

**Portage Park District
Board of Commissioners Regular Meeting
April 25, 2022 6:00 pm**

**PPD Operations Center
8505 Nicodemus Road
Shalersville, OH 44266**



Agenda

1. Roll Call
2. Public Comment
3. Approve minutes of the March 28, 2022 Regular Meeting
4. Presentation and approval of Financial Statement: March, MTD and YTD Budget Report and Cash Balance Reports, with note to corrections of details for January and February Financial Reports.
5. Executive Director Update
6. Other Information/Briefing Items/Policy Updates: Budget for potential capital improvements
7. Old Business and approval of action items
8. New Business and approval of action items:
 - a. RESOLUTION: Approve March 2021 Expenditures
 - b. RESOLUTION: Budget Appropriations Amendment II
 - c. RESOLUTION: Transfer \$20,000 from the General Fund to Tinkers Creek Greenway Fund for financing costs related to Seasons Road Fen
9. Executive Session: To discuss the sale or purchase of real estate
10. Adjourn

The mission of the Portage Park District is to conserve Portage County's natural heritage and provide opportunities for its appreciation and enjoyment

**Portage Park District
Board of Commissioners Regular Meeting
March, 28, 2022 6:00 pm**

**PPD Operations Center
8505 Nicodemus Road
Shalersville, OH 44266**



Minutes

President of the Board Commissioner Chuck Engelhart called the meeting to order at 6:00 pm

1. Roll Call: Commissioners present: Commissioner Engelhart, Commissioner Ruehr, Commissioner Hrdy, Commissioner Orashan. Commissioner McKinney was absent with prior notice. Staff present: Christine Craycroft, Executive Director; Craig Alderman, Operations Manager; Bob Lange, Natural Areas Steward; Jennifer White, Education Coordinator. Mr. Tim Piero, Assistant Portage County Prosecutor, legal counsel to the Park District
2. Public Comment: Arden and Martha Sommers, neighbors to Camp Spelman were present and introduced themselves. Willis Thomas introduced himself to the Board. He is the owner of property that includes part of Crystal Lake adjacent to the City of Ravenna and Nature Conservancy owned properties in Rootstown.
3. Approve minutes of the February 17, 2022 Regular Meeting. The Board reviewed the minutes and Commissioner Engelhart asked for any questions or corrections. None being made, Commissioner Ruehr motioned to approve, seconded by Commissioner Hrdy, all in favor. Journal Entry # 2022-3-28-08
4. Presentation and approval of Financial Statement: February, MTD and YTD Budget Report and Cash Balance Reports: The Board reviewed the reports as presented with questions answered by staff to satisfaction. Upon a motion by Orashan and second by Ruehr, the financial report was unanimously approved. Journal Entry #2022-3-28-09
5. Executive Director Update: Staff addressed questions and discussed the attached monthly report.
6. Other Information/Briefing Items/Policy Updates:
 - a. Camp Spelman Draft EAP: See attached. This plan is a requirement from ODNR to meet dam safety regulations. It identifies potential hazards, impacts and actions necessary in the event of dam failure under different scenarios. Craycroft and Alderman discussed the draft EAP with consultants who will make final changes prior to submitting to ODNR.
 - b. Public Engagement and Education Progress report: Great progress has been made in community connections and engagement with the parks. The attached report shows the growth over the past year, and the potential to serve more people in more ways through programming and communications. See attached.
 - c. Report on Potential of Use of Drones for Park Purposes: Natural Areas staff researched

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and distilled the benefits and potential uses of a dedicated park district drone, saving the district staff time and money for outside contracting in various ways. See attached. Staff will continue to research purchase options.

7. Old Business and approval of action items: RESOLUTION: Cash Advance Return moved to New Business.

8. New Business and approval of action items:

- a. Approve February 2022 Expenditures: The Board reviewed and discussed the expenditures with staff. Upon a motion by Hrdy Second by Orashan, attached RESOLUTION 2022-05 was unanimously approved upon a roll call vote.
- b. Approve Donations: The Board expressed great appreciation to Virginia Shaw and the estate of Mark Brunn for donations made to the Park District for Shaw Woods and Headwaters Trail. Upon a motion by Orashan Second by Ruehr, attached RESOLUTION 2022-06 was unanimously approved upon a roll call vote.
- c. 2022 Budget Appropriations Amendment I: Craycroft presented the proposed Budget amendment based on anticipated expenditures and accounting transactions. The Board reviewed and unanimously approved the attached budget appropriations amendment upon a motion by Ruehr seconded by Hrdy Orashan, upon a roll call vote. See attached RESOLUTION 2022-07:
- d. Cash Advance Return from Headwaters Trail Fund The previously advanced cash from the General Fund to the Headwaters Trail Fund needs to be repaid from the grant funds received in the Headwaters Trail Fund. Upon a motion by Ruehr and seconded by Orashan the Board unanimously approved the cash advance return upon a roll call vote. See attached RESOLUTION 2022-08
- e. Amendment of contract with WRLC for Seasons Road Fen: Due to delays in disbursement of funds, the closing of the Seasons Road Fen property has been delayed past the closing date in the purchase agreement with WRLC. The Board unanimously agreed to extend the purchase agreement date to May 31st upon a motion by Orashan seconded by Ruehr, upon a roll call vote. See attached RESOLUTION 2022-09
- f. Award design build contract Seasons Road Fen: The Park District had sought and received Statements of Qualifications from design/build firms for the proposed restoration project at Seasons Road Fen. The contract Criteria Engineer for the Park District provided a recommendation to hire Enviroscience based on scoring metrics considering experience and skills. Upon a motion by Ruehr and second by Hrdy the Board unanimously authorized the contract with Enviroscience with a roll call vote. See attached RESOLUTION 2022-10
- g. Executive Session:
At 6:55 pm, upon a motion by Commissioner Hrdy enter into executive session to discuss the sale or purchase of real estate and to discuss the compensation of personnel was seconded by Commissioner Orashan, with roll call vote as follows:

Commissioner Ruehr	Yes
Commissioner Engelhart	Yes

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Commissioner Orashan	Yes
Commissioner Hrdy	Yes

Upon a motion by Commissioner Hrdy, seconded by Commissioner Ruehr, the Board exited Executive Session at 8:12 pm upon a roll call vote as follows:

Commissioner Ruehr	Yes
Commissioner Engelhart	Yes
Commissioner Orashan	Yes
Commissioner Hrdy	Yes

Journal Entry #2022-3-28-10

- h. Amend Pay Ranges for Maintenance II and III job descriptions: The board discussed the proposed pay range update for these positions as an interim effort to aid in retention and recruitment of qualified staff. It was also discussed that these positions along with the rest of the organization's positions will be reevaluated as a broader review of the Park District's personnel policy and compensation system. See attached RESOLUTION 2022-11, unanimously approved upon a motion by Ruehr and second by Hrdy.
- i. Authorize investigation of options for transfer of Camp Spelman property: The Board discussed the status of the Camp Spelman property in consideration of the responsibilities and costs associated with maintaining the existing lake and recently regulated dam, relative to the general public interest and benefit. The Board directed staff to investigate options for transferring the property as-is to an entity that would be willing to assume the responsibility, liability, improvement and management costs associated with maintaining the lake, upon a motion by Hrdy and seconded by Orashan. See attached RESOLUTION 2022-12.

9. Adjourn: The meeting adjourned at 8:27 upon a motion by Orashan and seconded by Ruehr.

The next regular meeting of the Board of Commissioners is scheduled for April 25, 2022.

IN TESTIMONY WHEREOF we hereunto set our hands, April 25, 2022


Chuck Engelhart, President of the Board


Christine Craycroft, Executive Director

The mission of the Portage Park District is to conserve Portage County's natural heritage and provide opportunities for its appreciation and enjoyment

PORTAGE PARK DISTRICT

Month to Date and Year To Date Budget & Cash Balance Report for March, 2022

GENERAL FUND

BEGINNING AUDITOR'S CASH BALANCE March 1

\$1,802,072.60

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	March 1-31 MTD ACTUAL	YTD Percentage Collected of Budget
140000 Fines & Forfeitures	0.00	0.00	0.00	#DIV/0!
152000 Contract Services	1,000.00	0.00	0.00	0.0%
15300 Fees	100.00	0.00	0.00	0.0%
160000 Gifts & Donations	0.00	10,000.00	10,000.00	#DIV/0!
191000 HTRAN State Grant	0.00	7,995.00	7,995.00	#DIV/0!
192400 State Aid/Subsidy	85,000.00	0.00	0.00	0.0%
195000 Local Grant	0.00	0.00	0.00	#DIV/0!
General Program Revenues subtotal	86,100.00	17,995.00	17,995.00	20.9%
200300 Real Estate Homestead Rollback (from State)	37,000.00	0.00	0.00	0.0%
200400 Manufactured Home Rollback	18,000.00	0.00	0.00	0.0%
221000 Real Estate Tax	1,724,023.00	946,128.88	946,128.88	54.9%
223000 Tangible Personal Property Tax	0.00	0.00	0.00	#DIV/0!
224000 Manufactured Homes Property Tax	12,000.00	0.00	0.00	0.0%
230000 Interest	10,000.00	1,373.29	286.91	13.7%
241000 Oil & Gas Leases	10,000.00	5,603.88	2,009.37	56.0%
243000 Credit Card Incentives	1,000.00	0.00	0.00	0.0%
250000 Refunds and Reimbursements	0.00	0.00	0.00	#DIV/0!
291000 Advance In	0.00	0.00	0.00	#DIV/0!
General Operations Revenue	1,812,023.00	953,106.05	948,425.16	52.6%
SUBTOTAL REVENUES	1,898,123.00	971,101.05	966,420.16	51.2%
2021 Cash Carryover	1,925,042.14			
TOTAL REVENUES, CARRYOVER & OTHER SOURCES	3,823,165.14	971,101.05	2,768,492.76	25.4%

EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	March 1-31 MTD ACTUAL	YTD Percentage Expended of Budget
311200 FT Employee Salaries	566,683.00	100,509.60	32,003.20	17.7%
311300 PT Employee Salaries	118,800.00	13,534.26	6,211.00	11.4%
312100 Sick Leave Conversion	0.00	0.00	0.00	#DIV/0!
313000 Overtime	5,000.00	461.50	0.00	9.2%
314000 Retirement	80,000.00	614.84	305.64	0.8%
321010 PERS	95,932.00	16,030.73	5,349.98	16.7%
321200 Medicare	9,936.00	1,613.34	542.68	16.2%
321300 Workers Compensation	11,649.00	1,957.01	654.83	16.8%
321400 Unemployment	10,000.00	0.00	0.00	0.0%
321500 Health Benefits	259,000.00	26,952.69	7,865.40	10.4%
30 Personal Services Unit Total	1,157,000.00	161,673.97	52,932.73	14.0%
400000 Admin Contractual Services	53,000.00	2,917.70	1,828.98	5.5%
400100 Training, Lodging & Memberships	15,000.00	1,664.00	1,525.00	11.1%
400101 Registration Fees (wrong line should be travel)	0.00	128.63	0.00	#DIV/0!
410000 Utilities: AT&T, Dominion, Ohio Edison, Verizon	30,000.00	5,878.92	4,097.06	19.6%
412000 Advertising, Marketing & Events	15,000.00	1,412.89	114.86	9.4%
413000 Maintenance & Repairs	45,000.00	3,946.13	2,459.88	8.8%
414000 Rentals and Leases	1,000.00	0.00	0.00	0.0%
414100 Leases	1,500.00	0.00	0.00	0.0%
420100 Audit Services	5,000.00	0.00	0.00	0.0%
428400 Auditor/Treasurer Fee	25,000.00	12,199.11	12,199.11	48.8%
428500 DRETAC	10,000.00	3,490.07	3,490.07	34.9%
492100 Local Share	78,400.00	0.00	0.00	0.0%
40 Contractual Services Unit Total	278,900.00	31,637.45	25,714.96	11.3%

500000 Admin Materials & Supplies	15,000.00	1,623.73	96.18	10.8%
509000 Uniforms	8,000.00	1,099.22	490.47	13.7%
510000 Office Equipment & Furnishings	10,000.00	0.00	0.00	0.0%
530000 Maintenance Materials & Supplies	50,000.00	4,302.28	2,152.24	8.6%
542000 Fuel	20,000.00	1,451.97	993.72	7.3%
544000 Natural Areas Materials & Supplies	40,000.00	1,209.35	0.00	3.0%
596300 Equipment Less than \$5000	10,000.00	0.00	0.00	0.0%
596600 Furniture & Fixtures	10,000.00	0.00	0.00	0.0%
50 Materials & Supplies Unit Total	163,000.00	9,686.55	3,732.61	5.9%
610000 Land/Easement Purchase	500,000.00	0.00	0.00	0.0%
630000 Equipment	0.00	0.00	0.00	0.0%
650000 Vehicles	0.00	0.00	0.00	#DIV/0!
680000 Construction Projects	200,000.00	0.00	0.00	0.0%
683000 Engineering Projects	116,580.35	7,454.56	844.80	6.4%
683000 Engineering Projects - SRFDB - Seasons Rd Fen Design	30,000.00	423.00	0.00	0.0%
Build Restoration Project	11,000.00	0.00	0.00	0.0%
683000 Engineering Projects - TLTRL- Trail Lake Picnic Area				
683000 Engineering Projects - TWBLD-Towners Woods Buildings	17,800.00	0.00	0.00	0.0%
60 Capital Outlay Unit Total	875,380.35	7,877.56	844.80	0.9%
910000 Transfer Out	0.00	0.00	0.00	#DIV/0!
920000 Advance Out	0.00	0.00	0.00	#DIV/0!
946720 Tax Levy Assessment	15,000.00	14,017.47	14,017.47	93.4%
90 Miscellaneous Expenses Unit Total	15,000.00	14,017.47	14,017.47	93.4%
GRAND TOTAL EXPENDITURES & OTHER USES	2,489,280.35	224,893.00	97,242.57	9.0%
ENDING AUDITOR'S CASH BALANCE March 31 (= Cash Carryover + YTD Revenues- YTD Expenses) (Also = Auditor Beginning cash balance January 1st + MTD revenues - MTD expenses)			\$2,671,250.19	
HEADWATERS TRAIL FUND				
8605 BEGINNING AUDITOR'S CASH BALANCE			\$199,651.66	
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	March 31 MTD ACTUAL	
REVENUES & OTHER SOURCES				
Gifts/Donations	0.00	2,000.00	0.00	#DIV/0!
State Grant	160,918.00	160,918.69	0.00	100.0%
Transfer In	0.00	0.00	0.00	#DIV/0!
Advance In	0.00	0.00	0.00	#DIV/0!
TOTAL REVENUES & OTHER SOURCES	160,918.00	162,918.69	0.00	101.2%
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	March 1-31 MTD ACTUAL	
Materials & Supplies Unit	0.00	0.00	0.00	0.0%
Capital Outlay-Construction Projects	0.00	0.00	0.00	#DIV/0!
Capital Outlay-Construction Projects - HWVII	0.00	0.00	0.00	#DIV/0!
Capital Outlay-Engineering Projects	0.00	0.00	0.00	#DIV/0!
Capital Outlay-Engineering Projects - HWVII	0.00	0.00	0.00	#DIV/0!
Advance Out Return	0.00	0.00	0.00	#DIV/0!
TOTAL EXPENDITURES & OTHER USES	0.00	0.00	0.00	#DIV/0!
ENDING AUDITOR'S CASH BALANCE			\$199,651.66	
TINKERS CREEK GREENWAY FUND				
8616 BEGINNING AUDITOR'S CASH BALANCE			\$575.32	
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	March 31 MTD ACTUAL	
REVENUES & OTHER SOURCES				
Gifts/Donations	0.00	0.00	0.00	#DIV/0!
State Grant	1,720,763.00	1,208.70	1,208.70	0.1%
TOTAL REVENUES & OTHER SOURCES	1,720,763.00	1,208.70	1,208.70	0.1%
ENDING AUDITOR'S CASH BALANCE			\$1,784.02	

2022 Then & Now Certificates

[illegible]

KONICA MINOLTA
KONICA MINOLTA PREMIER FINANCE
1310 MADRID STREET SUITE 101
MARSHALL, MN 56258
800-828-8246
CUSTOMERSUPPORT@ONLINECOMMENT.COM

DATE OF INVOICE 01/05/2022
INVOICE NUMBER 462101130
Customer Credit Account Number 1283755

DUE DATE
01/30/2022

TOTAL DUE
\$104.20

PAGE 1 OF 1

FOR ADDRESS CORRECTIONS AND INVOICE INQUIRIES, PLEASE CONTACT US AT 800-828-8246

MESSAGES

SAVE TIME : CHAT WITH A REPRESENTATIVE AND MAKE QUICK AND EASY ONLINE PAYMENTS BY VISITING
[HTTPS://FINANCING.EPORTALDIRECT.COM](https://financing.eportal.direct.com)

IN THE EVENT YOUR PAYMENT IS NOT REMITTED AS INSTRUCTED ON THIS INVOICE THERE MAY BE A DELAY IN PROCESSING
AND YOU MAY INCUR A LATE CHARGE PER THE TERMS AND CONDITIONS OF YOUR AGREEMENT.

CONTRACT NUMBER	DATE	DESCRIPTION	AMOUNT
500-0542159-000	12/05/2021 01/30/2022	PORTAGE PARK DISTRICT 705 OAKWOOD ST STE G4 RAVENNA, OH 44266-2191 EQUIPMENT ID 7368264 KONICA MINOLTA BIZHUB C258 COPIER SERIAL NUMBER A7R0017003733 LATE CHARGES CONTRACT PAYMENT	9.47 94.73

***A LATE CHARGE WILL BE ASSESSED IF PAYMENT IS NOT RECEIVED BY DUE DATE. IF FOR ANY
REASON YOUR CHECK IS RETURNED FOR NON-PAYMENT YOU WILL PAY US A \$30.00 FEE OR, IF
LESS, THE MAXIMUM ALLOWED BY LAW OR THE CONTRACT.***

INVOICE(S) APPROVED FOR PAYMENT
PO# 20220340
AMOUNT \$ 94.73
SIGNATURE *[Signature]*
8600 9094 414100

KONICA MINOLTA
KONICA MINOLTA PREMIER FINANCE
1310 MADRID STREET SUITE 101
MARSHALL, MN 56258
800-828-8246
CUSTOMERSUPPORT@ONLINECOMMENT.COM

DATE OF INVOICE 02/03/2022

INVOICE NUMBER 464461441

Customer Credit Account Number 1283755

DUE DATE

02/28/2022

TOTAL DUE

\$198.93

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IN THE EVENT YOUR PAYMENT IS NOT REMITTED AS INSTRUCTED ON THIS INVOICE THERE MAY BE A DELAY IN PROCESSING
AND YOU MAY INCUR A LATE CHARGE PER THE TERMS AND CONDITIONS OF YOUR AGREEMENT.

CONTRACT NUMBER	DATE	DESCRIPTION	AMOUNT
500-0542159-000	12/05/2021 01/30/2022	BALANCE FORWARD LATE CHARGES CONTRACT PAYMENT	9.47
500-0542159-000	02/28/2022	CURRENT CHARGES DUE PORTAGE PARK DISTRICT 705 OAKWOOD ST STE G4 RAVENNA, OH 44266-2191 EQUIPMENT ID 7368264 KONICA MINOLTA BIZHUB C258 COPIER <i>old copier</i> SERIAL NUMBER A7R0017003733 CONTRACT PAYMENT	94.73
			94.73

***A LATE CHARGE WILL BE ASSESSED IF PAYMENT IS NOT RECEIVED BY DUE DATE. IF FOR ANY
REASON YOUR CHECK IS RETURNED FOR NON-PAYMENT YOU WILL PAY US A \$30.00 FEE OR, IF
LESS, THE MAXIMUM ALLOWED BY LAW OR THE CONTRACT.***

TEN


KONICA MINOLTA
KONICA MINOLTA PREMIER FINANCE
1310 MADRID STREET SUITE 101
MARSHALL, MN 56258
800-828-8246
CUSTOMERSUPPORT@ONLINECOMMENT.COM

DATE OF INVOICE 03/04/2022

INVOICE NUMBER 466949435

Customer Credit Account Number 1283755

DUE DATE

03/30/2022

TOTAL DUE

\$303.13

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MESSAGES

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[HTTPS://FINANCING.EPORTALDIRECT.COM](https://financing.eportal.direct.com)

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AND YOU MAY INCUR A LATE CHARGE PER THE TERMS AND CONDITIONS OF YOUR AGREEMENT.

CONTRACT NUMBER	DATE	DESCRIPTION	AMOUNT
500-0542159-000	12/05/2021	BALANCE FORWARD	
	01/30/2022	LATE CHARGES	9.47
	02/28/2022	CONTRACT PAYMENT	94.73
		CONTRACT PAYMENT	94.73
500-0542159-000		CURRENT CHARGES DUE	
		PORTAGE PARK DISTRICT	
		705 OAKWOOD ST STE G4	
		RAVENNA, OH 44266-2191	
		EQUIPMENT ID 7368264	
	02/04/2022	KONICA MINOLTA	
	03/30/2022	BIZHUB C258 COPIER	
		SERIAL NUMBER A7R0017003733	
		LATE CHARGES	9.47
		CONTRACT PAYMENT	94.73

INVOICE(S) APPROVED FOR PAYMENT
PO# 2022 0340
AMOUNT \$ 94.73
SIGNATURE [Signature]

A LATE CHARGE WILL BE ASSESSED IF PAYMENT IS NOT RECEIVED BY DUE DATE.

[Handwritten Signature]



KONICA MINOLTA

ORIGINAL
INVOICE

Page 1 / 1 B-R25

Invoice No: 275491919

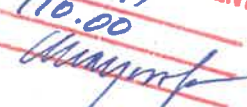

Invoice Date: 09/22/2021

Payment Due Date: 10/22/2021

Payment Terms: NET 30 DAYS

Bill / Mail To: 1316072
PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

Payer: 1316072
PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

Purchase Order Number		Equipment Location		
		1316072		
Customer Contract	Contract Coverage Dates	PORTAGE PARK DISTRICT 8505 NICODEMUS RD RAVENNA OH 44266-9742		
800751	04/22/2021-04/21/2026			
Invoice Description / Comments				
Monthly invoice for Maintenance agreement covering the billing period of 09/22/2021 - 10/21/2021. Includes labor, parts, drums, staples and supplies. Excludes paper.				
Summary of Invoice Charges				
BIZHUB C250I WITH DF-714	AA2M013004751	Quantity	Unit Charge	Bill Amount
		1	110.00	110.00
<p>INVOICE(S) APPROVED FOR PAYMENT PO# 20226347 AMOUNT \$ 110.00 SIGNATURE </p> <p></p>				
Invoice Sub Total:				110.00
Tax Total:				0.00
Invoice TOTAL:				\$ 110.00

PLEASE DETACH THE FORM BELOW AND RETURN WITH YOUR PAYMENT OR SEE CREDIT CARD INFORMATION ON BACK

Please pay online at www.MyKMBS.com using your payer id #1316072
or remit payment to:

KONICA MINOLTA BUSINESS SOLUTIONS
USA INC
DEPT. CH 19188
PALATINE IL 60055-9188

Payer ID: 1316072

Invoice Nbr: 275491919

Payment Due Date: 10/22/2021

Pay This Amount: \$ 110.00

For Administrative Use Only

40188522

Maintenance
MON/MON 1

1316072
275491919
62197997

275491919

AA2M013004751
R25

Maintenance



KONICA MINOLTA
ORIGINAL
INVOICE

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Invoice No: 276621228

Invoice Date: 11/22/2021

Bill / Mail To: 1316072
PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

Payment Due Date: 12/22/2021
Payment Terms: NET 30 DAYS

Payer: 1316072
PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

Purchase Order Number		Equipment Location	
		1316072	
Customer Contract	Contract Coverage Dates	PORTAGE PARK DISTRICT 8505 NICODEMUS RD RAVENNA OH 44266-9742	
800751	04/22/2021-04/21/2026		
Invoice Description / Comments			
Monthly invoice for Maintenance agreement covering the billing period of 11/22/2021 - 12/21/2021. Includes labor, parts, drums, staples and supplies. Excludes paper.			
Summary of Invoice Charges			
BIZHUB C250I WITH DF-714	AA2M013004751	Quantity	Unit Charge
New copier @ Ops Center		1	110.00
			Bill Amount
			110.00
		INVOICE APPROVED FOR PAYMENT	
		PO# 20220317	
		AMOUNT \$ 110.00	
		SIGNATURE <i>Udayak</i>	
		T.E.N	
		Invoice Sub Total: 110.00	
		Tax Total: 0.00	
		Invoice TOTAL: \$ 110.00	

INFORMATION ON BACK

Fed Tax#
Corporate Duns No
Federal Duns No

13-1921089
00-170-7322
62-657-8041

Maintenance



KONICA MINOLTA
ORIGINAL
INVOICE

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Invoice No: 277171751

Invoice Date: 12/22/2021

Payment Due Date: 01/21/2022

Payment Terms: NET 30 DAYS

Bill / Mail To:
PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

1316072

Payer: 1316072
PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

New-ops

Purchase Order Number		Equipment Location	
Customer Contract	Contract Coverage Dates	PORTAGE PARK DISTRICT 8505 NICODEMUS RD RAVENNA OH 44266-9742	
800751	04/22/2021-04/21/2026		
Invoice Description / Comments			
Monthly invoice for Maintenance agreement covering the billing period of 12/22/2021 - 01/21/2022. Includes labor, parts, drums, staples and supplies. Excludes paper.			
Summary of Invoice Charges			
BIZHUB C250I WITH DF-714	AA2M013004751	Quantity	Unit Charge
<i>ops center</i>		1	110.00
			Bill Amount
			110.00
<div>INVOICE(S) APPROVED FOR PAYMENT PO# <u>20220347</u> AMOUNT \$ <u>110.00</u> SIGNATURE <u>[Signature]</u></div>			
<div>Invoice Sub Total: 110.00 Tax Total: 0.00 Invoice TOTAL: \$ 110.00</div>			

Fed Tax#
Corporate Duns No
Federal Duns No

13-1921089
00-170-7322
62-657-8041

Maintenance



KONICA MINOLTA
ORIGINAL
INVOICE

Page 1 / 1

Invoice No:

277781001

Invoice Date:

01/22/2022

Bill / Mail To:

PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

1316072

Payment Due Date: 02/21/2022
Payment Terms: NET 30 DAYS

Payer:

1316072
PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

Purchase Order Number

Equipment Location

1316072

Customer Contract

800751

Contract Coverage Dates

04/22/2021-04/21/2026

PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

Invoice Description / Comments

Monthly invoice for Maintenance agreement covering the billing period of 01/22/2022 - 02/21/2022.
Includes labor, parts, drums, staples and supplies. Excludes paper.

Summary of Invoice Charges

BIZHUB C250I WITH DF-714

AA2M013004751

Quantity

Unit
Charge

Bill Amount

1

110.00

110.00

Equip line @ Ops Center

INVOICE(S) APPROVED FOR PAYMENT

PO# 20220347

AMOUNT \$ 110.00

SIGNATURE

[Signature]

154

Invoice Sub Total:

110.00

Tax Total:

0.00

Invoice TOTAL:

\$ 110.00

Fed Tax#
Corporate Duns No
Federal Duns No
13-1921089
00-170-7322
62-657-8041

Maintenance

Invoice No:

278342841

Invoice Date:

02/22/2022

Bill / Mail To:

PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

1316072

KONICA MINOLTA
ORIGINAL
INVOICE

Page 1 / 1

Payment Due Date: 03/24/2022
Payment Terms: NET 30 DAYS

Payer:

1316072
PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

Purchase Order Number

Customer Contract

800751

Contract Coverage Dates

04/22/2021-04/21/2026

Equipment Location

PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

1316072

Invoice Description / Comments

Monthly invoice for Maintenance agreement covering the billing period of 02/22/2022 - 03/21/2022.
Includes labor, parts, drums, staples and supplies. Excludes paper.

Summary of Invoice Charges

BIZHUB C250I WITH DF-714

AA2M013004751

Quantity

1

Unit
Charge

110.00

Bill Amount

110.00

INVOICE(S) APPROVED FOR PAYMENT
PO# 20220347
AMOUNT \$ 110.00
SIGNATURE *[Signature]*

Invoice Sub Total: 110.00
Tax Total: 0.00
Invoice TOTAL: \$ 110.00

SIGNATURE

Maintenance

13-1921089
00-170-7322
62-657-8041



Page 1 / 1

KONICA MINOLTA ORIGINAL SUMMARY INVOICE

Invoice No: 9008210435

Invoice Date: 11/25/2021**Bill / Mail To:**

PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

1316072

Payer:

PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

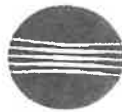
1316072

Payment Due Date: 12/25/2021

Payment Terms are NET 30 DAYS

Old - Oakwood

[illegible]



**KONICA MINOLTA
ORIGINAL
SUMMARY DETAIL**

Page 2 / 2

Summary of Invoice Charges

Total Meter Usage: 2,804

Total Number of Invoices Included: 1

Quantity

Unit
Charge

Bill Amount

Sub Total: 210.93

0.00
\$ 210.93

Maintenance



Invoice No: 9008276298

KONICA MINOLTA

Payment Due Date: 01/24/2022

Invoice Date: 12/25/2021

ORIGINAL
SUMMARY DETAIL

Payment Terms:

NET 30 DAYS

Bill / Mail To: 1316072
PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

Payer: 1316072
PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

Oakwood - old

Summary of Invoice Charges

							Quantity	Unit Charge	Bill Amount
Invoice 277187918									
**BIZHUB C258									
SHIPPING & HANDLING FEE							1		
							1	4.00	4.00
Current Meter	Previous Meter	Meter Usage	Allowable	Svc. Crd	Aggregate Credits	Tier Range			
48,614	48,433	181	0	0	0	999,999,999	181	0.01052	1.90
B&W Meter									
Current Meter	Previous Meter	Meter Usage	Allowable	Svc. Crd	Aggregate Credits	Tier Range			
125,093	123,274	1,819	0	0	0	999,999,999	1,819	0.09184	167.06
Color Meter									
Invoice Sub Total:									172.96
Tax Total:									0.00
Invoice Total:									\$ 172.96

Invoice Description / Comments

Monthly invoice for Maintenance agreement covering the billing period of 11/26/2021 - 12/25/2021. Includes labor, parts, drums, and supplies. Excludes staples and paper.

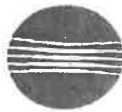
Purchase Order Number		Equipment Location	
		100139472	
Customer Contract		Contract Coverage Dates	
		04/26/2021-04/09/2023	
		PORTAGE PARK DISTRICT 705 OAKWOOD ST RAVENNA OH 44266	

Sort by: MACH. DESC.
Sort Value: BIZHUB C258
Sort Meter Usage Sub Total:

2,000

Sort Invoice Sub Total: 172.96
Sort Tax Total: 0.00
Sort Invoice Total: \$ 172.96

INVOICE(S) APPROVED FOR PAYMENT
PO# 20220396
AMOUNT \$ 172.96
SIGNATURE *[Signature]*



**KONICA MINOLTA
ORIGINAL
SUMMARY DETAIL**

Page 2 / 2

Summary of Invoice Charges

Total Meter Usage: 2,000

Total Number of Invoices Included: 1

Quantity

**Unit
Charge**

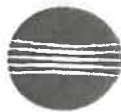
Bill Amount

Sub Total: 172.96

**0.00
\$ 172.96**

Fed Tax#
Corporate Duns No
Federal Duns No

13-1921089
00-170-7322
62-657-8041



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Maintenance

Invoice No:

9008344623

KONICA MINOLTA

Payment Due Date:

02/24/2022

Invoice Date:

01/25/2022

ORIGINAL
SUMMARY DETAIL

Payment Terms:

NET 30 DAYS

Bill / Mail To:

PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

1316072

Payer:

PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

1316072

new old. - Oakwood

Summary of Invoice Charges

Quantity Unit Charge Bill Amount

Invoice 277810099

**BIZHUB C258

Unit Contract: 61728922

A7R0017003733

SHIPPING & HANDLING FEE

1

4.00

4.00

Current Meter	Previous Meter	Meter Usage	Allowable	Svc. Crd	Aggregate Credits	Tier Range
---------------	----------------	-------------	-----------	----------	-------------------	------------

48,946

48,614

332

0

0

0

999,999,999

332

0.01052

3.49

Current Meter	Previous Meter	Meter Usage	Allowable	Svc. Crd	Aggregate Credits	Tier Range
---------------	----------------	-------------	-----------	----------	-------------------	------------

127,972

125,093

2,879

0

0

0

999,999,999

2,879

0.09184

264.41

Invoice Sub Total: 271.90

Tax Total: 0.00

Invoice Total: \$ 271.90

Invoice Description / Comments

Monthly invoice for Maintenance agreement covering the billing period of 12/26/2021 - 01/25/2022.
Includes labor, parts, drums, and supplies. Excludes staples and paper.

Purchase Order Number

Equipment Location

100139472

Customer Contract

Contract Coverage Dates

04/26/2021-04/09/2023

PORTAGE PARK DISTRICT
705 OAKWOOD ST
RAVENNA OH 44266

Sort by:

MACH. DESC.

Sort Value:

BIZHUB C258

Sort Meter Usage Sub Total:

3,211

Sort Invoice Sub Total:

271.90

Sort Tax Total:

0.00

Sort Invoice Total:

\$ 271.90

INVOICE(S) APPROVED FOR PAYMENT
PO# 20220346

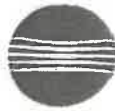
AMOUNT \$ 271.90

SIGNATURE

[Signature]

Fed Tax#
Corporate Duns No
Federal Duns No

13-1921089
00-170-7322
62-657-8041



Page 1 / 1

Maintenance

Invoice No: 9008344623

Invoice Date: 01/25/2022

Bill / Mail To:
PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

KONICA MINOLTA
ORIGINAL
SUMMARY INVOICE

1316072

Payer:
PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

Payment Due Date: 02/24/2022
Payment Terms are NET 30 DAYS

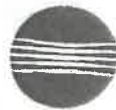
1316072

Purchase Order Number	Customer Contract	Contract Coverage Dates
		04/26/2021-04/09/2023
Invoice Comments		
Summary Invoice Coverage Periods		
12/26/2021-01/25/2022		
<i>copier @ Oakwood -old</i>		
Invoice Sub Total:		271.90
Tax Total:		0.00
Invoice TOTAL:		\$ 271.90

Fed Tax#
Corporate Duns No
Federal Duns No

13-1921089
00-170-7322
62-657-8041

Maintenance



KONICA MINOLTA ORIGINAL SUMMARY INVOICE

Page 1 / 1

Invoice No: 9008410897

Invoice Date: 02/25/2022

Bill / Mail To:
PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

Get address

1316072

Payer:
PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

1316072

Payment Due Date: 03/27/2022
Payment Terms are NET 30 DAYS

Purchase Order Number	Customer Contract	Contract Coverage Dates
		04/26/2021-04/25/2022
Invoice Comments		
Summary Invoice Coverage Periods 01/26/2022-02/25/2022		
<div style="text-align: center;"><p>INVOICE(S) APPROVED FOR PAYMENT</p><p>PO# <u>20220346</u></p><p>AMOUNT \$ <u>39.06</u></p><p>SIGNATURE <u>[Signature]</u></p></div> <div style="text-align: center;"><p><i>154</i></p></div>		
Invoice Sub Total:		39.06
Tax Total:		0.00
Invoice TOTAL:		\$ 39.06



Maintenance

Invoice No: 9008410897

Invoice Date: 02/25/2022

Payment Due Date: 03/27/2022

Payment Terms: NET 30 DAYS

Bill / Mail To:
PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

Payer:
PORTAGE PARK DISTRICT
8505 NICODEMUS RD
RAVENNA OH 44266-9742

KONICA MINOLTA
ORIGINAL
SUMMARY DETAIL

Summary of Invoice Charges

							Quantity	Unit Charge	Bill Amount
Invoice 278383865									
**BIZHUB C258									
SHIPPING & HANDLING FEE							1		
							1	4.00	4.00
Current Meter	Previous Meter	Meter Usage	Allowable	Svc. Crd	Aggregate Credits	Tier Range			
49,188	48,946	242	0	0	0	999,999,999	242	0.01052	2.55
B&W Meter									
Current Meter	Previous Meter	Meter Usage	Allowable	Svc. Crd	Aggregate Credits	Tier Range			
128,326	127,972	354	0	0	0	999,999,999	354	0.09184	32.51
Color Meter									
Invoice Sub Total:									39.06
Tax Total:									0.00
Invoice Total:									\$ 39.06

Invoice Description / Comments

Monthly invoice for Maintenance agreement covering the billing period of 01/26/2022 - 02/25/2022.
Includes labor, parts, drums, and supplies. Excludes staples and paper.

Purchase Order Number		Equipment Location	
		100139472	
Customer Contract	Contract Coverage Dates	PORTAGE PARK DISTRICT 705 OAKWOOD ST RAVENNA OH 44266	
	04/26/2021-04/25/2022		

Sort by: MACH. DESC.
Sort Value: BIZHUB C258
Sort Meter Usage Sub Total:

596

Sort Invoice Sub Total: 39.06
Sort Tax Total: 0.00
Sort Invoice Total: \$ 39.06

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

JOURNAL DETAIL 2022 3 TO 2022 3

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
86009091 Park General Admin PR							
86009091 152000 Contract Services	-1,000	-1,000	.00	.00	.00	-1,000.00	.0%*
86009091 153000 Fees	-100	-100	.00	.00	.00	-100.00	.0%*
86009091 160000 Gifts And Donation	0	0	-10,000.00	-10,000.00	.00	10,000.00	100.0%
2022/03/000754 03/09/2022 CRP	-10,000.00	REF 389582	EDWARD JONES ON BEHA	VIRGINIA SHAW DONATION			
86009091 191000 HTRAN State Grant	0	0	-7,995.00	-7,995.00	.00	7,995.00	100.0%
2022/03/001969 03/28/2022 CRP	-7,995.00	REF 390733	ODOT	ODOT Healthy Transportati			
86009091 192400 State Aid/Subsidy	-85,000	-85,000	.00	.00	.00	-85,000.00	.0%*
TOTAL Park General Admin PR	-86,100	-86,100	-17,995.00	-17,995.00	.00	-68,105.00	20.9%
86009092 Park General Admin OR							
86009092 200300 Real Estate Homest	-37,000	-37,000	.00	.00	.00	-37,000.00	.0%*
86009092 200400 Manufactured H Hom	-18,000	-18,000	.00	.00	.00	-18,000.00	.0%*
86009092 221000 Real Estate Tax	-1,710,303	-1,724,023	-946,128.88	-946,128.88	.00	-777,894.12	54.9%*
2022/03/001335 03/25/2022 GEN	-946,128.88	REF 1st Hf		1st Half Settlement			
86009092 224000 Manufactured Homes	-12,000	-12,000	.00	.00	.00	-12,000.00	.0%*
86009092 230000 Interest	-10,000	-10,000	-1,373.29	-286.91	.00	-8,626.71	13.7%*
2022/03/000649 03/09/2022 GEN	-286.91	REF Feb-22		Interest Allocation Feb-22			

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

JOURNAL DETAIL 2022 3 TO 2022 3

FOR 2022 03

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
86009092 241000 Oil Leases	-10,000	-10,000	-5,603.88	-2,009.37	.00	-4,396.12	56.0%*
2022/03/000261 03/01/2022 CRP	-124.35 REF 389044						
2022/03/000261 03/01/2022 CRP	-1,027.64 REF 389046						
2022/03/000754 03/09/2022 CRP	-764.99 REF 389569						
2022/03/001700 03/22/2022 CRP	-92.39 REF 390292						
86009092 243000 Credit Card Incent	-1,000	-1,000	.00	.00	.00	-1,000.00	.0%*
TOTAL Park General Admin OR	-1,798,303	-1,812,023	-953,106.05	-948,425.16	.00	-858,916.95	52.6% ✓
86009093 Park General Admin PS							
86009093 311200 Employee Full Time	566,683	566,683	100,509.60	32,003.20	.00	466,173.40	17.7%
2022/03/000022 03/04/2022 PRJ	15,917.60 REF 030422						
2022/03/000862 03/18/2022 PRJ	16,085.60 REF 031822						
86009093 311300 Part Time/Seasonal	118,800	118,800	13,534.26	6,211.00	.00	105,265.74	11.4%
2022/03/000022 03/04/2022 PRJ	2,899.00 REF 030422						
2022/03/000862 03/18/2022 PRJ	3,312.00 REF 031822						
86009093 313000 Employee Overtime	5,000	5,000	461.50	.00	.00	4,538.50	9.2%
86009093 314000 Retirement/Termina	80,000	80,000	614.84	305.64	.00	79,385.16	.8%
2022/03/000022 03/04/2022 PRJ	305.64 REF 030422						
86009093 321010 PERS	95,932	95,932	16,030.73	5,349.98	.00	79,901.27	16.7%
2022/03/000022 03/04/2022 PRJ	2,634.32 REF 030422						
2022/03/000862 03/18/2022 PRJ	2,715.66 REF 031822						
86009093 321200 Medicare	9,936	9,936	1,613.34	542.68	.00	8,322.66	16.2%
2022/03/000022 03/04/2022 PRJ	269.34 REF 030422						
2022/03/000862 03/18/2022 PRJ	273.34 REF 031822						

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

JOURNAL DETAIL 2022 3 TO 2022 3

ACCOUNTS FOR:		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District								
86009093	321300 Workers Compensati	11,649	11,649	1,957.01	654.83	.00	9,691.99	16.8%
2022/03/000022	03/04/2022 PRJ	325.07 REF	030422					
2022/03/000862	03/18/2022 PRJ	329.76 REF	031822			WARRANT=030422 RUN=4 PAYROLL		
						WARRANT=031822 RUN=4 PAYROLL		
86009093	321400 Unemployment	10,000	10,000	.00	.00	.00	10,000.00	.0%
86009093	321500 Health Benefits	259,000	259,000	26,952.69	7,865.40	.00	232,047.31	10.4%
2022/03/000022	03/04/2022 PRJ	3,932.70 REF	030422					
2022/03/000862	03/18/2022 PRJ	3,932.70 REF	031822			WARRANT=030422 RUN=4 PAYROLL		
						WARRANT=031822 RUN=4 PAYROLL		
TOTAL Park General Admin PS		1,157,000	1,157,000	161,673.97	52,932.73	.00	995,326.03	14.0%
86009094 Park General Admin CS								
86009094	400000 Contractual Servic	50,000	53,000	2,917.70	1,828.98	9,732.16	40,350.14	23.9%
2022/03/000412	03/04/2022 POE	1,000.00 VND	002890 PO 121807					
2022/03/000473	03/07/2022 POE	600.00 VND	001116 PO 121871			EDWARD H SUTTON INS		
2022/03/000799	03/07/2022 API	100.00 VND	002890 VCH665595			PO CO COMBINED GEN H		
2022/03/000799	03/07/2022 POL	-100.00 VND	002890 PO 121807			EDWARD H SUTTON INS		
2022/03/000799	03/07/2022 API	105.00 VND	002615 VCH665594			EDWARD H SUTTON INS		
2022/03/000799	03/07/2022 POL	-105.00 VND	002615 PO 119777			OHIO STATE HIGHWAY P		
2022/03/000800	03/07/2022 API	1,123.98 VND	002485 VCH665420			OHIO STATE HIGHWAY P		
2022/03/000800	03/07/2022 POL	-1,123.98 VND	002485 PO 119773			US BANK		
2022/03/001124	03/14/2022 API	100.00 VND	001116 VCH666263			US BANK		
2022/03/001124	03/14/2022 POL	-100.00 VND	001116 PO 121871			PO CO COMBINED GEN H		
2022/03/001124	03/14/2022 API	100.00 VND	001116 VCH666264			PO CO COMBINED GEN H		
2022/03/001124	03/14/2022 POL	-100.00 VND	001116 PO 121871			PO CO COMBINED GEN H		
2022/03/001124	03/14/2022 API	100.00 VND	001116 VCH666265			PO CO COMBINED GEN H		
2022/03/001124	03/14/2022 POL	-100.00 VND	001116 PO 121871			PO CO COMBINED GEN H		
2022/03/001124	03/14/2022 API	100.00 VND	001116 VCH666266			PO CO COMBINED GEN H		
2022/03/001124	03/14/2022 POL	-100.00 VND	001116 PO 121871			PO CO COMBINED GEN H		
2022/03/001124	03/14/2022 API	100.00 VND	001116 VCH666268			PO CO COMBINED GEN H		
2022/03/001124	03/14/2022 POL	-100.00 VND	001116 PO 121871			PO CO COMBINED GEN H		
2022/03/001412	03/18/2022 POE	100.00 VND	005873 PO 122126			PO CO RECORDER		
2022/03/001721	03/23/2022 POE	3,000.00 VND	001310 PO 20220346			KONICA MINOLTA BUSIN		
86009094	400100 Training & Members	15,000	15,000	1,664.00	1,525.00	8,586.00	4,750.00	68.3%
2022/03/000800	03/07/2022 API	1,525.00 VND	002485 VCH665420			US BANK		
2022/03/000800	03/07/2022 POL	-1,525.00 VND	002485 PO 119774			US BANK		
2022/03/001412	03/18/2022 POE	250.00 VND	003815 PO 122121			LEADERSHIP PORTAGE C		
						MISC. ITEMS(DUES, FEES, ETC		

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

JOURNAL DETAIL 2022 3 TO 2022 3

FOR 2022 03

ACCOUNTS FOR:		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District								
86009094	400101 Registration Fees	0	0	128.63	.00	891.37	-1,020.00	100.0%*
2022/03/000687	03/09/2022 POE	20.00 VND	003492 PO 121902	PO CO TOWNSHIP ASSOC MISC.	ITEMS(DUES, FEES, ETC			
86009094	410000 Utilities	30,000	30,000	5,878.92	4,097.06	23,621.08	500.00	98.3%
2022/03/000797	03/08/2022 API	44.98 VND	002844 VCH665670	DOMINION ENERGY OHIO	***4 4213 0033 0943		2022	502387
2022/03/000797	03/08/2022 POL	-44.98 VND	002844 PO 119781	DOMINION ENERGY OHIO	***4 4213 0033 0943			
2022/03/000797	03/08/2022 API	323.22 VND	002844 VCH665672	DOMINION ENERGY OHIO	***4 1800 1191 8407		2022	502388
2022/03/000797	03/08/2022 POL	-323.22 VND	002844 PO 119781	DOMINION ENERGY OHIO	***4 1800 1191 8407			
2022/03/000799	03/07/2022 API	280.06 VND	002875 VCH665588	OHIO EDISON	**110 122 697 896		2022	502414
2022/03/000799	03/07/2022 POL	-280.06 VND	002875 PO 119784	OHIO EDISON	**110 122 697 896			
2022/03/000799	03/07/2022 API	111.09 VND	002875 VCH665589	OHIO EDISON	**110 009 660 868		2022	502415
2022/03/000799	03/07/2022 POL	-111.09 VND	002875 PO 119784	OHIO EDISON	**110 009 660 868			
2022/03/000799	03/07/2022 API	259.84 VND	002875 VCH665590	OHIO EDISON	**110 139 062 985		2022	502416
2022/03/000799	03/07/2022 POL	-259.84 VND	002875 PO 119784	OHIO EDISON	**110 139 062 985			
2022/03/000799	03/07/2022 API	85.99 VND	002875 VCH665591	OHIO EDISON	**110 009 208 841		2022	502417
2022/03/000799	03/07/2022 POL	-85.99 VND	002875 PO 119784	OHIO EDISON	**110 009 208 841			
2022/03/000799	03/07/2022 API	83.78 VND	002875 VCH665592	OHIO EDISON	**110 134 809 943		2022	502418
2022/03/000799	03/07/2022 POL	-83.78 VND	002875 PO 119784	OHIO EDISON	**110 134 809 943			
2022/03/000799	03/07/2022 API	138.41 VND	002875 VCH665593	OHIO EDISON	**110 149 150 416		2022	502419
2022/03/000799	03/07/2022 POL	-138.41 VND	002875 PO 119784	OHIO EDISON	**110 149 150 416			
2022/03/000799	03/07/2022 API	298.73 VND	002875 VCH665960	OHIO EDISON	**110 139 062 985		2022	502420
2022/03/000799	03/07/2022 POL	-298.73 VND	002875 PO 119784	OHIO EDISON	**110 139 062 985			
2022/03/000799	03/07/2022 API	76.07 VND	002875 VCH665961	OHIO EDISON	**110 134 809 943		2022	502421
2022/03/000799	03/07/2022 POL	-76.07 VND	002875 PO 119784	OHIO EDISON	**110 134 809 943			
2022/03/000799	03/07/2022 API	104.98 VND	001170 VCH665596	TIME WARNER CABLE	**Internet 8361 10 033 0041702		2022	502443
2022/03/000799	03/07/2022 POL	-104.98 VND	001170 PO 119758	TIME WARNER CABLE	**Internet 8361 10 033 0042022			
2022/03/000800	03/07/2022 API	1,031.47 VND	002485 VCH665420	US BANK	**5592 8400 0101 0984		2022	502450
2022/03/000800	03/07/2022 POL	-1,031.47 VND	002485 PO 120723	US BANK	**5592 8400 0101 0984			
2022/03/000800	03/07/2022 API	26.55 VND	003615 VCH665422	VERIZON WIRELESS	**442287383-00001		2022	502453
2022/03/000800	03/07/2022 POL	-26.55 VND	003615 PO 119799	VERIZON WIRELESS	**442287383-00001			
2022/03/001124	03/14/2022 API	93.06 VND	002875 VCH666257	OHIO EDISON	**110 009 208 841		2022	502776
2022/03/001124	03/14/2022 POL	-93.06 VND	002875 PO 119784	OHIO EDISON	**110 009 208 841			
2022/03/001124	03/14/2022 API	112.20 VND	002875 VCH666259	OHIO EDISON	**110 009 660 868		2022	502776
2022/03/001124	03/14/2022 POL	-112.20 VND	002875 PO 119784	OHIO EDISON	**110 009 660 868			
2022/03/001124	03/14/2022 API	220.95 VND	002875 VCH666270	OHIO EDISON	**110 122 697 896		2022	502776
2022/03/001124	03/14/2022 POL	-220.95 VND	002875 PO 119784	OHIO EDISON	**110 122 697 896			
2022/03/001124	03/14/2022 API	805.68 VND	003615 VCH666269	VERIZON WIRELESS	**ACCT 542395264-00001		2022	502799
2022/03/001124	03/14/2022 POL	-805.68 VND	003615 PO 119799	VERIZON WIRELESS	**ACCT 542395264-00001			
86009094	412000 Advertising, Marke	15,000	15,000	1,412.89	114.86	9,087.11	4,500.00	70.0%
2022/03/000800	03/07/2022 API	114.86 VND	002485 VCH665420	US BANK	**5592 8400 0101 0984		2022	502450
2022/03/000800	03/07/2022 POL	-114.86 VND	002485 PO 119775	US BANK	**5592 8400 0101 0984			

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

JOURNAL DETAIL 2022 3 TO 2022 3

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
86009094 413000 Maintenance & Repa	45,000	45,000	3,946.13	2,459.88	7,253.87	33,800.00	24.9%
2022/03/000800 03/07/2022 API	2,459.88 VND	002485 VCH665420	US BANK	**5592 8400 0101 0984			502450
2022/03/000800 03/07/2022 POL	-2,459.88 VND	002485 PO 119776	US BANK	**5592 8400 0101 0984		2022	
86009094 414000 Rentals & Leases	1,000	1,000	.00	.00	.00	1,000.00	.0%
86009094 414100 Leases	1,500	1,500	.00	.00	2,456.76	-956.76	163.8%*
2022/03/001519 03/21/2022 POE	1,136.76 VND	001310 PO 20220340	KONICA MINOLTA BUSIN NEW EQUIPT PURCHASE OR LEASE				
2022/03/001721 03/23/2022 POE	1,320.00 VND	001310 PO 20220347	KONICA MINOLTA BUSIN RENTAL OR LEASE SERVICES OF EQ				
86009094 420100 Audit Services	5,000	5,000	.00	.00	.00	5,000.00	.0%
86009094 428400 Auditor/Treasurer	25,000	25,000	12,199.11	12,199.11	.00	12,800.89	48.8%
2022/03/001335 03/25/2022 GEN	12,199.11 REF	1st Hf		1st Half Settlement			
86009094 428500 DRETAC	10,000	10,000	3,490.07	3,490.07	.00	6,509.93	34.9%
2022/03/001335 03/25/2022 GEN	3,490.07 REF	1st Hf		1st Half Settlement			
86009094 492100 Local Share	78,400	78,400	.00	.00	.00	78,400.00	.0%
TOTAL Park General Admin CS	275,900	278,900	31,637.45	25,714.96	61,628.35	185,634.20	33.4%
86009095 Park General Admin MS							
86009095 500000 Admin Materials &	15,000	15,000	1,623.73	96.18	8,376.27	5,000.00	66.7%
2022/03/000800 03/07/2022 API	96.18 VND	002485 VCH665420	US BANK	**5592 8400 0101 0984			502450
2022/03/000800 03/07/2022 POL	-96.18 VND	002485 PO 119767	US BANK	**5592 8400 0101 0984		2022	
2022/03/001861 03/29/2022 POM	-1,500.00 VND	001310 PO 120000	KONICA MINOLTA BUSIN CC				
86009095 509000 Uniforms	8,000	8,000	1,099.22	490.47	5,900.78	1,000.00	87.5%
2022/03/000800 03/07/2022 API	490.47 VND	002485 VCH665420	US BANK	**5592 8400 0101 0984			502450
2022/03/000800 03/07/2022 POL	-490.47 VND	002485 PO 119768	US BANK	**5592 8400 0101 0984		2022	

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

JOURNAL DETAIL 2022 3 TO 2022 3

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
86009095 510000 Office Equipment &	10,000	10,000	.00	.00	5,000.00	5,000.00	50.0%
86009095 530000 Maintenance Materi	50,000	50,000	4,302.28	2,152.24	20,697.72	25,000.00	50.0%
2022/03/000800 03/07/2022 API	2,152.24 VND	002485 VCH665420	US BANK	**5592 8400 0101 0984			502450
2022/03/000800 03/07/2022 POL	-2,152.24 VND	002485 PO 119766	US BANK	**5592 8400 0101 0984		2022	
86009095 542000 Fuel	20,000	20,000	1,451.97	993.72	16,048.03	2,500.00	87.5%
2022/03/001663 03/22/2022 API	993.72 VND	004271 VCH667219	RAVENNA CITY	**FUEL, PORTAGE PARK DISTRICT			503099
2022/03/001663 03/22/2022 POL	-993.72 VND	004271 PO 119806	RAVENNA CITY	**FUEL, PORTAGE PARK DISTRICT		2022	
86009095 544000 Natural Area Mater	40,000	40,000	1,209.35	.00	23,790.65	15,000.00	62.5%
86009095 596300 Equipment Less Tha	10,000	10,000	.00	.00	5,000.00	5,000.00	50.0%
86009095 596600 Furniture & Fixtur	10,000	10,000	.00	.00	8,000.00	2,000.00	80.0%
TOTAL Park General Admin MS	163,000	163,000	9,686.55	3,732.61	92,813.45	60,500.00	62.9%
86009096 Park General Admin CO							
86009096 610000 Land/Easement Pur	500,000	500,000	.00	.00	.00	500,000.00	.0%
86009096 680000 Construction Proje	200,000	200,000	.00	.00	.00	200,000.00	.0%
86009096 683000 Engineering Projec	100,000	116,580	7,454.56	844.80	9,125.79	100,000.00	14.2%
2022/03/000800 03/07/2022 API	844.80 VND	003522 VCH665421	ENVIRONMENTAL DESIGN	**project 21-00430-010			502391
2022/03/000800 03/07/2022 POL	-844.80 VND	003522 PO 117388	ENVIRONMENTAL DESIGN	**project 21-00430-010		2021	
86009096 683000 SRFDB Engineering P	0	30,000	423.00	.00	29,577.00	.00	100.0%
86009096 683000 TLTRL Engineering P	0	11,000	.00	.00	11,000.00	.00	100.0%

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

JOURNAL DETAIL 2022 3 TO 2022 3

ACCOUNTS FOR:		ORIGINAL	REVISED	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
8600 Portage Park District		APPROP	BUDGET				BUDGET	USE/COL
86009096	683000 TWBLD Engineering P	0	17,800	.00	.00	17,800.00	.00	100.0%
TOTAL Park General Admin CO		800,000	875,380	7,877.56	844.80	67,502.79	800,000.00	8.6%
86009099 Park General Admin ME								
86009099	946720 Tax Levy Assessmen	15,000	15,000	14,017.47	14,017.47	982.53	.00	100.0%
2022/03/000473	03/07/2022 POE	15,000.00	VND 004261 PO 121863					
2022/03/000797	03/08/2022 API	14,017.47	VND 004261 VCH665669					
2022/03/000797	03/08/2022 POL	-14,017.47	VND 004261 PO 121863					
TOTAL Park General Admin ME		15,000	15,000	14,017.47	14,017.47	982.53	.00	100.0%
TOTAL Portage Park District		526,497	591,157	-746,208.05	-869,177.59	222,927.12	1,114,438.28	-88.5%
TOTAL REVENUES		-1,884,403	-1,898,123	-971,101.05	-966,420.16	.00	-927,021.95	
TOTAL EXPENSES		2,410,900	2,489,280	224,893.00	97,242.57	222,927.12	2,041,460.23	

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

JOURNAL DETAIL 2022 3 TO 2022 3

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8605 Headwaters Trails Improve							
86059091 Headwaters Trails Impr PR							
86059091 160000 Gifts And Donation	0	0	-2,000.00	.00	.00	2,000.00	100.0%
86059091 191000 State Grant	0	-160,918	-160,918.69	.00	.00	.69	100.0%
TOTAL Headwaters Trails Impr PR	0	-160,918	-162,918.69	.00	.00	2,000.69	101.2%
TOTAL Headwaters Trails Improve	0	-160,918	-162,918.69	.00	.00	2,000.69	101.2%
TOTAL REVENUES	0	-160,918	-162,918.69	.00	.00	2,000.69	

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

JOURNAL DETAIL 2022 3 TO 2022 3

ACCOUNTS FOR:		ORIGINAL	REVISED					
8616	Tinkers Creek Greenway Fund	APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
86169091 Tinkers Creek Greenway Fund PR								
86169091 191000	State Grant	0	-1,720,763	-1,208.70	-1,208.70	.00	-1,719,554.30	.1%*
2022/03/001983	03/30/2022 CRP	-1,208.70	REF 390868	STATE OF OHIO EFT	CLEAN OHIO GRANT TINKERS			
TOTAL Tinkers Creek Greenway Fund		0	-1,720,763	-1,208.70	-1,208.70	.00	-1,719,554.30	.1%
TOTAL Tinkers Creek Greenway Fund		0	-1,720,763	-1,208.70	-1,208.70	.00	-1,719,554.30	.1%
TOTAL REVENUES		0	-1,720,763	-1,208.70	-1,208.70	.00	-1,719,554.30	

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

JOURNAL DETAIL 2022 3 TO 2022 3

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	526,497	-1,290,524	-910,335.44	-870,386.29	222,927.12	-603,115.33	53.3%
** END OF REPORT - Generated by Denise Dumaurier **							

PORTAGE COUNTY



Auditor Treasurer Reconciliation Report

FUND	AS OF 03/01/2022			AS OF 03/31/2022		
	TREASURER CASH BALANCE	- OUTSTANDING WARRANTS	= AUDITOR CASH BALANCE	AUDITOR CASH BALANCE	+ OUTSTANDING WARRANTS	= TREASURER CASH BALANCE
FUND 8611 TOTALS:	.00	.00	.00	.00	.00	.00
8612 Morgan Park	.00	.00	.00	.00	.00	.00
	1,523.27	.00	1,523.27	1,523.27	.00	1,523.27
FUND 8612 TOTALS:	1,523.27	.00	1,523.27	1,523.27	.00	1,523.27
8613 Franklin Bog Park	.00	.00	.00	.00	.00	.00
FUND 8613 TOTALS:	.00	.00	.00	.00	.00	.00
8614 Red Fox Boat Access Fund	.00	.00	.00	.00	.00	.00
FUND 8614 TOTALS:	.00	.00	.00	.00	.00	.00
8615 Kent Bog	.00	.00	.00	.00	.00	.00
FUND 8615 TOTALS:	.00	.00	.00	.00	.00	.00
8616 Tinkers Creek Greenway Fund	575.32	.00	575.32	1,784.02	.00	1,784.02
FUND 8616 TOTALS:	575.32	.00	575.32	1,784.02	.00	1,784.02
8617 Eagle Creek Greenway	5,325.96	.00	5,325.96	5,325.96	.00	5,325.96
FUND 8617 TOTALS:	5,325.96	.00	5,325.96	5,325.96	.00	5,325.96
REPORT TOTALS:	2,021,399.83	278.63	2,021,121.20	2,891,507.49	1,272.35	2,892,779.84

PORTAGE COUNTY

Auditor Treasurer Reconciliation Report

Uncashed checks

AS OF 03/01/2022				AS OF 03/31/2022			
FUND	TREASURER CASH BALANCE	- OUTSTANDING WARRANTS	= AUDITOR CASH BALANCE	AUDITOR CASH BALANCE	+ OUTSTANDING WARRANTS	= TREASURER CASH BALANCE	
8600 Portage Park District	1,802,351.23	278.63	1,802,072.60	2,671,250.19	1,272.35	2,672,522.54	
FUND 8600 TOTALS:	1,802,351.23	278.63	1,802,072.60	2,671,250.19	1,272.35	2,672,522.54	
8601 PCPD Local Community	.00	.00	.00	.00	.00	.00	
FUND 8601 TOTALS:	.00	.00	.00	.00	.00	.00	
8603 PCPD Towners Woods Improvement	.00	.00	.00	.00	.00	.00	
FUND 8603 TOTALS:	.00	.00	.00	.00	.00	.00	
8604 Portage Hike & Bike Trail	.00	.00	.00	.00	.00	.00	
FUND 8604 TOTALS:	.00	.00	.00	.00	.00	.00	
8605 Headwaters Trails Improve	199,651.66	.00	199,651.66	199,651.66	.00	199,651.66	
FUND 8605 TOTALS:	199,651.66	.00	199,651.66	199,651.66	.00	199,651.66	
8606 Dix Park Improvements	.00	.00	.00	.00	.00	.00	
FUND 8606 TOTALS:	.00	.00	.00	.00	.00	.00	
8607 Breakneck Creek Watershed	11,972.39	.00	11,972.39	11,972.39	.00	11,972.39	
FUND 8607 TOTALS:	11,972.39	.00	11,972.39	11,972.39	.00	11,972.39	
8608 PCPD Franklin Connect Trail	.00	.00	.00	.00	.00	.00	
FUND 8608 TOTALS:	.00	.00	.00	.00	.00	.00	
8609 PCPD FEMA	.00	.00	.00	.00	.00	.00	
FUND 8609 TOTALS:	.00	.00	.00	.00	.00	.00	
8610 Breakneck Creek Watershed	.00	.00	.00	.00	.00	.00	
FUND 8610 TOTALS:	.00	.00	.00	.00	.00	.00	
8611 Berlin Lake Trail							

PORTAGE COUNTY



Auditor Treasurer Reconciliation Report

ALL FUNDS SUMMARY THROUGH 03/31/2022

FUND	03/01/22 AUDITOR CASH BALANCE +	TOTAL RECEIPTS -	TOTAL EXPENDITURES =	ENDING AUDITOR CASH BALANCE -	OUTSTANDING ENCUMBRANCES =	UNENCUMBERED BALANCE
8600 Portage Park Distri	1,802,072.60	-966,420.16	97,242.57	2,671,250.19	222,927.12	2,448,323.0
FUND 8600 TOTALS:	1,802,072.60	966,420.16	97,242.57	2,671,250.19	222,927.12	2,448,323.0
8601 PCPD Local Communit	.00	.00	.00	.00	.00	.0
FUND 8601 TOTALS:	.00	.00	.00	.00	.00	.0
8603 PCPD Towners Woods	.00	.00	.00	.00	.00	.0
FUND 8603 TOTALS:	.00	.00	.00	.00	.00	.0
8604 Portage Hike & Bike	.00	.00	.00	.00	.00	.0
FUND 8604 TOTALS:	.00	.00	.00	.00	.00	.0
8605 Headwaters Trails I	199,651.66	.00	.00	199,651.66	.00	199,651.6
FUND 8605 TOTALS:	199,651.66	.00	.00	199,651.66	.00	199,651.6
8606 Dix Park Improvemen	.00	.00	.00	.00	.00	.0
FUND 8606 TOTALS:	.00	.00	.00	.00	.00	.0
8607 Breakneck Creek Wat	11,972.39	.00	.00	11,972.39	.00	11,972.3
FUND 8607 TOTALS:	11,972.39	.00	.00	11,972.39	.00	11,972.3
8608 PCPD Franklin Conne	.00	.00	.00	.00	.00	.0
FUND 8608 TOTALS:	.00	.00	.00	.00	.00	.0
8609 PCPD FEMA	.00	.00	.00	.00	.00	.0
FUND 8609 TOTALS:	.00	.00	.00	.00	.00	.0
8610 Breakneck Creek Wat	.00	.00	.00	.00	.00	.0
FUND 8610 TOTALS:	.00	.00	.00	.00	.00	.0
8611 Berlin Lake Trail	.00	.00	.00	.00	.00	.0

PORTAGE COUNTY



Auditor Treasurer Reconciliation Report

ALL FUNDS SUMMARY THROUGH 03/31/2022

FUND	03/01/22 AUDITOR CASH BALANCE +	TOTAL RECEIPTS -	TOTAL EXPENDITURES =	ENDING AUDITOR CASH BALANCE -	OUTSTANDING ENCUMBRANCES =	UNENCUMBERED BALANCE
FUND 8611 TOTALS:	.00	.00	.00	.00	.00	.0
8612 Morgan Park	1,523.27	.00	.00	1,523.27	.00	1,523.2
FUND 8612 TOTALS:	1,523.27	.00	.00	1,523.27	.00	1,523.2
8613 Franklin Bog Park	.00	.00	.00	.00	.00	.0
FUND 8613 TOTALS:	.00	.00	.00	.00	.00	.0
8614 Red Fox Boat Access	.00	.00	.00	.00	.00	.0
FUND 8614 TOTALS:	.00	.00	.00	.00	.00	.0
8615 Kent Bog	.00	.00	.00	.00	.00	.0
FUND 8615 TOTALS:	.00	.00	.00	.00	.00	.0
8616 Tinkers Creek Green	575.32	-1,208.70	.00	1,784.02	.00	1,784.0
FUND 8616 TOTALS:	575.32	1,208.70	.00	1,784.02	.00	1,784.0
8617 Eagle Creek Greenwa	5,325.96	.00	.00	5,325.96	.00	5,325.9
FUND 8617 TOTALS:	5,325.96	.00	.00	5,325.96	.00	5,325.9
REPORT TOTALS:	2,021,121.20	967,628.86	97,242.57	2,891,507.49	222,927.12	2,668,580.3

** END OF REPORT - Generated by Maureen E Bennett **

To: Portage Park District Board of Commissioners
From: Christine Craycroft, Executive Director
Re: Executive Director's Staff Update and Meeting Materials
Board of Commissioners Regular Meeting
April 25, 2021 6:00 PM



Administration/Special Projects

1. Administration

- a. Preparing for the start of the 2020-2021 Biennial Audit
- b. Drafted recommended capital improvements plan for 2022-2023 for Board review.
- c. Continued consultation with Prosecutor's Office on issues and options for addressing Camp Spelman dam responsibilities for the long term. Presented information to Judge Smith about Camp Spelman and the Park Board's consideration of transfer of the property; Judge Smith indicated her support for the Board's decisions and expressed appreciation for the Park District's due diligence in addressing the matter.
- d. Office Manager duMaurier completed online Sunshine Law compliance webinars and the Auditor of State's Fiscal Officers 2-day conference on financial management for public entities.
- e. Completed mandatory OHLEG online training for agency directors.
- f. Continued partnering with the Portage Park District Foundation on the Portage County Environmental Conservation Awards event, April 30, as well as development of their new Reforest Portage Parks program, an ongoing fundraising campaign for reforestation. Executive Director participated in the Portage Park District Foundation's strategic planning and board retreat. They are emphasizing supporting the park district in its friendraising and public engagement efforts and will continue to consider contributing funds for special improvement projects.
- g. "PPD Progress and Plans" presentation development for Awards Event and others.

2. Human Resources

- a. Continued orientation to park district and properties for Chief Ranger Nietert and Office Manager duMaurier.
- b. Operations Manager continues to review and interview for Maintenance III and Maintenance II open positions.

3. Land Acquisition/Restoration

- a. Seasons Road Fen project: Closing date anticipated April 29th. Working through Design Build contract terms with Prosecutor's Office and Enviroscience.
- b. Continued correspondence with Portage County regarding transfer of county owned parcels.
- c. Continued investigation into potential future acquisitions

Park Operations, Maintenance, Improvement

1. Maintenance

- a. Continued routine tasks including restroom cleaning and trash removal, inventory and supply management, building maintenance, vehicle and equipment maintenance, trail maintenance and downed tree removal; beaver management
- b. Continued weekly monitoring of Camp Spelman dam according to ODNR approved Operations Maintenance and Inspection manual.
- c. Continued communications with oil and gas well lessees regarding maintenance needs.
- d. Continue to review MWII and MWIII applicants and perform interviews as necessary.

2. Park Improvements: Worked with NAS Lange to create a preliminary access trail at Kent Bog.

Public Engagement

1. Marketing/Promotions:

- a. Working diligently on creating and strategizing our YOUR PARKS campaign. This theme carries through the Wild Hikes Challenge, educational programming, engagement events and media. We will be scheduling photo shoots in May and June to coincide with marketing/advertising efforts for YOUR PARKS
- b. Worked with Operations to launch all trafX counters at our parks and trails. We now have a total of 17 areas with counters.
- c. Assisting with needs for PPDF dinner and Reforest Portage Parks brochure and website
- d. 2021 Annual report drafting with input from all staff

2. Education and Special Programs:

- a. 36 educational programs were offered in the park so far this year, including 6 virtual
- b. Owlbert's Adventures for ages 3-6 are curated monthly by Becca to connect our younger park friends with nature.
- c. Junior Ranger guide is being developed that can be used by youth groups, schools or families.
- d. Senior hikes in cooperation with the Portage Senior Center continue to be popular. The Streetsboro Senior Center has recently joined in and is providing transportation to the parks for their seniors.
- e. Quarterly park programs are being presented at the Portage Senior Center and The Wilds in Ravenna for seniors that cannot hike with us.
- f. Hike Club (in partnership with Portage DD Special Olympics) began in March – participants will complete the Wild Hikes Challenge by participating in Hike Club.

3. Accessibility efforts

- a. Social stories – Becca continues to add social stories to our park website that help families understand what to expect at the park and how to plan a successful visit.
- b. Trail videos – trail videos will be added to the website this year to provide visitors with a visual understanding of trail surfaces and potential obstacles.

4. Self-guided activities – we continue to add self-guided activities that utilize the brown carsonite markers at Trail Lake Park, Dix Park, and Seneca Ponds Park.

5. Dix Park Story Walk Trail & Nature Play Area planning continue for early August opening.

Natural Areas Stewardship

1. Stewardship and Restoration

- a. Reforestation- upkeep of tree protectors in 2021 sites, 2022 tree order coming in.
- b. Camp Spelman beaver dam monitoring, siphon install
- c. Spring invasive plant control- lesser celandine

RESOLUTION 2022-12

Re: Camp Spelman investigation of transfer options

WHEREAS: The Portage Park District purchased the 58-acre property known as Camp Spelman in Franklin Township in 2005 with restrictions on the deed that limit uses to those associated with conservation, education and recreation, and

WHEREAS: The property features include mature woods, high quality wetlands, meadow and approximately 10 acres of an approximately 13-acre manmade lake constructed in approximately 1955, with the remaining lake acreage on private properties, and

WHEREAS: The property had a history of use by Boy Scouts and Girl Scouts, as a church camp, and as the site of a summer day camp by Kent Parks and Recreation prior to park district acquisition. The Park District has continued to allow group use of the property on a permit-only basis with public interest declining significantly over the years, and

WHEREAS: In 2019, the Park District requested that the Ohio Department of Natural Resources Division of Dam Safety inspect the dam and appurtenances to determine regulatory requirements. That inspection resulted in its first-ever classification as a Class I dam now under regulation by ODNR due to the downstream homes that would be impacted in the event of dam failure. The Park District owns the earthen dam; the primary and emergency spillways are on an adjacent private property, and

WHEREAS: The Park District proceeded with the initial requirements of regulatory compliance, including removing woody vegetation from the dam, hiring qualified engineers to develop an Operations Maintenance and Inspection Manual (approved by ODNR) and Emergency Action Plan (now in its final draft stage), informing the PC Emergency Management Agency and obtaining rough cost estimates for options which include continued maintenance of the dam or removal of the dam with restoration of the lake to its previous state of wetlands, and

WHEREAS: The Board discussed the immediate costs of required improvements, along with ongoing inspections and maintenance, relative to the overall public interest, potential uses and benefits of continuing to maintain the dam over time, NOW THEREFORE BE IT

RESOLVED: The Board of Commissioners of the Portage Park District that maintaining the Camp Spelman Lake poses an unreasonable financial liability to the Park District due to investments in mandated improvements and ongoing maintenance, which would be an imprudent use of funds relative to the minimal public use and benefit from maintaining the lake. The Board hereby directs the Executive Director to investigate the sale or transfer of Camp Spelman including the following steps:


1. Continue to consult with legal counsel and the Portage County Probate Court Judge on the status of Camp Spelman and the Park District's possible transfer or sale of the property, as-is, by public bid per Ohio Revised Code 1545.12

2. Contact nearby public entities to determine their interest in owning and managing Camp Spelman as-is, for possible transfer from the Park District.
3. Inform the neighbors, other lakeside landowners and downstream property owners who would be potentially impacted and request their phone and email contact information for notification purposes in the event of an emergency.

Upon a motion by Hrdy and second by Orashan, the vote was as follows:

Scott McKinney absent; Allan Orashan Yes; Tom Hrdy Yes; Charles Engelhart Yes; Kurt Ruehr Yes

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on
March 28, 2022


Christine Craycroft, Executive Director

RESOLUTION # 2022- 13

Re: Resolution approving Portage Park District expenditures for the month of March, 2022

WHEREAS: The following expenditures have been made in the month of March, 2022 in the following budget categories:

General Operating Fund #8600		
Description	Payee	Amount
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	\$ 52,932.73
Unit 40 Contract Services		
Contract Services: Leads, restroom permits, copier lease, Ranger bonded, Ranger preemployment assessment, Volgistics, background investigations, Adobe.	Ohio State Highway Patrol (Leads), Po Co Health District, Edward Sutton, US Bank	\$ 25,714.96
Training and Membership: Bronze Sponsor Leadership Portage Co, Ohio Rivers Symposium, Commercial pesticide application course, Midwest Biodiversity Institute	US Bank, Leadership Portage County	\$ 1,828.98
Utilities- Natural gas at 2 locations; electric at 11 locations; internet at Ops Center; staff phones & devices	Dominion Energy Ohio, Ohio Edison, AT&T, Time Warner (Spectrum), Verizon, US Bank	\$ 1,525.00
Advertising-Marketing - Facebook and Streetsboro Chamber	US Bank	\$ 4,097.06
Maintenance & Repairs- Trash, septic service, mower service, maintenance vehicle parts, garage door service	US Bank	\$ 114.86
Auditor Treasurer Fees	PC Auditor Treasurer	\$ 2,459.88
DRETAC: share of fees to enforce property tax payment	PC Auditor/Treasurer	\$ 12,199.11
Unit 50 Materials & Supplies		\$ 3,490.07
Admin. Materials & Supplies- Water proof phone cases	US Bank	\$ 3,732.61
Uniforms - Ops staff and Executive Director	US Bank	\$ 96.18
Maintenance Materials & Supplies-Heating oil, parts, hardware, tires, padlocks	US Bank	\$ 490.47
Fuel: Gasoline and diesel	City of Ravenna	\$ 2,152.24
Unit 60 Capital		\$ 993.72
Engineering/Architecture Projects: Camp Spelman engineering	Environmental Design	\$ 844.80
Unit 90 General Admin		\$ 844.80
Real Estate Taxes	Portage County Treasurer	\$ 14,017.47
		\$ 14,017.47

WHEREAS The Board of Park Commissioners authorizes expenses by Budgetary Unit per its budget appropriations resolutions, and

WHEREAS These specific expenditures have been approved by the Executive Director per the approved Park District annual budget and Park District bylaws, and all copies of invoices and receipts are available upon request. **NOW, THEREFORE BE IT**

RESOLVED that the Board of Commissioners of the Portage Park District hereby approves the above expenditures made in March, 2022.

Upon a motion by McKinney and second by Ruehr, the vote was as follows:

Scott McKinney yes Allan Orashan yes Tom Hrdy yes Charles Engelhart yes Kurt Ruehr yes

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on April 25, 2022

Christine Craycroft
Christine Craycroft, Executive Director

- d. WRLC Easements- Annual stewardship visit complete for Seneca Ponds, Camp Spelman, Verna Beck, Gray Birch Bog, Franklin Bog, Towner's Woods and Morgan Park.
- e. Kent Bog Exp. access trail layout and install with Ops.
- f. Seasons Road Fen project prep
- g. Investigation into drone purchase options

2. Partnership/Collaboration

- a. Preparing for Garlic Mustard Challenge and Eagle Creek Bioblitz
- b. Ohio Rivers Symposium

Ranger Department

- 1. Patrol/Park boundary review: Accompanied operations and natural areas staff with Western Reserve Land Conservancy staff on annual conservation easement inspections. Working to address boundary encroachments. Acquired uniform, began regular patrols at open parks and trails.
- 2. Emergency Management: Serving as Park District liaison to Portage County EMA; reviewing Emergency Action Plan for Camp Spelman.
- 3. Training: Completed required continuing professional education.

RESOLUTION 2022-14

Re: 2022 Budget Appropriations Amendment 2

- WHEREAS:** The Portage Park District has a purchase agreement with the Western Reserve Land Conservancy (WRLC) for the acquisition of the Seasons Road Fen (SRF) as part of the Tinkers Creek Greenway in Streetsboro, and
- WHEREAS:** Amendments to that purchase agreement include the Park District's agreement to pay the financing fees incurred by the WRLC up to \$20,000, with the remaining acquisition funds covered under the Water Resource Restoration Sponsorship Program (WRRSP), and
- WHEREAS:** The Park District desires to account for the SRF acquisition and restoration in the Tinkers Creek Greenway Fund, and payment of the acquisition finance fees requires cash to be transferred from the General Fund to the Tinkers Creek Greenway Fund, requiring appropriations in the Transfers Out line, **NOW THEREFORE BE IT**

RESOLVED: that the following 2022 BUDGET APPROPRIATIONS AMENDMENT is hereby authorized:

<u>Fund</u>	<u>Description</u>	<u>Increase</u>	<u>Decrease</u>
<u>GENERAL FUND #8600</u>			
8600 9096*	Capital Unit /Acquisition		
8600 9099*	Cash Advance/Cash Transfers Unit	\$20,000	\$20,000

Upon a motion by Ruehr and second by Orashan, the vote was as follows:

Scott McKinney yes Allan Orashan yes Tom Hrdy yes Charles Engelhart yes Kurt Ruehr yes

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on
April 25, 2022


Christine Craycroft, Executive Director

RESOLUTION #2022- 15

Re: Cash Transfer to Tinkers Creek Greenway Fund

WHEREAS: The Portage Park District has a purchase agreement with the Western Reserve Land Conservancy (WRLC) to acquire the Seasons Road Fen project which has been amended to include the commitment for the Park District to include carrying costs up to \$20,000, not covered by state funds, and

WHEREAS: The Seasons Road Fen project is accounted for primarily through the Tinkers Creek Greenway Fund (TCG Fund # 8616) and the Park District desires that all acquisition costs are reflected in that fund, and

WHEREAS: The Portage Park District must have cash in the TCG Fund to cover the cost of the additional acquisition fees, **NOW THEREFORE BE IT**

RESOLVED: That the Board of Commissioners of the Portage Park District hereby authorizes the following CASH TRANSFER from the General Fund to the Tinkers Creek Greenway Fund to cover expenses related to the acquisition and restoration of Seasons Road Fen.

CASH TRANSFER:

\$20,000 from General Fund 86009099 910000 to Tinkers Creek Greenway Fund 8616 9092 280000

Upon a motion by Orashan and second by Hrdy, the vote was as follows:

Scott McKinney yes Allan Orashan yes Tom Hrdy yes Charles Engelhart yes Kurt Ruehr yes

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on
April 25, 2022



Christine Craycroft, Executive Director