

Portage Park District
Board of Commissioners Regular Meeting
February 3, 2024 9:00 a.m.
PPD Administration Office
705 Oakwood St., Ste. G-4
Ravenna, 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 December 18, 2023 Regular Meeting
5. Presentation and approval of Financial Statement:
 - a. December 2023 MTD and YTD Budget Report and Cash Balance Reports.
6. Executive Director/Staff Update
7. Other Information/Briefing Items/Policy Updates:
 - a. See attached Retreat Discussion topics sheet
8. Old Business and approval of action items: Ranger Policies-table
9. New Business and approval of action items:
 - a. RESOLUTION: Approve December 2023 Expenditures
 - b. RESOLUTION: Approve Revised Pay Scales for Operations Department
 - c. RESOLUTION: Authorize Willow Creek Mitigation Site Agreement
10. Executive Session: As needed for Land acquisition, employee hiring and compensation
11. Adjourn

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



Minutes

President Kurt Ruehr called the meeting to order at 5:30 pm

1. Roll Call: Commissioners present: Commissioner Charles Engelhart, Commissioner Renee Ruchotzke, Commissioner Tom Hrdy (arrived at 5:35 pm), Commissioner Allan Orashan (arrived at 5:55 pm) and Commissioner Kurt Ruehr. Staff Present: Christine Craycroft, Executive Director; Kevin Nietert, Chief Ranger, Holly Stoneburg, Education & Outreach Coordinator; Eric Seachrist, Office Manager
2. Adopt Agenda: Upon a motion by Ruchotzke and second by Engelhart, the agenda was approved. (JE 2023-48)
3. Public Comment: None
4. Approve minutes of the November 2023 Regular Meeting: Upon a motion by Engelhart and second by Ruchotzke, the minutes were approved. (JE 2023 49)
3. Presentation and approval of Financial Statement: November 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 continued 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 2023-50).
5. Executive Director/Staff Update: Craycroft and staff presented the 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: Discussion of the Ranger Policies was tabled.
8. New Business and approval of action items:
 - a. Approve November 2023 Expenditures: Upon a motion by Hrdy and second by Ruchotzke, **RESOLUTION 2023-61** was unanimously approved.
 - b. Accept a Donation of \$25,000 from Portage Park District Foundation for a shelter at Kent/Brimfield Bog Park: Upon a motion by Engelhart and second by Hrdy, **RESOLUTION 2023-62** was unanimously approved.
 - c. Authorize the Establishment of the Position/Job Description of Volunteer Coordinator: Upon a motion by Ruchotzke and second by Orashan, **RESOLUTION 2023-63** was unanimously approved.

- d. Approve the Regular Meeting Dates and Elect Board Officers for 2024: Upon a motion by Hrdy and second by Engelhart, **RESOLUTION 2023-61** was unanimously approved.
9. Executive Session: Ruchotzke motioned to enter executive session to discuss matters of real estate. The motion was seconded by Englehart. The vote was as follows:
- | | |
|------------------------|-----|
| Commissioner Engelhart | Yes |
| Commissioner Hrdy | Yes |
| Commissioner Orashan | Yes |
| Commissioner Ruchotzke | Yes |
| Commissioner Ruehr | Yes |
- The Board entered executive session at 6:19 pm. (JE 2023-52).
- Commissioner Ruchotzke motioned to exit executive session, seconded by Hrdy. The vote was as follows:
- | | |
|------------------------|-----|
| Commissioner Engelhart | Yes |
| Commissioner Hrdy | Yes |
| Commissioner Orashan | Yes |
| Commissioner Ruchotzke | Yes |
| Commissioner Ruehr | Yes |
- The Commissioners exited executive session at 7:39 pm (JE 2023-53).
10. Adjourn: Upon a motion by Englehart and second by Hrdy, the meeting was adjourned at 7:40pm.

IN TESTIMONY WHEREOF we hereunto set our hands, Feb. 3, 2023


Kurt Ruehr, President of the Board
R. RUCHOTZKE


Christine Craycroft, Executive Director

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

GENERAL FUND

BEGINNING AUDITOR'S CASH BALANCE December 1 \$ 2,925,205.29

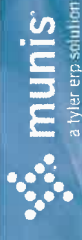
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	December MTD ACTUAL	YTD Percentage Collected of Budget
152000 Contract Services	1,000.00	0.00	0.00	0.0%
15300 Fees	100.00	1,600.00	0.00	1600.0%
160000 Gifts & Donations	6,650.00	50,000.00	0.00	751.9%
192400 State Aid/Subsidy	85,000.00	0.00	0.00	0.0%
General Program Revenues subtotal	92,750.00	51,600.00	0.00	55.6%
200300 Real Estate Homestead Rollback (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	80,689.14	13,360.64	806.9%
241000 Oil & Gas Leases	10,000.00	17,669.16	1,591.63	176.7%
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	1,955,381.06	14,952.27	106.0%
SUBTOTAL REVENUES	1,937,517.00	2,006,981.06	14,952.27	103.6%
2022 Cash Carryover		2,897,413.62		100.0%
TOTAL REVENUES, CARRYOVER & OTHER SOURCES	1,937,517.00	4,904,394.68	2,940,157.56	253.1%

EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	December MTD ACTUAL	YTD Percentage Expended of Budget
311200 FT Employee Salaries	640,000.00	587,590.58	47,944.01	91.8%
311300 PT Employee Salaries	100,000.00	79,419.45	5,315.46	79.4%
312100 Sick Leave Conversion	2,000.00	271.28	0.00	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	93,381.52	7,456.33	90.1%
321200 Medicare	10,730.00	9,508.17	755.02	88.6%
321300 Workers Compensation	9,452.00	11,388.43	905.42	120.5%
321400 Unemployment	10,000.00	0.00	0.00	0.0%
321500 Health Benefits	300,000.00	102,477.32	8,617.04	34.2%
30 Personal Services Unit Total	1,227,782.00	886,679.77	70,993.28	72.2%
400000 Admin Contractual Services	120,000.00	102,169.57	598.86	85.1%
400100 Training, Lodging & Memberships	15,000.00	11,897.45	1.25	79.3%
400101 Registration Fees	0.00	136.00	0.00	
410000 Utilities	20,000.00	19,383.07	1,662.42	96.9%
412000 Advertising, Marketing & Events	18,000.00	16,419.18	9.88	91.2%
413000 Maintenance & Repairs	30,000.00	20,163.10	4,583.73	67.2%
414000 Rentals and Leases	100.00	245.02	245.02	245.0%

PORTAGE PARK DISTRICT				
Month to Date and Year To Date Budget & Cash Balance Report for December 2023				
GENERAL FUND				
BEGINNING AUDITOR'S CASH BALANCE December 1			\$ 2,925,205.29	
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	December MTD ACTUAL	YTD Percentage Expended of Budget
414100 Leases	2,000.00	2,465.69	0.00	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%
492100 Local Share	98,400.00	10,500.00	0.00	10.7%
40 Contractual Services Unit Total	338,500.00	215,028.57	7,101.16	63.5%
500000 Admin Materials & Supplies	19,000.00	14,324.03	185.14	75.4%
509000 Uniforms	10,000.00	10,830.37	2,396.87	108.3%
510000 Office Equipment & Furnishings	5,213.00	3,489.72	0.00	66.9%
530000 Maintenance Materials & Supplies	30,000.00	11,370.59	1,006.73	37.9%
542000 Fuel	20,000.00	20,182.06	3,176.87	100.9%
544000 Natural Areas Materials & Supplies	25,000.00	8,275.85	80.64	33.1%
596300 Equipment Less than \$5000	6,000.00	1,952.16	0.00	32.5%
596600 Furniture & Fixtures	8,000.00	3,314.16	645.94	41.4%
50 Materials & Supplies Unit Total	123,213.00	73,738.94	7,492.19	59.8%
610000 Land/Easement Purchase	400,000.00	21,382.50	0.00	5.3%
610000 Land/Easement Purchase-Bird Bog	2,501.83	0.00	0.00	0.0%
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	0.00	4.1%
683000 Engineering Projects - TWBRD Brady Tower	20,970.00	1,180.40	0.00	5.6%
60 Capital Outlay Unit Total	1,537,544.33	338,464.99	0.00	22.0%
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	2,049,823.75	85,586.63	54.5%
ENDING AUDITOR'S CASH BALANCE December 31 (= Cash Carryover + YTD)			\$ 2,854,570.93	

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 12

JOURNAL DETAIL 2023 12 TO 2023 12

ACCOUNTS FOR:	PORTAGE Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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 Rllbk	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	-80,689.14	-13,360.64	.00	70,689.14	806.9%
2023/12/001178 12/08/2023 GEN 2023/12/004023 12/29/2023 GEN								
		-6,841.31 REF NOV23 -6,519.33 REF DEC23			Interest Allocation Nov-23			
86009092 241000	Oil Lease	-10,000	-10,000	-17,669.16	-1,591.63	.00	7,669.16	176.7%
2023/12/003617 12/15/2023 CRP 2023/12/003804 12/21/2023 CRP								
		-911.58 REF 909 -680.05 REF 909			Hahn #2 Brosius, Carlisle-Pollock unit			

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

JOURNAL DETAIL 2023 12 TO 2023 12

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	-1,955,381.06	-14,952.27	.00	110,614.06	106.0%
86009093 Park General Admin PS							
86009093 311200 Emp1 sal	640,000	640,000	587,590.58	47,944.01	.00	52,409.42	91.8%
2023/12/000347 12/08/2023 PRJ	24,170.41 REF 120823			WARRANT=120823	RUN=4 PAYROLL		
2023/12/002884 12/22/2023 PRJ	23,773.60 REF 122223			WARRANT=122223	RUN=4 PAYROLL		
86009093 311300 PT sal	100,000	100,000	79,419.45	5,315.46	.00	20,580.55	79.4%
2023/12/000347 12/08/2023 PRJ	2,456.22 REF 120823			WARRANT=120823	RUN=4 PAYROLL		
2023/12/002884 12/22/2023 PRJ	2,859.24 REF 122223			WARRANT=122223	RUN=4 PAYROLL		
86009093 312100 Sick Leave	2,000	2,000	271.28	.00	.00	1,728.72	13.6%
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	93,381.52	7,456.33	.00	10,218.48	90.1%
2023/12/000347 12/08/2023 PRJ	3,727.73 REF 120823			WARRANT=120823	RUN=4 PAYROLL		
2023/12/002884 12/22/2023 PRJ	3,728.60 REF 122223			WARRANT=122223	RUN=4 PAYROLL		
86009093 321200 Medicare	10,730	10,730	9,508.17	755.02	.00	1,221.83	88.6%
2023/12/000347 12/08/2023 PRJ	377.46 REF 120823			WARRANT=120823	RUN=4 PAYROLL		
2023/12/002884 12/22/2023 PRJ	377.56 REF 122223			WARRANT=122223	RUN=4 PAYROLL		

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

JOURNAL DETAIL 2023 12 TO 2023 12

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
86009093 321300 Wrks Comp	9,452	9,452	11,388.43	905.42	.00	-1,936.43	120.5%*
2023/12/000347 12/08/2023 PRJ	452.65 REF 120823				WARRANT=120823 RUN=4 PAYROLL		
2023/12/002884 12/22/2023 PRJ	452.77 REF 122223				WARRANT=122223 RUN=4 PAYROLL		
86009093 321400 Unemploy	10,000	10,000	.00	.00	.00	10,000.00	.0%
86009093 321500 Health	300,000	300,000	102,477.32	8,617.04	.00	197,522.68	34.2%
2023/12/000347 12/08/2023 PRJ	4,308.52 REF 120823				WARRANT=120823 RUN=4 PAYROLL		
2023/12/002884 12/22/2023 PRJ	4,308.52 REF 122223				WARRANT=122223 RUN=4 PAYROLL		
TOTAL Park General Admin PS	1,227,782	1,227,782	886,679.77	70,993.28	.00	341,102.23	72.2%
86009094 Park General Admin CS							
86009094 400000 Contr Serv	30,000	111,000	99,419.57	598.86	.00	11,580.43	89.6%
2023/12/000906 12/04/2023 API	163.86 VND 002485 VCH736132		US BANK		Account 5592 8400 0101 0984		536504
2023/12/000908 12/04/2023 API	55.00 VND 002749 VCH736210		TREAS OF	STATE OHIO	LEADS MOBILE SERVICE		536500
2023/12/003199 12/15/2023 API	125.00 VND 002890 VCH737651		EDWARD H	SUTTON INS	Bond Renewal Orashan #BND 0940		537191
2023/12/003199 12/15/2023 API	235.00 VND 002890 VCH737652		EDWARD H	SUTTON INS	Bond, Kurt Ruehr, Policy #6561		537191
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	11,897.45	1.25	.00	5,102.55	70.0%
2023/12/000906 12/04/2023 API	1.25 VND 002485 VCH736132		US BANK		Account 5592 8400 0101 0984		536504
86009094 400101 Regist	0	200	136.00	.00	.00	64.00	68.0%
86009094 410000 Utilities	20,000	21,500	19,383.07	1,662.42	.00	2,116.93	90.2%
2023/12/000108 12/01/2023 API	140.47 VND 002844 VCH735201		DOMINION	ENERGY OHIO	ACCT NO 4 1800 1191 8407		535943
2023/12/000906 12/04/2023 API	991.74 VND 002485 VCH736132		US BANK		Account 5592 8400 0101 0984		536504
2023/12/000908 12/04/2023 API	110.21 VND 002875 VCH736206		OHIO EDISON		ACCT NO 110 149 150 416		536465
2023/12/002353 12/11/2023 API	75.37 VND 002875 VCH737380		OHIO EDISON		ACCT 110 134 809 943		537015
2023/12/002353 12/11/2023 API	344.63 VND 002875 VCH737384		OHIO EDISON		ACCT 110 139 062 985		537015

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 12

JOURNAL DETAIL 2023 12 TO 2023 12

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	16,419.18	9.88	.00	1,580.82	91.2%
2023/12/000906 12/04/2023 API	9.88 VND 002485	VCH736132	US BANK	Account 5592	8400 0101	0984	536504
86009094 413000 Mnt&repr	30,000	30,000	20,163.10	4,583.73	.00	9,836.90	67.2%
2023/12/000906 12/04/2023 API	1,343.73 VND 002485	VCH736132	US BANK	Account 5592	8400 0101	0984	536504
2023/12/000908 12/04/2023 API	3,240.00 VND 033051	VCH736190	NORTH CANTON DRAIN & 3 MEN, 2 TRUCKS, PUMP/REFILL S				536463
86009094 414000 Rent/Lease	100	100	.00	.00	.00	100.00	.0%
86009094 414100 Leases	2,000	2,600	2,710.71	245.02	.00	-110.71	104.3%*
2023/12/000908 12/04/2023 API	135.02 VND 001310	VCH736185	KONICA MINOLTA BUSIN PAYER NO 1316072				536450
2023/12/002353 12/11/2023 API	110.00 VND 001310	VCH737365	KONICA MINOLTA BUSIN PAYER ID 1316072	CONTRACT 8007			536993
86009094 420000 Prof/Tech	0	1,600	1,480.02	.00	.00	119.98	92.5%
86009094 420100 Audit Serv	0	100	20.50	.00	.00	79.50	20.5%
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	.00	.00	87,900.00	10.7%
TOTAL Park General Admin CS	228,500	338,500	215,028.57	7,101.16	.00	123,471.43	63.5%
86009095 Park General Admin MS							
86009095 500000 Supplies	15,000	21,000	14,324.03	185.14	.00	6,675.97	68.2%
2023/12/000906 12/04/2023 API	185.14 VND 002485	VCH736132	US BANK	Account 5592	8400 0101	0984	536504

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

JOURNAL DETAIL 2023 12 TO 2023 12

ACCOUNTS FOR:	PORTAGE Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600	Portage Park District							
86009095	509000 Uniforms	8,000	15,000	10,830.37	2,396.87	.00	4,169.63	72.2%
2023/12/000906	12/04/2023 API	129.73 VND	002485 VCH736132	US BANK				
2023/12/000908	12/04/2023 API	2,267.14 VND	052805 VCH736181	AKRON UNIFORMS				
86009095	510000 Office Equ	3,000	5,213	3,489.72	.00	.00	1,723.28	66.9%
86009095	530000 Mnt Sup	30,000	27,000	11,370.59	1,006.73	.00	15,629.41	42.1%
2023/12/000906	12/04/2023 API	1,006.73 VND	002485 VCH736132	US BANK				
86009095	542000 Fuel	20,000	20,000	20,182.06	3,176.87	.00	-182.06	100.9%*
2023/12/000108	12/01/2023 API	1,551.58 VND	004271 VCH735188	RAVENNA CITY				
2023/12/000108	12/01/2023 API	319.36 VND	004271 VCH735189	RAVENNA CITY				
2023/12/002353	12/11/2023 API	1,172.86 VND	004271 VCH737386	RAVENNA CITY				
2023/12/002353	12/11/2023 API	133.07 VND	004271 VCH737390	RAVENNA CITY				
86009095	544000 Natrl Area	30,000	21,000	8,275.85	80.64	.00	12,724.15	39.4%
2023/12/000906	12/04/2023 API	80.64 VND	002485 VCH736132	US BANK				
86009095	596300 Equip<5000	5,000	6,000	1,952.16	.00	.00	4,047.84	32.5%
86009095	596600 Furn & Fix	10,000	8,000	3,314.16	645.94	.00	4,685.84	41.4%
2023/12/000906	12/04/2023 API	645.94 VND	002485 VCH736135	US BANK				
TOTAL Park General Admin MS		121,000	123,213	73,738.94	7,492.19	.00	49,474.06	59.8%
86009096	Park General Admin CO							
86009096	610000 Land Purch	250,000	400,000	21,382.50	.00	.00	378,617.50	5.3%
86009096	610000 BRDBG Land Purch	0	2,502	.00	.00	.00	2,501.83	.0%
86009096	680000 Const Proj	100,000	450,000	.00	.00	.00	450,000.00	.0%

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

JOURNAL DETAIL 2023 12 TO 2023 12

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	NTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
86009096 680000 DXPav Const Proj	0	180,321	169,288.09	.00	.00	11,032.41	93.9%
86009096 680000 TLTRL Const Proj	0	103,500	98,572.00	.00	.00	4,928.00	95.2%
86009096 680000 TWBLD Const Proj	0	35,160	33,600.00	.00	.00	1,560.00	95.6%
86009096 680000 TWBRD Const Proj	0	150,000	.00	.00	.00	150,000.00	.0%
86009096 683000 Engin Proj	300,000	150,000	.00	.00	.00	150,000.00	.0%
86009096 683000 DXPav Engin Proj	0	8,100	10,250.00	.00	.00	-2,150.00	126.5%*
86009096 683000 SRFDB Engin Proj	0	28,992	1,192.00	.00	27,800.00	.00	100.0%
86009096 683000 TLTRL Engin Proj	0	8,000	3,000.00	.00	.00	5,000.00	37.5%
86009096 683000 TWBRD Engin Proj	0	20,970	1,180.40	.00	.00	19,789.60	5.6%
TOTAL Park General Admin CO	650,000	1,537,544	338,464.99	.00	27,800.00	1,171,279.34	23.8%
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%

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

JOURNAL DETAIL 2023 12 TO 2023 12

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
TOTAL Portage Park District	842,509	1,825,522	42,842.69	70,634.36	27,800.00	1,754,879.64	3.9%
TOTAL REVENUES	-1,904,773	-1,937,517	-2,006,981.06	-14,952.27	.00	69,464.06	
TOTAL EXPENSES	2,747,282	3,763,039	2,049,823.75	85,586.63	27,800.00	1,685,415.58	
PRIOR FUND BALANCE				2,897,413.62			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-42,842.69			
REVISED FUND BALANCE				2,854,570.93			

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 12

JOURNAL DETAIL 2023 12 TO 2023 12

ACCOUNTS FOR:	Headwaters Trails Improve	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT. USE/COL
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 12

JOURNAL DETAIL 2023 12 TO 2023 12

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 12

JOURNAL DETAIL 2023 12 TO 2023 12

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 12

JOURNAL DETAIL 2023 12 TO 2023 12

ACCOUNTS FOR:		ORIGINAL	REVISED	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
8615	Kent Bog	APPROP	BUDGET				BUDGET	USE/COL
86159091	Kent Bog Fund PR							
86159091	160000 Gifts	0	0	-25,000.00	-25,000.00	.00	25,000.00	100.0%
2023/12/003617 12/15/2023 CRP		-25,000.00	REF 909		PPDF donation for Kent Bog exp			
TOTAL Kent Bog Fund PR		0	0	-25,000.00	-25,000.00	.00	25,000.00	100.0%
TOTAL Kent Bog		0	0	-25,000.00	-25,000.00	.00	25,000.00	100.0%
TOTAL REVENUES		0	0	-25,000.00	-25,000.00	.00	25,000.00	
PRIOR FUND BALANCE					.00			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				25,000.00				
REVISED FUND BALANCE				25,000.00				

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

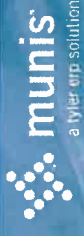
FOR 2023 12

JOURNAL DETAIL 2023 12 TO 2023 12

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							
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES							
REVISED FUND BALANCE							
				13,484.40			
				.00			
				13,484.40			

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 12

JOURNAL DETAIL 2023 12 TO 2023 12

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 12

JOURNAL DETAIL 2023 12 TO 2023 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	842,509	1,872,736	-496,903.01	45,634.36	27,800.00	2,341,839.34	-25.0%

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

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	9	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title: YEAR-TO-DATE BUDGET REPORT

Year/Period: 2023/12
Print revenue as credit: Y
Print totals only: N
Suppress zero bal accts: Y
Print full GL account: N
Double space: N
Roll projects to object: N

Carry forward code: 1
Print journal detail: Y
From Yr/Per: 2023/12
To Yr/Per: 2023/12
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

Field Name	Find Criteria	Field value
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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
February 3, 2024, 9:00 AM

Administration/Special Projects Christine Craycroft, Ed; Eric Seachrist Office Manager

- Received notice of award of \$500,000 Clean Ohio Trails Fund grant for HWT VIII, Chamberlain Rd. to Diagonal Rd. The City of Aurora also received funding for trail Chamberlain Road to SR 82 in Aurora.
- Received notice of award of \$1 million federal Transportation Alternatives Set Aside grant via AMATS for Headwaters Trail Phase IX, programmed for 2027-2028. To be matched by ~\$280,000 from the PPD
- Participated in review meetings of Seasons Road Fen Wetlands Restoration project.
- Participated in Portage Park District Foundation's annual planning retreat.
- Posted general Request for Qualifications for professional services, and RFQ for Kent-Brimfield Bog Park Engineering Plans. Working with staff on scoping additional planning projects for 2024.
- Continued with multiple planning, acquisition, and development projects.
- Working with Office Manager Eric Seachrist on administrative policies and procedures review.

Park Operations, Maintenance, and Improvement Craig Alderman, Operations Manager

Maintenance/Operations

- 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.
- Logan Carpenter is no longer with the Park District. His last day was 1/12/24. Staffing levels and recommendations have been discussed with the Director.

Park Improvements

- Operations remains in discussions with the Director regarding project planning for 2024.
- Operations has requested and received multiple, unofficial cost estimates for asphalt repair at the Franklin Connector and The Portage Hike & Bike.
- Contact has been made with multiple fabricators to discuss the stair replacement on the Brady Lake Switch Tower. We will continue to make additional contacts and request cost estimates.
- Preliminary research is being done regarding additional vehicle and equipment purchases.

Natural Areas Stewardship Bob Lange, Natural Areas Manager

Projects/Planning

- Planning 2024 stewardship projects
- Seasons Fen- Monthly meeting, site visits
- Applied for and received notice of award of STEP grant to PPD by the ODNR Division of Forestry for purchasing additional prescribed fire equipment
- Creating digital archive of plant species documented at PPD over the last 7 years.
- Compiling natural resource data for each park

Partnership/Collaboration/Training

- CRCWMA meeting for regional weed management plan.
- LEAP meeting
- Tour of Bird Family Bog with H2Ohio naturalist

Public Outreach and Education

Jennifer White, Education & Outreach Manager

- Volunteer Coordinator part-time position is posted and applications are being received and reviewed.
- Assisting Portage Park District Foundation with preparation and web updates for Environmental Awards Dinner and Headwaters Adventure Race
- Spring Program Guide (March-April-May) prep is underway.
- Our Education team is visiting and talking with other parks and outdoor education organizations to collect ideas for a PPD education center and to expand education programming into schools. We plan to offer a limited number of lendable park activity totes to schools beginning this fall.

Holly Stoneberg, Education Program Coordinator:

- December 2023 programming numbers: 218 park program participants; 16 hours of programming
- History hikes continue to be successful with 24 people on the PORTAGE and 28 at the HWT hikes.
- Winter programming is underway and has been well attended in January. New this year: monthly Wild Hikes Challenge hikes & monthly Astronomy nights. Owlbert's Adventures programs will be held monthly on a Saturday beginning in January 2024 (they were previously held on Thursdays). We hope to grow the participation in these programs.

Ranger Department for the Month of November

Chief Ranger Kevin Nietert

Patrol Activities

Foot patrol miles – 35.9 + 33.75; Visitor Contacts – 45 + 67; Warnings – 1 + 0; Building checks – 6 + 0

Administrative

Michelle – Participated in Senior Hike

Kevin – Attended Legally Confident – Tactically Confident Workshop, Followed-up on parking complaints at Freedom Street and Cleveland Road trailheads, Completed CJIS Security and Privacy Training - Privileged User Only, CJIS Security and Privacy Training General User, and CJIS Security and Privacy Training - Security User, and warned Michael Coffman about parking vehicles in the Cleveland Road lot

Year End Totals

Foot patrol miles – 319.13 + 533.35; Bike patrol miles – 467.29 + 352.5; Visitor contacts – 884 + 1263; Warnings – 17 + 22; Building checks – 17 + 4

RESOLUTION # 2024-01

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

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

General Operating Fund #8600		
Description	Payee	Amount
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	\$ 70,993.28
Unit 40 Contract Services		\$ 7,101.16
Contract Services: LEADS, bonding, BG checks, software licenses	Treas. Of State, EH Sutton Insurance, US Bank (Adobe, Facebook, BIB, Volgistics)	\$ 598.86
Training & Reimbursements: tolls	US Bank (Ohio turnpike)	\$ 1.25
Utilities: Natural gas at 2 locations, electric at 6 locations	Ohio Edison, Dominion, US Bank (Spectrum, Verizon, AT&T)	\$ 1,662.42
Advertising-Marketing: legal ads	US Bank (Gannett)	\$ 9.88
Maintenance & Repairs: septic service, Ops equip repairs	North Canton Drain, US Bank (Kimble, Pitt's Fire, Daystar Ford)	\$ 4,583.73
Leases: copiers	Konica Minolta	\$ 245.02
Unit 50 Materials & Supplies		\$ 7,492.19
Admin. Materials & Supplies: copy paper, office supplies, first aid	US Bank (Amazon, Walmart, Aldi)	\$ 185.14
Uniforms: body armor, boots	Akron Uniform, US Bank (REI)	\$ 2,396.87
Maintenance Materials & Supplies: materials, small tools,	US Bank (Leppo, Montigney Hardware, Amazon)	\$ 1,006.73
Fuel: Gasoline and diesel	City of Ravenna	\$ 3,176.87
Natural Areas Materials & Supplies: forestry supplies, reference materials, herbicide	US Bank (Amazon, Tractor Supply, Lowe's)	\$ 80.64
Furniture and Fixtures: signage	US Bank (Amazon, Municipal Signs)	\$ 645.94
Unit 60 Capital		\$ -
Unit 90 General Admin		\$ -
GENERAL FUND	GRAND TOTAL ALL UNITS 30 THROUGH 90	\$ 85,586.63

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 December 2023, and the attached Then and Now Certificate.

Upon a motion by **RUEHR** and second by **ORASHAN**, 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 February 3, 2024.



Christine Craycroft, Executive Director

RESOLUTION #2024-02

Re: Approving amendment to pay scales for the positions of Maintenance Workers I, II and III

- WHEREAS:** Portage Park District has developed job descriptions and pay ranges for its staff over several years which need to be amended due to changing labor market conditions and economic forces that affect retention and recruitment, and
- WHEREAS:** The Park District invests significant time and resources in recruiting, training and supporting the high-quality staff it employs, who are rewarded with merit-based raises over time, and
- WHEREAS:** Several job descriptions and pay ranges need to be adjusted to allow for continued growth of wages within the position and to allow for the option of full-time employment for those originally created part-time positions, and
- WHEREAS:** Salary surveys from other Park District agencies have been reviewed along with consideration to staff qualifications, experience and tenure, NOW THEREFORE BE IT
- RESOLVED:** by the Board of Commissioners of the Portage Park District that changes are hereby adopted to the following job classifications and pay ranges:
- Maintenance Worker I: \$14.50 to \$19.50 per hour
 - Maintenance Worker II: \$15.50 to \$24.50 per hour
 - Maintenance Worker III: \$23.50 to \$30.50 per hour

Upon a motion by **HRDY** and second by **RUEHR**, the vote was as follows:

C. Engelhart: **YES** T. Hrdy: **YES** A. Orashan: **YES** R. 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 February 3, 2024



Christine Craycroft, Executive Director

