



**October 22, 2019
Regular Meeting, 12:00 pm
Pickaway County Service Center
2nd Floor Conference Room
110 Island Rd, Circleville, Ohio**

AGENDA

A. Roll Call

B. Review of September Meeting Minutes

C. Financial report

D. Director's Report – Tom

Leadership Committee meeting summary

2020 Budget

Resolution to Apply for 2020 Clean Ohio Grant – Pick Trail bridge over feeder canal

Park Improvement Grant 2020

Swing State

Camp Charlotte

Canal Days

E. Guests:

F. Unfinished Business:

Park District Support Group - Hartinger

G. New Business:

Board membership/vacancies

December Meeting

H. Next Regularly Scheduled meeting – 12 noon, Tuesday November 26, 2019 at the Service Centers 2nd Floor Conference Room

I. Adjournment



Pickaway County Park Board Minutes

Sept. 24, 2019

Meeting was called to order at noon by Chair Jennifer Tomlinson at the Pickaway County Service Center, Circleville, Ohio.

A. ROLL CALL Board members P=present A=absent

Jennifer Tomlinson P Marshall Fields P Robert (Pete) Hartinger P 3
Tracie Sorvillo P Beth Kowalski P

Secretary: Andi Humphries P 6

Park Board Director: Tom Davis P

Executive Assistant: Arista Hartzler P

Canal Park Liaison: John Drummond P

Logan Elm Liaison: Rod Smith P

Financial Liaison:

Public Relations:

Guests: Jim Edman, Paul Hang, Donna Walters, Rick Hartinger, Jeb Bowen and Brenda Copes.

B. Minutes of previous month Andi Humphries: Motion to approve Kowalski, second by Fields; motion carried.

C. Financial status of Park District: Current balance is \$859,846.20. Davis noted that the anticipated carry over of approximately \$300,000 is planned to cover the trail paving in 2020. Expenses for the month included personnel, contract services (including picnic tables for shelter houses on Roundtown Trail) and equipment which included buying a stump grinder. Fields motioned approval of financial records, Kowalski seconded, motion carried.

D. Director's Report

- 1) BAR (Budget Action Requests): Davis informed the board of a \$10,000 grant received from DuPont for environmental community purposes. This required setting up funds in the Auditor's office. Hartinger motioned approval of two line items creating the fund, and one to appropriate the funds; Kowalski seconded; motion carried. The office will apply for this grant again in 2020.
- 2) Cooks Creek Canoe/Kayak Access Acquisition Update: The Appalachian Ohio Alliance will be purchasing 35 acres on the east side of USR 23 from Cooks at this time, instead of the golf course area. As this is the original area for the ramp, the park district will work with AOA to possibly open a ramp.
- 3) Canal Days Reminder: Hartzler has details set up for the event on Saturday. She asked board members to man the information table. Any assistance in setting up or tearing down would be appreciated, also.
- 4) Park Improvement Grant: Davis provided historical information on awards since it was started in 2015. Total awarded will be 100,000 in 2020 with a maximum of \$5,000 per entity. Priorities will be given to those who haven't recently received funding.
- 5) 2020 Budget Review: Davis reviewed the revenue and expenditures budgeted for next year. Sorvillo motioned that the leadership committee review the details of next year's budget and bring to the next meeting for a vote; Kowalski seconded; motion carried.

Tomlinson appointed Kowalski to fill Mike Hess' position on the leadership committee. Sorvillo also serves on this committee.

- 6) Resolution for a Capital Budget Application: Sorvillo moved to request a bid from Swing State on the Capital Budget Application, Fields seconded; motion carried.

E. Guests Rick Hartinger spoke about an historical documents exhibit at Pickaway County Genealogical Library Oct. 7-11, and a Camp Charlotte Chapter Commemoration Event Oct 12 at Logan Elm Memorial Park. On behalf of his position on the Ohio Sons of the American Revolution, Hartinger has delved into this area's importance in gaining American Independence which will be detailed at these events. The Park District will provide porta potties for Logan Elm Park. Smith said he continues to take school groups to Logan Elm.

Paul Hang is serving on the Circleville Tree Commission. A \$5,000 grant from DuPont was received to plant trees in the city. There will be a tree planting event Nov. 15. Anyone with suggestions for these trees should contact him.

F. Unfinished Business: see Director's Report.

G. New Business, board member reports: Hartinger talked about promoting "Friends of Pickaway County Parks and Trails". This would enhance and expand the Drummond volunteers at Canal Park, and give feedback and support to the Park District.

H. Schedule of meetings: Regular meeting: noon Tuesday, Oct. 22, 2019 at Pickaway County Service Center Conference Room, 110 Island Road, Circleville, Ohio.

I. Adjournment. Meeting adjourned at 1:00 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

MTD/YTD Total Expense Report by Fund for Year 2019 Month 09 - PICKAWAY COUNTY

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
639 6052 5102	EMPLOYEES SALARY-PARK DISTRICT	119,133.00	9,584.60	90,364.40	28,768.60	0.00	0.00	28,768.60
639 6052 5201	PERS-PARK DISTRICT	17,274.00	1,341.84	12,503.98	4,770.02	0.00	0.00	4,770.02
639 6052 5202	MEDICARE-PARK DISTRICT	1,787.00	124.16	1,173.77	613.23	0.00	0.00	613.23
639 6052 5203	INSURANCE - PARK DISTRICT	46,504.00	3,871.54	33,302.36	13,201.64	0.00	0.00	13,201.64
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	495.04	5,032.44	12,467.56	0.00	0.00	0.00
639 6052 5401	CONTRACT SRVS-PARK DISTRICT	462,002.97	2,397.81	98,758.63	363,244.34	363,244.34	0.00	0.00
639 6052 5403	TRAVEL/EXPENSES-PARK DISTRICT	5,000.00	170.52	2,592.60	2,407.40	2,407.40	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	0.00	2,894.25	47,105.75	47,105.75	0.00	0.00
639 6052 5504	LAND - PARK DISTRICT	25,000.00	0.00	0.00	25,000.00	25,000.00	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	0.00	3,864.27	2,885.73	2,885.73	0.00	0.00
639 6052 5958	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	17,544.10	46,557.13	97,455.90	97,455.90	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	1,014,984.00	35,529.61	401,183.92	613,780.08	563,491.68	0.00	50,288.40
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	4,025.00	8,525.00	3,841.00	3,841.00	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
Fund: 670	METZGER PRESERVE	399,679.00	4,025.00	353,268.00	48,411.00	5,841.00	0.00	40,570.00
918 3012 5401	CONTRACT-SVS - ON-BEHALF ROUNDTOWN TRAIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00

YTD Fund Report for Year 2019 Month 09 - 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	401,183.92	824,316.59	563,491.68	260,824.91
670	METZGER PRESERVE	0.00	359,109.00	353,268.00	5,841.00	5,841.00	0.00
918	ROUNDTOWN TRAIL PROJECT	25,730.01	46,972.15	66,734.44	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		486,671.89	1,171,855.40	821,186.36	836,340.93	575,300.39	261,040.54

MTD Fund Report for Year 2019 Month 09 - PICKAWAY COUNTY

Fund	Description	Beg Bal	MTD Rec	MTD Exp	Unexp	Enc	Unenc
639	P. C. PARK DISTRICT	859,846.20	0.00	35,529.61	824,316.59	563,491.68	260,824.91
670	METZGER PRESERVE	9,866.00	0.00	4,025.00	5,841.00	5,841.00	0.00
918	ROUNDTOWN TRAIL PROJECT	7,435.27	0.00	1,467.55	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		877,363.09	0.00	41,022.16	836,340.93	575,300.39	261,040.54

2020 REVENUE

Tax Revenue Estimate	\$746,000	First half 2019, \$421,344, projected 2nd half \$325,000
Estimated 2018 Year end balance	\$359,000	\$305,000 CS, 20,000 equip., 25,000 land, 5,000 other, 2,500 supp., 1,500 WC
Ohio Historical Society, LE Park	\$5,000	for LE Park maintenance
COTF Grant - Phase 2 Pic Trail	\$0	SR 104 to Sisk Rd - bridge @ Lick Run
Pickaway Solar Proj lease	\$2,000	(potential for approx. \$25,000)
State Capital Budget Allocation	\$750,000	Funds for bridge across Scioto River, possible clearing to Circleville
DuPont grant	\$10,000	OEPA Water Quality Assessment, pollinator plantings
Total revenue	\$1,872,000	

2019 EXPENDITURES**New Activities:**

Pickaway Trail WEST - Phase 1	\$625,000	Pave Canal Rd. to SR 104
Pickaway Trail WEST - Phase 2	\$0	Bridge at Lick Run, COTF 228,000, PCPD 100,000
Pick Trail WEST - Scioto River Bridge	\$750,000	Bridge, clearing of trail - Cap Grant
Pick Trail WEST - Feeder Canal Bridge	\$0	Apply for COTF grant in Nov 2020, match from 2021 budget
DuPont Grant	\$10,000	OEPA water quality study, pollinator plantings
Metzger Preserve	\$0	2020 activity with grant carryover, Fund 670
Lock 31	\$4,000	Possible lease/purchase with PCHGS, 4 annual payments of \$4,000
Boat Access/Cooks Creek Preserve	\$0	Possible grant app. in Sept 2020 (match from 2021 budget)
Land Purchase	\$0	2.18 acres adjacent to Canal Park (apply for LWCF in Nov 2020, match from 2021 budget)

Continuing Activities:

Community Grants Prog.	\$100,000	
Salaries	\$129,862	FT Dir, FT Asst, PT Op Mgr (benefits)
Fringes	\$79,022	Health Care, Pension, Medicare
Swing State legislative involvement	\$16,000	Capital request - annual leg luncheon assist
Equipment	\$7,500	
Maintenance Facility lease/utilities	\$13,000	
Vehicle fuel/maintenance	\$7,500	
Existing Park & Trail improve/maint	\$25,000	Canal Park improvements, Trail signage/improvements
Educ/Awareness	\$8,000	includes \$ for annual luncheon hall rental/food/awards, Canal Days, summer programs
Travel & Exp	\$2,500	
Office Expenses	\$9,100	office rent(3600) Canal Pk internet/phone/trash (2500), mail/water/misc supp (3000)
Board member bonds/veh insurance	\$4,750	3 Board bond renewals, annual FSR/Audit

Total expenditures \$1,791,234**Balance at years end** \$80,766**County Budget Lines:**

Employee Salary	\$129,862	
PERS	\$18,028	
Medicare	\$1,865	
Insurance	\$58,128	
Workers Comp	\$1,000	
Supplies	\$6,000	
Contract Services	\$1,451,601	Pick Trail - \$1,399,000, existng park imp. \$25,000, Swing State \$24,000, other
Travel & Exp	\$2,500	
Equipment	\$7,500	
Land	\$0	
Other Exp	\$1,750	
Board Insurance, Audit	\$3,000	
Park Improvement Grants	\$100,000	
DuPont Grant Project	10,000	
	\$1,791,234	

