



**September 24th 2019  
Regular Meeting, 12:00 pm  
Pickaway County Service Center  
2<sup>nd</sup> Floor Conference Room  
110 Island Rd, Circleville, Ohio**

### **AGENDA**

A. Roll Call

B. Review of August's Meeting Minutes

C. Financial report

D. Director's Report – Tom

BAR's

Cooks Creek Canoe/Kayak Access – Acquisition Update ↵

Canal Days Reminder

Park Improvement Grant 2020

2020 Budget Review

Resolution for a Capital Budget Application

E. Guests:

Rick Hartinger

F. Unfinished Business:

G. New Business:

Volunteer Group - Pete

H. Next Regularly Scheduled meeting – 12 noon, Tuesday October 22nd, 2019 at the Service Centers 2<sup>nd</sup>  
Floor Conference Room

I. Adjournment





## Pickaway County Park Board Minutes

Aug 27, 2019

Meeting was called to order at noon by Vice Chair Marshall Fields at the Pickaway County Service Center, Circleville, Ohio.

A. ROLL CALL Board members P=present A=absent  
#=volunteer work hours performed  
Jennifer Tomlinson P Marshall Fields P 2 Robert (Pete) Hartinger A  
Tracie Sorvillo A Beth Kowalski P 1

Secretary: Andi Humphries P 3  
Park Board Director: Tom Davis P  
Executive Assistant: Arista Hartzler P

Canal Park Liaison: John Drummond P  
Logan Elm Liaison: Rod Smith A  
Financial Liaison:  
Public Relations:

Guests: Jim Edman, Jeb Bowen

B. Minutes of previous month Andi Humphries: With no corrections, Fields motioned for minutes to be accepted, Kowalski seconded; motion carried. To be in compliance with the most recent audit notes, the accepted minutes were acknowledged with signatures.

C. Financial status of Park District: Davis stated the current balance is \$555,703.00. Expenses included payroll, office lease and one trail and two vehicle counters.

D. Guests Edman reported on the status of Mary Virginia Crites Hannan Park. He said muskrats are controlling the overrun cattails and the buckeye butterflies are among the many that can be seen. A Master Plan Meeting will be held soon for the park.

### E. Director's Report

- 1) BAR (Budget Action Requests) Kowalski motioned to Transfer and Reappropriate \$15,484 from contract services to Insurance to cover family insurance; Fields seconded, motion carried. Kowalski motioned to approve the Cash Advance Back of \$16,972.15 in "advances out" to "advances back" to finalize the grant/cash flow shelter house invoice payment; Fields seconded, motion carried.
- 2) 2017-18 Audit Report. The entire audit report was given to the board. Davis called attention to page 13 "No instances of noncompliance". Verbally it was suggested that the minutes be signed, and that the credit card policy be rewritten.
- 3) Cooks Creek Canoe/Kayak Access Acquisition Update: Appalachian Ohio Alliance is in discussion with Cooks to acquire the course as green space. The Alliance will work with the park district on the access issues.
- 4) Canal Days update: Hartzler included a flier for the event and listed some participants.
- 5) Lock 31 meeting with Terry Reed; Davis said he is not interested in selling but possibly a lease or easement. Davis will work with the Historical Society in preserving this lock.

- 6) Ribbon Cutting—Richards River Trail; will be Aug. 30.
- 7) Summer Program Numbers: Hartzler provided a printout with attendance numbers. For the summer programs, there was a total of 276 for an average of 21 per program. She will work with library for future planning. Total outreach for all programs this year is 783 participants.
- 8) Budget Item: Davis asked that \$20,000 in the equipment line be used to purchase a replacement truck and mower with front end loader (up to 1,000 pounds). Marshall made a motion to approve this request, Kowalski seconded; motion carried. Davis said the balance in the line item would be 2020 carry over toward the funds needed for the trail grant.

F. Unfinished Business: see Director's Report. Drummond asked about the tree removal of the big Sycamore. Davis said he would contract that out in the fall.

G. New Business, board member reports: none

H. Schedule of meetings: Regular meeting: noon Tuesday, Sept. 24, 2019 at Pickaway County Service Center Conference Room, 110 Island Road, Circleville, Ohio.

I. Adjournment. Meeting adjourned at 12:35 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 \_\_\_\_\_

PCPD Board Chairperson \_\_\_\_\_  
Date

PCPD Director \_\_\_\_\_  
Date

# YTD Fund Report for Year 2019 Month 08 - PICKAWAY COUNTY

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	459,726.26	765,774.25	365,654.31	859,846.20	574,099.15	285,747.05
670	METZGER PRESERVE	0.00	359,109.00	349,243.00	9,866.00	9,866.00	0.00
918	ROUNDTOWN TRAIL PROJECT	25,730.01	46,972.15	65,266.89	7,435.27	7,435.26	0.01
922	PARK DISTRICT LEASE PAYMENTS	215.62	0.00	0.00	215.62	0.00	215.62
<b>4 Funds</b>		<b>488,671.89</b>	<b>1,171,855.40</b>	<b>780,164.20</b>	<b>877,363.09</b>	<b>591,400.41</b>	<b>285,962.68</b>

# MTD Fund Report for Year 2019 Month 08 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P.C. PARK DISTRICT	555,703.00	331,753.35	27,610.15	859,846.20	574,099.15	285,747.05
670	METZGER PRESERVE	14,366.00	0.00	4,500.00	9,866.00	9,866.00	0.00
918	ROUNDTOWN TRAIL PROJECT	4,407.42	20,000.00	16,972.15	7,435.27	7,435.26	0.01
922	PARK DISTRICT LEASE PAYMENTS	215.62	0.00	0.00	215.62	0.00	215.62
<b>4 Funds</b>		<b>574,692.04</b>	<b>351,753.35</b>	<b>49,082.30</b>	<b>877,363.09</b>	<b>591,400.41</b>	<b>285,962.68</b>

# MTD/YTD Total Expense Report by Fund for Year 2019 Month 08 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
639 6052 5102	EMPLOYEES SALARY-PARK DISTRICT	119,133.00	15,033.40	80,779.80	38,353.20	0.00	0.00	38,353.20
639 6052 5201	PERS-PARK DISTRICT	17,274.00	2,006.67	11,162.14	6,111.86	0.00	0.00	6,111.86
639 6052 5202	MEDICARE-PARK DISTRICT	1,787.00	203.17	1,049.61	737.39	0.00	0.00	737.39
639 6052 5203	INSURANCE - PARK DISTRICT	46,504.00	3,171.54	29,430.82	17,073.18	0.00	0.00	17,073.18
639 6052 5205	WORKERS COMP-PARK DISTRICT	3,000.00	0.00	65.09	2,934.91	0.00	0.00	2,934.91
639 6052 5301	SUPPLIES-PARK DISTRICT	17,500.00	0.00	4,537.40	12,962.60	0.00	0.00	0.00
639 6052 5401	CONTRACT SRVS-PARK DISTRICT	462,002.97	4,115.12	96,360.82	365,642.15	365,642.15	0.00	0.00
639 6052 5403	TRAVEL/EXPENSES-PARK DISTRICT	5,000.00	145.00	2,422.08	2,577.92	2,577.92	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	50,000.00	2,894.25	2,894.25	47,105.75	0.00	0.00	0.00
639 6052 5504	LAND - PARK DISTRICT	25,000.00	0.00	0.00	25,000.00	0.00	0.00	0.00
639 6052 5701	TRANSFERS OUT - PARK DISTRICT	104,000.00	0.00	104,000.00	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	6,750.00	41.00	3,864.27	2,885.73	2,885.73	0.00	0.00
639 6052 5956	INSURANCE (BONDS)-PARK DISTRICT	3,000.00	0.00	75.00	2,925.00	2,925.00	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	144,013.03	0.00	29,013.03	115,000.00	115,000.00	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>1,004,964.00</b>	<b>27,610.15</b>	<b>365,654.31</b>	<b>639,309.69</b>	<b>574,099.15</b>	<b>0.00</b>	<b>65,210.54</b>
670 6091 5504	LAND - PARK ON BEHALF	295,679.00	0.00	255,109.00	40,570.00	0.00	0.00	40,570.00
670 6092 5401	CONTRACTS-SERVICES - METZGER PRESERVE	12,366.00	4,500.00	4,500.00	7,866.00	7,866.00	0.00	0.00
670 6092 5504	LAND - METZGER PRESERVE	89,634.00	0.00	89,634.00	0.00	0.00	0.00	0.00
670 6092 5901	OTHER EXPENSES - METZGER PRESERVE	2,000.00	0.00	0.00	2,000.00	2,000.00	0.00	0.00
<b>Fund: 670</b>	<b>METZGER PRESERVE</b>	<b>399,679.00</b>	<b>4,500.00</b>	<b>349,243.00</b>	<b>50,436.00</b>	<b>9,866.00</b>	<b>0.00</b>	<b>40,570.00</b>
918 3012 5401	CONTRACT-SVS - ON-BEHALF ROUNDTOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
918 6206 5401	CONTRACTS-SERVICES - ROUNDTOWN TRAIL	55,730.01	0.00	48,294.74	7,435.27	7,435.26	0.00	0.01