



**June 23rd, 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

Then and Now for Coldwater

BAR for moving Funds to Metzger from Contract Services

Park Technician – New Hire request

Approval for Tom to continue to be a District 17 Natural Resource Assistance Council Member

Ohio & Erie Canal Southern Descent Heritage Trail

Update on Canal Park – Interpretive signs and playground

Health Department Recommendations for Shelter House/Events/Restrooms

E. Guests:

F. Unfinished Business:

G. New Business:

H. Next Regularly Scheduled meeting – 12 noon, Tuesday July 28th, 2020 - at the Service Center **Canal Park Shelter House**

I. Adjournment



## Pickaway County Park Board Minutes

May 26, 2020

Meeting was called to order at 12:06 p.m. by Vice Chair Beth Kowalski held remotely through “Global Go To Meeting” due to COVID-19. On line process arranged by Pickaway EMA.

ROLL CALL

Board members P=present A=absent

Robert (Pete) Hartinger A

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: Cindy Whited

B. Minutes of previous month Andi Humphries: Motion to accept by Bigam, second by Metzger; motion carried.

C. Financial status of Park District: Beginning Balance: 1,023,400.06. Receipts include the first annual payment from the solar project as well as a refund from Bureau of Workers Comp. Besides salaries, contract expenses included rent for the barns and office, a truck and fencing. Ending balance is \$988,416.86. Motion to accept financial report by Metzger, second by Bigam; motion carried.

2019 Financial Report: Page three of attached 8 page summary from J.L Uhrig shows the cash receipts, disbursements for the year. Bigam asked for clarification on the reason for the audit to which Davis explained that offices that are not county entities and receive funds from outside the agencies have to pay for this audit.

D. Director’s Report

- 1) Removal of Metzger from CRP (Signature Authority): Bigam made a motion authorizing Davis to oversee the removal of the Metzger Reserve from the Conservation Reserve program (CRP) and ability to receive money from FSA (Farm Service Agency) from this federal fund to the Park District, second by Metzger; motion carried.
- 2) Fence Update at Metzger: Area between city parks and ball fields is complete. Fencing separating area from homeowners will be completed soon. A quote for the wooded area will be received soon. The attached figure #2 shows fencing and proposed trails for the area.
- 3) Pickaway Trail Paving schedule: The attached continuum shows the progress of the trail paving which will start after harvest in August. With the rains, harvest may be delayed however the process will be 4-6 weeks from start date.
- 4) Cooks Creek Update: Nothing has materialized concerning discussions with landowners and land trusts about purchasing property. However, Appalachian Ohio Alliance wants to join the district with a grant from Ohio EPA; AOA to purchase and park district to manage the entire property (approx. 309-320 acres). District may also be interested in utilizing maintenance facility and club house as nature facility and maintenance facility

for the district. Grant has stiff restrictions; primary purpose is to keep buffer for river to keep pesticides out. Would allow for trails and fishing. AOA would buy all and district to buy facilities and maybe pond.

- 5) Revised agreement with City Mary Virginia Park: will plan to have a prairie burn in fall or winter of 2020. Will be doing some spot mowing. Signage along the trail will be going up to explain higher grasses before the burn entitled "Prairie Management Area" Activities/ schedule at that park will be provided at a later time. Volunteers are needed for this facility also.
- 6) DuPont Grant Update Pollinator Area: \$10,000 for the towpath area and Canal Area (see attachments). Plan to apply for the \$10,000 grant for Mary Virginia Park next grant cycle.
- 7) Park and Trail Numbers (see attached) Shows significant increases: Canal last March 1300 this year in March 1600; Roundtown Trail both the OCU and YMCA side numbers have increased. Numbers will help with grants and levies; Logan Elm Park attendance dropped off due to COVID19 closure earlier this year.
- 8) PCCF Community Impact Grant Award: Hartzler worked with Carl Brune, OU professor; Esta: Hartzler worked with Carl Brune, OU professor; Esta O'Neil and Jim Osborn, Park District Volunteers, to create 10 videos which produced 405 views which is a significant increase from the 181 who attended programs in 2019 ~~to create 10 videos which produced 405 views which is a significant increase from the 181 who attended programs in 2019~~. For that reason, PCCF presented a \$500 award to encourage more programming. *Removed*

E. Guests; no comments.

F. Unfinished Business: see Director's Report. None

G. New Business, board member reports: none

H. Schedule of meetings: Regular meeting: noon Tuesday, June 23, 2020 at Pickaway County Service Center first floor Conference Room, 110 Island Road, Circleville, Ohio.

I. Adjournment. Meeting adjourned at 12:37 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 6-23-2020

PCPD Board Chairperson Robert "Pete" Hartzler 6/24/2020  
Date

PCPD Director [Signature] 6/24/2020  
Date

# MTD Fund Report for Year 2020 Month 05 - PICKAWAY COUNTY

| Fund           | Description                  | Beg Bal             | MTD Rec         | MTD Exp          | Unexp             | Enc               | Unenc             |
|----------------|------------------------------|---------------------|-----------------|------------------|-------------------|-------------------|-------------------|
| 639            | P.C. PARK DISTRICT           | 988,416.86          | 8,405.11        | 25,077.17        | 971,744.80        | 778,221.59        | 193,523.21        |
| 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>1,009,717.20</b> | <b>8,405.11</b> | <b>25,077.17</b> | <b>993,045.14</b> | <b>794,189.30</b> | <b>198,855.84</b> |

# YTD Fund Report for Year 2020 Month 05 - PICKAWAY COUNTY

| Fund           | Description                  | Beg Yr Bal        | YTD Rec           | YTD Exp           | Unexp             | Enc               | Unenc             |
|----------------|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 639            | P.C. PARK DISTRICT           | 653,517.22        | 451,247.32        | 133,019.74        | 971,744.80        | 778,221.59        | 193,523.21        |
| 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            |
| <b>4 Funds</b> |                              | <b>662,841.56</b> | <b>463,223.32</b> | <b>133,019.74</b> | <b>993,045.14</b> | <b>794,189.30</b> | <b>198,855.84</b> |

# MTD/YTD Total Expense Report by Fund for Year 2020 Month 05 - PICKAWAY COUNTY

| Account          | Description   | Rev App             | MTD Exp          | YTD Exp           | Unexp             | Enc               | Excess      | Unenc             |
|------------------|---|---------------------|------------------|-------------------|-------------------|-------------------|-------------|-------------------|
| 639.6052.5102    | EMPLOYEES SALARY-PARK DISTRICT                      | 129,862.00          | 8,859.20         | 50,544.54         | 79,317.46         | 0.00              | 0.00        | 79,317.46         |
| 639.6052.5201    | PERS-PARK DISTRICT                                  | 18,028.00           | 1,240.28         | 7,076.19          | 10,951.81         | 0.00              | 0.00        | 10,951.81         |
| 639.6052.5202    | MEDICARE-PARK DISTRICT                              | 1,865.00            | 120.40           | 693.46            | 1,171.54          | 0.00              | 0.00        | 1,171.54          |
| 639.6052.5203    | INSURANCE - PARK DISTRICT                           | 58,128.00           | 2,095.95         | 10,479.75         | 47,648.25         | 0.00              | 0.00        | 47,648.25         |
| 639.6052.5205    | WORKERS COMP-PARK DISTRICT                          | 1,000.00            | 0.00             | 97.39             | 902.61            | 0.00              | 0.00        | 902.61            |
| 639.6052.5301    | SUPPLIES-PARK DISTRICT                              | 7,500.00            | 354.89           | 6,505.18          | 994.82            | 994.82            | 0.00        | 0.00              |
| 639.6052.5401    | CONTRACT SRVS-PARK DISTRICT                         | 696,100.00          | 11,989.44        | 38,229.61         | 657,870.39        | 657,870.39        | 0.00        | 0.00              |
| 639.6052.5403    | TRAVEL/EXPENSES-PARK DISTRICT                       | 2,500.00            | 0.00             | 793.80            | 1,706.20          | 1,706.20          | 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                             | 27,500.00           | 417.01           | 14,092.00         | 13,408.00         | 13,408.00         | 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             | 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            | 80,000.00           | 0.00             | 0.00              | 80,000.00         | 80,000.00         | 0.00        | 0.00              |
| 639.6069.5401    | CONTRACTS-SERVICES - DUPONT GRANT                   | 10,000.00           | 0.00             | 3,577.50          | 6,422.50          | 6,422.50          | 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>25,077.17</b> | <b>133,019.74</b> | <b>918,213.26</b> | <b>778,221.59</b> | <b>0.00</b> | <b>139,991.67</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 05 - PICKAWAY COUNTY

| Account          | Description                              | Rev App             | MTD Exp          | YTD Exp           | Unexp             | Enc               | Excess      | Unenc             |
|------------------|--|---------------------|------------------|-------------------|-------------------|-------------------|-------------|-------------------|
| 918.6206.5401    | CONTRACTS-SERVICES -<br>ROUINDTOWN 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<br>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<br>TRAIL     | 0.00                | 0.00             | 0.00              | 0.00              | 0.00              | 0.00        | 0.00              |
| <b>Fund: 918</b> | <b>ROUND TOWN 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<br>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>25,077.17</b> | <b>133,019.74</b> | <b>934,180.97</b> | <b>794,189.30</b> | <b>0.00</b> | <b>139,991.67</b> |