

Portage Park District
Board of Commissioners Regular Meeting
December 18, 2023 5:30 pm
PPD Operations Center
8505 Nicodemus Road
Shalersville, OH 44266



Agenda

1. Roll Call
2. Adopt Agenda
3. Public Comment: *Note: members of the public wishing to speak are asked to sign in. Comments will be limited to two minutes per person.*
4. Approve minutes of the November 2023 Regular Meeting
5. Presentation and approval of Financial Statement: November 2023 MTD and YTD Budget Report and Cash Balance Reports.
6. Executive Director/Staff Update
7. Other Information/Briefing Items/Policy Updates:
8. Old Business and approval of action items: Ranger Policies--Table
9. New Business and approval of action items:
 - a. RESOLUTION: Approve November 2023 Expenditures
 - b. RESOLUTION: Accept donation of \$25,000 from Portage Park District Foundation for Kent/Brimfield Bog Park
 - c. RESOLUTION: Authorize the establishment of the position and job description of Volunteer Coordinator, part time or full time.
 - d. RESOLUTION: Set regular meeting dates and elect Board officers for 2024
10. Executive Session: Real Estate acquisition
11. Adjourn

Portage Park District
Board of Commissioners Regular Meeting
November 20, 2023 5:30 pm
PPD Operations Center
8505 Nicodemus Road
Shalersville, OH 44266



Minutes

Vice President Tom Hrdy called the meeting to order at 5:34 pm

1. Roll Call: Commissioners present: Commissioner Charles Engelhart, Commissioner Renee Ruchotzke, Commissioner Tom Hrdy. Commissioner Kurt Ruehr and Commissioner Allan Orashan had excused absences. Staff Present: Christine Craycroft, Executive Director; Craig Alderman, Operations Manager; Bob Lange, Natural Areas Manager; Jennifer White, Education Outreach Manager; Eric Seachrist, Office Manager
2. Adopt Agenda: Upon a motion by Ruchotzke and second by Engelhart, the agenda was approved. (JE 2023-44)
3. Public Comment: None
4. Approve minutes of the October 2023 Regular Meeting: Upon a motion by Engelhart and second by Ruchotzke, the minutes were approved. (JE 2023 45)
3. Presentation and approval of Financial Statement: October 2023 MTD and YTD Budget Report and Cash Balance Reports. Seachrist reviewed the Financial Statement with the Board, noting that the expenditures for this budget year continue to be lower than expected, in part due to unfilled personnel positions. Upon a motion by Ruchotzke and second by Engelhart, the reports were approved. (JE 2023-46).
5. Executive Director/Staff Update: Craycroft and staff presented the attached director's report and answered questions from the Board.
6. Other Information/Briefing Items/Policy Updates: None
7. Old Business and approval of action items: As the Chief Ranger was absent, Commissioner Engelhart moved to table the old business of the Ranger Policies. Commissioner Ruchotzke seconded the motion and it passed (JE 2023-47)
8. New Business and approval of action items:
 - a. Approve October 2023 Expenditures: Upon a motion by Ruchotzke and second by Engelhart, **RESOLUTION 2023-59** was unanimously approved.
 - b. Approve 2024 Initial Budget: Upon a motion by Engelhart and second by Ruchotzke, **RESOLUTION 2023-60** was unanimously approved.
9. Executive Session: None

10. Adjourn: Upon a motion by Ruchotzke and second by Engelhart, the meeting was adjourned at 6:30pm.

IN TESTIMONY WHEREOF we hereunto set our hands, DECEMBER 18, 2023


Kurt Ruehr, President of the Board


Christine Craycroft, Executive Director

PORTAGE PARK DISTRICT
Month to Date and Year To Date Budget & Cash Balance Report for November 2023

GENERAL FUND

BEGINNING AUDITOR'S CASH BALANCE November 1			\$ 3,005,644.57	
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	November MTD ACTUAL	YTD Percentage Collected of Budget
152000 Contract Services	1,000.00	0.00	0.00	0.0%
15300 Fees	100.00	1,600.00	0.00	1600.0%
160000 Gifts & Donations	6,650.00	50,000.00	0.00	751.9%
192400 State Aid/Subsidy	85,000.00	0.00	0.00	0.0%
General Program Revenues subtotal	92,750.00	51,600.00	0.00	55.6%
(from State)	32,744.00	31,767.32	0.00	97.0%
221000 Real Estate Tax	1,791,023.00	1,797,489.79	0.00	100.4%
223000 Tangible Personal Property Tax	0.00	183.38	0.00	
224000 Manufactured Homes Property Tax	0.00	12,260.36	0.00	
230000 Interest	10,000.00	67,328.50	10,525.84	673.3%
241000 Oil & Gas Leases	10,000.00	16,077.53	1,410.68	160.8%
243000 Credit Card Incentives	1,000.00	1,100.00	0.00	110.0%
250000 Refunds and Reimbursements	0.00	13,836.40	0.00	
251000 Jury Fees	0.00	75.00	0.00	
270000 Sale of Fixed Assets	0.00	310.51	0.00	
General Operations Revenue	1,844,767.00	1,940,428.79	11,936.52	105.2%
SUBTOTAL REVENUES	1,937,517.00	1,992,028.79	11,936.52	102.8%
2022 Cash Carryover		2,897,413.62		100.0%
TOTAL REVENUES, CARRYOVER & OTHER SOURCES	1,937,517.00	4,889,442.41	3,017,581.09	252.4%
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	November MTD ACTUAL	YTD Percentage Expended of Budget
311200 FT Employee Salaries	640,000.00	539,646.57	46,864.50	84.3%
311300 PT Employee Salaries	100,000.00	74,103.99	5,685.23	74.1%
312100 Sick Leave Conversion	2,000.00	271.28	271.28	13.6%
313000 Overtime	2,000.00	0.00	0.00	0.0%
314000 Retirement	50,000.00	2,643.02	0.00	5.3%
321010 PERS	103,600.00	85,925.19	7,356.97	82.9%
321200 Medicare	10,730.00	8,753.15	748.66	81.6%
321300 Workers Compensation	9,452.00	10,483.01	897.95	110.9%
321400 Unemployment	10,000.00	0.00	0.00	0.0%
321500 Health Benefits	300,000.00	93,860.28	8,617.04	31.3%
30 Personal Services Unit Total	1,227,782.00	815,686.49	70,441.63	66.4%
400000 Admin Contractual Services	120,000.00	101,570.71	196.16	84.6%
400100 Training, Lodging & Memberships	15,000.00	11,896.20	604.67	79.3%
400101 Registration Fees	0.00	136.00	0.00	
410000 Utilities: AT&T, Dominion, Ohio Edison, Verizon	20,000.00	17,720.65	1,086.14	88.6%
412000 Advertising, Marketing & Events	18,000.00	16,409.30	2,722.98	91.2%

PORTAGE PARK DISTRICT				
Month to Date and Year To Date Budget & Cash Balance Report for November 2023				
GENERAL FUND				
BEGINNING AUDITOR'S CASH BALANCE November 1		\$ 3,005,644.57		
413000 Maintenance & Repairs	30,000.00	15,579.37	3,564.74	51.9%
414000 Rentals and Leases	100.00	0.00	0.00	0.0%
				YTD Percentage Expended of Budget
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	0	
414100 Leases	2,000.00	2,465.69	110.00	123.3%
420000 Prof & Tech Services	0.00	1,480.02	0.00	
420100 Audit Services	0.00	20.50	0.00	
428000 Event Fees	0.00	250.00	0.00	
428400 Auditor/Treasurer Fee	25,000.00	24,602.21	0.00	98.4%
428500 DRETAC	10,000.00	5,296.76	0.00	53.0%
40 Contractual Services Unit Total	338,500.00	207,927.41	18,784.69	61.4%
500000 Admin Materials & Supplies	19,000.00	14,138.89	922.23	74.4%
509000 Uniforms	10,000.00	8,433.50	0.00	84.3%
510000 Office Equipment & Furnishings	5,213.00	3,489.72	0.00	66.9%
530000 Maintenance Materials & Supplies	30,000.00	10,363.86	1,352.91	34.5%
542000 Fuel	20,000.00	17,005.19	0.00	85.0%
544000 Natural Areas Materials & Supplies	25,000.00	8,195.21	431.37	32.8%
596300 Equipment Less than \$5000	6,000.00	1,952.16	0.00	32.5%
596600 Furniture & Fixtures	8,000.00	2,668.22	342.97	33.4%
50 Materials & Supplies Unit Total	123,213.00	66,246.75	3,049.48	53.8%
610000 Land/Easement Purchase	400,000.00	21,382.50	0.00	5.3%
650000 Vehicles	0.00	0.00	0.00	
680000 Construction Projects	450,000.00	0.00	0.00	0.0%
680000 Construction Projects DXPAV	180,320.50	169,288.09	0.00	93.9%
680000 Construction Projects TLTRL	103,500.00	98,572.00	0.00	95.2%
680000 Construction Projects TWBLD	35,160.00	33,600.00	0.00	95.6%
680000 Construction Projects TWBRD	150,000.00	0.00	0.00	0.0%
683000 Engineering Projects	150,000.00	0.00	0.00	0.0%
683000 Engineering Projects DXPAV	8,100.00	10,250.00	0.00	126.5%
683000 Engineering Projects - SRFDB - Seasons Rd Fen Design Build	28,992.00	1,192.00	100.00	4.1%
683000 Engineering Projects - TWBLD- Townners Woods Buildings	0.00	0.00	0.00	
683000 Engineering Projects - TWBRD Brady Tower	20,970.00	1,180.40	0.00	5.6%
910000 Transfer Out	0.00	0.00	0.00	
920000 Advance Out	500,000.00	500,000.00	0.00	100.0%
946720 Tax Levy Assessment	36,000.00	35,911.48	0.00	99.8%
90 Miscellaneous Expenses Unit Total	536,000.00	535,911.48	0.00	100.0%
GRAND TOTAL EXPENDITURES & OTHER USES	3,763,039.33	1,964,237.12	92,375.80	52.2%
ENDING AUDITOR'S CASH BALANCE November 30 (= Cash Carryover + YTD)		\$ 2,925,205.29		

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

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 Cont Serv	-1,000	-1,000	.00	.00	.00	-1,000.00	.0%*
86009091 153000 Fees	-100	-100	-1,600.00	.00	.00	1,500.00	1600.0%
86009091 160000 Gifts/Don	-6,650	-6,650	-50,000.00	.00	.00	43,350.00	751.9%
86009091 192400 St Subsid	-85,000	-85,000	.00	.00	.00	-85,000.00	.0%*
TOTAL Park General Admin PR	-92,750	-92,750	-51,600.00	.00	.00	-41,150.00	55.6%
86009092 Park General Admin OR							
86009092 200300 RE Homestd	0	-32,744	-30,164.26	.00	.00	-2,579.74	92.1%*
86009092 200400 M Hm R11bk	0	0	-1,603.06	.00	.00	1,603.06	100.0%
86009092 221000 RE Tax	-1,791,023	-1,791,023	-1,797,489.79	.00	.00	6,466.79	100.4%
86009092 223000 Tang PP	0	0	-183.38	.00	.00	183.38	100.0%
86009092 224000 Man Home	0	0	-12,260.36	.00	.00	12,260.36	100.0%
86009092 230000 Interest	-10,000	-10,000	-67,328.50	-10,525.84	.00	57,328.50	673.3%
2023/11/000739 11/08/2023 GEN	-10,525.84	REF 10/23					
86009092 241000 Oil Lease	-10,000	-10,000	-16,077.53	-1,410.68	.00	6,077.53	160.8%
2023/11/001661 11/16/2023 CRP	-13	REF 909					
2023/11/001661 11/16/2023 CRP	-1,301.71	REF 909					
2023/11/002433 11/30/2023 CRP	-108.84	REF 909					
Brosius 1 Martin-Mantua #2 DIX #3, Dix-Thompson #2, Hahn							

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 11

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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
86009092 243000 Incentvs	-1,000	-1,000	-1,100.00	.00	.00	100.00	110.0%
86009092 250000 Refunds	0	0	-13,836.40	.00	.00	13,836.40	100.0%
86009092 251000 Jury Fees	0	0	-75.00	.00	.00	75.00	100.0%
86009092 270000 Sale FA	0	0	-310.51	.00	.00	310.51	100.0%
TOTAL Park General Admin OR	-1,812,023	-1,844,767	-1,940,428.79	-11,936.52	.00	95,661.79	105.2%
86009093 Park General Admin PS							
86009093 311200 Emp1 sal	640,000	640,000	539,646.57	46,864.50	.00	100,353.43	84.3%
2023/11/000451 11/09/2023 PRJ	23,558.72 REF 110923			WARRANT=110923	RUN=4 PAYROLL		
2023/11/001603 11/24/2023 PRJ	23,305.78 REF 112423			WARRANT=112423	RUN=4 PAYROLL		
86009093 311300 PT Sal	100,000	100,000	74,103.99	5,685.23	.00	25,896.01	74.1%
2023/11/000451 11/09/2023 PRJ	3,243.23 REF 110923			WARRANT=110923	RUN=4 PAYROLL		
2023/11/001603 11/24/2023 PRJ	2,442.00 REF 112423			WARRANT=112423	RUN=4 PAYROLL		
86009093 312100 Sick Leave	2,000	2,000	271.28	271.28	.00	1,728.72	13.6%
2023/11/001603 11/24/2023 PRJ	271.28 REF 112423			WARRANT=112423	RUN=4 PAYROLL		
86009093 313000 Overtime	2,000	2,000	.00	.00	.00	2,000.00	.0%
86009093 314000 Retirement	50,000	50,000	2,643.02	.00	.00	47,356.98	5.3%
86009093 321010 PERS	103,600	103,600	85,925.19	7,356.97	.00	17,674.81	82.9%
2023/11/000451 11/09/2023 PRJ	3,752.28 REF 110923			WARRANT=110923	RUN=4 PAYROLL		
2023/11/001603 11/24/2023 PRJ	3,604.69 REF 112423			WARRANT=112423	RUN=4 PAYROLL		

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
86009093 321200 Medicare	10,730	10,730	8,753.15	748.66	.00	1,976.85	81.6%
2023/11/000451 11/09/2023 PRJ	380.01 REF 110923				WARRANT=110923 RUN=4 PAYROLL		
2023/11/001603 11/24/2023 PRJ	368.65 REF 112423				WARRANT=112423 RUN=4 PAYROLL		
86009093 321300 wrks Comp	9,452	9,452	10,483.01	897.95	.00	-1,031.01	110.9%*
2023/11/000451 11/09/2023 PRJ	455.63 REF 110923				WARRANT=110923 RUN=4 PAYROLL		
2023/11/001603 11/24/2023 PRJ	442.32 REF 112423				WARRANT=112423 RUN=4 PAYROLL		
86009093 321400 Unemploy	10,000	10,000	.00	.00	.00	10,000.00	.0%
86009093 321500 Health	300,000	300,000	93,860.28	8,617.04	.00	206,139.72	31.3%
2023/11/000451 11/09/2023 PRJ	4,308.52 REF 110923				WARRANT=110923 RUN=4 PAYROLL		
2023/11/001603 11/24/2023 PRJ	4,308.52 REF 112423				WARRANT=112423 RUN=4 PAYROLL		
TOTAL Park General Admin PS	1,227,782	1,227,782	815,686.49	70,441.63	.00	412,095.51	66.4%
86009094 Park General Admin CS							
86009094 400000 Contr Serv	30,000	111,000	98,820.71	196.16	6,366.55	5,812.74	94.8%
2023/11/000231 11/01/2023 API	141.16 VND 002485 VCH731564	US BANK			Account 5592 8400 0101 0984		534435
2023/11/000750 11/06/2023 API	55.00 VND 002749 VCH732639	TREAS OF STATE OHIO			ORI OH0671700		534845
86009094 400000 PORMD Cont Serv	0	3,000	2,750.00	.00	.00	250.00	91.7%
86009094 400100 Trng/Mem	15,000	17,000	11,896.20	604.67	2,592.35	2,511.45	85.2%
2023/11/000231 11/01/2023 API	604.67 VND 002485 VCH731564	US BANK			Account 5592 8400 0101 0984		534435
86009094 400101 Regist	0	200	136.00	.00	14.00	50.00	75.0%
86009094 410000 Utilities	20,000	21,500	17,720.65	1,086.14	4,118.67	-339.32	101.6%*
2023/11/000231 11/01/2023 API	522.01 VND 002485 VCH731564	US BANK			Account 5592 8400 0101 0984		534435
2023/11/000750 11/06/2023 API	76.01 VND 002844 VCH732632	DOMINION ENERGY OHIO			ACCT 4 1800 1191 8407		534760
2023/11/000750 11/06/2023 API	75.48 VND 002875 VCH732635	OHIO EDISON			ACCT 110 149 150 416		534808
2023/11/001951 11/16/2023 API	237.71 VND 002875 VCH733939	OHIO EDISON			ACCT NO 110 139 062 985		535574
2023/11/001951 11/16/2023 API	97.88 VND 002875 VCH733940	OHIO EDISON			ACCT NO 110 009 208 841		535574
2023/11/001951 11/16/2023 API	77.05 VND 002875 VCH733942	OHIO EDISON			ACCT NO 110 134 809 943		535574

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
86009094 412000 Advertise	18,000	18,000	16,409.30	2,722.98	3,180.70	-1,590.00	108.8%
2023/11/000231 11/01/2023 API	272.98 VND	002485 VCH731564	US BANK	Account 5592 8400 0101 0984			534435
2023/11/000750 11/06/2023 API	2,450.00 VND	048710 VCH732638	THE PORTAGER LLC	PORTAGE PARK DIST EVERY DOOR 1			534840
86009094 413000 Mnt&Repr	30,000	30,000	15,579.37	3,564.74	12,789.65	1,630.98	94.6%
2023/11/000231 11/01/2023 API	3,474.74 VND	002485 VCH731564	US BANK	Account 5592 8400 0101 0984			534435
2023/11/000750 11/06/2023 API	90.00 VND	025267 VCH732637	PORTAGE PORTABLE TOI PARK DIST OLD FORGE, BIRD BOG				534816
86009094 414000 Rent/Lease	100	100	.00	.00	.00	100.00	.0%
86009094 414100 Leases	2,000	2,600	2,465.69	110.00	539.04	-404.73	115.6%
2023/11/000750 11/06/2023 API	110.00 VND	001310 VCH732633	KONICA MINOLTA BUSIN ACCT 1316072				534796
86009094 420000 Prof/Tech	0	1,600	1,480.02	.00	5,045.98	-4,926.00	407.9%
86009094 420100 Audit Serv	0	100	20.50	.00	79.50	.00	100.0%
86009094 428000 Event Fees	0	0	250.00	.00	.00	-250.00	100.0%
86009094 428400 Aud/Tr Fee	25,000	25,000	24,602.21	.00	.00	397.79	98.4%
86009094 428500 DRETAC	10,000	10,000	5,296.76	.00	.00	4,703.24	53.0%
86009094 492100 Loc Share	78,400	98,400	10,500.00	10,500.00	.00	87,900.00	10.7%
2023/11/000750 11/06/2023 API	10,500.00 VND	004265 VCH732636	PO CO ENGINEER	PARK DIST Share - Ravenna Rd B			534813
TOTAL Park General Admin CS	228,500	338,500	207,927.41	18,784.69	34,726.44	95,846.15	71.7%
86009095 Park General Admin MS							
86009095 500000 Supplies	15,000	21,000	14,138.89	922.23	3,759.13	3,101.98	85.2%
2023/11/000231 11/01/2023 API	272.33 VND	002485 VCH731564	US BANK	Account 5592 8400 0101 0984			534435
2023/11/000750 11/06/2023 API	171.32 VND	044367 VCH732629	BRIGHT IDEA SHOPS LL	PORTAGE PARK DIST THANK YOU			534745
2023/11/000750 11/06/2023 API	383.85 VND	001310 VCH732634	KONICA MINOLTA BUSIN ACCT 1316072				534796
2023/11/001951 11/16/2023 API	94.73 VND	001310 VCH733938	KONICA MINOLTA BUSIN CUST NO 1283755				535562

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

ACCOUNTS FOR:	PORTAGE Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600								
86009095	509000 Uniforms	8,000	15,000	8,433.50	.00	5,979.50	587.00	96.1%
86009095	510000 Office Equ	3,000	5,213	3,489.72	.00	1,223.28	500.00	90.4%
86009095	530000 Mnt Sup	30,000	27,000	10,363.86	1,352.91	9,636.14	7,000.00	74.1%
2023/11/000231	11/01/2023 API	1,352.91 VND	002485 VCH731564	US BANK		Account 5592 8400 0101	0984	534435
86009095	542000 Fuel	20,000	20,000	17,005.19	.00	4,294.81	-1,300.00	106.5%*
86009095	544000 Natrl Area	30,000	21,000	8,195.21	431.37	6,804.79	6,000.00	71.4%
2023/11/000231	11/01/2023 API	431.37 VND	002485 VCH731564	US BANK		Account 5592 8400 0101	0984	534435
86009095	596300 Equip<5000	5,000	6,000	1,952.16	.00	4,047.84	.00	100.0%
86009095	596600 Furn & Fix	10,000	8,000	2,668.22	342.97	765.74	4,566.04	42.9%
2023/11/000750	11/06/2023 API	342.97 VND	044367 VCH732630	BRIGHT IDEA SHOPS LL		PORTAGE PARK DIST	CLEAN OH	534745
TOTAL Park General Admin MS		121,000	123,213	66,246.75	3,049.48	36,511.23	20,455.02	83.4%
86009096	Park General Admin CO							
86009096	610000 Land Purch	250,000	400,000	21,382.50	.00	8,600.00	370,017.50	7.5%
86009096	610000 BRDBG Land Purch	0	2,502	.00	.00	440.00	2,061.83	17.6%
86009096	680000 Const Proj	100,000	450,000	.00	.00	.00	450,000.00	.0%
86009096	680000 DXPAV Const Proj	0	180,321	169,288.09	.00	10,107.41	925.00	99.5%

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
86009096 680000 TLTRL Const Proj	0	103,500	98,572.00	.00	4,928.00	.00	100.0%
86009096 680000 TWBLD Const Proj	0	35,160	33,600.00	.00	1,000.00	560.00	98.4%
86009096 680000 TWBRD Const Proj	0	150,000	.00	.00	1,000.00	149,000.00	.7%
86009096 683000 Engin Proj	300,000	150,000	.00	.00	.00	150,000.00	.0%
86009096 683000 DXPAP Engin Proj	0	8,100	10,250.00	.00	1,350.00	-3,500.00	143.2%*
86009096 683000 SRFDB Engin Proj	0	28,992	1,192.00	100.00	27,800.00	.00	100.0%
2023/11/001951 11/16/2023 API	100.00 VND 007942 VCH733937						535554
86009096 683000 TLTRL Engin Proj	0	8,000	3,000.00	.00	5,000.00	.00	100.0%
86009096 683000 TWBRD Engin Proj	0	20,970	1,180.40	.00	1,789.60	18,000.00	14.2%
TOTAL Park General Admin CO	650,000	1,537,544	338,464.99	100.00	62,015.01	1,137,064.33	26.0%
86009099 Park General Admin ME							
86009099 910000 Trans Out	500,000	0	.00	.00	.00	.00	.0%
86009099 920000 Adv Out	0	500,000	500,000.00	.00	.00	.00	100.0%
86009099 946720 TL Assmnt	20,000	36,000	35,911.48	.00	.00	88.52	99.8%
TOTAL Park General Admin ME	520,000	536,000	535,911.48	.00	.00	88.52	100.0%
TOTAL Portage Park District	842,509	1,825,522	-27,791.67	80,439.28	133,252.68	1,720,061.32	5.8%
TOTAL REVENUES	-1,904,773	-1,937,517	-1,992,028.79	-11,936.52	.00	54,511.79	
TOTAL EXPENSES	2,747,282	3,763,039	1,964,237.12	92,375.80	133,252.68	1,665,549.53	

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
PRIOR FUND BALANCE				2,897,413.62			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				27,791.67			
REVISED FUND BALANCE				2,925,205.29			

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8605 Headwaters Trails Improve							
86059092 Headwaters Trails Impr OR							
86059092 290000 Advance In	0	0	-500,000.00	.00	.00	500,000.00	100.0%
TOTAL Headwaters Trails Impr OR	0	0	-500,000.00	.00	.00	500,000.00	100.0%
86059096 Headwaters Trails Impr CO							
86059096 680000 Const Proj	0	29,652	.00	.00	.00	29,652.00	.0%
TOTAL Headwaters Trails Impr CO	0	29,652	.00	.00	.00	29,652.00	.0%
TOTAL Headwaters Trails Improve	0	29,652	-500,000.00	.00	.00	529,652.00	-1686.2%
TOTAL REVENUES	0	0	-500,000.00	.00	.00	500,000.00	
TOTAL EXPENSES	0	29,652	.00	.00	.00	29,652.00	
PRIOR FUND BALANCE				29,651.66			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				500,000.00			
REVISED FUND BALANCE				529,651.66			

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



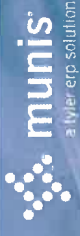
FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8607 Breakneck Creek watershed							
86079094 Breakneck Creek water CS							
86079094 400000 Cont Serv	0	11,973	.00	.00	.00	11,973.00	.0%
TOTAL Breakneck Creek Water CS	0	11,973	.00	.00	.00	11,973.00	.0%
TOTAL Breakneck Creek watershed	0	11,973	.00	.00	.00	11,973.00	.0%
TOTAL EXPENSES	0	11,973	.00	.00	.00	11,973.00	
PRIOR FUND BALANCE				11,972.39			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				.00			
REVISED FUND BALANCE				11,972.39			

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8612 Morgan Park							
86129095 Morgan Park MS							
86129095 500000 Materials	0	1,524	.00	.00	.00	1,524.00	.0%
TOTAL Morgan Park MS	0	1,524	.00	.00	.00	1,524.00	.0%
TOTAL Morgan Park	0	1,524	.00	.00	.00	1,524.00	.0%
TOTAL EXPENSES	0	1,524	.00	.00	.00	1,524.00	
PRIOR FUND BALANCE				1,523.27			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				.00			
REVISED FUND BALANCE				1,523.27			

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8616 Tinkers Creek Greenway Fund							
86169091 Tinkers Creek Greenway Fund PR							
86169091 191000 St Grant	0	0	-58,198.75	.00	.00	58,198.75	100.0%
86169091 191000 SRFDB St Grant	0	-556,931	.00	.00	.00	-556,931.00	.0%*
TOTAL Tinkers Creek Greenway Fund	0	-556,931	-58,198.75	.00	.00	-498,732.25	10.4%
86169094 Tinkers Creek Greenway Fund CS							
86169094 400000 Cont Serv	0	13,485	.00	.00	.00	13,485.00	.0%
TOTAL Tinkers Creek Greenway Fund	0	13,485	.00	.00	.00	13,485.00	.0%
86169096 Tinkers Creek Greenway Fund CO							
86169096 680000 Const Proj	0	556,931	.00	.00	.00	556,931.00	.0%
86169096 680000 SRFDB Const Proj	0	0	58,198.75	.00	.00	-58,198.75	100.0%*
TOTAL Tinkers Creek Greenway Fund	0	556,931	58,198.75	.00	.00	498,732.25	10.4%
TOTAL Tinkers Creek Greenway Fund	0	13,485	.00	.00	.00	13,485.00	.0%
TOTAL REVENUES	0	-556,931	-58,198.75	.00	.00	-498,732.25	
TOTAL EXPENSES	0	570,416	58,198.75	.00	.00	512,217.25	
PRIOR FUND BALANCE				13,484.40			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				.00			
REVISED FUND BALANCE				13,484.40			

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8617 Eagle Creek Greenway							
86179091 Eagle Creek Greenway PR							
86179091 191000 ECGOI St Grant	0	-14,746	-14,745.70	.00	.00	-.30	100.0%*
TOTAL Eagle Creek Greenway PR	0	-14,746	-14,745.70	.00	.00	-.30	100.0%
86179095 Eagle Creek Greenway MS							
86179095 500000 Materials	0	5,326	.00	.00	.00	5,326.00	.0%
TOTAL Eagle Creek Greenway MS	0	5,326	.00	.00	.00	5,326.00	.0%
TOTAL Eagle Creek Greenway	0	-9,420	-14,745.70	.00	.00	5,325.70	156.5%
TOTAL REVENUES	0	-14,746	-14,745.70	.00	.00	-.30	
TOTAL EXPENSES	0	5,326	.00	.00	.00	5,326.00	
PRIOR FUND BALANCE				5,325.96			
CHANGE IN FUND BAL - NET OF REVENUES/EXPENSES				14,745.70			
REVISED FUND BALANCE				20,071.66			

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 11

JOURNAL DETAIL 2023 11 TO 2023 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	842,509	1,872,736	-542,537.37	80,439.28	133,252.68	2,282,021.02	-21.9%

** END OF REPORT - Generated by Eric Seachrist **

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	Year/Period: 2023/11
Sequence 2	1	Y	Y	Print revenue as credit: Y
Sequence 3	9	Y	N	Print totals only: N
Sequence 4	0	N	N	Suppress zero bal accts: Y
	0	N	N	Print full GL account: N

Report title:
YEAR-TO-DATE BUDGET REPORT

Double space: N
Roll projects to object: N

Carry forward code: 1
Print journal detail: Y
From Yr/Per: 2023/11
To Yr/Per: 2023/11
Include budget entries: Y
Incl encumb/liq entries: N
Sort by JE # or PO #: J
Detail format option: 1

Print Full or Short description: S
Print MTD Version: Y
Print Revenues-Version headings: N
Format type: 1
Print revenue budgets as zero: N
Include Fund Balance: Y
Include requisition amount: N
Multiyear view: D

Find Criteria
Field Name Field Value

Fund 86*
Function
Agency
Department
Sub-Depart
Line
Column
Category
Character Code
Org
Object
Project
Account type
Account status
Rollup code

To: Portage Park District Board of Commissioners
From: Christine Craycroft, Executive Director
Re: Executive Director's Staff Update Report



Board of Commissioners Regular Meeting
December 18, 2023 5:30 PM

Administration/Special Projects

1. Submitted request to Representative Pavliga for funding multiple projects through the State of Ohio capital budget. Projects include HWT VIII-IX; Franklin Connector Trail Extension; engineering and design for Portage Meadows; Kent Bog Park development.
2. AMATS ranked the Headwaters Trail Phase IX project #1 for federal funding through the Transportation Alternative Set Aside program for the \$1 million, to be matched by ~\$280,000 from the Park District.
3. Participated in review meetings of Seasons Road Fen Wetlands Restoration project.
4. Continued with multiple planning, acquisition and development projects.

Park Operations, Maintenance, and Improvement

Craig Alderman, Operations Manager

1. Maintenance/Operations
 - a. Continue to perform routine tasks including restroom cleaning and trash removal, inventory, and supply management, building maintenance, vehicle and equipment maintenance, trail checks, trail alerts, trail maintenance and downed tree removal.
2. Park Improvements: Seeking project cost estimates and quotes for trail repairs and other improvements. Operations remains in discussions with the Director regarding project planning for 2024

Natural Areas Stewardship

Bob Lange, Natural Areas Manager

Stewardship and Restoration

1. Morgan Park- invasive shrub control.

Projects/Planning

1. Seasons Fen- Monthly meeting, site visits to check status project; substantial completion walk through; planting meeting, drone photos.
2. Theodore Roosevelt HS Forestry and Environmental Studies Career Education class- students working at Bird Bog, PPD assist.
3. Applying for ODNR Division of Forestry STEP grant to fund prescribed fire equipment and supplies: PPE, tools.
4. Creating digital archive of plant species documented at PPD over the last 7 years.

Partnership/Collaboration/Training

1. CR Cooperative Weed Management Area meeting for regional weed management plan.
2. Upper Cuyahoga Scenic Rivers Advisory Council meeting
3. PCSWCD soil health seminar

Public Outreach and Education

Jennifer White, Education & Outreach Manager

1. Program Guide Update: January-February 2024 digital pdf. Currently waiting on printing and mailing quoted for postcards and Portager door-to-door collaboration.
2. Kent Jaycees have selected PPD as the beneficiary of their February 2024 Reverse Raffle. Proceeds will go toward new educational signage at Towners Woods Park for the Hopewell Mound and the Brady Switch Tower.
3. Website review and updates continue, including Portage Park District Foundation page.
4. Assisted with development of Volunteer Coordinator job description
5. Holly Stoneberg, Education Program Coordinator:
 - a. November 2023 programming numbers
 - 140 park program participants
 - 58 community event participants
 - 21 hours of programming (17 – park, 4 – community programs)
 - Programing schedule is reduced this time of year, but attendance is still high.
 - b. Attended Skeels Community Center's Christmas gathering for the CARE kids and we are planning trips out to the parks for the kids.
6. Becca Rodhe, Education & Outreach Specialist:
 - a. Becca has temporarily reduced her hours – she will continue to handle our social media content and will lead our Owlbert's Adventures monthly programs. Jen will take over her volunteer program responsibilities until a new Volunteer Coordinator is hired.

Ranger Department for the Month of November
Patrol Activities

Chief Ranger Kevin Nietert

Foot patrol miles – 14.2 + 46.7; Visitor contacts – 2 + 118; Warnings – 0 + 1

Administrative

Michelle – Participated in Senior Hike and Winter Tree Identification. Presented to preschoolers at Young Explorers in Aurora. Followed-up on encroachments reported by WRLC in annual visit of Morgan Preserve. Warned person riding a motorized vehicle at Towner's Woods. Checked on two complaints of tents off the Portage Hike and Bike Trail.

Kevin – Followed-up with Ricky B. Speck regarding indecent exposure. Completed reports of a punched door lock and vandalism at Towner's Woods. Presented to preschoolers at Young Explorers in Aurora. Followed-up on encroachments reported by WRLC in annual visit of Morgan Preserve. Checked on two complaints of tents off the Portage Hike and Bike Trail.

RESOLUTION # 2023-61

Re: Resolution approving Portage Park District expenditures for the month of November 2023

WHEREAS: The following expenditures have been made in November 2023 in the following budget categories:

General Operating Fund #8600		
Description	Payee	Amount
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	\$ 70,441.63
Unit 40 Contract Services		\$ 18,784.69
Contract Services: LEADS, BG checks, software licenses	Treas. Of State, US Bank (Adobe, BIB, Volgistics)	\$ 196.16
Training & Reimbursements: events, tolls	US Bank (OSU classes, Ohio turnpike, IACP)	\$ 604.67
Utilities: Natural gas at 2 locations, electric at 6 locations	Ohio Edison, Dominion, US Bank (Spectrum, AT&T)	\$ 1,086.14
Advertising-Marketing: print services, postage, legal ads	The Portager, US Bank (Gannett, Print & Sign, USPS)	\$ 2,722.98
Maintenance & Repairs: portable toilet service, Ops equip repairs	Portage Portable Toilet, US Bank (Kimble, Amazon, Tractor Supply, COIA, Dan's Automotive)	\$ 3,564.74
Leases: copiers	Konica Minolta	\$ 110.00
Local Share: share of fees to County Agencies	PC Engineer	\$ 10,500.00
Unit 50 Materials & Supplies		\$ 3,049.48
Admin. Materials & Supplies: copy paper, office supplies, first aid kit	Bright Idea, Konica Minolta, US Bank (Amazon, Dollar Tree)	\$ 922.23
Maintenance Materials & Supplies: signage, materials, gloves, small tools, hardware	US Bank (American Molded, Twinsburg Rail, Beck Sand, Carter Lumber, Montigney Hardware, Amazon)	\$ 1,352.91
Natural Areas Materials & Supplies: forestry supplies, reference materials, herbicide	US Bank (Amazon, Tractor Supply, Mantua Hardware, Centerra)	\$ 431.37
Furniture and Fixtures: signage	Bright Idea	\$ 342.97
Unit 60 Capital		\$ 100.00
Engineering/Architecture Projects: Season's Road Fen	Hammontree & Assoc	\$ 100.00
Unit 90 General Admin		\$ -
GENERAL FUND	GRAND TOTAL ALL UNITS 30 THROUGH 90	\$ 92,375.80

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 November 2023.

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

C. Engelhart: **Yes** T. Hrdy: **Yes** A. Orashan: **Yes** R. Ruchotzke: **Yes** K. Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on December 18, 2023.


Christine Craycroft, Executive Director

RESOLUTION #2023-62

Re: Accepting a Donation from the Portage Park District Foundation

WHEREAS The Portage Park District has requested approval by the Portage County Probate Court to accept the pending donation to the Park District, per the Ohio Revised Code, 1545.11:

- \$25,000 from the Portage Park District Foundation to be used toward the future construction of a shelter at the Kent Bog Expansion property.

WHEREAS Improvements to the Kent Bog Expansion property would be ongoing and would benefit from additional resources, NOW, THEREFORE BE IT

RESOLVED The Board of Commissioners of the Portage Park District hereby approves the donation of \$25,000 from the Portage Park District Foundation to be used for the construction of a shelter at Kent Bog, pending Probate Court approval, and requests that staff express gratitude to the Foundation on its behalf.

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

C. Engelhart: **Yes** T. Hrdy: **Yes** A. Orashan: **Yes** R. Ruchotzke: **Yes** K. Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on December 18, 2023.


Christine Craycroft, Executive Director

RESOLUTION 2023-63

Re: Creating the position of Volunteer Coordinator

- WHEREAS: The Portage Park District's Volunteer Program has grown over the years under the supervision of the Public Engagement Manager and then the Education and Outreach Specialist, and
- WHEREAS: Volunteer engagement provides a rewarding opportunity for members of the community to share in implementing the Park District mission and increasing support and connections across the county, and
- WHEREAS: Volunteers have added tens of thousands of dollars in value over the years, augmenting the activities of park staff in many ways, and
- WHEREAS: The current size of the volunteer pool and the potential for growth now warrants a staff position dedicated solely to recruiting, training, supervising and acknowledging volunteers across all departments, in coordination with park staff, NOW THEREFORE BE IT
- RESOLVED: That the Board of Commissioners of the Portage Park District hereby adopts the attached job description and pay range for the position of Volunteer Coordinator, and authorizes the Executive Director to advertise for the position in 2024 as a part-time or full-time position.

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

Allan Orashan: **Yes** Tom Hrdy: **Yes** Charles Engelhart: **Yes** Renee Ruchotzke: **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 December 18, 2023.


Christine Craycroft, Executive Director

RESOLUTION 2023-64

Re: Setting 2024 meeting schedule and electing Board officers

WHEREAS: The Board of Commissioners must adopt a schedule of regular board meetings and elect officers annually per its bylaws, NOW THEREFORE BE IT

RESOLVED: That the Board of Commissioners of the Portage Park District hereby:

1. Elects the following positions to serve as officers for 2024:

President: Renee Ruchotzke
First Vice President: Charles Englehart
Second Vice President: Allan Orashan

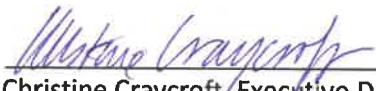
2. Sets the schedule of regular Park Board meetings for 2024:

Starting at 5:30 p.m., unless otherwise noted, on the following dates: February 10 (9 a.m.), March 18, April 15, May 20, June 17, July 15, August 19, September 16, October 21, November 18, and December 16. Meetings will be held at the Portage Park District Operations Center, 8505 Nicodemus Road in Shalersville, Ohio.

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

Allan Orashan: **Yes** Tom Hrdy: **Yes** Charles Engelhart: **Yes** Renee Ruchotzke: **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 December 18, 2023.


Christine Craycroft, Executive Director

