



**January 28, 2020  
Regular Meeting, 12:00 pm  
Pickaway County Service Center  
1st Floor Conference Room  
110 Island Rd, Circleville, Ohio**

### **AGENDA**

- A. Roll Call
- B. Election of officers: Chair, Vice Chair, Secretary, Treasurer  
Appointment of Committee members; Grant/Volunteer/Pickaway Trail/Leadership
- C. Review of Meeting Minutes
- D. Financial report
- E. Director's Report – Tom
  - 2020 Park Improvement Grant Application Summary
  - BAR – New Revenue Fund and BL Purchase Order
  - Paddling Enhancement Grant - Resolution
  - Capital Budget Allocation Status/Packet
  - Volunteer Training - Feb 29<sup>th</sup> Nature Educators 10:30 - 1 pm
  - County/City MVCH Park Agreement Status
  - YMCA/Barthelmas Park – Letter
  - Bills Barn Lease – Update
  - Metzger Survey – Update
  - Summer Program List
- F. Guests:
- G. Unfinished Business:
- H. New Business:
- I. Next Regularly Scheduled meeting – 12 noon, Tuesday February 25, 2020 - at the Service Center **1st Floor Conference Room**
- J. Adjournment





## Pickaway County Park Board Minutes

Dec. 17, 2019

Meeting was called to order at noon by Chair Jennifer Tomlinson at the Pickaway County Service Center, Circleville, Ohio.

A. ROLL CALL Board members P=present A=absent

Jennifer Tomlinson P      Marshall Fields P      Robert (Pete) Hartinger P  
Tracie Sorvillo P      Beth Kowalski P

Secretary: Andi Humphries P

Park Board Director: Tom Davis P

Executive Assistant: Arista Hartzler P

Canal Park Liaison: John Drummond P

Logan Elm Liaison: Rod Smith A

Financial Liaison:

Public Relations:

Guests: Esta O'Neil, Cindy Whitehead, Greg Bigam, Susan Metzger, Brian Carter, Bill Richards, Jeb Bowen and Pam Rhoads

B. Minutes of previous month Andi Humphries: Motion to approve minutes by Kowalski, second by Fields; motion carried.

C. Financial status of Park District: Current balance of Park District Account is \$667,529. Revenue included additional roll back taxes totaling \$6,929.13. Expenses included payroll, contracts and engineering and design for the Pickaway Trail, Scioto River and fencing at Canal.Park Improvement grant program expended \$32,915. Hartinger motioned to approve the financial report, Kowalski seconded; motion carried.

D. Guests no reports

E. Director's Report

- 1) Recognition of Departing Board Members; Jennifer Tomlinson's three year term is completed, and Marshall Fields' current term is over. He has served since 2010.
- 2) Introduction of New Board Members: Greg Bigam and Susan Metzger were welcomed for three year terms.
- 3) Year in Review: Attached handout was detailed with the events and accomplishments for 2019. In the "What's coming next?" section, Davis reported that they had just met with Ohio History Connection officials about enhancements to Logan Elm Park.
- 4) Capital Grant meeting update: Plans are still on track to apply for funds through the State Legislature.
- 5) Volunteer Handbook and Volunteer update: The packet for volunteers is attached. It includes a cover letter, history of the district, chain of command outline, application process, overview of volunteer positions, benefits, proof of service, policies and guidelines. The application begins on page 17 of the booklet. There will be training in January and February.
- 6) Update on Friends group: A meeting was held two weeks before meeting with speakers from Hopewell and Franklin Metro Parks. The group is working on a trail and bench procedure for those who would like to donate.

F. Unfinished Business: see Director's Report.

G. New Business, recognizing outgoing board members; see directors report.

H. Schedule of meetings: Regular meeting: noon Tuesday Jan. 28 at Pickaway County Service Center first floor Conference Room, 110 Island Road, Circleville, Ohio.

I. Adjournment. Meeting adjourned at 12:50 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.

Date Minutes Were Approved 1/28/2020

PCPD Board Chairperson Robert E. Hartigan 1/28/2020  
Date

PCPD Director [Signature] 1/28/2020  
Date

# YTD Fund Report for Year 2019 Month 12 - PICKAWAY COUNTY

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	459,726.26	783,632.78	589,841.82	653,517.22	0.00	653,517.22
670	METZGER PRESERVE	0.00	359,109.00	355,968.00	3,141.00	0.00	3,141.00
918	ROUNDTOWN TRAIL PROJECT	25,730.01	46,972.15	66,734.44	5,967.72	0.00	5,967.72
922	PARK DISTRICT LEASE PAYMENTS	215.62	0.00	0.00	215.62	0.00	215.62
<b>4 Funds</b>		<b>485,671.89</b>	<b>1,189,713.93</b>	<b>1,012,544.26</b>	<b>662,841.56</b>	<b>0.00</b>	<b>662,841.56</b>

# MTD Fund Report for Year 2019 Month 12 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	667,529.00	10,580.00	24,591.78	653,517.22	0.00	653,517.22
670	METZGER PRESERVE	5,841.00	0.00	2,700.00	3,141.00	0.00	3,141.00
918	ROUNDTOWN TRAIL PROJECT	5,967.72	0.00	0.00	5,967.72	0.00	5,967.72
922	PARK DISTRICT LEASE PAYMENTS	215.62	0.00	0.00	215.62	0.00	215.62
<b>4 Funds</b>		<b>679,553.34</b>	<b>10,580.00</b>	<b>27,291.78</b>	<b>662,841.56</b>	<b>0.00</b>	<b>662,841.56</b>



# MTD/YTD Total Expense Report by Fund for Year 2019 Month 12 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
639.6052.5102	EMPLOYEES SALARY-PARK DISTRICT	119,655.20	9,763.60	119,655.20	0.00	0.00	0.00	0.00
639.6052.5201	PERS-PARK DISTRICT	17,274.00	1,345.90	16,541.68	732.32	0.00	0.00	732.32
639.6052.5202	MEDICARE-PARK DISTRICT	1,787.00	133.51	1,565.48	221.52	0.00	0.00	221.52
639.6052.5203	INSURANCE - PARK DISTRICT	46,504.00	1,945.95	42,691.39	3,812.61	0.00	0.00	3,812.61
639.6052.5205	WORKERS COMP-PARK DISTRICT	3,000.00	923.36	988.45	2,011.55	0.00	0.00	2,011.55
639.6052.5301	SUPPLIES-PARK DISTRICT	17,500.00	1,465.51	12,021.37	5,478.63	0.00	0.00	5,478.63
639.6052.5401	CONTRACT SRVS-PARK DISTRICT	461,480.77	8,701.19	128,853.16	332,627.61	0.00	0.00	332,627.61
639.6052.5403	TRAVEL/EXPENSES-PARK DISTRICT	5,000.00	109.76	4,183.44	816.56	0.00	0.00	816.56
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	50,000.00	0.00	24,219.25	25,780.75	0.00	0.00	25,780.75
639.6052.5504	LAND - PARK DISTRICT	25,000.00	0.00	0.00	25,000.00	0.00	0.00	25,000.00
639.6052.5701	TRANSFERS OUT - PARK DISTRICT	104,000.00	0.00	104,000.00	0.00	0.00	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	6,750.00	0.00	3,864.27	2,885.73	0.00	0.00	2,885.73
639.6052.5958	INSURANCE (BONDS)-PARK DISTRICT	3,000.00	203.00	278.00	2,722.00	0.00	0.00	2,722.00
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	144,013.03	0.00	130,980.13	13,032.90	0.00	0.00	13,032.90
639.6069.5401	CONTRACTS-SERVICES - DUPONT GRANT	10,000.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00
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
<b>Fund: 639</b>	<b>P.C. PARK DISTRICT</b>	<b>1,014,964.00</b>	<b>24,591.78</b>	<b>589,841.82</b>	<b>425,122.18</b>	<b>0.00</b>	<b>0.00</b>	<b>425,122.18</b>
670.6091.5504	LAND - PARK ON BEHALF	295,679.00	0.00	255,109.00	40,570.00	0.00	0.00	40,570.00
670.6092.5401	CONTRACTS-SERVICES - METZGER PRESERVE	12,366.00	2,700.00	11,225.00	1,141.00	0.00	0.00	1,141.00
670.6092.5504	LAND - METZGER PRESERVE	89,634.00	0.00	89,634.00	0.00	0.00	0.00	0.00
670.6092.5901	OTHER EXPENSES - METZGER PRESERVE	2,000.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00
<b>Fund: 670</b>	<b>METZGER PRESERVE</b>	<b>399,679.00</b>	<b>2,700.00</b>	<b>355,968.00</b>	<b>43,711.00</b>	<b>0.00</b>	<b>0.00</b>	<b>43,711.00</b>
918.3012.5401	CONTRACT-SVS - ON-BEHALF ROUNDTOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# MTD/YTD Total Expense Report by Fund for Year 2019 Month 12 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
918.6206.5401	CONTRACTS-SERVICES - ROUNDTOWN TRAIL	55,730.01	0.00	49,762.29	5,967.72	0.00	0.00	5,967.72
918.6206.5501	EQUIPMENT - ROUNDTOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6206.5701	TRANSFERS OUT - ROUNDTOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6206.5801	ADVANCES OUT - ROUNDTOWN TRAIL	0.00	0.00	16,972.15	(16,972.15)	0.00	0.00	(16,972.15)
918.6206.5901	OTHER EXPENSES - ROUNDTOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Fund: 918</b>	<b>ROUNDTOWN TRAIL PROJECT</b>	<b>55,730.01</b>	<b>0.00</b>	<b>66,734.44</b>	<b>(11,004.43)</b>	<b>0.00</b>	<b>0.00</b>	<b>(11,004.43)</b>
922.6909.5401	CONTRACTS-SERVICES - PARK DISTRICT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
922.6909.5501	EQUIPMENT - PARK DISTRICT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
922.6909.5901	OTHER EXPENSES - PARK DISTRICT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Fund: 922</b>	<b>PARK DISTRICT LEASE PAYMENTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>35 Accts</b>		<b>1,470,373.01</b>	<b>27,291.78</b>	<b>1,012,544.26</b>	<b>457,828.75</b>	<b>0.00</b>	<b>0.00</b>	<b>457,828.75</b>