BL180360	12351146	390956		400.00	REIMB.-A.HARTZLER EDUCATOR TRAINING-PRK.DISTR
06/20/2018	AC	00562	PICKAWAY CO. AGRICULTURAL SOC.	BL180360	12359021	391066		200.00	BOOT RENT @ PICK.CO.FAIR- PARK DIST
639.6052.5901			OTHER EXPENSES-PARK DISTRICT					600.00	
06/13/2018	AC	02172	VILLAGE OF SOUTH BLOOMFIELD	MV180362	12351076	390878		5,000.00	PRK.IMPROVEMENT PROGRAM- PARK DIST
639.6052.5968			PARK IMPROVEMENT PROGRAM - PARK DISTRICT					5,000.00	
Fund: 639			P.C. PARK DISTRICT					22,182.05	
24 Transactions								22,182.05	