



**November 23rd, 2021  
Regular Meeting, 12:00 pm  
Ankrom Building**

**AGENDA**

A. Roll Call

B. Review of Meeting Minutes

C. Financial Report

D. Director's Report – Tom

BARs – Creation of Clean Ohio Trail Revenue and Expense Lines  
Update On Canal Park  
Board Member Update  
Donations on behalf of Chris McIlroy

E. Unfinished Business:

F. New Business:

Board Meeting Date for December

G. Guests:

H. Next Regularly Scheduled meeting – 12 noon, Tuesday ~~December 28<sup>th</sup> 2021~~

January 25<sup>th</sup> 2022

I. Adjournment





## Pickaway County Park Board Minutes

Oct. 26, 2021

Meeting was called to order at noon by Chair Beth Kowalski at the Marvin Webster Park, South Bloomfield, Ohio.

A. ROLL CALL Board members P=present A=absent  
Beth Kowalski P Greg Bigam P  
Tracie Sorvillo P Susan Metzger P Robert (Pete) Hartinger P

Secretary: Andi Humphries P  
Park Board Director: Tom Davis P  
Executive Assistant: Arista Hartzler P  
Operations Manager: Jamie Lands P  
Park Tech: Jean Webb P

Guests: Cindy Whited

B. Minutes of previous month Hartzler: The motion to approve the corrected minutes was made by Sorvillo, second by Hartinger; motion carried.

C. Financial status of Park District: Beginning balance \$1,006,975.09. Income in the 639 account was the trailer insurance. The Paddling Enhancement grant reimbursed funds for projects in the 671 account. Expenses included salaries, purchase of the brush chipper and trail counters. The ending balance is \$990,324.10. Davis noted there will be considerable expenses next month. He pointed out that the encumbered and unencumbered balances equal about \$900,000 which is carryover for next year. The motion to approve the financial report was made by Metzger, second by Bigam; motion carried.

### D. Director's Report

- 1) Sen. Shaffer Proclamation: A proclamation for the public entryway on Darby Creek was provided by the senator. Contact information was given for issues, concerns or questions.
- 2) 2022 Budget discussion/approval: The packet included a breakdown of the \$2,291,085 revenue sources, expenditure lines and a carryover of \$533,817. A breakdown of salaries was provided, also. Health care expenses increased by 7.5%. Three percent cost of living was factored in for the director, executive assistant and park tech. The operation's manager will be upgraded to operations director with a 9% increase. This was justified to keep the district competitive with other areas. The director's hours were reduced from 36 to 32 hours per week. The increase across the board was 4 percent. A motion to accept proposed 2022 budget including the salary schedule was made by Sorvillo, second by Hartinger; motion carried.
- 3) Parks and Trail Grants for 2022: The maximum amount for each entity was increased to \$15,000. The total budget will be \$90,000 which includes \$45,000 already earmarked for the City of Circleville. After proposals are received, they will be reviewed by the committee before board approval.
- 4) PCCF Board-Friends Fund: Hartzler will ask the commissioners for permission to have the board's involvement with the management of the funds. It was decided that a "friends" group is still imperative to the district however board involvement may be

necessary to help reinstate this group. Funds in memory of Chris McIlroy are being channeled through the Pickaway County Community Fund as the wording of the memorial stated "parks and trails".

- E. Unfinished Business: see Director's Report; no other items.
- F. New Business, board member reports: No reports.
- G. Guests: no comments
- H. Schedule of meetings: Regular meeting: noon Tuesday Nov. 23, 2021 at Pickaway County Fairgrounds, Circleville, Ohio.
- I. Adjournment. Meeting adjourned at 12:48 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 11/23/21

PCPD Board Chairperson [Signature] 11/23/21  
Date

PCPD Director [Signature] 11/23/21  
Date

# MTD Fund Report for Year 2021 Month 10 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	990,324.10	1,071.66	35,398.53	955,997.23	602,497.86	353,499.37
659	ODNR-SCIOTO RIVER BRDG & TRAIL	0.00	0.00	0.00	0.00	0.00	0.00
670	METZGER PRESERVE	23,178.70	0.00	0.00	23,178.70	6,301.86	16,876.84
671	ODNR-PADDLING ENHANCE GRANT	52,557.00	0.00	0.00	52,557.00	4,130.52	48,426.48
918	CLEAN OHIO TRAILS FUND	0.00	0.00	0.00	0.00	0.00	0.00
922	PARK DISTRICT LEASE PAYMENTS	215.62	0.00	0.00	215.62	0.00	215.62
<b>6 Funds</b>		<b>1,066,275.42</b>	<b>1,071.66</b>	<b>35,398.53</b>	<b>1,031,948.55</b>	<b>612,930.24</b>	<b>419,018.31</b>

# YTD Fund Report for Year 2021 Month 10 - PICKAWAY COUNTY

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	481,197.24	836,589.65	361,789.66	955,997.23	602,497.86	353,499.37
659	ODNR-SCIOTO RIVER BRDG & TRAIL	0.00	0.00	0.00	0.00	0.00	0.00
670	METZGER PRESERVE	153.58	42,723.26	19,698.14	23,178.70	6,301.86	16,876.84
671	ODNR-PADDLING ENHANCE GRANT	0.00	99,647.48	47,090.48	52,557.00	4,130.52	48,426.48
918	CLEAN OHIO TRAILS FUND	4,467.72	0.00	4,467.72	0.00	0.00	0.00
922	PARK DISTRICT LEASE PAYMENTS	215.62	0.00	0.00	215.62	0.00	215.62
<b>6 Funds</b>		<b>486,034.16</b>	<b>978,960.39</b>	<b>433,046.00</b>	<b>1,031,948.55</b>	<b>612,930.24</b>	<b>419,018.31</b>

# MTD/YTD Total Expense Report by Fund for Year 2021 Month 10 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
639.6052.5102	EMPLOYEES SALARY-PARK DISTRICT	147,379.00	11,013.21	119,074.76	28,304.24	0.00	0.00	28,304.24
639.6052.5201	PERS-PARK DISTRICT	20,355.00	1,541.86	16,257.47	4,097.53	0.00	0.00	4,097.53
639.6052.5202	MEDICARE-PARK DISTRICT	2,106.00	149.98	1,631.45	474.55	0.00	0.00	474.55
639.6052.5203	INSURANCE - PARK DISTRICT	51,988.00	6,958.64	34,743.20	17,244.80	0.00	0.00	17,244.80
639.6052.5205	WORKERS COMP-PARK DISTRICT	1,250.00	0.00	119.64	1,130.36	0.00	0.00	1,130.36
639.6052.5301	SUPPLIES-PARK DISTRICT	4,000.00	156.09	234.04	3,765.96	3,765.96	0.00	0.00
639.6052.5401	CONTRACT SRVS-PARK DISTRICT	331,740.00	2,320.75	51,304.17	280,435.83	280,435.83	0.00	0.00
639.6052.5403	TRAVEL/EXPENSES-PARK DISTRICT	5,000.00	0.00	475.00	4,525.00	4,525.00	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	15,000.00	0.00	9,538.93	5,461.07	5,461.07	0.00	0.00
639.6052.5504	LAND - PARK DISTRICT	245,000.00	0.00	27,729.00	217,271.00	217,271.00	0.00	0.00
639.6052.5701	TRANSFERS OUT - PARK DISTRICT	6,760.00	0.00	6,760.00	0.00	0.00	0.00	0.00
639.6052.5801	ADVANCES OUT-PARK DISTRICT	0.00	0.00	70,461.00	(70,461.00)	0.00	0.00	(70,461.00)
639.6052.5901	OTHER EXPENSES-PARK DISTRICT	3,000.00	0.00	0.00	3,000.00	3,000.00	0.00	0.00
639.6052.5958	INSURANCE (BONDS)-PARK DISTRICT	1,500.00	0.00	203.00	1,297.00	1,297.00	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	100,000.00	13,258.00	23,258.00	76,742.00	76,742.00	0.00	0.00
639.6069.5401	CONTRACTS-SERVICES - DUPONT GRANT	10,000.00	0.00	0.00	10,000.00	10,000.00	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
<b>Fund: 639</b>	<b>P.C. PARK DISTRICT</b>	<b>945,078.00</b>	<b>35,398.53</b>	<b>361,789.66</b>	<b>583,288.34</b>	<b>602,497.86</b>	<b>0.00</b>	<b>(19,209.52)</b>
659.6095.5401	CONTRACTS-SERVICES - ODNR-SCIOTO RIVER BRDG & TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
659.6095.5901	OTHER EXPENSES - ODNR-SCIOTO RIVER BRDG & TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Fund: 659</b>	<b>ODNR-SCIOTO RIVER BRDG &amp; TRAIL</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>
670.6091.5504	LAND - PARK ON BEHALF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
670.6092.5401	CONTRACTS-SERVICES - METZGER PRESERVE	13,000.00	0.00	11,298.14	1,701.86	1,701.86	0.00	0.00
670.6092.5504	LAND - METZGER PRESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# MTD/YTD Total Expense Report by Fund for Year 2021 Month 10 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
670.6092.5901	OTHER EXPENSES - METZGER PRESERVE	13,000.00	0.00	8,400.00	4,600.00	4,600.00	0.00	0.00
<b>Fund: 670</b>	<b>METZGER PRESERVE</b>	<b>26,000.00</b>	<b>0.00</b>	<b>19,698.14</b>	<b>6,301.86</b>	<b>6,301.86</b>	<b>0.00</b>	<b>0.00</b>
671.6094.5301	SUPPLIES - ODNR - PADDLING ENHANCE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
671.6094.5401	CONTRACTS-SERVICES - ODNR - PADDLING ENHANCE GRANT	51,221.00	0.00	47,090.48	4,130.52	4,130.52	0.00	0.00
671.6094.5801	ADVANCES OUT - ODNR - PADDLING ENHANCE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
671.6094.5901	OTHER EXPENSES - ODNR - PADDLING ENHANCE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Fund: 671</b>	<b>ODNR-PADDLING ENHANCE GRANT</b>	<b>51,221.00</b>	<b>0.00</b>	<b>47,090.48</b>	<b>4,130.52</b>	<b>4,130.52</b>	<b>0.00</b>	<b>0.00</b>
918.3012.5401	CONTRACT-SVS - ON-BEHALF ROUNDTOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6206.5401	CONTRACTS-SERVICES - ROUNDTOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00
918.6206.5901	OTHER EXPENSES - ROUNDTOWN TRAIL	4,467.72	0.00	4,467.72	0.00	0.00	0.00	0.00
918.6207.5401	CONTRACTS-SERVICES - OHIO-ERIE CANAL BRIDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6207.5800	ADVANCES OUT - OHIO-ERIE CANAL BRIDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6207.5901	OTHER EXPENSES - OHIO-ERIE CANAL BRIDGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Fund: 918</b>	<b>CLEAN OHIO TRAILS FUND</b>	<b>4,467.72</b>	<b>0.00</b>	<b>4,467.72</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</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>44 Accts</b>		<b>1,026,766.72</b>	<b>35,398.53</b>	<b>433,046.00</b>	<b>593,720.72</b>	<b>612,930.24</b>	<b>0.00</b>	<b>(19,209.52)</b>