



**April 28th, 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

Operations Manager introductions

Update on Pickaway Trail Paving

Update for PTIG -signed agreements and possible inability to complete projects

Virtual Programs – YouTube Channel

Update on Metzger Preserve fence and stones

Canal Park improvements – Pollinator Patch and interpretive signage

E. Guests:

F. Unfinished Business:

G. New Business:

H. Next Regularly Scheduled meeting – 12 noon, Tuesday May 26th, 2020 - at the Service Center **1st Floor Conference Room**

I. Adjournment



Pickaway County Park Board Minutes

March 24, 2020

Meeting was called to order at noon by Chair Robert "Pete" Hartinger held remotely through "Global Go To Meeting" due to COVID-19. On Line process arranged by Pickaway EMA.

A. ROLL CALL Board members P=present A=absent
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: Jeremy Newman, Cindy Whited

B. Minutes of previous month Andi Humphries: Tom corrected the financial report to indicate contract services with (add) Swing State. (delete) "Structure Point concerning the abutments for grant".

Motion to accept amended minutes by Kowalski, second by Bigam; motion carried.

C Financial status of Park District: Beginning balance: \$629,467.97. Besides payroll, major expenses were contracts including a payment to Structure Point for engineering. Also purchased were signage supplies at Metzger Preserve and the Pickaway Trail. Ending balance \$603,697.76. Davis noted that next month's financial will show the first tax distribution.

Motion to accept the financial report by Bigam, second by Kowalski; motion carried.

D. Director's Report

- 1) BAR-\$20,000 Grants to Equipment: For purchase to replace the second-hand four wheeled drive truck and mower. Metzger motion to approve the Budget Action Request, Kowalski seconded; motion carried. Metzger motioned to approve up to \$20,000 to replace truck and mower, Kowalski seconded; motion carried.
- 2) Resolution #2 Appointing Authority: Resolution to give Director the authority to establish alternative work arrangements during declared emergencies. This conforms with the county's current Alternative Work arrangement Policy and Procedure. Bigam moved to approve Resolution #2; Kowalski seconded; motion carried. Arista will be sending electronic signature for this and all documents which need signed.
- 3) Pickaway Trail paving project status; Bids are due back March 30. About 8 contractors attended a meeting at the site. Bids will be reviewed with third party contractor after March 30.
- 4) Washington Twp. Martha Hitler Park grant: The board had approved up to \$5,000 local grant program for this project. Funds requested to replace the fence along the road and add fencing along stream; will be granted as part of the local grant program.
- 5) Operations Manager hiring recommendation: Brian Carter resigned on March 13. District received 21 applications and 7 were interviewed. Davis recommends hiring James Lands

who is a Christmas tree farm owner and operator. He is very qualified in taking care of equipment and has experience with mowing and trimming. Because he is Arista's Uncle, Davis checked with the county prosecutor. The county has a nepotism policy which would prohibit hiring "immediate family" which does not include uncles. Policy also covers supervision however Davis would be his supervisor. Kowalski asked for clarification on nepotism policy: is it because Arista would not currently be his supervisor and what if that should change? Davis said for two reasons he could be hired: Uncle is not direct family; and Arista isn't his supervisor. He will get a clarification from prosecutor. Motion by Metzger to approve hiring James Lands for operations manager position \$17 per hour beginning April 27 with increase to \$17.50 after six months and seasonal hiring if needed, Kowalski seconded; motion carried. Metzger called for an amendment to the motion "the contingency that hiring won't cause future problem with supervisor structures within the district based upon feedback from prosecutor" Kowalski seconded; motion carried.

During hiring discussion, it was noted that Carter did apply for his commercial license (paid by the district) the week before he resigned. Lands doesn't have applicator license but will go to classes. Metzger has qualifications and resources for this process and can be of assistance as needed.

Davis noted that the seasonal hiring might be necessary however would be covered in funds already budgeted in payroll due to not paying the operator for a month and Hartzler opting out of the insurance. The interviews showed those with spraying, building and grounds maintenance experience. He will discuss possible part-time hirings to encompass these specialties at a future meeting.

E. Guests: Newman is interested in videos at the parks. With Governor Mike DeWine emphasizing parks and trails along with Social Distancing, now would be the time to incorporate these with the electronic media. He would also like to interview Lands after his hiring. Davis said Newman's video about flooding at Canal Park is on the district's Facebook page.

F. Unfinished Business: see Director's Report.

--Bus tour for board members is on hold.

--Jim Edman informed the district that Circleville City Council will be reviewing cooperative agreement between Mary Virginia Crites Hannan Park and the Park District.

--Hartzler said all programs for March and April are cancelled with future months possibly being cancelled also. She reached out to volunteers about On Line or Live Streaming coverage during "Shelter in Place" restrictions.

--Bigam asked for clarification on contractors. Davis said after March 30, he will review all bids with the with third party contractor. He will have results by the first part of April.

G. New Business, board member reports: none

H. Schedule of meetings: Regular meeting: noon Tuesday April 28, 2020 at Pickaway County Service Center first floor Conference Room, 110 Island Road, Circleville, Ohio. If On Line process is needed, notifications will be made.

I. Adjournment. Meeting adjourned at 12:33 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 4-28-2020

PCPD Board Chairperson Robert E. Hartzler 5/28/2020
Date

PCPD Director [Signature] 6/24/2020
Date

YTD Fund Report for Year 2020 Month 03 - PICKAWAY COUNTY

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	653,517.22	440,727.71	70,844.87	1,023,400.06	814,924.95	208,475.11
670	METZGER PRESERVE	3,141.00	11,976.00	0.00	15,117.00	10,000.00	5,117.00
918	ROUANTOWN 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	452,703.71	70,844.87	1,044,700.40	830,892.66	213,807.74

MTD Fund Report for Year 2020 Month 03 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	603,697.76	438,212.05	18,509.75	1,023,400.06	814,924.95	208,475.11
670	METZGER PRESERVE	15,117.00	0.00	0.00	15,117.00	10,000.00	5,117.00
918	ROUNDTOWN 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		624,998.10	438,212.05	18,509.75	1,044,700.40	830,892.66	213,807.74

MTD/YTD Total Expense Report by Fund for Year 2020 Month 03 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
639.6052.5102	EMPLOYEES SALARY-PARK DISTRICT	129,862.00	9,626.58	33,914.14	95,947.86	0.00	0.00	95,947.86
639.6052.5201	PERS-PARK DISTRICT	18,028.00	1,347.71	4,747.95	13,280.05	0.00	0.00	13,280.05
639.6052.5202	MEDICARE-PARK DISTRICT	1,865.00	131.67	468.44	1,396.56	0.00	0.00	1,396.56
639.6052.5203	INSURANCE - PARK DISTRICT	58,128.00	0.00	4,191.90	53,936.10	0.00	0.00	53,936.10
639.6052.5205	WORKERS COMP-PARK DISTRICT	1,000.00	97.39	97.39	902.61	0.00	0.00	902.61
639.6052.5301	SUPPLIES-PARK DISTRICT	7,500.00	411.85	5,777.14	1,722.86	1,722.86	0.00	0.00
639.6052.5401	CONTRACT SRVS-PARK DISTRICT	696,100.00	6,407.82	19,725.87	676,374.13	676,374.13	0.00	0.00
639.6052.5403	TRAVEL/EXPENSES-PARK DISTRICT	2,500.00	486.73	751.73	1,748.27	1,748.27	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	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	0.00	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
Fund: 639	P.C. PARK DISTRICT	1,051,233.00	18,509.75	70,844.87	980,388.13	814,924.95	0.00	165,463.18
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 03 - 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 ND TOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6206.5701	TRANSFERS OUT - ROUND ND TOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6206.5801	ADVANCES OUT - ROUND ND TOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918.6206.5901	OTHER EXPENSES - ROUND ND TOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund: 918	ROUNDNDTOWN 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	18,509.75	70,844.87	996,355.84	830,892.66	0.00	165,463.18