



Pickaway County Park Board Minutes

Nov. 27, 2018

Meeting was called to order at noon by Vice Chair Jennifer Tomlinson at the Pickaway County District Public Library, Circleville, Ohio.

A. ROLL CALL Board members P=present A=absent
#=volunteer work hours performed
Marshall Fields A Jennifer Tomlinson P 2 Robert (Pete) Hartinger P 4 Tracie
Sorvillo A Mike Hess P 2

Secretary: Andi Humphries P 2
Park Board Director: Tom Davis P
Executive Assistant: Arista Hartzler P
Webmaster: Michael Moore A
Canal Park Liaison: John Drummond P 10
One Book, One Community Liaison: Lainey Ebright A
Logan Elm Liaison: Rod Smith P
Financial Liaison:
Public Relations:

Guests: Erica Tucker, Steve Kolwicz POD Design co-founder, Shannon Cherry.

B. Minutes of previous month Andi Humphries: Motion to approve minutes by Hess, second by Hartinger; motion carried.

C. Financial status of Park District: Balance end of October: \$561,421.39. Expenses include Seyfang Electric and tree removal from contract services, Boom Arm Mower under equipment and payment of Village of Tarlton under improvement program. Unexpended carryover to 2019 will be higher than anticipated. Motion to accept financial statement by Hartinger, second by Hess; motion carried.

D. Guests: Kolwicz gave an overview of the scope of POD Design which is a full service landscape architecture firm in Columbus—from yards to Theme Parks. He displayed details of several parks designed by his company. He explained the Planning, Public Engagement and development of a Master Plan for Canal Park. A revised agreement will be brought to the December meeting.

E. Director's Report

- 1) Approval of District 2018-2027 Park and Trail Plan: Motion to approve by Hess, second by Hartinger; motion carried.
- 2) Park District 2019 Budget: Davis detailed the Revenue and Expenses planned for next year. He indicated that the carryover will be approximately \$100,000 higher than noted on handout and the tax revenue will be about \$75,000 higher than originally anticipated due to utility payments to the county: Motion to approve the budget by Hartinger, second by Hess; motion carried.
- 3) Metzgar Preserve Grant Award: Grants totaling \$295,000 were approved.
- 4) Palm Property Purchase Update: The lease was reviewed by the prosecutor with some of the wording changed and sent back to the family.

- 5) Roundtown Trail/OCU/YMCA parking lot project status: State approval has been sought for use of funds to build a gazebo on the YMCA side. The OCU side has been approved.
- 6) Website redesign update, preview: Hartzler detailed the areas on the website that have been redesigned. A link will be emailed to allow further board scrutiny.
- 7) As a committee member of the Fairgrounds Revitalization Plan, Tucker presented the Pickaway Agriculture and Event Center booklet. Fundraising is half way through Phase I. The demolition is ahead of schedule, which prompted this Saturday's "Flapjack Farewell" pancake breakfast before demolition of the coliseum. She asked the board to consider a park in the "Grove Area" which could be a farm-themed playground area.

F. Unfinished Business: see updates.

G. New Business: Mike Hess is resigning his position as board member due to his position as Appellate Judge beginning in 2019. Judge Long will be appointing someone for the balance of his term, through 2020. Hartinger will be reappointed for a three year term ending in 2021.

H. Schedule of meetings: Regular meeting: Noon, Tuesday Dec 25 however correspondence after meeting asked members if it could be rescheduled to Dec. 18, at Pickaway County District Library, Circleville.

I. Adjournment. Meeting adjourned at 1:10 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.

MTD Fund Report for Year 2018 Month 10 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	608,903.11	358.65	47,840.37	561,421.39	231,212.74	330,208.65
1 Funds		608,903.11	358.65	47,840.37	561,421.39	231,212.74	330,208.65

YTD Fund Report for Year 2018 Month 10 - PICKAWAY COUNTY

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	53,999.38	708,575.86	201,153.85	561,421.39	231,212.74	330,208.65
1 Funds		53,999.38	708,575.86	201,153.85	561,421.39	231,212.74	330,208.65

MTD/YTD Total Expense Report by Fund for Year 2018 Month 10 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
639 6052 5102	EMPLOYEES SALARY-PARK DISTRICT	98,047.00	7,340.80	45,925.60	52,121.40	0.00	0.00	52,121.40
639 6052 5201	PERS-PARK DISTRICT	13,726.00	1,027.72	6,387.64	7,338.36	0.00	0.00	7,338.36
639 6052 5202	MEDICARE-PARK DISTRICT	1,421.00	99.42	631.03	789.97	0.00	0.00	789.97
639 6052 5203	INSURANCE - PARK DISTRICT	21,000.00	3,636.36	10,560.32	10,439.68	0.00	0.00	10,439.68
639 6052 5205	WORKERS COMP-PARK DISTRICT	2,500.00	0.00	0.00	2,500.00	0.00	0.00	2,500.00
639 6052 5301	SUPPLIES-PARK DISTRICT	10,000.00	10.34	7,771.24	2,228.76	2,228.76	0.00	0.00
639 6052 5401	CONTRACT SRVS-PARK DISTRICT	184,500.00	317,098.64	51,308.10	133,191.90	133,191.90	0.00	0.00
639 6052 5403	TRAVEL/EXPENSES-PARK DISTRICT	5,500.00	334.81	2,210.63	3,289.37	289.37	0.00	3,000.00
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	75,000.00	13,292.28	54,832.08	20,167.92	20,167.92	0.00	0.00
639 6052 5504	LAND - PARK DISTRICT	50,000.00	0.00	0.00	50,000.00	0.00	0.00	50,000.00
639 6052 5601	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	45,750.00	0.00	677.54	45,072.46	45,072.46	0.00	0.00
639 6052 5958	INSURANCE (BONDS)-PARK DISTRICT	1,112.00	0.00	203.00	909.00	909.00	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	50,000.00	45,006.60	20,646.67	29,353.33	29,353.33	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		558,556.00	47,840.37	201,153.85	357,402.15	231,212.74	0.00	126,189.41

20 Accts	Beg Bal	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
	558,556.00	47,840.37	201,153.85	357,402.15	231,212.74	0.00	126,189.41

PCPD 2019- Projected Budget

2019 REVENUE			
Tax Revenue Estimate	\$762,750		2018- \$687,750, plus \$75,000 add'l utility \$
Estimated 2018 Year end balance	\$350,000		conservative, \$397,000 projected
Ohio Historical Society, LE Park	\$4,750		
OPWC Green Space grant - Metzger Pres.	\$0		Metzger Preserve purchase paid by OPWC direct
Total revenue	\$1,117,500		
2019 EXPENDITURES			
New Activities:			
Pickaway Trail WEST - Phase 1	\$335,000	CS	Canal Rd - SR104 - Design Engineering 50,000, Construction 250,000
Pickaway Trail EAST - Phase 1	\$5,000	CS	5,000/yr/5years, Palm property lease/purchase
Big Darby Access	\$25,000	20,000 CS, 5,000 Other	purchase/lease/construction, Orient/SR104
Metzger Preserve	\$104,000	85,670 Land, 18,330 CS	purchase 85,670, site impr. - 18,330, OPWC 295,000
Lock 31	\$0	CS	purchase 8.12 acres, if awarded 2019 Clean Ohio Green Space Grant
Boat Access/Cooks Creek Preserve	\$10,000	CS	Little Walnut parking lot, creek access, trail
Land Purchase	\$25,000	Land	\$25,000/yr/3 years, lease/purchase Canal Park addition
Continuing Activities:			
Community Grants Prog	\$125,000	PIP	up to \$45,000 city of Circleville (Barthelmas payment)
Salaries	\$119,133	Sal	Dir, Exec Asst., PT (1131 hrs, 29 hrs/wk/39wks) Oper. Mgr
Fringes	\$53,081		Health Ins, PERS, WC, Medicare
Rebrand/leg. initiative/grant writing	\$27,500	CS	website, community engagement, legislative initiatives
Equipment	\$50,000	Eq	20,000 Swing State, 7,500 KSC & Vaza
Maintenance Facility lease/utilities	\$20,000	CS	replace mower, possibly truck, purchase admin vehicle lease @\$1000/month, plus improvements (heat, gravel, etc)
Vehicle fuel/maintenance	\$7,500	4,000 Supplies, 3,500 CS	
Existing Park & Trail improve/maint	\$70,000	5,000 Supplies, 65,000 CS	Park & Trail signage, Canal Park Plan and improvements
Educ/Awareness	\$12,500	7,500 Supplies, 5,000 CS	display, brochures, prog. Materials/contracts, events
Travel & Exp	\$5,000	Travel & exp	training, workshops, mileage reimburse
Office expenses	\$6,500	1,000 Supplies, 5,500 CS	office lease - 3,600, copier, mail machine, supplies
Board member bonds/veh insurance	\$4,750	3000, Insurance, 1750 Other	plus add'l liability insurance, state audit
Total expenditures	\$1,004,964		
Balance at years end	\$112,536		

2019 Park District Admin costs

	# hrs	\$/hr Annual Salaries	PERS 14.5%	Medicare 1.5%	WC	Health Care	Total		
Director	2080	\$28,711	\$8,659	\$896	\$1,500	\$21,516 1793/month	\$92,287	3% COLA	
Exec. Asst.	2080	\$19,050	\$5,745	\$594	\$1,000	\$9,504 792/month	\$56,468	3% COLA	
Oper. Mgr	1131	\$17,500							
Mar-Nov, 29 hrs/ 39 wks		\$19,793	\$2,870	\$297	500	\$	\$23,459	new position	
	subtotals	\$119,133	\$17,274	\$1,787	\$3,000	\$31,020			
	salaries	\$119,133							
	fringes	\$53,081							
					2019 Total	Admin Costs	\$172,215		

