



**March 24, 2020  
Regular Meeting, 12:00 pm  
Pickaway County Service Center  
110 Island Rd, Circleville, Ohio  
Meeting held remotely through Global Go To Meeting due to COVID-19**

### **AGENDA**

- A. Roll Call
- B. Review of Meeting Minutes
- C. Financial report
- D. Director's Report – Tom
  - BAR - \$20,000, Grants to Equipment
  - Resolution #2 Appointing Authority
  - Pickaway Trail paving project status
  - Washington Twp, Martha Hitler Park grant
  - Operations Manager hiring recommendation
- E. Guests:
- F. Unfinished Business:
- G. New Business:
- H. Next Regularly Scheduled meeting – 12 noon, Tuesday April 28th, 2020 - at the Service Center **1st Floor Conference Room**
- I. Adjournment



## Pickaway County Park Board Minutes

Feb. 25, 2020

Meeting was called to order at noon by Chair Robert "Pete" Hartinger at the Pickaway County Service Center, Circleville, Ohio.

A. ROLL CALL Board members P=present A=absent  
Robert (Pete) Hartinger P Beth Kowalski P  
Tracie Sorvillo P 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, Esta O'Neil, Jeb Bowen

B. Minutes of previous month Andi Humphries: Kowalski motioned to accept the minutes, Bigam seconded; motion carried.

C. Financial status of Park District: Beginning <sup>January</sup> month balance \$653,517.22. Expenses of <sup>Jan</sup> \$26,549.25 include salaries, signage for Metzger Preserve, contract services with <sup>Swine State</sup> Structure Point concerning the abutments for ~~grant~~ and bonds for the new board members. Bigam motioned to accept the financial report, Sorvillo seconded; motion carried.

D. Director's Report

- 1) Then and Now; Five documents were presented for expenses incurred in the previous year for Metzger Preserve Taxes (2), Verizon Bill, Jeff Butts Tree service (2). The Preserve areas are now tax exempt; the taxes were for June-December when the land was transferred. Sorvillo motioned approval of the five Then and Now documents, Metzger seconded; motion carried.
- 2) Pickaway Solar Project Agreement: The attached Easement Agreement shows penciled in changes correcting board's address and clarification of buried cables. The agreement for \$2,000 per year until the project is started, then \$5,000 for ten years is detailed which is different from the previous discussion of \$2/linear foot during construction. Sorvillo motioned to accept the agreement with the noted editing, Bigam seconded; motion carried.
- 3) Pickaway Trail Paving Project Timeline: "Clarifications and Assumptions-Contractor Specific handout lists dates and details for the contact and bidding process. Currently the process is in public advertising until March 9. It is being advertised in the Circleville Herald, Chillicothe Gazette, Lancaster Gazette and on two construction websites. Next step is a site walk on March 9.

- 4) Park and Trail Improvement Grant recommendations: A chart showing the detailed approved applicants, description and funding is included in the packet. Procedural changes were discussed and will be reviewed at future meetings.
- 5) U.S. 23 Barn Lease: "Lease of Premises" rental agreement between Richards Farm and the Park District concerning the barn behind the American Legion for \$500 per month. Davis explained that more space is needed than the Canal Park building offers. Further, the long term goal for the rental area at Canal Park is a nature facility and larger parking lot. That lease is up in 2021. The US 23 Barn is 8,000 square feet. Agreement includes sharing 25% of the inside space with Richards. Motion to lease the US 23 barn from Richards by Sorvillo, second by Metzger; motion carried.
- 6) New Interpretive Signage Approval: After discussion, motion by Metzger to purchase four double pedestal and one triangle kiosk from iZone Imaging for \$5,280.66, second by Bigam; motion carried. Discussion included sign warranty and ODOT parameters for highway signs.
- 7) Volunteer Handbook/Training: Hartzler reviewed revisions to the handbook. She added board information, and details on funding, purchasing and donations. Background checks is a second step, which can be conducted for \$20 each.
- 8) Operation Manager Hours: A letter to Pickaway County Commissioners and Auditor will be signed by Chair Hartinger concerning the additional hours and benefits for Brian Carter. As approved in the 2020 budget, this is effective March 1.

E. Guests: O'Neil asked about spraying. Carter is pursuing an applicator license, and will spray in March and April.

F. Unfinished Business: see Director's Report.

G. New Business, board member reports: Davis pointed out that the Herald covered the Darby Creek Canoe/Kayak Project in a Feb. 25 article.

The tour for board members will be arranged for May 26.

Davis also noted that he is aware of the Beaver problem at the canal.

Bigam asked about the status of the cooperative agreement with the city concerning Mary Virginia Crites Hannan Park. There has been no word from the city.

H. Schedule of meetings: Regular meeting: noon Tuesday, March 24, 2020 at Pickaway County Service Center first floor Conference Room, 110 Island Road, Circleville, Ohio.

I. Adjournment. Meeting adjourned at 1:01 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 3/24/2020

PCPD Board Chairperson Robert E. Hartinger March 23, 2020  
Date

PCPD Director [Signature] June 24, 2020  
Date

# MTD Fund Report for Year 2020 Month 02 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P. C. PARK DISTRICT	629,467.97	15.66	25,785.87	603,697.76	822,231.35	(218,533.59)
670	METZGER PRESERVE	15,117.00	0.00	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
<b>4 Funds</b>		<b>650,768.31</b>	<b>15.66</b>	<b>25,785.87</b>	<b>624,998.10</b>	<b>838,199.06</b>	<b>(213,200.96)</b>

# MTD/YTD Total Expense Report by Fund for Year 2020 Month 02 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
639.6052.5102	EMPLOYEES SALARY-PARK DISTRICT	129,862.00	9,782.64	24,287.56	105,574.44	0.00	0.00	105,574.44
639.6052.5201	PERS-PARK DISTRICT	18,028.00	1,369.56	3,400.24	14,627.76	0.00	0.00	14,627.76
639.6052.5202	MEDICARE-PARK DISTRICT	1,865.00	133.78	336.77	1,528.23	0.00	0.00	1,528.23
639.6052.5203	INSURANCE - PARK DISTRICT	58,128.00	2,095.95	4,191.90	53,936.10	0.00	0.00	53,936.10
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	2,584.81	5,365.29	2,134.71	2,134.71	0.00	0.00
639.6052.5401	CONTRACT SRVS-PARK DISTRICT	696,100.00	9,004.82	13,318.05	682,781.95	682,781.95	0.00	0.00
639.6052.5403	TRAVEL/EXPENSES-PARK DISTRICT	2,500.00	50.00	265.00	2,235.00	2,235.00	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	239.99	239.99	7,260.01	7,260.01	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	524.32	524.32	11,225.68	11,225.68	0.00	0.00
639.6052.5958	INSURANCE (BONDS)-PARK DISTRICT	3,000.00	0.00	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
<b>Fund: 639</b>	<b>P.C. PARK DISTRICT</b>	<b>1,051,233.00</b>	<b>25,785.87</b>	<b>52,335.12</b>	<b>998,897.88</b>	<b>822,231.35</b>	<b>0.00</b>	<b>176,666.53</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	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
<b>Fund: 670</b>	<b>METZGER PRESERVE</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</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

# MTD/YTD Total Expense Report by Fund for Year 2020 Month 02 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
918.6206.5401	CONTRACTS-SERVICES - ROUANTOWN TRAIL	5,967.71	0.00	0.00	5,967.71	5,967.71	0.00	0.00
918.6206.5501	EQUIPMENT - ROUNTOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6206.5701	TRANSFERS OUT - ROUNTOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6206.5801	ADVANCES OUT - ROUNTOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6206.5901	OTHER EXPENSES - ROUNTOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Fund: 918</b>	<b>ROUANTOWN TRAIL PROJECT</b>	<b>5,967.71</b>	<b>0.00</b>	<b>0.00</b>	<b>5,967.71</b>	<b>5,967.71</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>35 Accts</b>		<b>1,067,200.71</b>	<b>25,785.87</b>	<b>52,335.12</b>	<b>1,014,865.59</b>	<b>838,199.06</b>	<b>0.00</b>	<b>176,666.53</b>