



**February 25th, 2020
Regular Meeting, 12:00 pm
Pickaway County Service Center
1st Floor Conference Room
110 Island Rd, Circleville, Ohio**

AGENDA

- A. Roll Call
- B. Review of Meeting Minutes
- C. Financial report
- D. Director's Report – Tom

Then and Now – Metzger Preserve Taxes, Verizon Bill, Jeff Butts Tree Service
Pickaway Solar Project Agreement
Pickaway Trail Paving Project Timeline
Park & Trail Improvement Grant recommends
US 23 Barn Lease
New Interpretive Signage Approval
Volunteer Handbook/Training
Brian's Hours Increase

E. Guests:

F. Unfinished Business:

G. New Business:

H. Next Regularly Scheduled meeting – 12 noon, Tuesday March 24th, 2020 - at the Service Center **1st Floor Conference Room**

I. Adjournment



Pickaway County Park Board Minutes

Jan. 28, 2020

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

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

Secretary: Andi Humphries P

Park Board Director: Tom Davis P

Executive Assistant: Arista Hartzler P

Canal Park Liaison: John Drummond A

Logan Elm Liaison: Rod Smith A

Financial Liaison:

Public Relations:

Guests: Jim Edman, Cindy Whited, Esta O'Neil, Jeb Bowen and Donna Walters.

B: Election of Officers, Appointment of Committees:

Bylaws require that the executive board and committees be established first meeting of the year. After discussion, Metzger motioned that Hartinger chair the 2020 board and Kowalski serve as vice chair. Bigam seconded; motion carried.

Kowalski motioned that Humphries serve as secretary, Metzger seconded; motion carried.

Bigam nominated Sorvillo as treasurer upon acceptance, Metzger seconded; motion carried.

The board committees were defined. After discussion, the following committees were appointed by Hartinger:

Grant Review: Hartinger and Bigam

Volunteer: Sorvillo and Kowalski

Pickaway Trail: Metzger

Leadership: Kowalski and Sorvillo

Motion to approve all committee members made by Kowalski, second by Bigam; motion approved.

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

D. Financial status of Park District: The spreadsheet showed payroll as the major expense followed by a major mowing, supplies and signage at Metzger Preserve and truck repair and Canal Park fencing under contract services. Motion to accept the treasurers report by Bigam, second by Metzger; motion carried.

E. Director's Report

1) 2020 Park Improvement Grant Application Summary: Six applicants were received asking for \$5,000 each. Along with the \$45,000 standing request from Circleville, the total requested is \$75,000. A meeting has been set for Feb. 12 to review the request. A motion by Kowalski that the committee approve up to \$80,000 in Park Improvements for the board's consideration at the Feb. 24 meeting.

If a request comes in after the Jan. 10 application deadline, it should be considered under the "Special Project" procedure established in 2019.

- 2) BAR (Budget Action Requests): Two requests were reviewed; approve the issuance of a blanket purchase order for \$11,750 "Other Expense"; and to create a State Reimbursement-Clean Ohio fund. Bigam motioned that the two BARs be approved, Kowalski seconded; motion carried.
- 3) Paddling Enhancement Grant Resolution: Resolution 2020-1. This Ohio Department of Natural Resources grant is being sought for kayaking in the northwest area of the county where the Scioto Darby Road crosses over Big Darby Creek. The request is for a small road leading to a parking lot for river access. A motion by Bigam to approve Resolution 2020-1, second by Metzger; motion carried.
- 4) Capital Budget Allocation Status/ Packet: The request for \$1.1 million is supported by Peterson and Scherer. Thirteen letters of support were submitted. There are multiple request from the county.
- 5) Volunteer Training: Will be held 10:30-1 Feb. 29 at Pickaway County Library. Nature educators will present first, the handbook will be reviewed, a presentation of the Friends group, lunch and appreciation. Register by calling Hartzler.
- 6) County/City MVCH Park Agreement Status and Calamus Swamp: The agreement concerning manpower and spraying for the prairie and wood lands at the park is now being reviewed by the City Service Director. The volunteer manager for the Columbus Audubon Society has stepped away so the district has agreed to watch over the place.
- 7) YMCA/Barthelmas Park: The board received a letter from the YMCA which explores expansion of services and includes use of the 21 acres the city is buying beside Barthelmas Park.
- 8) Richard's Barn Lease: the maintenance barn lease as well as another building is being explored which is more conducive to the work of the district.
- 9) Metzger Survey: The need for fencing by houses is being surveyed at the Preserve.
- 10) Summer Program List: Hartzler explained a handout listing events from March through September. It involves presenters and volunteers from several agencies. Individual fliers and website information will be available closer to the event dates.

F. Guests; No reports.

G. Unfinished Business: see Director's Report.

H. New Business, board member reports: Bigam asked about a tour of the county locations. Davis would like to include a PICCA bus for this purpose.

I. Schedule of meetings: Regular meeting: noon Tuesday, Feb. 25 at Pickaway County Service Center First floor Conference Room, 110 Island Road, Circleville, Ohio.

J. Adjournment. Meeting adjourned at 1:17 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 02/25/2020

PCPD Board Chairperson Robert (Pet) Hartzler 25 February 2020
Date

PCPD Director [Signature] 2/25/2020
Date

YTD Fund Report for Year 2020 Month 01 - PICKAWAY COUNTY

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	653,517.22	2,500.00	26,549.25	629,467.97	834,635.29	(205,167.32)
670	METZGER PRESERVE	3,141.00	11,976.00	0.00	15,117.00	10,000.00	5,117.00
918	ROUNTOWN TRAIL PROJECT	5,967.72	0.00	0.00	5,967.72	5,967.71	0.01
922	PARK DISTRICT LEASE PAYMENTS	215.62	0.00	0.00	215.62	0.00	215.62
4 Funds		662,841.56	14,476.00	26,549.25	650,768.31	850,603.00	(199,834.69)

MTD Fund Report for Year 2020 Month 01 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	653,517.22	2,500.00	26,549.25	629,467.97	834,635.29	(205,167.32)
670	METZGER PRESERVE	3,141.00	11,976.00	0.00	15,117.00	10,000.00	5,117.00
918	ROUNTOWN TRAIL PROJECT	5,967.72	0.00	0.00	5,967.72	5,967.71	0.01
922	PARK DISTRICT LEASE PAYMENTS	215.62	0.00	0.00	215.62	0.00	215.62
4 Funds		662,841.56	14,476.00	26,549.25	650,768.31	850,603.00	(199,834.69)

MTD/YTD Total Expense Report by Fund for Year 2020 Month 01 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
639.6052.5102	EMPLOYEES SALARY-PARK DISTRICT	129,862.00	14,504.92	14,504.92	115,357.08	0.00	0.00	115,357.08
639.6052.5201	PERS-PARK DISTRICT	18,028.00	2,030.68	2,030.68	15,997.32	0.00	0.00	15,997.32
639.6052.5202	MEDICARE-PARK DISTRICT	1,865.00	202.99	202.99	1,662.01	0.00	0.00	1,662.01
639.6052.5203	INSURANCE - PARK DISTRICT	58,128.00	2,095.95	2,095.95	56,032.05	0.00	0.00	56,032.05
639.6052.5205	WORKERS COMP-PARK DISTRICT	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00
639.6052.5301	SUPPLIES-PARK DISTRICT	7,500.00	2,780.48	2,780.48	4,719.52	4,719.52	0.00	0.00
639.6052.5401	CONTRACT SRVS-PARK DISTRICT	696,100.00	4,313.23	4,313.23	691,786.77	691,786.77	0.00	0.00
639.6052.5403	TRAVEL/EXPENSES-PARK DISTRICT	2,500.00	215.00	215.00	2,285.00	2,285.00	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	7,500.00	0.00	0.00	7,500.00	7,500.00	0.00	0.00
639.6052.5504	LAND - PARK DISTRICT	4,000.00	0.00	0.00	4,000.00	4,000.00	0.00	0.00
639.6052.5701	TRANSFERS OUT - PARK DISTRICT	0.00	0.00	0.00	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	11,750.00	0.00	0.00	11,750.00	11,750.00	0.00	0.00
639.6052.5958	INSURANCE (BONDS)-PARK DISTRICT	3,000.00	406.00	406.00	2,594.00	2,594.00	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	0.00	0.00	100,000.00	100,000.00	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
Fund: 639	P.C. PARK DISTRICT	1,051,233.00	26,549.25	26,549.25	1,024,683.75	834,635.29	0.00	190,048.46
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	10,000.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00
670.6092.5504	LAND - METZGER PRESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
670.6092.5901	OTHER EXPENSES - METZGER PRESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund: 670	METZGER PRESERVE	10,000.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00
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 2020 Month 01 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
918.6206.5401	CONTRACTS-SERVICES - ROU ND TOWN TRAIL	5,967.71	0.00	0.00	5,967.71	5,967.71	0.00	0.00
918.6206.5501	EQUIPMENT - ROUND ^{TOWN} TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6206.5701	TRANSFERS OUT - ROUND ^{TOWN} TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6206.5801	ADVANCES OUT - ROUND ^{TOWN} TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6206.5901	OTHER EXPENSES - ROUND ^{TOWN} TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund: 918	ROUNDTOWN TRAIL PROJECT	5,967.71	0.00	0.00	5,967.71	5,967.71	0.00	0.00
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
Fund: 922	PARK DISTRICT LEASE PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
35 Accts		1,067,200.71	26,549.25	26,549.25	1,040,651.46	850,603.00	0.00	190,048.46

