

**Portage Park District  
Board of Commissioners Regular Meeting  
August 29, 2022 6:00 pm**

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



**Agenda**

1. Roll Call
2. Public Comment: *Note: members of the public wishing to speak are asked to sign in. Comments will be limited to two minutes per person.*
3. Approve minutes of the July 25, 2022 Regular Meeting
4. Presentation and approval of Financial Statement: July, MTD and YTD Budget Report and Cash Balance Reports
5. Executive Director Update
6. Other Information/Briefing Items/Policy Updates:
  - a. Review and accept audit report for years ending 2020-2021
  - b. Review bid received for Camp Spelman purchase
  - c. Review Capital Projects Update summary
  - d. Review plans and engineer's cost estimates for Dix Park picnic area
  - e. Review plans and cost estimates for Brady Switch Tower repairs
  - f. Review proposed Articles of State Nature Preserve Dedication for Kent Bog Expansion
7. Old Business and approval of action items: None
8. New Business and approval of action items:
  - a. RESOLUTION: Approve July 2022 Expenditures
  - b. RESOLUTION: Authorize Renewal of Crooked River Weed Management Area MOU
  - c. RESOLUTION: Authorize bid for Dix Park picnic area
  - d. RESOLUTION: Approve annual tax levy revenues estimate for 2023
  - e. RESOLUTION: Award contract Trail Lake Picnic Area
9. Executive Session: To discuss the sale or purchase of real estate and potential litigation
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  
July 25, 2022, 6:02pm**



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

**Minutes**

**President of the Board Commissioner Chuck Englehart called the meeting to order at 6:02 pm**

1. **Roll Call:** Commissioners present: Commissioner Engelhart, Commissioner Hrdy, Commissioner Orashan. Commissioner Ruehr was absent with notice. Staff Present: Christine Craycroft, Executive Director; Craig Alderman, Operations Manager; Denise duMaurier, Office Manager; Jennifer White, Education Program Coordinator.
2. **Public Comment:** David Zamos was the only person from the public to attend. He thanked the Board for recognizing his Constitutional right to carry firearms on Park property. He had no further comments and left the meeting, as his issues concerning the ability to carry firearms in the Parks had been addressed and answered in a prior conversation with Craycroft.
3. **Approve minutes of the June 27, 2022, Regular Meeting:** Upon a motion by Orashan and second by Englehart (Hrdy abstained since he didn't attend the prior meeting) the minutes of June 27, 2022 were approved with the vote as follows: Commissioner Engelhart: yes; Commissioner Orashan: yes; Commissioner Hrdy: abstained. **Journal Entry #2022-7-25-21.**
4. **Presentation and approval of Financial Statement: June, MTD and YTD Budget Report and Cash Balance Reports:** The only highlight was the recording of Seasons Road Fen property in the Tinker's Creek Greenway Fund. The Board reviewed the reports as presented with questions answered by staff to satisfaction. Upon a motion by Hrdy and second by Orashan, the financial report was unanimously approved. **Journal Entry 2022-7-25-22.**
5. **Executive Director Update:** Staff addressed questions and discussed the attached monthly report.
  - a. Craycroft discussed the Russell House architecture and engineering and the feasibility of repurposing existing structures vs. complete demolition and new build. Staff will follow up with consultants for recommendation at next meeting.
  - b. Alderman spoke about the Dix Story Book Trail and its development with the Education staff. Plans are in development for a shelter and trailhead access improvements.
  - c. Jennifer White spoke about the Story Book Trail and the Nature Play Area partnership with Reed Memorial Library and the Ravenna United Fund who is finding the signs. The changing of the story could be seasonal or less depending on the library. The trail

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officially opens 8/6/2022 with a ribbon cutting. She requests anyone wanting to attend the event let herself or Chris know. She mentioned the Preserve Peeks coming up at Eagle Creek on 8/18/2022 and Kent Bog on 9/15/2022. Other items coming soon are the Junior Ranger program and Foundation backpack giveaways with children's binoculars and other items.

- d. The Natural Areas staff are coordinating with the City of Akron Watershed Dept. on management options for the "Russel House" pond which has a blue-green algae bloom. The pond drains into Lake Phippen, managed by Akron.
- e. Chief Ranger Nietert is providing input for the Master Plan update from perspective of safety, and review of rules and regulations.

6. Other Information/Briefing Items/Policy Updates:

- a. Trail Lake Picnic Area plans and estimate: Craycroft said that she and Craig worked on three different ideas for surfacing: limestone aggregate, chip and seal and concrete. So far, chip and seal seems the best and most cost effective.
- b. Michelle Lee new part time Ranger: Craycroft mentioned Ms. Lee will begin employment on 8/1/2022. She was the Kent, Ohio Police Department Chief for 10 years and Chief Nietert is familiar with her and her work. She'll work 20 hours per week and she and Nietert will stagger their hours so there will be a Ranger on duty more often.
- c. Shinn encroachment at Camp Spelman Craycroft spoke about Mr. Shinn, the neighbor to Camp Spelman property who has a shed that is built on Park District property. Mr. Shinn has been contacted in the past but with no resolution. Craycroft is coordinating with the Prosecutor's office on a resolution, including potentially a lawsuit.
- d. Request to move August 2022 Board Meeting to August 29, 2022 at 6:00pm Craycroft requested of the Board that we move the next Board meeting to 8/29/2022 to grant more time to received bids and prepare items for action. **Journal Entry 2022-7-25-23.**

7. Old Business and approval of action items: None

8. New Business and approval of action items:

- a. Approve June 2022 Expenditures: The Board reviewed and discussed the expenditures with staff. Upon a motion by Orashan and a second by Hrdy, attached **RESOLUTION 2022-28** was unanimously approved upon a roll call vote.
- b. 2022 Budget Appropriations Amendment 4: Craycroft explained the need for more funding to pay real estate tax bills, especially with new acquisitions. Upon a motion by Orashan and second by Hrdy the Board unanimously approved **RESOLUTION 2022-29** upon a roll call vote.
- c. Authorize to bid the Trail Lake Park Picnic Area Construction: Due to the prior briefing earlier in the meeting the Board was ready to vote. Upon a motion by Orashan and second by Hrdy the Board unanimously approved **RESOLUTION 2022-30.**
- d. Authorization to commission Michelle Lee to serve as a Peace Officer in the position of Park Ranger: As Ms. Lee had been discussed earlier in the meeting, the Board was ready to vote. Upon a motion by Hrdy and second by Orashan the Board unanimously approved **RESOLUTION 2022-31.**

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- e. Authorize the filing of a Trespass Complaint with the Portage County Prosecutor regarding encroachment on Park land by Michael Shinn As this issue had been discussed earlier in the meeting the Board was ready to vote. Upon a motion by Hrdy and second by Orashan the Board unanimously approved **RESOLUTION 2022-32**.

9. Executive Session: To discuss the sale or purchase of real estate and the hiring and compensation of personnel Commissioner Hrdy motioned to enter into executive session to discuss the sale or purchase of real estate and the hiring, firing or compensation of personnel. Commissioner Orashan seconded the motion. Craycroft called the roll for vote which was as follows:

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

The Board entered executive session at 6:54 pm.

**Journal Entry #2022-7-25-24**

The Commissioners exited executive session at 7:14 pm upon a motion made by Commissioner Hrdy seconded by Commissioner Orashan with the roll call vote as follows:

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

**Journal Entry #2022-7-25-25**

10. Adjournment: Upon a motion by Hrdy and second by Orashan, the meeting adjourned at 7:14 pm.

*The next regular meeting of the Board of Commissioners is scheduled for August 29, 2022.*

IN TESTIMONY WHEREOF we hereunto set our hands, August 29, 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 July, 2022

### GENERAL FUND

<b>BEGINNING AUDITOR'S CASH BALANCE July 1</b>			<b>\$2,611,897.14</b>	
<b>ACCOUNT DESCRIPTION</b>	<b>REVISED BUDGET</b>	<b>YTD ACTUAL</b>	<b>July 1 - 31 MTD ACTUAL</b>	<b>YTD Percentage Collected of Budget</b>
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	0.00	#DIV/0!
191000 HTRAN State Grant	0.00	7,995.00	0.00	#DIV/0!
192400 State Aid/Subsidy	85,000.00	0.00	0.00	0.0%
195000 Local Grant	0.00	4,976.00	0.00	#DIV/0!
General Program Revenues subtotal	86,100.00	22,971.00	0.00	26.7%
200300 Real Estate Homestead Rollback (from State)	37,000.00	15,324.66	0.00	41.4%
200400 Manufactured Home Rollback	18,000.00	0.00	0.00	0.0%
221000 Real Estate Tax	1,724,023.00	946,128.88	0.00	54.9%
223000 Tangible Personal Property Tax	0.00	105.98	0.00	#DIV/0!
224000 Manufactured Homes Property Tax	12,000.00	6,640.86	0.00	55.3%
230000 Interest	10,000.00	6,870.80	1,616.91	68.7%
241000 Oil & Gas Leases	10,000.00	16,597.55	3,321.06	166.0%
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	170,000.00	0.00	#DIV/0!
General Operations Revenue	1,812,023.00	1,161,668.73	4,937.97	64.1%
<b>SUBTOTAL REVENUES</b>	<b>1,898,123.00</b>	<b>1,184,639.73</b>	<b>4,937.97</b>	<b>62.4%</b>
2021 Cash Carryover		1,925,042.14		100.0%
<b>TOTAL REVENUES, CARRYOVER &amp; OTHER SOURCES</b>	<b>1,898,123.00</b>	<b>3,109,681.87</b>	<b>2,616,835.11</b>	<b>163.8%</b>
<b>EXPENDITURES &amp; OTHER USES</b>	<b>REVISED BUDGET</b>	<b>YTD ACTUAL</b>	<b>July 1-31 MTD ACTUAL</b>	<b>YTD Percentage Expended of Budget</b>
311200 FT Employee Salaries	566,683.00	262,316.89	39,689.20	46.3%
311300 PT Employee Salaries	118,800.00	46,408.27	5,845.50	39.1%
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	0.00	0.8%
321010 PERS	95,932.00	43,286.08	6,374.86	45.1%
321200 Medicare	9,936.00	4,348.78	640.20	43.8%
321300 Workers Compensation	11,649.00	5,266.56	774.09	45.2%
321400 Unemployment	10,000.00	0.00	0.00	0.0%
321500 Health Benefits	259,000.00	70,062.68	9,889.47	27.1%
<b>30 Personal Services Unit Total</b>	<b>1,157,000.00</b>	<b>432,765.60</b>	<b>63,213.32</b>	<b>37.4%</b>
400000 Admin Contractual Services	53,000.00	6,994.59	1,634.96	13.2%
400100 Training, Lodging & Memberships	15,000.00	3,691.44	116.82	24.6%
400101 Registration Fees	0.00	0.00	0.00	#DIV/0!
410000 Utilities: AT&T, Dominion, Ohio Edison, Verizon	30,000.00	11,971.04	1,235.60	39.9%
412000 Advertising, Marketing & Events	15,000.00	2,739.04	179.22	18.3%
413000 Maintenance & Repairs	45,000.00	11,728.52	3,525.52	26.1%
414000 Rentals and Leases	1,000.00	0.00	0.00	0.0%
414100 Leases	1,500.00	1,552.58	204.73	103.5%
420100 Audit Services	5,000.00	0.00	0.00	0.0%
428400 Auditor/Treasurer Fee	25,000.00	12,815.54	0.00	51.3%
428500 DRETAC	10,000.00	3,652.74	0.00	36.5%
492100 Local Share	78,400.00	0.00	0.00	0.0%
<b>40 Contractual Services Unit Total</b>	<b>278,900.00</b>	<b>55,145.49</b>	<b>6,896.85</b>	<b>19.8%</b>

500000 Admin Materials & Supplies	15,000.00	8,616.87	5,975.31	57.4%
509000 Uniforms	8,000.00	3,181.88	62.23	39.8%
510000 Office Equipment & Furnishings	10,000.00	272.24	0.00	2.7%
530000 Maintenance Materials & Supplies	50,000.00	12,505.29	2,822.11	25.0%
542000 Fuel	20,000.00	6,602.15	1,559.37	33.0%
544000 Natural Areas Materials & Supplies	40,000.00	5,578.19	2,348.50	13.9%
596300 Equipment Less than \$5000	10,000.00	10.00	0.00	0.1%
596600 Furniture & Fixtures	10,000.00	0.00	0.00	0.0%
<b>50 Materials &amp; Supplies Unit Total</b>	<b>163,000.00</b>	<b>36,766.62</b>	<b>12,767.52</b>	<b>22.6%</b>
610000 Land/Easement Purchase-Bird Bog	480,000.00	50,438.17	50,438.17	10.5%
630000 Equipment	0.00	0.00	0.00	0.0%
650000 Vehicles	0.00	0.00	0.00	#DIV/0!
680000 Construction Projects	910,000.00	0.00	0.00	0.0%
683000 Engineering Projects	116,580.35	16,465.27	0.00	14.1%
683000 Engineering Projects - SRFDB - Seasons Rd Fen Design Build Restoration Project	30,000.00	638.00	74.00	0.0%
683000 Engineering Projects - TLTRL- Trail Lake Picnic Area	11,000.00	0.00	0.00	0.0%
683000 Engineering Projects - TWBLD-Townners Woods Buildings	17,800.00	0.00	0.00	0.0%
<b>60 Capital Outlay Unit Total</b>	<b>1,565,380.35</b>	<b>67,541.44</b>	<b>50,512.17</b>	<b>4.3%</b>
910000 Transfer Out	20,000.00	20,000.00	0.00	100.0%
920000 Advance Out	0.00	0.00	0.00	#DIV/0!
946720 Tax Levy Assessment	15,000.00	14,717.82	700.35	98.1%
<b>90 Miscellaneous Expenses Unit Total</b>	<b>35,000.00</b>	<b>34,717.82</b>	<b>700.35</b>	<b>99.2%</b>
<b>GRAND TOTAL EXPENDITURES &amp; OTHER USES</b>	<b>3,199,280.35</b>	<b>626,936.97</b>	<b>134,090.21</b>	<b>19.6%</b>
<b>ENDING AUDITOR'S CASH BALANCE July 31 (= Cash Carryover + YTD Revenues- YTD Expenses) (Also = Auditor Beginning cash balance July 1st + MTD revenues - MTD expenses)</b>			<b>\$</b>	<b>2,482,744.90</b>
<b>TINKERS CREEK GREENWAY FUND</b>				
<b>8616 BEGINNING AUDITOR'S CASH BALANCE</b>				<b>\$23,138.72</b>
<b>ACCOUNT DESCRIPTION</b>	<b>REVISED BUDGET</b>	<b>YTD ACTUAL</b>	<b>July 1-31 MTD ACTUAL</b>	
<b>REVENUES &amp; OTHER SOURCES</b>				
Gifts/Donations	0.00	0.00	0.00	#DIV/0!
State Grant TCGI	1,633.00	1,208.70	0.00	74.0%
State Grant-memo entry not cash	1,719,130.00	1,162,199.87	0.00	67.6%
Transfer In	20,000.00	20,000.00	0.00	100.0%
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>1,740,763.00</b>	<b>1,183,408.57</b>	<b>0.00</b>	<b>68.0%</b>
<b>EXPENDITURES &amp; OTHER USES</b>				
Contractual Services	36,750.00	0.00	0.00	0.0%
Land Purchase Seasons Road Fen property	1,170,846.00	1,170,499.49	9,654.32	100.0%
Advance Out Return	1,210.00	0.00	0.00	0.0%
Construction Projects	531,534.00	0.00	0.00	0.0%
<b>TOTAL EXPENDITURES &amp; OTHER USES</b>	<b>1,740,340.00</b>	<b>1,170,499.49</b>	<b>9,654.32</b>	<b>67.3%</b>
<b>ENDING AUDITOR'S CASH BALANCE</b>				<b>\$13,484.40</b>

# PORTAGE COUNTY



## Auditor Treasurer Reconciliation Report

AS OF 07/01/2022				AS OF 07/31/2022			
FUND	TREASURER CASH BALANCE	- OUTSTANDING WARRANTS	= AUDITOR CASH BALANCE	AUDITOR CASH BALANCE	+ OUTSTANDING WARRANTS	= TREASURER CASH BALANCE	
8600 Portage Park District	2,612,121.73	224.59	2,611,897.14	2,482,744.90	52,317.60	2,535,062.50	
FUND 8600 TOTALS:	2,612,121.73	224.59	2,611,897.14	2,482,744.90	52,317.60	2,535,062.50	
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	29,651.66	.00	29,651.66	29,651.66	.00	29,651.66	
FUND 8605 TOTALS:	29,651.66	.00	29,651.66	29,651.66	.00	29,651.66	
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							

Auditor Treasurer Reconciliation Report

FUND	AS OF 07/01/2022			AS OF 07/31/2022		
	TREASURER CASH BALANCE	- OUTSTANDING WARRANTS	= AUDITOR CASH BALANCE	AUDITOR CASH BALANCE	+ OUTSTANDING WARRANTS	= TREASURER CASH BALANCE
	.00	.00	.00	.00	.00	.00
FUND 8611 TOTALS:	.00	.00	.00	.00	.00	.00
8612 Morgan Park	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	23,138.72	.00	23,138.72	13,484.40	.00	13,484.40
FUND 8616 TOTALS:	23,138.72	.00	23,138.72	13,484.40	.00	13,484.40
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:	2,683,733.73	224.59	2,683,509.14	2,544,702.58	52,317.60	2,597,020.18



# PORTAGE COUNTY



## Auditor Treasurer Reconciliation Report

ALL FUNDS SUMMARY THROUGH 07/31/2022

FUND	07/01/22 AUDITOR CASH BALANCE +	TOTAL RECEIPTS -	TOTAL EXPENDITURES =	ENDING AUDITOR CASH BALANCE -	OUTSTANDING ENCUMBRANCES =	UNENCUMBERED BALANCE
8600 Portage Park Distri	2,611,897.14	-4,937.97	134,090.21	2,482,744.90	269,444.88	2,213,300.0
FUND 8600 TOTALS:	2,611,897.14	4,937.97	134,090.21	2,482,744.90	269,444.88	2,213,300.0
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	29,651.66	.00	.00	29,651.66	.00	29,651.6
FUND 8605 TOTALS:	29,651.66	.00	.00	29,651.66	.00	29,651.6
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 07/31/2022

FUND	07/01/22 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	23,138.72	.00	9,654.32	13,484.40	345.68	13,138.7
FUND 8616 TOTALS:	23,138.72	.00	9,654.32	13,484.40	345.68	13,138.7
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:	2,683,509.14	4,937.97	143,744.53	2,544,702.58	269,790.56	2,274,912.0

\*\* END OF REPORT - Generated by Kate Church \*\*

# PORTAGE COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

JOURNAL DETAIL 2022 7 TO 2022 7

ACCOUNTS FOR: 8600 Portage Park District		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>86009091 Park General Admin PR</b>								
86009091 152000	Contract Services	-1,000.00	-1,000.00	0.00	0.00	0.00	-1,000.00	.0%
86009091 153000	Fees	-100.00	-100.00	0.00	0.00	0.00	-100.00	.0%
86009091 160000	Gifts And Donations	0.00	0.00	-10,000.00	0.00	0.00	10,000.00	100.0%
86009091 191000 HTRAN	State Grant	0.00	0.00	-7,995.00	0.00	0.00	7,995.00	100.0%
86009091 192400	State Aid/Subsidy	-85,000.00	-85,000.00	0.00	0.00	0.00	-85,000.00	.0%
86009091 195000	Local Grant	0.00	0.00	-4,976.00	0.00	0.00	4,976.00	100.0%
TOTAL Park General Admin PR		-86,100.00	-86,100.00	-22,971.00	0.00	0.00	-63,129.00	26.7%
<b>86009092 Park General Admin OR</b>								
86009092 200300	Real Estate Homestead Rollback	-37,000.00	-37,000.00	-15,324.66	0.00	0.00	-21,675.34	41.4%
86009092 200400	Manufactured H Homestead Rollb	-18,000.00	-18,000.00	0.00	0.00	0.00	-18,000.00	.0%

# PORTAGE COUNTY



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ACCOUNTS FOR: 8600		Portage Park District						
ORIGINAL APPROP		REVISED BUDGET		YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86009092	221000	Real Estate Tax						
	-1,710,303.00	-1,724,023.00		-946,128.88	0.00	0.00	-777,894.12	54.9%
86009092	223000	Tangible Personal Property Tax						
	0.00	0.00		-105.98	0.00	0.00	105.98	100.0%
86009092	224000	Manufactured Homes Tax						
	-12,000.00	-12,000.00		-6,640.86	0.00	0.00	-5,359.14	55.3%
86009092	230000	Interest						
	-10,000.00	-10,000.00		-6,870.80	-1,616.91	0.00	-3,129.20	68.7%
2022/07/000915 07/14/2022 GEN		-1,616.91		REF JUNE	June Interest Allocation			
86009092	241000	Oil Leases						
	-10,000.00	-10,000.00		-16,597.55	-3,321.06	0.00	6,597.55	166.0%
2022/07/000370 07/05/2022 CRP		-1,106.15		REF 396045	OWS Acquisition Co. Brosius, Carlisle-Pollock			
2022/07/000370 07/05/2022 CRP		-504.50		REF 396046	Beck Oil and Gas Spelman Andes 1,2,3			
2022/07/000972 07/12/2022 CRP		-114.68		REF 396421	Diversified Gas and TRLLK Kreierhoff 1,2			
2022/07/001413 07/19/2022 CRP		-1,028.13		REF 396678	Ergon Oil Purchasing Shaw-Hahn 2			
2022/07/001413 07/19/2022 CRP		-443.97		REF 396679	William S. Miller, I Chag HW Martin Mantua 2			
2022/07/001798 07/22/2022 CRP		-123.63		REF 396881	Petrox, Inc. Shaw-Hahn, Dix-Thompson			
86009092	243000	Credit Card Incentives						
	-1,000.00	-1,000.00		0.00	0.00	0.00	-1,000.00	.0%
86009092	291000	Advance In Repayment						
	0.00	0.00		-170,000.00	0.00	0.00	170,000.00	100.0%
TOTAL Park General Admin OR								
	-1,798,303.00	-1,812,023.00		-1,161,668.73	-4,937.97	0.00	-650,354.27	64.1%
<del>86009093</del> Park General Admin PS								
86009093	311200	Employee Full Time Salaries						
	566,683.00	566,683.00		262,316.89	39,689.20	0.00	304,366.11	46.3%
2022/07/000194 07/08/2022 PRJ		18,091.60		REF 070822	WARRANT=070822 RUN=4 PAYROLL			
2022/07/001125 07/22/2022 PRJ		21,597.60		REF 072222	WARRANT=072222 RUN=4 PAYROLL			

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ACCOUNTS FOR: 8600	Portage Park District							
ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
86009093 311300	Part Time/Seasonal Salaries							
118,800.00	118,800.00	46,408.27	5,845.50	0.00	72,391.73	39.1%		
2022/07/000194 07/08/2022 PRJ	3,984.75 REF 070822							
2022/07/001125 07/22/2022 PRJ	1,860.75 REF 072222							
				WARRANT=070822	RUN=4 PAYROLL			
				WARRANT=072222	RUN=4 PAYROLL			
86009093 313000	Employee Overtime							
5,000.00	5,000.00	461.50	0.00	0.00	4,538.50	9.2%		
86009093 314000	Retirement/Termination Payoff							
80,000.00	80,000.00	614.84	0.00	0.00	79,385.16	.8%		
86009093 321010	PERS							
95,932.00	95,932.00	43,286.08	6,374.86	0.00	52,645.92	45.1%		
2022/07/000194 07/08/2022 PRJ	3,090.69 REF 070822							
2022/07/001125 07/22/2022 PRJ	3,284.17 REF 072222							
				WARRANT=070822	RUN=4 PAYROLL			
				WARRANT=072222	RUN=4 PAYROLL			
86009093 321200	Medicare							
9,936.00	9,936.00	4,348.78	640.20	0.00	5,587.22	43.8%		
2022/07/000194 07/08/2022 PRJ	310.45 REF 070822							
2022/07/001125 07/22/2022 PRJ	329.75 REF 072222							
				WARRANT=070822	RUN=4 PAYROLL			
				WARRANT=072222	RUN=4 PAYROLL			
86009093 321300	Workers Compensation							
11,649.00	11,649.00	5,266.56	774.09	0.00	6,382.44	45.2%		
2022/07/000194 07/08/2022 PRJ	375.30 REF 070822							
2022/07/001125 07/22/2022 PRJ	398.79 REF 072222							
				WARRANT=070822	RUN=4 PAYROLL			
				WARRANT=072222	RUN=4 PAYROLL			
86009093 321400	Unemployment							
10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%		
86009093 321500	Health Benefits							
259,000.00	259,000.00	70,062.68	9,889.47	0.00	188,937.32	27.1%		
2022/07/000194 07/08/2022 PRJ	4,754.44 REF 070822							
2022/07/001125 07/22/2022 PRJ	5,135.03 REF 072222							
				WARRANT=070822	RUN=4 PAYROLL			
				WARRANT=072222	RUN=4 PAYROLL			
TOTAL Park General Admin PS								
1,157,000.00	1,157,000.00	432,765.60	63,213.32	0.00	724,234.40	37.4%		

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ACCOUNTS FOR: 8600 Portage Park District		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86009094 Park General Admin CS								
86009094 400000	Contractual Services	50,000.00	53,000.00	6,994.59	1,634.96	8,605.27	37,400.14	29.4%
2022/07/000461	07/01/2022 API		105.00 VND	002615 VCH 677775	OHIO STATE HIGH	**ORI OH0671700		508763
2022/07/000462	07/05/2022 API		1,329.80 VND	001310 VCH 678523	KONICA MINOLTA	**Acct # 1316072		508749
2022/07/000963	07/06/2022 API		200.16 VND	002485 VCH 678683	US BANK	**5592 8400 0101 0984		509207
86009094 400100	Training & Membership	15,000.00	15,000.00	3,691.44	116.82	8,258.56	3,050.00	79.7%
2022/07/001887	07/25/2022 API		116.82 VND	048718 VCH 680771	RODHE REBECCA	**Reimb. Travel through 6/26		509973
86009094 400101	Registration Fees	0.00	0.00	0.00	0.00	20.00	-20.00	100.0%
86009094 410000	Utilities	30,000.00	30,000.00	11,971.04	1,235.60	17,528.96	500.00	98.3%
2022/07/000108	07/01/2022 API		54.93 VND	002844 VCH 677624	DOMINION ENERGY	**4 1800 1191 8407		508406
2022/07/000461	07/01/2022 API		52.04 VND	002844 VCH 677776	DOMINION ENERGY	**4 4213 0033 0943		508725
2022/07/000462	07/05/2022 API		70.97 VND	002875 VCH 678526	OHIO EDISON	**110 149 150 416		508760
2022/07/000921	07/12/2022 API		71.79 VND	002875 VCH 679525	OHIO EDISON	**110 134 809 943		509163
2022/07/000921	07/12/2022 API		108.32 VND	002875 VCH 679526	OHIO EDISON	**110 122 697 896		509163
2022/07/000921	07/12/2022 API		76.23 VND	002875 VCH 679527	OHIO EDISON	**110 009 660 868		509163
2022/07/000921	07/12/2022 API		355.72 VND	002875 VCH 679528	OHIO EDISON	**110 139 062 985		509163
2022/07/000963	07/06/2022 API		317.72 VND	002485 VCH 678683	US BANK	**5592 8400 0101 0984		509207
2022/07/001431	07/18/2022 API		74.56 VND	002875 VCH 680024	OHIO EDISON	**110 009 208 841		509590
2022/07/001887	07/25/2022 API		53.32 VND	002844 VCH 680769	DOMINION ENERGY	**4 1800 1191 8407		509942
86009094 412000	Advertising, Marketing, Events	15,000.00	15,000.00	2,739.04	179.22	11,260.96	1,000.00	93.3%
2022/07/000963	07/06/2022 API		179.22 VND	002485 VCH 678683	US BANK	**5592 8400 0101 0984		509207
86009094 413000	Maintenance & Repairs	45,000.00	45,000.00	11,728.52	3,525.52	5,196.48	28,075.00	37.6%
2022/07/000108	07/01/2022 API		2,490.00 VND	033051 VCH 677606	NORTH CANTON DR	**Portage Park Dist		508436
2022/07/000108	07/01/2022 API		558.88 VND	008545 VCH 677602	OHIO DEPT OF NA	**File 1112-071		508438
2022/07/000108	07/01/2022 API		151.64 VND	008545 VCH 677603	OHIO DEPT OF NA	**File 1112-037		508438
2022/07/000963	07/06/2022 API		325.00 VND	002485 VCH 678683	US BANK	**5592 8400 0101 0984		509207

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ACCOUNTS FOR: 8600	Portage Park District								
ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED			
86009094 414000	Rentals & Leases								
1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%			
86009094 414100	Leases								
1,500.00	1,500.00	1,552.58	204.73	904.18	-956.76	163.8%			
2022/07/000462 07/05/2022 API		110.00 VND 001310 VCH 678522	KONICA MINOLTA	**Acct # 1316072		508749			
2022/07/001431 07/18/2022 API		94.73 VND 001310 VCH 680022	KONICA MINOLTA	**500-0542159-000		509569			
86009094 420100	Audit Services								
5,000.00	5,000.00	0.00	0.00	2,300.00	2,700.00	46.0%			
86009094 428400	Auditor/Treasurer Fee Expense								
25,000.00	25,000.00	12,815.54	0.00	0.00	12,184.46	51.3%			
86009094 428500	DRETAC								
10,000.00	10,000.00	3,652.74	0.00	0.00	6,347.26	36.5%			
86009094 492100	Local Share								
78,400.00	78,400.00	0.00	0.00	0.00	78,400.00	.0%			
TOTAL Park General Admin CS									
275,900.00	278,900.00	55,145.49	6,896.85	54,074.41	169,680.10	39.2%			
86009095 Park General Admin MS									
86009095 500000	Admin Materials & Supplies								
15,000.00	15,000.00	8,616.87	5,975.31	6,459.13	-76.00	100.5%			
2022/07/000462 07/05/2022 API		4,976.00 VND 050521 VCH 678525	INSTEP MARKETIN	**Portage Park District Z card		508743			
2022/07/000963 07/06/2022 API		999.31 VND 002485 VCH 678683	US BANK	**5592 8400 0101 0984		509207			
86009095 509000	Uniforms								
8,000.00	8,000.00	3,181.88	62.23	3,818.12	1,000.00	87.5%			
2022/07/000963 07/06/2022 API		62.23 VND 002485 VCH 678683	US BANK	**5592 8400 0101 0984		509207			

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ACCOUNTS FOR: 8600	Portage Park District							
ORIGINAL	APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
86009095 510000	Office Equipment & Furnishings							
10,000.00	10,000.00	272.24	0.00	4,727.76	5,000.00	50.0%		
86009095 530000	Maintenance Materials/Supp							
50,000.00	50,000.00	12,505.29	2,822.11	12,494.71	25,000.00	50.0%		
2022/07/000963	07/06/2022 API	2,822.11 VND 002485 VCH 678683	US BANK	**5592 8400 0101 0984		509207		
86009095 542000	Fuel							
20,000.00	20,000.00	6,602.15	1,559.37	10,897.85	2,500.00	87.5%		
2022/07/001887	07/25/2022 API	266.67 VND 004271 VCH 680766	RAVENNA CITY	**Portage Park Diesel June 202		509970		
2022/07/001887	07/25/2022 API	1,292.70 VND 004271 VCH 680767	RAVENNA CITY	**Portage Park Gas June 2022		509970		
86009095 544000	Natural Area Materials & Supp							
40,000.00	40,000.00	5,578.19	2,348.50	19,421.81	15,000.00	62.5%		
2022/07/000963	07/06/2022 API	2,348.50 VND 002485 VCH 678683	US BANK	**5592 8400 0101 0984		509207		
86009095 596300	Equipment Less Than \$5000							
10,000.00	10,000.00	10.00	0.00	4,990.00	5,000.00	50.0%		
86009095 596600	Furniture & Fixtures							
10,000.00	10,000.00	0.00	0.00	8,000.00	2,000.00	80.0%		
TOTAL Park General Admin MS								
163,000.00	163,000.00	36,766.62	12,767.52	70,809.38	55,424.00	66.0%		
86009096	Park General Admin CO							
86009096 610000	Land/Easement Purchase							
500,000.00	480,000.00	0.00	0.00	0.00	480,000.00	.0%		
86009096 610000 BRDBG	Land Purchase							
0.00	0.00	50,438.17	50,438.17	5,001.83	-55,440.00	100.0%		
2022/07/001431	07/18/2022 API	438.17 VND 020381 VCH 680046	OHIO REAL TITLE	**Bird Bog Acquisition		509593		
2022/07/001887	07/25/2022 API	50,000.00 VND 050516 VCH 680773	WEST CREEK CONS	**PORTAGE PARK DISTRICT		509987		



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ACCOUNTS FOR: 8600	Portage Park District	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP	REVISED BUDGET					
86009096 680000	Construction Projects					
200,000.00	910,000.00	0.00	0.00	0.00	910,000.00	.0%
86009096 683000	Engineering Projects					
100,000.00	116,580.35	16,465.27	0.00	115.08	100,000.00	14.2%
86009096 683000 DXPAV	Engineering Projects					
0.00	0.00	0.00	0.00	15,000.00	-15,000.00	100.0%
86009096 683000 SRFDB	Engineering Projects					
0.00	30,000.00	638.00	74.00	29,362.00	0.00	100.0%
2022/07/001431 07/18/2022 API		74.00 VND 007942 VCH 680020	HAMMONTREE & AS	**Seasons Rd Fen Restoration		509555
86009096 683000 TLTRL	Engineering Projects					
0.00	11,000.00	0.00	0.00	11,000.00	0.00	100.0%
86009096 683000 TWBLD	Engineering Projects					
0.00	17,800.00	0.00	0.00	65,800.00	-48,000.00	369.7%
86009096 683000 TWBRD	Engineering Projects					
0.00	0.00	0.00	0.00	18,000.00	-18,000.00	100.0%
TOTAL Park General Admin CO						
800,000.00	1,565,380.35	67,541.44	50,512.17	144,278.91	1,353,560.00	13.5%
86009099	Park General Admin ME					
86009099 910000	Transfers Out					
0.00	20,000.00	20,000.00	0.00	0.00	0.00	100.0%
86009099 946720	Tax Levy Assessment					
15,000.00	15,000.00	14,717.82	700.35	282.18	0.00	100.0%
2022/07/000921 07/12/2022 API		700.35 VND 004261 VCH 679560	PO CO TREASURER	**2021 2nd Half Real Estate Ta		509171

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ACCOUNTS FOR: 8600 Portage Park District							
ORIGINAL	APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL Park General Admin ME							
15,000.00		35,000.00	34,717.82	700.35	282.18	0.00	100.0%
TOTAL Portage Park District							
526,497.00		1,301,157.35	-557,702.76	129,152.24	269,444.88	1,589,415.23	-22.2%
TOTAL REVENUES							
-1,884,403.00		-1,898,123.00	-1,184,639.73	-4,937.97	0.00	-713,483.27	
TOTAL EXPENSES							
2,410,900.00		3,199,280.35	626,936.97	134,090.21	269,444.88	2,302,898.50	
PRIOR FUND BALANCE				1,925,042.14			
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES				557,702.76			
REVISED FUND BALANCE				2,482,744.90			

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ACCOUNTS FOR: 8605 Headwaters Trails Improve		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>86059091 Headwaters Trails Impr PR</b>								
86059091 160000	Gifts And Donations	0.00	0.00	-2,000.00	0.00	0.00	2,000.00	100.0%
86059091 191000	State Grant	0.00	-160,918.00	-160,918.69	0.00	0.00	0.69	100.0%
TOTAL Headwaters Trails Impr PR		0.00	-160,918.00	-162,918.69	0.00	0.00	2,000.69	101.2%
<b>86059099 Headwaters Trails Impr ME</b>								
86059099 921000	Advance Out Returns	0.00	170,000.00	170,000.00	0.00	0.00	0.00	100.0%
TOTAL Headwaters Trails Impr ME		0.00	170,000.00	170,000.00	0.00	0.00	0.00	100.0%
TOTAL Headwaters Trails Improve		0.00	9,082.00	7,081.31	0.00	0.00	2,000.69	78.0%
TOTAL REVENUES		0.00	-160,918.00	-162,918.69	0.00	0.00	2,000.69	
TOTAL EXPENSES		0.00	170,000.00	170,000.00	0.00	0.00	0.00	
PRIOR FUND BALANCE					36,732.97			
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES					-7,081.31			
REVISED FUND BALANCE					29,651.66			

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ACCOUNTS FOR: 8607 Breakneck Creek watershed		YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP	REVISED BUDGET					
86079094 Breakneck Creek Water CS						
86079094 400000	Contractual Services					
0.00	11,973.00	0.00	0.00	0.00	11,973.00	.0%
TOTAL Breakneck Creek Water CS						
0.00	11,973.00	0.00	0.00	0.00	11,973.00	.0%
TOTAL Breakneck Creek watershed						
0.00	11,973.00	0.00	0.00	0.00	11,973.00	.0%
TOTAL EXPENSES						
0.00	11,973.00	0.00	0.00	0.00	11,973.00	
PRIOR FUND BALANCE			11,972.39			
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES			.00			
REVISED FUND BALANCE			11,972.39			

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ACCOUNTS FOR: 8616 Tinkers Creek Greenway Fund		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86169091 Tinkers Creek Greenway Fund PR								
86169091 191000	State Grant	0.00	-1,633.00	-1,208.70	0.00	0.00	-424.30	74.0%
86169091 191000 SRFDB	State Grant	0.00	-1,719,130.00	-1,162,199.87	0.00	0.00	-556,930.13	67.6%
TOTAL Tinkers Creek Greenway Fund		0.00	-1,720,763.00	-1,163,408.57	0.00	0.00	-557,354.43	67.6%
86169092 Tinkers Creek Greenway Fund OR								
86169092 280000	Transfer In	0.00	-20,000.00	-20,000.00	0.00	0.00	0.00	100.0%
TOTAL Tinkers Creek Greenway Fund		0.00	-20,000.00	-20,000.00	0.00	0.00	0.00	100.0%
86169094 Tinkers Creek Greenway Fund CS								
86169094 400000 SRFDB	Contractual Services	0.00	36,750.00	0.00	0.00	0.00	36,750.00	.0%
TOTAL Tinkers Creek Greenway Fund		0.00	36,750.00	0.00	0.00	0.00	36,750.00	.0%
86169096 Tinkers Creek Greenway Fund CO								
86169096 610000 SRFDB	Land Purchase	0.00	1,170,846.00	1,170,499.49	9,654.32	345.68	0.83	100.0%
2022/07/000108 07/01/2022 API			9,654.32 VND 019522 VCH 677605	WESTERN RESERVE **Seasons Road Fen Project				508468

# PORTAGE COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

JOURNAL DETAIL 2022 7 TO 2022 7

ACCOUNTS FOR: 8616 Tinkers Creek Greenway Fund		YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP	REVISED BUDGET					
86169096 680000 SRFDB	Construction Projects	0.00	0.00	0.00	531,534.00	.0%
	0.00 531,534.00					
TOTAL Tinkers Creek Greenway Fund		1,170,499.49	9,654.32	345.68	531,534.83	68.8%
	0.00 1,702,380.00					
86169099 Tinkers Creek Greenway Fund ME						
86169099 921000	Advance Out Returns	0.00	0.00	0.00	1,210.00	.0%
	0.00 1,210.00					
TOTAL Tinkers Creek Greenway Fund		0.00	0.00	0.00	1,210.00	.0%
	0.00 1,210.00					
TOTAL Tinkers Creek Greenway Fund		-12,909.08	9,654.32	345.68	12,140.40	2970.1%
	0.00 -423.00					
TOTAL REVENUES		-1,183,408.57	0.00	0.00	-557,354.43	
	0.00 -1,740,763.00					
TOTAL EXPENSES		1,170,499.49	9,654.32	345.68	569,494.83	
	0.00 1,740,340.00					
PRIOR FUND BALANCE			575.32			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			12,909.08			
REVISED FUND BALANCE			13,484.40			

# PORTAGE COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

JOURNAL DETAIL 2022 7 TO 2022 7

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
526,497.00	1,321,789.35	-563,530.53	138,806.56	269,790.56	1,615,529.32	-22.2%

\*\* END OF REPORT - Generated by Christine Craycroft \*\*

**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**  
**August 29, 2022 6:00 PM**



## **Administration/Special Projects**

### Administration

1. Coordination with architects and engineers with ongoing projects and plans.
2. Consultation with legal counsel, WRLC on addressing Camp Spelman encroachments and bidding. Held pre-bid meeting; answered bidder questions.
3. Follow-up with potential acquisitions contacts
4. Continued coordination with auditors on biennial audit
5. Received notice from the Portage Park District Foundation of a pending donation from them of \$45,020 for the Dix Park picnic shelter.
6. Drafting of proposed revised policy and scoring methodology for Clean Ohio District 7 NRAC

### Human Resources

1. Swore in Michelle Lee as Ohio Peace Officer and part-time Ranger.
2. Office Manager Denise duMaurier submitted her resignation as she has taken a position with the PC Auditor's office. Her last day was August 9, 2022.
3. Jen White submitted her resignation as Education Coordinator, she has taken a position with OSU Extension in Stark County. Her last day was August 26, 2022.
4. Posted job descriptions and started screening and interviewing for Office Manager and Education Coordinator.
5. Welcomed new Maintenance II Worker Marco Ruffo.

## **Park Operations, Maintenance, Improvement**

### Maintenance

1. Continue to perform routine tasks including restroom cleaning and trash removal, inventory, and supply management, building maintenance, vehicle and equipment maintenance, trail checks, trail maintenance and downed tree removal.
2. Continued weekly monitoring of Camp Spelman dam according to ODNR approved Operations Maintenance and Inspection manual.

### Park Improvements

1. Reviewed Dix Park and Trail Lake improvement bid plans with Director and engineer
2. Worked with NAS Lange to create new meadow trails at Dix Park.
3. Finalized specifications and ordered Dix Park timber frame pavilion.

## **Public Engagement and Education**

### Planning

1. Revising programming schedule until additional education staff are hired
2. Planning fall engagement and programming needs in coordination with Foundation and master plan input



3. Junior Ranger program planning with staff
4. Additional volunteer training and recruitment to assist with programming needs

#### Public engagement

1. Continued management of social media, newsletters, ads and earned media press contacts.
2. Park District community individual contacts have increased by almost 1200 since 2020. In addition to this, the number of contacts opening the newsletter has increased by more than 1300, meaning the contacts being added are quality contacts who are engaged. Continue to develop new contacts with sign-ups at events, etc.
3. Partnership with PPD Foundation on Wild Hikes pickups, park pop ups, community events and procurement of promotional items

#### **Natural Areas Stewardship**

##### Stewardship and Restoration

1. Eagle Creek Greenway- continued preparation for meadow restoration areas important to pollinators and certain bird species. Invasive species management and installation of a deer enclosure around a significant population of a rare wildflower, closed bottle gentian (*Gentiana clausa*).
2. Bird Family Bog- coordinating restoration and stewardship activities with EnviroScience, West Creek Conservancy and The Nature Conservancy
3. Continued invasive species and habitat management at Towner's Woods, Morgan Park, Eagle Creek

##### Projects/Planning

1. Selected and purchased trees, shrubs and plants for Dix Park nature play areas, assisted with planting and care. Assisted with last minute detail work for the opening.
2. Roberts has been building experience with drone flights and gathering footage for outreach and stewardship.
3. Ohio Mushroom Society foray /species survey at Eagle Creek Greenway hosted by Curtis and Roberts
4. Planning for PPD pond and fisheries management with ODOW.

#### **Ranger Department for the month of July**

##### Patrol Activities

1. Foot patrol miles – 14.9; Bike patrol miles – 77.4; Visitor Contacts – 99; Building Checks – 13;
2. Warnings – 1 (Dog off leash at Dix Park)
3. Monitoring of trail cameras and debris to address trespass

##### Programs

1. Led 1<sup>st</sup> ever Ride with a Ranger program
2. Participated in volunteer virtual coffee

##### Administrative Activities

1. Onboarding and orientation of Michelle Lee, part-time Ranger, including filing forms with OPOTA, visits to all the parks and preserves, review of park policies, ordering uniforms, all-staff meeting and field trip. She will start working on her own in varied shifts for an average of 20 hours/week.
2. Communications and coordination with other law enforcement offices and PC Prosecutor's office.

# RESOLUTION # 2022- 33

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

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

General Operating Fund #8600		
Description	Payee	Amount
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	\$ 63,213.32
Unit 40 Contract Services		\$ 6,692.12
Contract Services: LEADS, Volistics volunteer database, BIB background investigations, Adobe, FB ads; Record Courier subscription, USPS mailing; Map app; graphic design services	Ohio State Highway Patrol (Leads), US Bank, Konica Minolta	\$ 1,634.96
Training and Membership: Quarterly Mileage reimbursement	Rebecca Rodhe	\$ 116.82
Utilities: Natural gas at 2 locations, electric at 6 locations, internet at Ops Center, staff phones & devices.	Dominion Energy Ohio, Ohio Edison, US Bank	\$ 1,235.60
Advertising-Marketing: legal ads; Meta (Facebook)	US Bank	\$ 179.22
Maintenance & Repairs: Dam inspection fees; septic pumping; waste hauling; porta potty;	US Bank; North Canton Drain; ODNR	\$ 3,525.52
Registration Fees:		
Unit 50 Materials & Supplies		\$ 12,767.52
Admin. Materials & Supplies: paper, office supplies; z-card brochures; BioBlitz lunch; program supplies; map printing	US Bank; Instep Marketing	\$ 5,975.31
Uniforms: Clothing-uniforms	US Bank	\$ 62.23
Maintenance Materials & Supplies: misc. hardware, TP, signs; drain grates BLT;	US Bank	\$ 2,822.11
Fuel: Gasoline and diesel	City of Ravenna	\$ 1,559.37
Natural Areas Materials & Supplies: Trees	US Bank	\$ 2,348.50
Unit 60 Capital		\$ 50,512.17
Land Acquisition	Ohio Real Title; West Creek Conservancy; Bird Bog	\$ 50,438.17
Engineering/Architecture Projects: Season's Road Fen	Hammontree Engineering	\$ 74.00
Unit 90 General Admin		\$ -
GENERAL FUND	GRAND TOTAL ALL UNITS 30 THROUGH 90	\$ 133,185.13
Tinker's Creek Greenway Fund #8616		
Description	Payee	Amount
Unit 60 Land Purchase		\$ 9,654.32
Land Purchase-Season's Road Fen	Western Reserve Land Conservancy finance fee	\$ 9,654.32

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

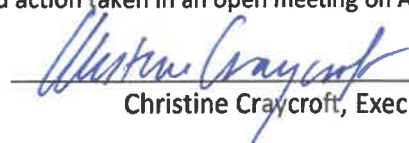
**WHEREAS** These specific expenditures have been approved by the Executive Director per the approved Park District annual budget and Park District bylaws, and all copies of invoices and receipts are available upon request. **NOW, THEREFORE BE IT**

**RESOLVED** that the Board of Commissioners of the Portage Park District hereby approves the above expenditures made in July, 2022, and the attached Then and Now Certificate for expenditures made prior to the purchase order.

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

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 August 29, 2022

  
Christine Craycroft, Executive Director

RESOLUTION 2022- 34

Re: Authorizing MOU for Crooked River Cooperative Weed Management Area

WHEREAS: The Crooked River Cooperative Weed Management Area (CRCWMA) Memorandum of Understanding (MOU) is a cooperative framework necessary to effectively coordinate and manage non-native, invasive terrestrial and aquatic plant species (weeds) across jurisdictional boundaries on properties owned and managed by "Interested Parties" including: Cleveland Metroparks; Summit Metro Parks; Cuyahoga Valley National Park; State of Ohio, Department of Natural Resources; Geauga Park District; Portage Park District; The Nature Conservancy; Western Reserve Land Conservancy; City of Akron; Northeast Ohio Regional Sewer District; as well as "Informal Participants including Tinker's Creek Watershed Partners and Cuyahoga River Restoration within the Cuyahoga River Watershed, and

WHEREAS: The Portage Park District had previously agreed to participate via the MOU and has benefitted greatly from the cooperative efforts of the network of skilled professionals who assist in the management of invasive plants on partner properties across the Cuyahoga River Watershed, and

WHEREAS: The previous MOU has since expired and a replacement MOU has been proposed for adoption, and

WHEREAS: Agreement to the MOU is required for continued participation in the CRCWMA which benefits the park district through labor, materials and equipment partially funded through grants on behalf of the CRCWMA, NOW, THEREFORE BE IT

RESOLVED: By the Board of Commissioners of the Portage Park District that the Executive Director is hereby authorized to sign the attached Memorandum of Understanding on behalf of the Portage Park District to participate in the Crooked River Cooperative Weed Management Area.

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

Thomas Hrdy yes

Kurt Ruehr yes

Allan Orashan yes

Charles Engelhart yes

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on August 29, 2022

Christine Craycroft  
Christine Craycroft, Executive Director

**MEMORANDUM OF UNDERSTANDING**  
**Crooked River Cooperative Weed Management Area**

Agreement Number G6160 12 0001  
rev June 2022

**Memorandum of Understanding**  
**among**

**Cleveland Metroparks;**  
**Summit Metro Parks;**  
**Tinker's Creek Watershed Partners;**  
**National Park Service, Cuyahoga Valley National Park;**  
**Geauga Park District;**  
**State of Ohio, Department of Natural Resources;**  
**State of Ohio, Natural Areas and Preserves – Scenic Rivers;**  
**Portage Park District;**  
**The Nature Conservancy;**  
**Western Reserve Land Conservancy;**  
**City of Akron, and;**  
**Northeast Ohio Regional Sewer District**

**ARTICLE I – BACKGROUND AND OBJECTIVES**

The purpose of this Memorandum of Understanding (MOU) is to reestablish and update the previous MOU by formalizing a cooperative framework necessary to effectively coordinate and manage non-native, invasive terrestrial and aquatic plant species (weeds) across jurisdictional boundaries on properties owned and managed by “Interested Parties”<sup>1</sup> including: Cleveland Metroparks; Summit Metro Parks; Cuyahoga Valley National Park; State of Ohio, Department of Natural Resources; Geauga Park District; Portage Park District; The Nature Conservancy; Western Reserve Land Conservancy; City of Akron; Northeast Ohio Regional Sewer District; as well as “Informal Participants”<sup>2</sup> including Tinker’s Creek Watershed Partners and Cuyahoga River Restoration within the Cuyahoga River Watershed. This document officially renews the relationship of the Crooked River Cooperative Weed Management Area (CWMA) organizations to work cooperatively to inventory, monitor, manage and prevent the spread of non-native, invasive plants within the Cuyahoga River Watershed (see Appendix A for map). It also creates a relationship among organizations to educate, train and share information with agency staff and the general public; to provide information to aid policymaking decisions as they pertain to environmental interests; and to work cooperatively to obtain funding to address problems related to non-native, invasive plants within the Crooked River CWMA.

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<sup>1</sup>“Interested Parties” include land managing organizations often with technical capability for invasive plant management

<sup>2</sup>“Informal Participants” are entities who have a specific need for invasive plant management but lack the technical expertise or resources for implementation

**MEMORANDUM OF UNDERSTANDING**  
**Crooked River Cooperative Weed Management Area**

**Agreement Number G6160 12 0001**  
**revJune2022**

Various organizations or individuals may, at any time, choose to participate informally with the Crooked River CWMA. These cooperators or “Informal Participants” will be required to sign a signatory page, which shall be in the form of the template included in Appendix B, indicating they will voluntarily participate under the applicable articles and guidelines in this MOU. A template for Interested Parties is also included in Appendix B should an organization be added to the group as an Interested Party.

In addition, organizations or agents may enter into a Task Agreement to further cover and formalize specific tasks not contained within the MOU guidelines. These “Task Agents” could work directly with the CWMA Coordinator at The Nature Conservancy (TNC) to accomplish the task, or enter into separate agreements between the concerned parties using non-CWMA Task Agreements

**ARTICLE II – STATEMENT OF MUTUAL BENEFITS AND INTERESTS**

All signatories of this MOU have mutual interest in preventing the establishment and spread of invasive terrestrial and aquatic plant species and share the following common goals:

A. EDUCATION - Increase public and staff awareness of invasive plants and best management practice.

B. PREVENTION - Prevent the establishment of new invasive plant species and the spread of existing invasive species.

C. CONTROL - Promote the effective, integrated management or eradication of priority invasive plant species.

D. INFORMATION EXCHANGE - Share technical information regarding control methods, locations, new infestations, project success among parties and with other regional and local weed management areas and programs.

E. COOPERATION - Facilitate development of cooperative agreements for local invasive plant management which include opportunities for shared funding sources; resources; materials, potentially including plant materials used to revegetate project areas; and personnel, including volunteers, expertise, equipment, etc.

F. INVENTORY AND MONITORING – Cooperatively develop inventory and monitoring protocols across jurisdictional boundaries, and exchange data.

**ARTICLE III - AUTHORITY**

The legal authority for the National Park Service (NPS) to enter into this agreement is the

**MEMORANDUM OF UNDERSTANDING**  
**Crooked River Cooperative Weed Management Area**

**Agreement Number G6160 12 0001**  
**revJune2022**

National Park Service Organic Act (16 U.S.C. §§1-3), which grants general management authority for the NPS to enter into an MOU to document mutually agreed upon policies, procedures, objectives, and/or relationships of assistance that do not involve funding.

This MOU is neither a fiscal nor a funds obligation document. Any endeavor involving reimbursement or contribution of funds between the parties to this MOU will be handled in accordance with applicable laws, regulations, and procedures including those for government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate statutory authority. This MOU does not provide such authority. Specifically, this MOU does not establish authority for noncompetitive award to the cooperator of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.

**ARTICLE IV – STATEMENT OF WORK**

This MOU will enhance the success of weed management programs of Interested Parties by performing these efforts on lands and waters across jurisdictional boundaries to reduce the extent and limit the spread of non-native, invasive plants. Additionally, this MOU will enhance the potential success of managing non-native, invasive plants in the region by encouraging the sharing of resources, information, expertise, and efforts on a willing and cooperative basis on both public and private lands. This MOU is not intended to establish legal authorities or mandates that do not currently exist.

Undersigned parties (signatories) mutually agree to the following:

- A. To establish the boundary of the Crooked River CWMA (Appendix A).
- B. To provide resources to each other in accordance with applicable legal authorities, which may include access to properties for weed surveys; sharing scientific and technical expertise; participating in management of invasive weeds; contributing staff/work time; sharing materials, potentially including plant materials used to revegetate project areas; and sharing other resources, such as maps, images, reports, surveys, and equipment.
- C. To provide opportunities to outside interest groups, private landowners, and the public for involvement in carrying out weed management on lands within the Crooked River CWMA.
- D. To utilize The Nature Conservancy as the fiscal administrator for any grants or financial support received by the Crooked River CWMA.
- E. To maintain the CWMA Steering Committee to provide expertise and oversight to weed management activities within the Crooked River CWMA (see Appendix C for a summary of organization and responsibilities of the Steering Committee).

**MEMORANDUM OF UNDERSTANDING**  
**Crooked River Cooperative Weed Management Area**

**Agreement Number G6160 12 0001**  
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- F. To designate a key contact or representative from each Interested Party to serve on the Steering Committee.
- G. To participate and/or cooperate in developing a Watershed Management Plan (WMP) for the management of invasive species within the Crooked River CWMA.
- H. To review this MOU and make revisions and updates as necessary to meet the purpose of this agreement. Amendments or revisions will become effective following approval by all Interested Parties.

This MOU in no way restricts any of the Interested Parties from participating in similar activities with other public or private agencies, organizations, or individuals.

**ARTICLE V – TERM OF AGREEMENT**

This MOU will be effective for a period of five years from the date of final signature. Individual signatories may remove themselves from the MOU at any time in accordance with the termination provisions of Article IX below. Upon or before expiration, this MOU may be subject to review and renewal at which time Interested Parties may execute a new MOU to continue cooperative management of non-native, invasive plants.

**ARTICLE VI – ADDITIONAL PARTIES TO THIS MOU**

Additional parties may be added and are encouraged to be added to this MOU at any time. All signatories will be notified of any additional party interested in joining the MOU and will be given 30 days after such notification to evaluate any conflict of interest. If a conflict of interest is identified, any signatory may choose to withdraw from the MOU in accordance with the termination provisions of Article IX. If the signatory does not choose to withdraw, then the interested, additional party creating the conflict of interest may not be added to the MOU.

**ARTICLE VII – REPORTS AND/OR OTHER DELIVERABLES**

There are no reports and/or other deliverables associated with this MOU.

**ARTICLE VIII – PROPERTY UTILIZATION**

Any property purchased or otherwise obtained through cooperative efforts under this MOU will be utilized cooperatively in accordance with the spirit of this document and independent requirements of the Interested Parties. A separate equipment sharing agreement will be created

**MEMORANDUM OF UNDERSTANDING**  
**Crooked River Cooperative Weed Management Area**

**Agreement Number G6160 12 0001**  
**revJune2022**

with the input of the Interested Parties and detail housing, maintenance, and transportation costs. This separate agreement will not be included with this MOU.

**ARTICLE IX – MODIFICATION AND TERMINATION**

- A. This MOU may be modified only by achieving approval from a quorum of all Interested Parties. Proposed changes to the MOU may be brought to the attention of the Steering Committee at any time and discussed during biannual meetings.
- B. Any Interested Party may terminate participation in this MOU by providing other Interested Parties with thirty (30) days advance written notice. In the event that one party provides others with notice of its intention to terminate, the parties will meet promptly to discuss the reasons for the notice and to try to resolve their differences.

**ARTICLE X – STANDARD CLAUSES**

- A. Civil Rights. During the performance of this MOU, the Interested Parties agree to abide by the terms of the U.S. Department of Interior – Civil Rights Assurance Certification, non-discrimination and will not discriminate against any person because of race, color, religion, sex, or national origin. The Interested Parties will take affirmative action to ensure that applicants are employed without regard to their race, color, sexual orientation, religion, disabilities, sex, age, or national origin.
- B. No Party shall use the name or logo of any other Party, whether in connection with any press release or other communication related to this MOU or otherwise, except to the extent (if any) that such authority has been granted explicitly in writing by the Party whose name or logo is being used.
- C. Public Information Release
  - 1. Public Information
    - (a) Interested Parties will not publicize or otherwise circulate promotional material (such as advertisements, sales brochures, press releases, speeches, pictures, still and motion pictures, articles, manuscripts or other publications) which states or implies Federal Government, Departmental, bureau, or Federal Government employee endorsement of a product, service, or position which any party represents. No release of information relating to this Agreement may state or imply that the Federal Government approves of the work product of an Interested Party or considers any Interested Party's work product to be superior to other products or services.



**MEMORANDUM OF UNDERSTANDING**  
**Crooked River Cooperative Weed Management Area**

**Agreement Number G6160 12 0001**  
**revJune2022**

(b) Interested Parties will ensure that all information submitted for publication or other public releases of information regarding this MOU will carry the following disclaimer:

“The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government.”

(c) Interested Parties will obtain prior NPS approval from Cuyahoga Valley National Park’s “Key Contact” for any public information release that refers to the Department of the Interior, any bureau or employee (by name or title), or to this MOU. The specific text, layout, photographs, etc., of the proposed release must be submitted to Cuyahoga Valley National Park’s “Key Contact”, who will forward such materials to the National Park’s public affairs office, along with the request for approval.

**2. Publications of Results of Studies**

No party will unilaterally publish a joint publication without consulting all other parties. This restriction does not apply to popular publication of previously published technical matter. Publications pursuant to this MOU may be produced independently or in collaboration with others; however, in all cases proper credit will be given to the efforts of those parties contributing to the publication. In the event no agreement is reached concerning the manner of publication or interpretation of results, any party may publish data after due notice and submission of the proposed manuscripts to the other. In such instances, the party publishing the data will give due credit to the cooperator but assume full responsibility for any statements on which there is a difference of opinion.

**ARTICLE XI – SIGNATURES AND KEY OFFICIALS**

A separate sheet signed by the person authorized to enter into this MOU and designating the organization’s key contact is attached for each Interested Party and Informal Participant.

RESOLUTION #2022 - 35

Re: Award Contract for Trail Lake Park Picnic Area Construction

**WHEREAS** The Portage Park District owns and operates Trail Lake Park in Streetsboro and has contracted with Karpinski Engineering to develop constructions plans, bid specifications and cost estimates, and

**WHEREAS** Requests for bids for construction of the Trail Lake Picnic Area had been advertised as required by law, and bids opened on August 23, 2022, and

**WHEREAS** Karpinski Engineering and Park District staff have reviewed the two bids received for the project with alternates as follows:

Name of Bidder	Base Bid	Alternate #1	Alternate #2
	All limestone	Chlp and Seal	Concrete
Platform Cement Inc.	\$98,000	\$103,500	\$190,000
Cavanaugh Building Corporation	\$120,900	\$149,495	\$225,251

**WHEREAS** The project engineer and staff concur that the bid received from Platform Cement, Inc. is acceptable, and

**WHEREAS** The 2022 General Fund Budget Capital Unit has adequate funds available for the project, **NOW, THEREFORE BE IT**

**RESOLVED** by the Board of Commissioners of the Portage Park District that

1. Platform Cement Inc. is hereby awarded the contract for the construction of the Trail Lake Park Picnic Area per the bid plans and specifications for the Alternate #1, in the amount up to \$103,500
2. The Executive Director is authorized to enter into the contract and authorize change orders up to \$113,850
3. Operations Manager Craig Alderman shall serve as prevailing wage coordinator

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

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 August 29, 2022

  
Christine Craycroft, Executive Director