

**Portage Park District
Board of Commissioners Regular Meeting
June 27, 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 May 23, 2022 Regular Meeting
4. Presentation and approval of Financial Statement: May, MTD and YTD Budget Report and Cash Balance Reports
5. Executive Director Update
6. Other Information/Briefing Items/Policy Updates:
 - a. Public Hearing on the Estimated 2023 Tax Budget Draft
 - b. Trail Lake Picnic Area plans and estimate
 - c. Dix Park proposed shelter cost estimates
7. Old Business and approval of action items: None
8. New Business and approval of action items:
 - a. RESOLUTION: Approve May 2022 Expenditures
 - b. RESOLUTION: Adopt 2023 Estimated Tax Budget
 - c. RESOLUTION: Authorize architecture contract for Towner's Woods construction plans
 - d. RESOLUTION: Authorize engineering services contract for Brady Tower Improvements
 - e. RESOLUTION: Authorize engineering services for Dix Park trailhead and picnic areas
 - f. RESOLUTION: Authorize purchase of Dix Park Shelter
 - g. RESOLUTION: Authorize service fee and acceptance of Bird Family Bog property
 - h. RESOLUTION: Appreciation to Commissioner Scott McKinney for his many years of service
9. Executive Session: To discuss the sale or purchase of real estate and the hiring and compensation of personnel
 - j. RESOLUTION: Adjust job descriptions and pay ranges for several positions
10. Adjourn

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**Portage Park District
Board of Commissioners Regular Meeting
May 23, 2022, 6:00 pm**



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8505 Nicodemus Road
Shalersville, Ohio 44266**

Minutes

President of the Board Commissioner Chuck Englehart called the meeting to order at 6:04 pm

1. Roll Call: Commissioners present: Commissioner Englehart, Commissioner Ruehr, Commissioner Hrdy, Commissioner McKinney. Commissioner Orashan was absent with notice. Staff Present: Christine Craycroft, Executive Director; Craig Alderman, Operations Manager; Bob Lange, Natural Areas Steward; Andrea Metzler, Public Engagement Manager; Denise duMaurier, Office Manager.
2. Public Comment: None. In attendance were Arden and Martha Sommers, George and Jane Rose, Lenard Dostal, Jennifer Wilson and Jeff Shumaker.
3. Approve minutes of the April 25, 2022, Regular Meeting: Upon a motion by Ruehr and second by Hrdy, the minutes of April 25, 2022 were approved with the vote as follows: Commissioner Englehart: yes; Commissioner Hrdy: yes; Commissioner McKinney: yes; Commissioner Ruehr: yes. **Journal Entry #2022-5-23-13**
4. Presentation and approval of Financial Statement: April, MTD and YTD Budget Report and Cash Balance Reports: Commissioner McKinney appreciated the change to the Cash Carryover percentage portion of the Financial Report. The Board reviewed the reports as presented with questions answered by staff to satisfaction. Upon a motion by McKinney and second by Ruehr, the financial report was unanimously approved. **Journal Entry 2022-5-23-14.**
5. Executive Director Update: Staff addressed questions and discussed the attached monthly report.
6. Other Information/Briefing Items/Policy Updates:
 - a. Camp Spelman Draft Bid Package and conservation easement: Craycroft discussed the possibility of capturing the cost of the easement in the bid and the possibility of having two easements drawn up, depending on whether it will be sold to a public entity or private person. There were several questions from the public concerning the easement, what it was and why it's needed. Craycroft explained that conservation easements are recorded legal instruments identifying specific permitted and prohibited rights necessary to maintain the conservation values of the property. The conservation easement is

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permanently attached to a deed, and is enforced by the easement holder, in this case the Western Reserve Land Conservancy, who would be legally responsible for monitoring and enforcing the easement in perpetuity, which provides more protection to the property than deed restrictions alone.

- b. Estimated 2023 Tax Budget Draft Presentation: The Board reviewed the presentation and had no questions.
7. Old Business and approval of action items: The March 2022 MTD and YTD Budget Report and Cash Balance Reports were presented with the changes in the Cash Carryover line that had been suggested by Commissioner McKinney at the Board meeting on 4/25/2022. The Board reviewed the reports as presented. Upon a motion by McKinney and second by Hrdy, the financial report for March 2022 was unanimously approved by roll call vote.
Journal Entry # 2022-5-23-15
8. New Business and approval of action items:
 - a. Approve April 2022 Expenditures: The Board reviewed and discussed the expenditures with staff. Upon a motion by Ruehr and a second by Hrdy, attached **RESOLUTION 2022-16** was unanimously approved upon a roll call vote.
 - b. 2022 Budget Appropriations Amendment III: Craycroft presented the proposed Budget amendment based on the anticipated financing fees required to be paid to the Western Reserve Land Conservancy (WRLC) for the acquisition of the Seasons Road Fen property, as part of the Tinkers Creek Greenway in Streetsboro. Upon a motion by Hrdy and second by Ruehr the Board unanimously approved **RESOLUTION 2022-17** upon a roll call vote.
 - c. Declare Camp Spelman surplus property; request bids for sale: Craycroft discussed the Board's intention to sell the Camp Spelman property to the highest and best bidder, that the property would be presented to prospective buyers in its "as-is" condition, and the value of having two conservation easements prepared, one for the sale to a public entity and one for the sale to a private buyer. Upon a motion by Hrdy and second by Ruehr the Board unanimously approved **RESOLUTION 2022-18**.
9. Executive Session: To discuss the sale or purchase of real estate. Commissioner McKinney motioned to enter into executive session to discuss the sale or purchase of real estate and the hiring, firing or compensation of personnel. Commissioner Hrdy seconded the motion. Prior to the vote, Mrs. Sommers questioned when and where the advertisement for bids would be placed. Craycroft advised notice will be put on the Portage Park District website and an advertisement will be placed in the Record Courier. Mr. Sommers asked if the cost of the dam repair will also be publicized to which Craycroft advised that the property will be advertised in "as-is" condition. Craycroft called the roll for vote which was as follows:

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

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The Board entered executive session at 6:47 pm.

The Commissioners exited executive session at 7:57 pm upon a motion made by Commissioner Ruehr seconded by Commissioner Hrdy with the roll call vote as follows:

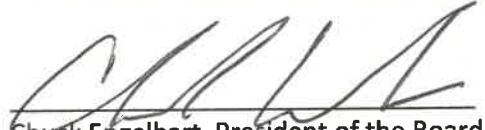
Commissioner Ruehr	Yes
Commissioner Engelhart	Yes
Commissioner Hrdy	Yes
Commissioner McKinney	Yes
Commissioner Orashan	Absent

Journal Entry # 2022-5-23-16

10. Adjournment: Upon a motion by McKinney and second by Ruehr, the meeting adjourned at 8:00 pm.

The next regular meeting of the Board of Commissioners is scheduled for June 27, 2022.

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


Chuck Engelhart, President of the Board


Christine Craycroft, Executive Director

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PORTAGE PARK DISTRICT

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

GENERAL FUND

BEGINNING AUDITOR'S CASH BALANCE May 1			\$2,757,506.83	
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	May 1 - 31 MTD ACTUAL	YTD Percentage Collected of Budget
140000 Fines & Forfeitures	0.00	0.00	0.00	#DIV/0!
152000 Contract Services	1,000.00	0.00	0.00	0.0%
15300 Fees	100.00	0.00	0.00	0.0%
160000 Gifts & Donations	0.00	10,000.00	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	4,976.00	#DIV/0!
General Program Revenues subtotal	86,100.00	22,971.00	4,976.00	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	105.98	#DIV/0!
224000 Manufactured Homes Property Tax	12,000.00	6,640.86	0.00	55.3%
230000 Interest	10,000.00	3,900.47	1,324.67	39.0%
241000 Oil & Gas Leases	10,000.00	9,307.27	1,351.29	93.1%
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	1,151,408.12	2,781.94	63.5%
SUBTOTAL REVENUES	1,898,123.00	1,174,379.12	7,757.94	61.9%
2021 Cash Carryover		1,925,042.14		100.0%
TOTAL REVENUES, CARRYOVER & OTHER SOURCES	1,898,123.00	3,099,421.26	2,765,264.77	163.3%
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	May 1-31 MTD ACTUAL	YTD Percentage Expended of Budget
311200 FT Employee Salaries	566,683.00	187,456.49	35,171.20	33.1%
311300 PT Employee Salaries	118,800.00	33,187.89	7,925.13	27.9%
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	30,954.78	6,033.48	32.3%
321200 Medicare	9,936.00	3,110.96	605.59	31.3%
321300 Workers Compensation	11,649.00	3,769.19	732.63	32.4%
321400 Unemployment	10,000.00	0.00	0.00	0.0%
321500 Health Benefits	259,000.00	50,664.33	9,508.88	19.6%
30 Personal Services Unit Total	1,157,000.00	310,219.98	59,976.91	26.8%
400000 Admin Contractual Services	53,000.00	4,752.73	772.51	9.0%
400100 Training, Lodging & Memberships	15,000.00	3,054.91	332.28	20.4%
400101 Registration Fees	0.00	0.00	0.00	#DIV/0!
410000 Utilities: AT&T, Dominion, Ohio Edison, Verizon	30,000.00	9,528.05	1,630.68	31.8%
412000 Advertising, Marketing & Events	15,000.00	1,477.39	0.00	9.8%
413000 Maintenance & Repairs	45,000.00	7,604.10	1,799.84	16.9%
414000 Rentals and Leases	1,000.00	0.00	0.00	0.0%
414100 Leases	1,500.00	1,243.65	204.73	82.9%
420100 Audit Services	5,000.00	0.00	0.00	0.0%
428400 Auditor/Treasurer Fee	25,000.00	12,815.54	10.06	51.3%
428500 DRETAC	10,000.00	3,652.74	10.60	36.5%
492100 Local Share	78,400.00	0.00	0.00	0.0%
40 Contractual Services Unit Total	278,900.00	44,129.11	4,760.70	15.8%

500000 Admin Materials & Supplies	15,000.00	1,980.18	134.42	13.2%
509000 Uniforms	8,000.00	3,097.85	1,553.05	38.7%
510000 Office Equipment & Furnishings	10,000.00	272.24	0.00	2.7%
530000 Maintenance Materials & Supplies	50,000.00	7,149.87	0.00	14.3%
542000 Fuel	20,000.00	3,263.56	974.36	16.3%
544000 Natural Areas Materials & Supplies	40,000.00	1,746.56	217.30	4.4%
596300 Equipment Less than \$5000	10,000.00	10.00	10.00	0.1%
596600 Furniture & Fixtures	10,000.00	0.00	0.00	0.0%
50 Materials & Supplies Unit Total	163,000.00	17,520.26	2,889.13	10.7%
610000 Land/Easement Purchase	480,000.00	0.00	0.00	0.0%
630000 Equipment	0.00	0.00	0.00	0.0%
650000 Vehicles	0.00	0.00	0.00	#DIV/0!
680000 Construction Projects	910,000.00	0.00	0.00	0.0%
683000 Engineering Projects	116,580.35	16,465.27	991.86	14.1%
683000 Engineering Projects - SRFDB - Seasons Rd Fen Design Build Restoration Project	30,000.00	564.00	141.00	0.0%
683000 Engineering Projects - TLTRL- Trail Lake Picnic Area	11,000.00	0.00	0.00	0.0%
683000 Engineering Projects - TWBLD-Towners Woods Buildings	17,800.00	0.00	0.00	0.0%
60 Capital Outlay Unit Total	1,565,380.35	17,029.27	1,132.86	1.1%
910000 Transfer Out	20,000.00	20,000.00	20,000.00	100.0%
920000 Advance Out	0.00	0.00	0.00	#DIV/0!
946720 Tax Levy Assessment	15,000.00	14,017.47	0.00	93.4%
90 Miscellaneous Expenses Unit Total	35,000.00	34,017.47	20,000.00	97.2%
GRAND TOTAL EXPENDITURES & OTHER USES	3,199,280.35	422,916.09	88,759.60	13.2%
ENDING AUDITOR'S CASH BALANCE May 31 (= Cash Carryover + YTD Revenues- YTD Expenses) (Also = Auditor Beginning cash balance May 1st + MTD revenues - MTD expenses)			\$2,676,505.17	
HEADWATERS TRAIL FUND				
8605 BEGINNING AUDITOR'S CASH BALANCE				\$29,651.66
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	May 1 - 31 MTD ACTUAL	
REVENUES & OTHER SOURCES				
Gifts/Donations	0.00	2,000.00	0.00	#DIV/0!
State Grant	160,918.00	160,918.69	0.00	100.0%
Transfer In	0.00	0.00	0.00	#DIV/0!
Advance In	0.00	0.00	0.00	#DIV/0!
TOTAL REVENUES & OTHER SOURCES	160,918.00	162,918.69	0.00	101.2%
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	May 1-31 MTD ACTUAL	
Materials & Supplies Unit	0.00	0.00	0.00	0.0%
Capital Outlay-Construction Projects	0.00	0.00	0.00	#DIV/0!
Capital Outlay-Construction Projects - HWVII	0.00	0.00	0.00	#DIV/0!
Capital Outlay-Engineering Projects	0.00	0.00	0.00	#DIV/0!
Capital Outlay-Engineering Projects - HWVII	0.00	0.00	0.00	#DIV/0!
Advance Out Return	170,000.00	170,000.00	0.00	100.0%
TOTAL EXPENDITURES & OTHER USES	170,000.00	170,000.00	0.00	100.0%
ENDING AUDITOR'S CASH BALANCE				\$29,651.66
TINKERS CREEK GREENWAY FUND				
8616 BEGINNING AUDITOR'S CASH BALANCE				\$1,784.02
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	May 1-31 MTD ACTUAL	
REVENUES & OTHER SOURCES				
Gifts/Donations	0.00	0.00	0.00	#DIV/0!
State Grant	1,720,763.00	1,208.70	0.00	0.1%
Transfer In	20,000.00	20,000.00	20,000.00	100.0%
TOTAL REVENUES & OTHER SOURCES	1,740,763.00	21,208.70	20,000.00	1.2%
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	May 1-31 MTD ACTUAL	
Contractual Services	36,750.00	0.00	0.00	0.0%
Land Purchase	1,682,380.00	0.00	0.00	0.0%
Advance Out Return	1,210.00	0.00	0.00	0.0%
Land Purchase SRFDB fees for delay of closing	10,000.00	0.00	0.00	0.0%
Construction Projects	10,000.00	0.00	0.00	0.0%
			0.00	#DIV/0!
TOTAL EXPENDITURES & OTHER USES	1,740,340.00	0.00	0.00	0.0%
ENDING AUDITOR'S CASH BALANCE				\$21,784.02




705 Oakwood St., Suite G-4
Ravenna, OH 44266
330-297-7728
portageparkdistrict.org

Then and Now Certificate Number June 27 2022-04

It is hereby certified that both at the time of the making of this contract or order and at the date of the execution of the certificate, the amounts shown below required to meet the contract or order have been lawfully appropriated for such purpose. These amounts are in the County Treasury or in the process of collection to the credit of the indicated funds free from any obligation or certification now outstanding.


Portage Park District Commissioner Signature

6/27/2022
Date


Portage Park District Executive Director Signature

6/27/2022
Date

VENDOR	PO #	INV DATE	PO DATE	AMOUNT	REASON
Portage Co JFS	123145	5/13/2022	5/20/2022	25.00	Didn't create PO for Denise BCI check
Portage Co JFS	123145	5/13/2022	5/20/2022	25.00	Didn't create PO for Kevin BCI check
Total				50.00	

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Invoice

Portage County JFS Fiscal Division *V-5672*
449 S. Meridian St.
Ravenna, Ohio 44266
Attn : Fiscal

Date: 05/13/22
Invoice # #31 PPD Mar222

Portage County Park District
705 Oakwood St G4 2nd Floor
Ravenna, Ohio 44266

RE: BCI Fingerprint for Denise Dumaurier on 2/17/22

	Quantity		Total Charge
BCI Fingerprint	1	\$22.00	\$22.00
Admin Fee	1	\$3.00	\$3.00
Total Due			\$25.00

Portage County JFS Vendor# 5672

Invoice approved by:
Director of Finance



86009094 400000

JFS approved by:


JFS Signature

INVOICE(S) APPROVED FOR PAYMENT
PO# 123145
AMOUNT \$ 25.00
SIGNATURE 

Emil Done

Auditor Treasurer Reconciliation Report

AS OF 05/01/2022				AS OF 05/31/2022			
FUND	TREASURER CASH BALANCE	- OUTSTANDING WARRANTS	= AUDITOR CASH BALANCE	AUDITOR CASH BALANCE	+ OUTSTANDING WARRANTS	= TREASURER CASH BALANCE	
8600 Portage Park District	2,761,073.56	3,566.73	2,757,506.83	2,676,505.17	1,298.51	2,677,803.68	
FUND 8600 TOTALS:	2,761,073.56	3,566.73	2,757,506.83	2,676,505.17	1,298.51	2,677,803.68	
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 05/01/2022			AS OF 05/31/2022		
	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	1,784.02	.00	1,784.02	21,784.02	.00	21,784.02
FUND 8616 TOTALS:	1,784.02	.00	1,784.02	21,784.02	.00	21,784.02
8617 Eagle Creek Greenway	5,325.96	.00	5,325.96	5,325.96	.00	5,325.96
FUND 8617 TOTALS:	5,325.96	.00	5,325.96	5,325.96	.00	5,325.96
REPORT TOTALS:	2,811,330.86	3,566.73	2,807,764.13	2,746,762.47	1,298.51	2,748,060.98

Auditor Treasurer Reconciliation Report

ALL FUNDS SUMMARY THROUGH 05/31/2022

FUND	05/01/22 AUDITOR CASH BALANCE +	TOTAL RECEIPTS -	TOTAL EXPENDITURES =	ENDING AUDITOR CASH BALANCE -	OUTSTANDING ENCUMBRANCES =	UNENCUMBERED BALANCE
8600 Portage Park Distri	2,757,506.83	-7,757.94	88,759.60	2,676,505.17	223,705.14	2,452,800.0
FUND 8600 TOTALS:	2,757,506.83	7,757.94	88,759.60	2,676,505.17	223,705.14	2,452,800.0
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

Auditor Treasurer Reconciliation Report

ALL FUNDS SUMMARY THROUGH 05/31/2022

FUND	05/01/22 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	1,784.02	-20,000.00	.00	21,784.02	.00	21,784.0
FUND 8616 TOTALS:	1,784.02	20,000.00	.00	21,784.02	.00	21,784.0
8617 Eagle Creek Greenwa	5,325.96	.00	.00	5,325.96	.00	5,325.9
FUND 8617 TOTALS:	5,325.96	.00	.00	5,325.96	.00	5,325.9
REPORT TOTALS:	2,807,764.13	27,757.94	88,759.60	2,746,762.47	223,705.14	2,523,057.3

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

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 05

JOURNAL DETAIL 2022 5 TO 2022 5

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
86009091 Park General Admin PR							
8600-70-90-909-000-00-00-10-152000-	-1,000	Contract Services -1,000	.00	.00	.00	-1,000.00	.0%*
8600-70-90-909-000-00-00-10-153000-	-100	Fees -100	.00	.00	.00	-100.00	.0%*
8600-70-90-909-000-00-00-10-160000-	0	Gifts And Donations 0	-10,000.00	.00	.00	10,000.00	100.0%
8600-70-90-909-000-00-00-10-191000-HTRAN	0	State Grant 0	-7,995.00	.00	.00	7,995.00	100.0%
8600-70-90-909-000-00-00-10-192400-	-85,000	State Aid/Subsidy -85,000	.00	.00	.00	-85,000.00	.0%*
8600-70-90-909-000-00-00-10-195000-	0	Local Grant 0	-4,976.00	-4,976.00	.00	4,976.00	100.0%
2022/05/001035 05/10/2022 CRP	-4,976.00	REF 393236 United Way of Portag		Z Card Map Grant			
TOTAL Park General Admin PR	-86,100	-86,100	-22,971.00	-4,976.00	.00	-63,129.00	26.7%
86009092 Park General Admin OR							
8600-70-90-909-000-00-00-20-200300-	-37,000	Real Estate Homestead Rollback -37,000	-15,324.66	.00	.00	-21,675.34	41.4%*
8600-70-90-909-000-00-00-20-200400-	-18,000	Manufactured H Homestead Rollb -18,000	.00	.00	.00	-18,000.00	.0%*

PORTAGE COUNTY



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JOURNAL DETAIL 2022 5 TO 2022 5

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
8600-70-90-909-000-00-00-20-221000-	-1,710,303	Real Estate Tax -1,724,023	-946,128.88	.00	.00	-777,894.12	54.9%*
8600-70-90-909-000-00-00-20-223000-	0	Tangible Personal Property Tax 0	-105.98	-105.98	.00	105.98	100.0%
2022/05/001261 05/27/2022 GEN	-105.98 REF 1st Ha						
8600-70-90-909-000-00-00-20-224000-	-12,000	Manufactured Homes Tax -12,000	-6,640.86	.00	.00	-5,359.14	55.3%*
8600-70-90-909-000-00-00-20-230000-	-10,000	Interest -10,000	-3,900.47	-1,324.67	.00	-6,099.53	39.0%*
2022/05/000317 05/06/2022 GEN	-1,324.67 REF Apr-22						
8600-70-90-909-000-00-00-20-241000-	-10,000	Oil Leases -10,000	-9,307.27	-1,351.29	.00	-692.73	93.1%*
2022/05/000226 05/02/2022 CRP	-485.49 REF 392773	Beck Oil and Gas Inc					
2022/05/001037 05/17/2022 CRP	-750.05 REF 393468	DIVERSIFIED PRODUCTI					
2022/05/001558 05/23/2022 CRP	-115.75 REF 393799	Petrox, Inc.					
8600-70-90-909-000-00-00-20-243000-	-1,000	Credit Card Incentives -1,000	.00	.00	.00	-1,000.00	.0%*
8600-70-90-909-000-00-00-20-291000-	0	Advance In Repayment 0	-170,000.00	.00	.00	170,000.00	100.0%
TOTAL Park General Admin OR	-1,798,303	-1,812,023	-1,151,408.12	-2,781.94	.00	-660,614.88	63.5%
86009093 Park General Admin PS							
8600-70-90-909-000-00-00-30-311200-	566,683	Employee Full Time Salaries 566,683	187,456.49	35,171.20	.00	379,226.51	33.1%
2022/05/000402 05/13/2022 PRJ	17,585.60 REF 051322						
2022/05/001343 05/27/2022 PRJ	17,585.60 REF 052722						
					WARRANT=051322 RUN=4 PAYROLL		
					WARRANT=052722 RUN=4 PAYROLL		

YEAR-TO-DATE BUDGET REPORT

FOR 2022 05

JOURNAL DETAIL 2022 5 TO 2022 5

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
8600-70-90-909-000-00-00-30-311300-	118,800	Part Time/Seasonal Salaries 118,800	33,187.89	7,925.13	.00	85,612.11	27.9%
2022/05/000402 05/13/2022 PRJ	3,531.63	REF 051322			WARRANT=051322	RUN=4 PAYROLL	
2022/05/001343 05/27/2022 PRJ	4,393.50	REF 052722			WARRANT=052722	RUN=4 PAYROLL	
8600-70-90-909-000-00-00-30-313000-	5,000	Employee Overtime 5,000	461.50	.00	.00	4,538.50	9.2%
8600-70-90-909-000-00-00-30-314000-	80,000	Retirement/Termination Payoff 80,000	614.84	.00	.00	79,385.16	.8%
8600-70-90-909-000-00-00-30-321010-	95,932	PERS 95,932	30,954.78	6,033.48	.00	64,977.22	32.3%
2022/05/000402 05/13/2022 PRJ	2,956.41	REF 051322			WARRANT=051322	RUN=4 PAYROLL	
2022/05/001343 05/27/2022 PRJ	3,077.07	REF 052722			WARRANT=052722	RUN=4 PAYROLL	
8600-70-90-909-000-00-00-30-321200-	9,936	Medicare 9,936	3,110.96	605.59	.00	6,825.04	31.3%
2022/05/000402 05/13/2022 PRJ	296.54	REF 051322			WARRANT=051322	RUN=4 PAYROLL	
2022/05/001343 05/27/2022 PRJ	309.05	REF 052722			WARRANT=052722	RUN=4 PAYROLL	
8600-70-90-909-000-00-00-30-321300-	11,649	Workers Compensation 11,649	3,769.19	732.63	.00	7,879.81	32.4%
2022/05/000402 05/13/2022 PRJ	358.99	REF 051322			WARRANT=051322	RUN=4 PAYROLL	
2022/05/001343 05/27/2022 PRJ	373.64	REF 052722			WARRANT=052722	RUN=4 PAYROLL	
8600-70-90-909-000-00-00-30-321400-	10,000	Unemployment 10,000	.00	.00	.00	10,000.00	.0%
8600-70-90-909-000-00-00-30-321500-	259,000	Health Benefits 259,000	50,664.33	9,508.88	.00	208,335.67	19.6%
2022/05/000402 05/13/2022 PRJ	4,754.44	REF 051322			WARRANT=051322	RUN=4 PAYROLL	
2022/05/001343 05/27/2022 PRJ	4,754.44	REF 052722			WARRANT=052722	RUN=4 PAYROLL	
TOTAL Park General Admin PS	1,157,000	1,157,000	310,219.98	59,976.91	.00	846,780.02	26.8%

86009094 Park General Admin CS

YEAR-TO-DATE BUDGET REPORT

FOR 2022 05

JOURNAL DETAIL 2022 5 TO 2022 5

ACCOUNTS FOR:		ORIGINAL	REVISED				AVAILABLE	PCT
8600 Portage Park District		APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	BUDGET	USE/COL
8600-70-90-909-000-00-00-40-400000-		50,000	Contractual Services 53,000	4,752.73	772.51	8,097.13	40,150.14	24.2%
2022/05/000260	05/04/2022 API	191.80 VND	001310 VCH671772	KONICA MINOLTA BUSIN	**Payer ID 1316072			505408
2022/05/000260	05/04/2022 POL	-191.80 VND	001310 PO 20220346	KONICA MINOLTA BUSIN	**Payer ID 1316072		2022	
2022/05/000260	05/04/2022 API	105.00 VND	002615 VCH671773	OHIO STATE HIGHWAY P	**ORI OH0671700			505418
2022/05/000260	05/04/2022 POL	-105.00 VND	002615 PO 119777	OHIO STATE HIGHWAY P	**ORI OH0671700		2022	
2022/05/000260	05/04/2022 API	278.31 VND	002485 VCH671775	US BANK	**5592 8400 0101 0984			505441
2022/05/000260	05/04/2022 POL	-278.31 VND	002485 PO 119773	US BANK	**5592 8400 0101 0984		2022	
2022/05/000707	05/10/2022 API	147.40 VND	001310 VCH672798	KONICA MINOLTA BUSIN	**Acct # 1316072			505777
2022/05/000707	05/10/2022 POL	-147.40 VND	001310 PO 20220346	KONICA MINOLTA BUSIN	**Acct # 1316072		2022	
2022/05/001135	05/20/2022 POE	200.00 VND	005672 PO 123145	PO CO JOB & FAMILY S	SECURITY, FIRE, SAFETY, & EMER			
2022/05/001610	05/23/2022 API	25.00 VND	005672 VCH674349	PO CO JOB & FAMILY S	**D DuMaurier fingerprint 2/17			506737
2022/05/001610	05/23/2022 POL	-25.00 VND	005672 PO 123145	PO CO JOB & FAMILY S	**D DuMaurier fingerprint 2022			
2022/05/001610	05/23/2022 API	25.00 VND	005672 VCH674350	PO CO JOB & FAMILY S	**K. Nietert fingerprint on 1/			506737
2022/05/001610	05/23/2022 POL	-25.00 VND	005672 PO 123145	PO CO JOB & FAMILY S	**K. Nietert fingerprint o2022			
8600-70-90-909-000-00-00-40-400100-		15,000	Training & Membership 15,000	3,054.91	332.28	8,895.09	3,050.00	79.7%
2022/05/000260	05/04/2022 API	310.99 VND	002485 VCH671775	US BANK	**5592 8400 0101 0984			505441
2022/05/000260	05/04/2022 POL	-310.99 VND	002485 PO 119774	US BANK	**5592 8400 0101 0984		2022	
2022/05/000707	05/10/2022 API	21.29 VND	048718 VCH672807	RODHE REBECCA	**1st Qtr 2022 Mileage Reimb			505815
2022/05/000707	05/10/2022 POL	-21.29 VND	048718 PO 122710	RODHE REBECCA	**1st Qtr 2022 Mileage Reim2022			
2022/05/001513	05/20/2022 POE	700.00 VND	050475 PO 123191	OVERHOLT MICHAEL D	MISC. ITEMS(DUES, FEES, ETC			
8600-70-90-909-000-00-00-40-400101-		0	Registration Fees 0	.00	.00	20.00	-20.00	100.0%*
2022/05/000361	05/06/2022 POM	-871.37 VND	048718 PO 119860	RODHE REBECCA	CC		2022	
8600-70-90-909-000-00-00-40-410000-		30,000	Utilities 30,000	9,528.05	1,630.68	19,971.95	500.00	98.3%
2022/05/000260	05/04/2022 API	50.14 VND	002844 VCH671771	DOMINION ENERGY OHIO	**4 4213 0033 0943			505393
2022/05/000260	05/04/2022 POL	-50.14 VND	002844 PO 119781	DOMINION ENERGY OHIO	**4 4213 0033 0943		2022	
2022/05/000260	05/04/2022 API	942.15 VND	002485 VCH671775	US BANK	**5592 8400 0101 0984			505441
2022/05/000260	05/04/2022 POL	-942.15 VND	002485 PO 120723	US BANK	**5592 8400 0101 0984		2022	
2022/05/000707	05/10/2022 API	101.07 VND	002875 VCH672800	OHIO EDISON	**Acct # 110 122 697 896			505794
2022/05/000707	05/10/2022 POL	-101.07 VND	002875 PO 119784	OHIO EDISON	**Acct # 110 122 697 896		2022	
2022/05/000707	05/10/2022 API	73.35 VND	002875 VCH672803	OHIO EDISON	**Acct # 110 134 809 943			505794
2022/05/000707	05/10/2022 POL	-73.35 VND	002875 PO 119784	OHIO EDISON	**Acct # 110 134 809 943		2022	
2022/05/000707	05/10/2022 API	81.49 VND	002875 VCH672804	OHIO EDISON	**Acct # 110 009 660 868			505794
2022/05/000707	05/10/2022 POL	-81.49 VND	002875 PO 119784	OHIO EDISON	**Acct # 110 009 660 868		2022	
2022/05/000707	05/10/2022 API	237.04 VND	002875 VCH672805	OHIO EDISON	**Acct # 110 139 062 985			505794
2022/05/000707	05/10/2022 POL	-237.04 VND	002875 PO 119784	OHIO EDISON	**Acct # 110 139 062 985		2022	
2022/05/000707	05/10/2022 API	70.98 VND	002875 VCH672806	OHIO EDISON	**Acct # 110 149 150 416			505794
2022/05/000707	05/10/2022 POL	-70.98 VND	002875 PO 119784	OHIO EDISON	**Acct # 110 149 150 416		2022	

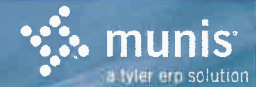
YEAR-TO-DATE BUDGET REPORT

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JOURNAL DETAIL 2022 5 TO 2022 5

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
8600-70-90-909-000-00-00-40-410000-	Utilities						
2022/05/001107 05/16/2022 API	74.46 VND	002875 VCH673512	OHIO EDISON		**Acct # 110 009 208 841		506305
2022/05/001107 05/16/2022 POL	-74.46 VND	002875 PO 119784	OHIO EDISON		**Acct # 110 009 208 841	2022	
8600-70-90-909-000-00-00-40-412000-	15,000	Advertising, Marketing, Events	15,000	1,477.39	.00	12,522.61	1,000.00 93.3%
8600-70-90-909-000-00-00-40-413000-	45,000	Maintenance & Repairs	45,000	7,604.10	1,799.84	3,595.90	33,800.00 24.9%
2022/05/000260 05/04/2022 API	1,799.84 VND	002485 VCH671775	US BANK		**5592 8400 0101 0984		505441
2022/05/000260 05/04/2022 POL	-1,799.84 VND	002485 PO 119776	US BANK		**5592 8400 0101 0984	2022	
8600-70-90-909-000-00-00-40-414000-	1,000	Rentals & Leases	1,000	.00	.00	.00	1,000.00 .0%
8600-70-90-909-000-00-00-40-414100-	1,500	Leases	1,500	1,243.65	204.73	1,213.11	-956.76 163.8%*
2022/05/000707 05/10/2022 API	110.00 VND	001310 VCH672796	KONICA MINOLTA BUSIN		**Acct # 1316072		505777
2022/05/000707 05/10/2022 POL	-110.00 VND	001310 PO 20220347	KONICA MINOLTA BUSIN		**Acct # 1316072	2022	
2022/05/001107 05/16/2022 API	94.73 VND	001310 VCH673511	KONICA MINOLTA BUSIN		**Acct# 1283755		506294
2022/05/001107 05/16/2022 POL	-94.73 VND	001310 PO 20220340	KONICA MINOLTA BUSIN		**Acct# 1283755	2022	
8600-70-90-909-000-00-00-40-420100-	5,000	Audit Services	5,000	.00	.00	.00	5,000.00 .0%
8600-70-90-909-000-00-00-40-428400-	25,000	Auditor/Treasurer Fee Expense	25,000	12,815.54	10.06	.00	12,184.46 51.3%
2022/05/001261 05/27/2022 GEN	10.06 REF	1st Ha					1st Half Personal Property
8600-70-90-909-000-00-00-40-428500-	10,000	DRETAC	10,000	3,652.74	10.60	.00	6,347.26 36.5%
2022/05/001261 05/27/2022 GEN	10.60 REF	1st Ha					1st Half Personal Property
8600-70-90-909-000-00-00-40-492100-	78,400	Local Share	78,400	.00	.00	.00	78,400.00 .0%

PORTAGE COUNTY



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JOURNAL DETAIL 2022 5 TO 2022 5

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
TOTAL Park General Admin CS	275,900	278,900	44,129.11	4,760.70	54,315.79	180,455.10	35.3%
86009095 Park General Admin MS							
8600-70-90-909-000-00-00-50-500000-	15,000	Admin Materials & Supplies 15,000	1,980.18	134.42	13,095.82	-76.00	100.5%*
2022/05/000260 05/04/2022 API	12.00 VND	002367 VCH671770	CRAYCROFT CHRISTINE	**Reimb employee for fees for	505391		
2022/05/000260 05/04/2022 POL	-12.00 VND	002367 PO 122685	CRAYCROFT CHRISTINE	**Reimb employee for fees 2022			
2022/05/000260 05/04/2022 API	122.42 VND	002485 VCH671775	US BANK	**5592 8400 0101 0984	505441		
2022/05/000260 05/04/2022 POL	-122.42 VND	002485 PO 119767	US BANK	**5592 8400 0101 0984	2022		
2022/05/001513 05/25/2022 POE	4,976.00 VND	050521 PO 123211	INSTEP MARKETING INC	PRINTING & RELATED SERVICES			
8600-70-90-909-000-00-00-50-509000-	8,000	Uniforms 8,000	3,097.85	1,553.05	3,902.15	1,000.00	87.5%
2022/05/000260 05/04/2022 API	1,553.05 VND	002485 VCH671775	US BANK	**5592 8400 0101 0984	505441		
2022/05/000260 05/04/2022 POL	-1,553.05 VND	002485 PO 119768	US BANK	**5592 8400 0101 0984	2022		
8600-70-90-909-000-00-00-50-510000-	10,000	Office Equipment & Furnishings 10,000	272.24	.00	4,727.76	5,000.00	50.0%
8600-70-90-909-000-00-00-50-530000-	50,000	Maintenance Materials/Supp 50,000	7,149.87	.00	17,850.13	25,000.00	50.0%
8600-70-90-909-000-00-00-50-542000-	20,000	Fuel 20,000	3,263.56	974.36	14,236.44	2,500.00	87.5%
2022/05/001107 05/16/2022 API	946.55 VND	004271 VCH673509	RAVENNA CITY	**APRIL 2022 GAS	506312		
2022/05/001107 05/16/2022 POL	-946.55 VND	004271 PO 119806	RAVENNA CITY	**APRIL 2022 GAS	2022		
2022/05/001107 05/16/2022 API	27.81 VND	004271 VCH673510	RAVENNA CITY	**APRIL 2022 DIESEL	506312		
2022/05/001107 05/16/2022 POL	-27.81 VND	004271 PO 119807	RAVENNA CITY	**APRIL 2022 DIESEL	2022		
8600-70-90-909-000-00-00-50-544000-	40,000	Natural Area Materials & Supp 40,000	1,746.56	217.30	23,253.44	15,000.00	62.5%
2022/05/000260 05/04/2022 API	217.30 VND	002485 VCH671775	US BANK	**5592 8400 0101 0984	505441		
2022/05/000260 05/04/2022 POL	-217.30 VND	002485 PO 119770	US BANK	**5592 8400 0101 0984	2022		

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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
8600-70-90-909-000-00-00-50-596300-	10,000	Equipment Less Than \$5000 10,000	10.00	10.00	4,990.00	5,000.00	50.0%
2022/05/000260 05/04/2022 API	10.00 VND	002485 VCH671775 US BANK			**5592 8400 0101 0984		505441
2022/05/000260 05/04/2022 POL	-10.00 VND	002485 PO 119771 US BANK			**5592 8400 0101 0984	2022	
8600-70-90-909-000-00-00-50-596600-	10,000	Furniture & Fixtures 10,000	.00	.00	8,000.00	2,000.00	80.0%
TOTAL Park General Admin MS	163,000	163,000	17,520.26	2,889.13	90,055.74	55,424.00	66.0%
86009096 Park General Admin CO							
8600-70-90-909-000-00-00-60-610000-	500,000	Land/Easement Purchase 480,000	.00	.00	20,000.00	460,000.00	4.2%
2022/05/000251 05/19/2022 BUA	-20,000.00 REF	Suppl					
2022/05/000717 05/10/2022 POE	20,000.00 VND	019522 PO 122985 WESTERN RESERVE LAND MISC. ITEMS(DUES, FEES, ETC					
8600-70-90-909-000-00-00-60-680000-	200,000	Construction Projects 910,000	.00	.00	.00	910,000.00	.0%
8600-70-90-909-000-00-00-60-683000-	100,000	Engineering Projects 116,580	16,465.27	991.86	115.08	100,000.00	14.2%
2022/05/001610 05/23/2022 API	991.86 VND	003522 VCH674348 ENVIRONMENTAL DESIGN **Project # 21-00430-010					506700
2022/05/001610 05/23/2022 POL	-991.86 VND	003522 PO 117388 ENVIRONMENTAL DESIGN **Project # 21-00430-010				2021	
8600-70-90-909-000-00-00-60-683000-SRFDB	0	Engineering Projects 30,000	564.00	141.00	29,436.00	.00	100.0%
2022/05/000707 05/10/2022 API	141.00 VND	007942 VCH672794 HAMMONTREE & ASSOCIA **project/Portage Park Dist Se					505765
2022/05/000707 05/10/2022 POL	-141.00 VND	007942 PO 116252 HAMMONTREE & ASSOCIA **project/Portage Park Dis2021					
8600-70-90-909-000-00-00-60-683000-TLTRL	0	Engineering Projects 11,000	.00	.00	11,000.00	.00	100.0%
8600-70-90-909-000-00-00-60-683000-TWBLD	0	Engineering Projects 17,800	.00	.00	17,800.00	.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 05

JOURNAL DETAIL 2022 5 TO 2022 5

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
TOTAL Park General Admin CO	800,000	1,565,380	17,029.27	1,132.86	78,351.08	1,470,000.00	6.1%
86009099 Park General Admin ME							
8600-70-90-909-000-00-00-90-910000-	0	Transfers Out 20,000	20,000.00	20,000.00	.00	.00	100.0%
2022/05/000251 05/19/2022 BUA	20,000.00	REF Suppl					
2022/05/001082 05/19/2022 GEN	20,000.00	REF 042522					
					General to Tinkers Creek		
8600-70-90-909-000-00-00-90-946720-	15,000	Tax Levy Assessment 15,000	14,017.47	.00	982.53	.00	100.0%
TOTAL Park General Admin ME	15,000	35,000	34,017.47	20,000.00	982.53	.00	100.0%
TOTAL Portage Park District	526,497	1,301,157	-751,463.03	81,001.66	223,705.14	1,828,915.24	-40.6%
TOTAL REVENUES	-1,884,403	-1,898,123	-1,174,379.12	-7,757.94	.00	-723,743.88	
TOTAL EXPENSES	2,410,900	3,199,280	422,916.09	88,759.60	223,705.14	2,552,659.12	
PRIOR FUND BALANCE				1,925,042.14			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				751,463.03			
REVISED FUND BALANCE				2,676,505.17			

YEAR-TO-DATE BUDGET REPORT

FOR 2022 05

JOURNAL DETAIL 2022 5 TO 2022 5

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8605 Headwaters Trails Improve							
86059091 Headwaters Trails Impr PR							
8605-70-90-909-000-00-00-10-160000-	0	Gifts And Donations 0	-2,000.00	.00	.00	2,000.00	100.0%
8605-70-90-909-000-00-00-10-191000-	0	State Grant -160,918	-160,918.69	.00	.00	.69	100.0%
TOTAL Headwaters Trails Impr PR	0	-160,918	-162,918.69	.00	.00	2,000.69	101.2%
86059099 Headwaters Trails Impr ME							
8605-70-90-909-000-00-00-90-921000-	0	Advance Out Returns 170,000	170,000.00	.00	.00	.00	100.0%
TOTAL Headwaters Trails Impr ME	0	170,000	170,000.00	.00	.00	.00	100.0%
TOTAL Headwaters Trails Improve	0	9,082	7,081.31	.00	.00	2,000.69	78.0%
TOTAL REVENUES	0	-160,918	-162,918.69	.00	.00	2,000.69	
TOTAL EXPENSES	0	170,000	170,000.00	.00	.00	.00	
PRIOR FUND BALANCE				36,732.97			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-7,081.31			
REVISED FUND BALANCE				29,651.66			

YEAR-TO-DATE BUDGET REPORT

FOR 2022 05

JOURNAL DETAIL 2022 5 TO 2022 5

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8607 Breakneck Creek Watershed							
86079094 Breakneck Creek Water CS							
8607-70-90-909-000-00-00-40-400000-	0	Contractual Services 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			

YEAR-TO-DATE BUDGET REPORT

FOR 2022 05

JOURNAL DETAIL 2022 5 TO 2022 5

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8616 Tinkers Creek Greenway Fund							
86169091 Tinkers Creek Greenway Fund PR							
8616-70-90-909-000-00-00-10-191000-	0	State Grant -1,720,763	-1,208.70	.00	.00	-1,719,554.30	.1%*
TOTAL Tinkers Creek Greenway Fund	0	-1,720,763	-1,208.70	.00	.00	-1,719,554.30	.1%
86169092 Tinkers Creek Greenway Fund OR							
8616-70-90-909-000-00-00-20-280000-	0	Transfer In -20,000	-20,000.00	-20,000.00	.00	.00	100.0%
2022/05/001082 05/19/2022 GEN	-20,000.00	REF 042522					
					General to Tinkers Creek		
TOTAL Tinkers Creek Greenway Fund	0	-20,000	-20,000.00	-20,000.00	.00	.00	100.0%
86169094 Tinkers Creek Greenway Fund CS							
8616-70-90-909-000-00-00-40-400000-	0	Contractual Services 36,750	.00	.00	.00	36,750.00	.0%
TOTAL Tinkers Creek Greenway Fund	0	36,750	.00	.00	.00	36,750.00	.0%
86169096 Tinkers Creek Greenway Fund CO							
8616-70-90-909-000-00-00-60-610000-	0	Land Purchase 1,682,380	.00	.00	.00	1,682,380.00	.0%
8616-70-90-909-000-00-00-60-610000-SRFDB	0	Land Purchase 10,000	.00	.00	.00	10,000.00	.0%
2022/05/001509 05/26/2022 BUA	10,000.00	REF Suppl					

YEAR-TO-DATE BUDGET REPORT

FOR 2022 05

JOURNAL DETAIL 2022 5 TO 2022 5

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8616 Tinkers Creek Greenway Fund							
8616-70-90-909-000-00-00-60-680000-SRFDB	0	Construction Projects 10,000	.00	.00	.00	10,000.00	.0%
2022/05/001509 05/26/2022 BUA 10,000.00 REF Suppl							
TOTAL Tinkers Creek Greenway Fund	0	1,702,380	.00	.00	.00	1,702,380.00	.0%
86169099 Tinkers Creek Greenway Fund ME							
8616-70-90-909-000-00-00-90-921000-	0	Advance Out Returns 1,210	.00	.00	.00	1,210.00	.0%
TOTAL Tinkers Creek Greenway Fund	0	1,210	.00	.00	.00	1,210.00	.0%
TOTAL Tinkers Creek Greenway Fund	0	-423	-21,208.70	-20,000.00	.00	20,785.70	5013.9%
TOTAL REVENUES	0	-1,740,763	-21,208.70	-20,000.00	.00	-1,719,554.30	
TOTAL EXPENSES	0	1,740,340	.00	.00	.00	1,740,340.00	
PRIOR FUND BALANCE				575.32			
CHANGE IN FUND BAL - NET OF REVENUES/EXPENSES				21,208.70			
REVISED FUND BALANCE				21,784.02			

YEAR-TO-DATE BUDGET REPORT

FOR 2022 05

JOURNAL DETAIL 2022 5 TO 2022 5

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	526,497	1,321,789	-765,590.42	61,001.66	223,705.14	1,863,674.63	-41.0%

** END OF REPORT - Generated by Denise Dumaurier **

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

	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

Print Full or Short description: F
 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: Y
 Multiyear view: D

Year/Period: 2022/ 5
 Print revenue as credit: Y
 Print totals only: N
 Suppress zero bal accts: Y
 Print full GL account: Y
 Double space: N
 Roll projects to object: N

Carry forward code: 1
 Print journal detail: Y
 From Yr/Per: 2022/ 5
 To Yr/Per: 2022/ 5
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1

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 and Meeting Materials
Board of Commissioners Regular Meeting
June 27, 2022 6:00 PM



Administration/Special Projects

1. Administration

- a. Coordination with architects and engineers with ongoing projects and plans. Received estimates for construction phase engineering and architecture for the Towner's Woods Shelter site and the Brady Interlocking Switch Tower building.
- b. Consultation with legal counsel on addressing encroachments and Camp Spelman bidding.
- c. Advertised the public hearing and presented for public review the 2023 Draft Estimated Tax Budget.
- d. Coordination with the Portage Park District Foundation. The Foundation committed to donating \$30,000 towards the Dix Park Shelter project in 2022.
- e. Developed bid package for Camp Spelman sale, advertised sale, scheduled site visits. Received Probate Court approval of sale.
- f. Provided comments to Portage County Regional Planning Commission on the proposed Turnpike Commerce Center preliminary plan upon request. Suggestions were made for the inclusion of green infrastructure elements to reduce and mitigate the negative community impacts of development and provide useable greenspace that benefit workers and visitors.

2. Human Resources

- a. Commissioner Scott McKinney resigned his commission effective May 31st, with expressions of appreciation to the Park District and regrets that he's not able to continue due to his increasing responsibilities and time commitments, including his recent enrollment in the Ed.D. Interorganizational Leadership Program at Kent State University.
- b. Welcomed Dayvon Ferrell as MWII worker.
- c. Public Engagement Manager Andrea Metzler reached her 5-year employment anniversary in June.
- d. Drafted interim pay range adjustments and job descriptions for existing and planned positions.

Park Operations, Maintenance, Improvement

1. Maintenance

- a. Continued routine tasks including trash removal and restroom cleaning, inventory and supplies management, downed tree removal, building maintenance, equipment and vehicle maintenance.
- b. Continued weekly monitoring of Camp Spelman dam and removal of vegetation on the park district's portion of the dam, per the ODNR-approved Operations Maintenance and Inspection manual.
- c. Regular monitoring of water levels at Trail Lake Park.

- d. Collected and compiled shelter structure cost estimates for Dix Park.
- 2. Park Improvements
 - a. Reviewed Dix Park Picnic Area civil services proposals from Karpinski Engineering. Reviewed engineering estimates and plans for Trail Lake Picnic Area
 - b. Continued progress at Dix Park Story Walk trail and natural play area preparation.

Public Engagement

- 1. Communications/Marketing
 - a. Attended the following events: Mantua See, Eat, Explore, UH Health and Safety Fair, Brimfield Touch-A-Truck
 - b. Completed first round of Your Portage Parks photo shoots. Continuing photo shoots for still photos and video this summer
 - c. Communications coordination with the Portage Park District Foundation
 - d. Efforts to increase mailing list:
 - i. Added option for text to sign up for mailing list
 - ii. Working on a large mailing list for advertising free programs and events and gain additional mailing list member
 - iii. Website mailing list pop up form has had 218 sign-ups, Email open rate continues to stay high at 48% last month
- 2. Partnerships:
 - a. United Way Day of Caring – Becca is coordinating a group of volunteers to weed the pollinator garden at Morgan Park and potentially do some brochure folding at the Ops Center
 - b. Planting milkweed from Monarch Watch grant with the Rotary Club at Towner's Woods and Dix Park
 - c. Dix Park Volunteer work day in the Nature Play Area following staff preparation. Story Walk Trail at Dix prepared by staff with sign installation. Public voting to decide first book title underway.
 - d. Park Rx: We are wrapping up the May-June Spring into Health Park Rx series. Community health partners for this series included Portage County Health District, University Hospitals, Sequoia Wellness, and NEOMed.
- 3. Education: Continued variety of programs for all ages; calendar on website

Natural Areas Stewardship

- 1. Stewardship and Restoration
 - a. 2022 Reforestation- planting complete at Eagle Creek Greenway, tree tube installation to follow
 - b. Camp Spelman beaver dam monitoring, siphon monitoring
 - c. Siphon build and install at Trail Lake to maintain water levels
 - d. Eagle Creek Greenway access trail mapping and clearing with NAS and Ops
 - e. Seasons Road Fen project team meetings; site access verification
 - f. Bird Family Bog- finalized WCC restoration plans for 2022, seed has been purchased and ES is working on invasive plant control and reforestation prep.
 - g. Dix Park trail and play area site prep- herbicide treatments, tilling for planting
 - h. Trail Lake- weeding, amending and stabilizing shrub plantings; tending bioretention plantings

2. Partnership/Collaboration

- a. Eagle Creek Greenway Bioblitz complete June 10 and 11. Over 60 participants excluding staff. Ohio Species of Concern, *Faxonius obscurus* (Allegheny crayfish) was documented in Silver Creek. Many lists from participants are still coming in, and it is anticipated there will be a high number of species observed during the event. The entire PPD team contributed to the success of this endeavor.

Ranger Department for the month of April

1. Patrol Activities

- a. Foot patrol miles – 25.05
- b. Bike patrol miles – 46.6
- c. Visitor Contacts – 114
- d. Building Checks – 5
- e. Traffic Stops, Arrests, Warnings – 0

2. Program Support

- a. Participated in senior hike
- b. Attended Owlbert's Adventures and Park Rx
- c. Provided job shadowing/ride along opportunity for vocational support program
- d. On-site for Collin Cares 5K at Towners Woods

3. Administrative Activities

- a. Communicated with neighbors regarding encroachment issues at Chagrin Headwaters Preserve and Gray Birch Bog
- b. Sent letters regarding Eagle Creek Preserve and Camp Spelman encroachment
- c. Met with Assistant Prosecutor Tim Piero regarding possible next steps to address non-compliant encroachers
- d. Completed criminal damaging report for Seneca Ponds
- e. Completed 1 hour of continuing professional training
- f. Met with Chief Urso from Mantua Village PD and spoke with Chief Gregory from Hiram Village PD regarding Headwaters Adventure Race

RESOLUTION # 2022-19

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

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

General Operating Fund #8600		
Description	Payee	Amount
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	\$ 59,976.91
Unit 40 Contract Services		\$ 4,760.70
Contract Services: LEADS, office copier "per copy" charges, Volistics volunteer database, BIB background investigations, Adobe, Record Courier subscription, Nietert and duMaurier BCI fingerprint fees, Marcs Radio (Ohio DAS)	Ohio State Highway Patrol (Leads), Konica Minolta, Portage County Job and Family Services, US Bank	\$ 772.51
Training and Membership: Rebecca Rhode mileage, Ohio Rivers Symposium (Craycroft), Edith Chase Symposium donation, Xmaps membership, Tomas and Emmet Society for Ecological Restoration class	Rebecca Rhode, US Bank	\$ 332.28
Utilities- Natural gas at 1 location, electric at 6 locations, internet at Ops Center, staff phones & devices	Dominion Energy Ohio, Ohio Edison, US Bank	\$ 1,630.68
Advertising-Marketing -		\$ -
Maintenance & Repairs- F-150 oil change and tire rotation, Ford Escape windshield, tree hauling, trash service	US Bank	\$ 1,799.84
Registration Fees:		\$ -
Leases: Copier lease contract for Office copier and Maint Contract for Ops copier	Konica Minolta	\$ 204.73
Auditor Treasurer Fees	PC Auditor Treasurer	\$ 10.06
DRETAC: share of fees to enforce property tax payment	PC Auditor/Treasurer	\$ 10.60
Unit 50 Materials & Supplies		\$ 2,889.13
Admin. Materials & Supplies- Reimburse Craycroft for copies at Recorder's Office, copier paper for office, laminating sheets	US Bank, Chris Craycroft	\$ 134.42
Office Equipment and furnishings-	US Bank	\$ -
Uniforms - Staff uniforms and volunteer shirts	US Bank	\$ 1,553.05
Maintenance Materials & Supplies-	US Bank	\$ -
Fuel: Gasoline and diesel	City of Ravenna	\$ 974.36
Natural Areas Materials & Supplies- Ruler, two way radio, couplings, elbow joints, primer	US Bank	\$ 217.30
Equipment less than \$5,000.00 - Washer from Restore	US Bank	\$ 10.00
Unit 60 Capital		\$ 21,132.86
Engineering/Architecture Projects: Camp Spelman engineering	Environmental Design	\$ 991.86
Engineering/Architecture Projects: Season's Road Fen RFP	Hammontree and Associates	\$ 141.00
Transfers Out: To Tinker's Creek	Transfer	\$ 20,000.00
Unit 90 General Admin		\$ -
Real Estate Taxes	Portage County Treasurer	
	GRAND TOTAL ALL UNITS	\$ 88,759.60

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 May, 2022

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

Allan Orashan Yes Tom Hrdy Absent 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 June 27, 2022


Christine Craycroft, Executive Director

RESOLUTION 2022-20

re: Adoption of Tax Budget for Fiscal Year 2023

- WHEREAS, the 2023 Estimated Tax Budget of the Portage Park District was on display for public viewing at the offices of the Park District and Portage County Auditor prior to the public hearing; and
- WHEREAS: a public hearing on the Fiscal Year 2023 Tax Budget for the Portage Park District was held after being duly publicized to a newspaper of general circulation as required by Ohio Revised Code Section 5705.30 10 days prior to the hearing and Budget adoption; NOW, THEREFORE BE IT
- RESOLVED: that the Portage Park District Tax Budget for 2023 is hereby adopted in the total amount of \$1,997,370 in expenditures and that a copy of this resolution and two copies of the budget be forwarded to the County Auditor, and be it further
- RESOLVED: that the Board of Commissioners of the Portage Park District finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law including Section 122.22 of the Ohio Revised Code.

Upon a motion by Ruehr and seconded Orashan, the roll call vote was as follows:

Thomas Hrdy: Absent

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 June 27, 2022


Christine Craycroft, Executive Director



ESTIMATED FISCAL YEAR 2023 TAX BUDGET

Adopted on June 27, 2022 by the Board of Park Commissioners Resolution # 2022-20

Portage Park District
705 Oakwood St.
Suite G-4
Ravenna, Ohio 44266
www.portageparkdistrict.org
admin@portageparkdistrict.org

330-297-7728

Portage Park District 2023 Estimated Tax Budget Notes

Organization Background

The Portage Park District was formed in 1991 as an independent political subdivision of the State of Ohio, with jurisdiction over all of Portage County, although not over other local, State or Federal parks, unless by special agreement. The Park District is governed by an unpaid 5-member Board of Park Commissioners appointed for renewable 3-year terms by the Portage County Probate Judge.

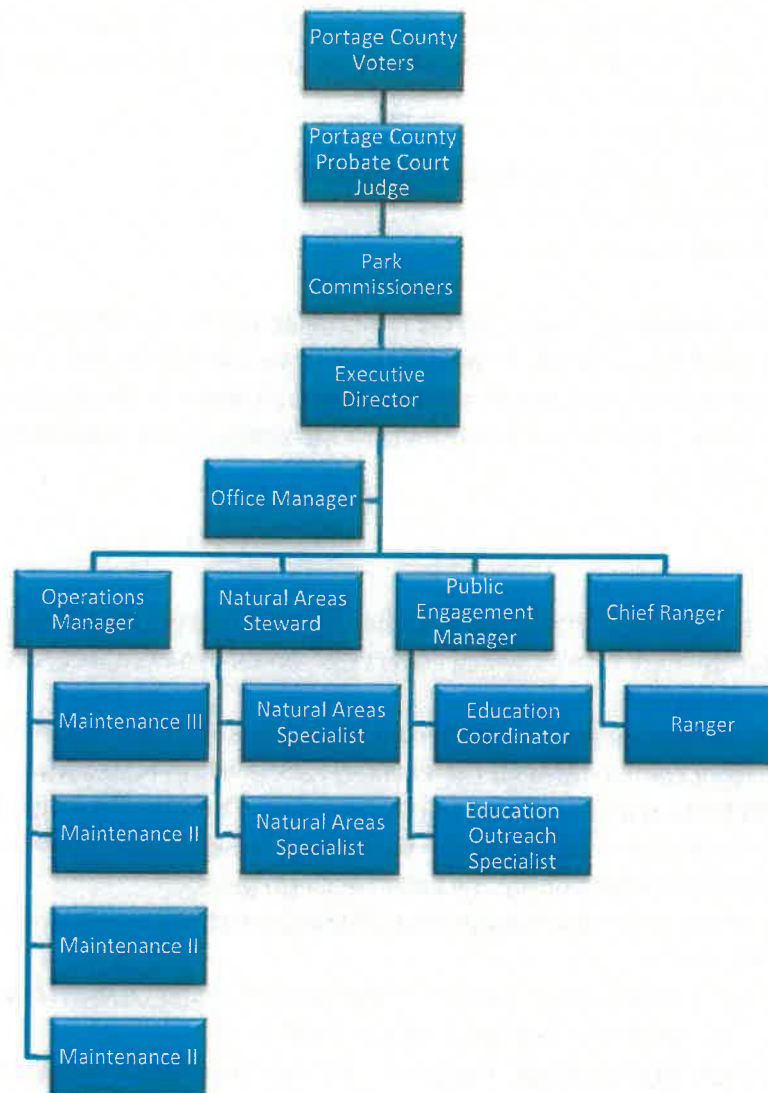
Authority is derived from Chapter 15 (Conservation of Natural Resources), section 1545 (Park Districts) of the Ohio Revised Code. The Park District's Fiscal Officer is the County Auditor, and the Treasurer is its banker. The Park District also works with and receives assistance from the County purchasing, payroll, risk management and human resources departments and the Portage County Prosecutor's Office. The Park District operates under rules and laws that govern park districts and other local governments, as well as park district bylaws established by the Board of Park Commissioners which establish authorities and controls on budgeting and purchasing, as well as meeting management.

The Park District Administrative Office is located at 705 Oakwood St. Suite G-4, Ravenna, Ohio 44266. The Operations Center, which houses offices for field staff along with workshop and equipment storage areas, is located at 8505 Nicodemus Road, Shalersville. The Park District owns and/or leases and manages over 2,700 acres of land, including eight open parks, eleven undeveloped park properties and 17 miles of multipurpose hike and bike trails.

The Budget of the Park District reflects its mission to *conserve Portage County's natural heritage and provide opportunities for its appreciation and enjoyment*. This is achieved through land and water conservation; the creation, maintenance and security of parks and trails for public use, public engagement and providing programs to enhance the public's appreciation and understanding of these resources.

In May of 2014, the voters of Portage County passed a ½ mill 10-year property tax levy to support operations and improvements in the Park District. These revenues are augmented by grants and donations, including biennial allocations from the ODOT park district road improvement fund. In December, 2016 the Board of Park Commissioners adopted a 10 year Master Plan that provides outline park acquisition, development and programming priorities over the next 10 years. Park district staff are currently updating that plan to reflect current conditions and changing opportunities and challenges.

Personnel: As of Summer, 2022, budgeted staff includes 13.5 FT equivalent positions which is expected to remain essentially the same in 2023 with contingencies for separation payouts, compensation adjustments and healthcare.



Operations and Improvement Funds

Most of the Park District general operations, (maintenance, administration and programming) is expensed out its General Fund for staffing, contract services, supplies, utilities, fees, etc. Some capital projects not tied to restricted or grant funds are expensed out of the capital unit of the General Fund.

The Park District also currently uses 5 other active funds restricted for specific parks or improvements, often funded by restricted donations or grants that require a separate fund:

1. Headwaters Trail Fund
2. Breakneck Creek Fund
3. Upper Cuyahoga Bog Preserve (Morgan Preserve) Fund
4. Tinkers Creek Greenway Fund
5. Eagle Creek Greenway Fund

The Board of Park Commissioners appropriates the budget at the unit level; the Executive Director has been given the authority to adjust expenditure line items within the unit levels. Occasionally, the General Fund advances cash to restricted funds for the purpose of temporary cash flow of grant funded projects. Unreturned cash advances are reclassified by the Board as permanent cash transfers.

Revenues

General Fund:

One-half mill property tax levy initially approved by voters in March, 2014. This is the primary source of funding for the Park District which covers personnel, maintenance, operations, park acquisitions and development.

Gifts and Donations: These funds are variable over the years, with the majority of donations to support the Park District coming through the Portage Park District Foundation, an independent nonprofit organization formed to support the mission of the Portage Park District through fundraising and friend-raising. The Foundation works cooperatively with the Park District and contributes funds for Park District programs and special projects.

Royalties: Several of the properties that the Park District owns had pre-existing oil & gas leases, some with operating wells.

Interest income is derived from investments made via the Portage County Treasurer based upon fund balances. All interest is posted to the General Fund.

ODOT Park District Road Improvement Funds: The Portage Park District along with other park districts in the State of Ohio, receives a biennial allocation in the state budget for the purpose of developing parking lots and roads associated with parks. These funds are not received in the park district treasury but are payments made on behalf of the park district by ODOT by either contract or purchase order. Administration of the program is in conjunction with the Ohio Parks and Recreation Association.

Grants: Program and project grants from federal, state or local agencies and nonprofits are received in either the General Fund or a park improvements fund depending on their purpose and restrictions.

Expenses

Park Improvement Funds

Expenditures from the restricted park improvement funds are related to park acquisition, development and major maintenance, and they are often dependent on intermittent grants and donations generally for purchase of property, materials and construction contracts. Occasionally, restricted donations for particular projects are received which may be deposited into those specific funds.

General Fund

The General Operating Fund covers the day-to-day operations of the Park District for administration, routine maintenance, programming and planning. It is comprised of Expense Units, which are controlled and appropriated by the Board of Park Commissioners. Account allocations within the Units are controlled by the Executive Director.

Personnel Unit: Current staffing includes a full-time Executive Director, a full-time Office Manager, a full-time Operations Manager, four full-time Maintenance Workers, a full time Natural Areas Steward, two full time Natural Areas Specialists, a full-time Public Engagement Manager, a full-time Education Program Coordinator, a part-time Education and Outreach Specialist, one part-time Chief Ranger, one part-time ranger. The Personnel Unit includes a contingency for payout of unused sick and vacation leave if necessary. The health insurance budget line depends on several variables, including changing insurance agreements and the particular plan the employee chooses.

Contract Services Unit: Includes professional services, marketing, insurance, utilities, rent, contracted maintenance and repair services, fees and licenses.

Materials and Supplies: Office and maintenance supplies, copies, literature, uniforms, lumber, furnishings, technology, stone, fuel, tools, etc.

Capital Outlay: Capital expenditures are those with a cost over \$5,000 and include vehicles, equipment, land acquisition and construction projects. While the Park District has goals for land acquisition, the nature of the acquisition process is often tentative considering the need to work with receptive landowners and changes in opportunities available at any particular time. Likewise, grants are often sought for large capital projects, which may or may not come to fruition during a particular time period, further adding to uncertainty.

Capital expenditures anticipated for 2023 include funds for the continued improvement of Towner's Woods Park and Trail Lake Park, and engineering and design for future park improvements. Land acquisition prospects are unconfirmed and dependent on additional outside funding. Capital expenditures in the Tinkers Creek Greenway Fund for the Seasons Road Fen Restoration project are planned to span 2022-2023, however exact disbursement and receipt dates are not known and are currently booked to occur in 2022, with repayment of engineering contract services paid out of the General Fund occurring at project close in 2023.

Taxes: The Park District pays property tax on newly acquired properties for the first year until it is declared tax-exempt. It also pays taxes on non-exempt properties that produce income such as rented properties. Stormwater assessment fees are paid on all properties.

[illegible]

**PORTAGE PARK DISTRICT
ORC 1545**

DETAILED BUDGET ESTIMATE FOR FISCAL YEAR 2023

		GENERAL OPERATING FUND FUND #8600	TINKERS CREEK GREENWAY FUND FUND # 8616
OBJECTS OF EXPENSE	EXPENSES		
UNIT: PERSONNEL--300000			
311200	SALARIES-EMPLOYEES FULL TIME	640,000	
311300	SALARIES-EMPLOYEES PART TIME	103,000	
321010	FRINGES -PERS	104,020	
321200	FRINGES -MEDICARE	10,774	
321300	FRINGES -WORK COMP & DWRF	10,673	
321400	UNEMPLOYMENT CONTINGENCY	10,000	
321500	FRINGES -HEALTH BENEFIT PLAN	270,000	
313000	OVERTIME CONTINGENCY	2,000	
314000	FULL TIME BENEFITS PAYOUT CONTINGENCY	50,000	
	Subtotal	1,200,467	0
UNIT: SERVICES--400000			
400000	CONTRACT-SERVICES	30,000	36,750
400100	TRAINING LODGING & MEMBERSHIPS	15,000	
410000	CONTRACT-UTILITIES	30,000	
412000	ADVERTISING	18,000	
413000	CONTRACT-MAINT & REPAIR	30,000	
414000	RENTALS AND LEASES	100	
414100	LEASES EQUIPMENT	2,000	
420100	CONTRACT-AUDIT SERVICES	0	
428400	AUDITOR/TREASURER FEES		
428500	DRETAC FEES	25,000	
492100	LOCAL SHARE	10,000	
	Subtotal	160,100	36,750
UNIT: MATERIALS & SUPPLIES-500000			
500000	ADMINISTRATION and PROGRAMMING SUPPLIES	15,000	
509000	UNIFORMS	8,000	
510000	OFFICE EQUIPMENT	1,000	
530000	MAINTENANCE MATERIALS AND SUPPLIES	40,000	
542000	FUEL	20,000	
544000	NATURAL AREAS MATERIALS AND SUPPLIES	30,000	
596300	OPERATIONS EQUIPMENT AND TOOLS UNDER \$5,000	5,000	
596600	PARK FIXTURES AND FURNITURE	10,000	
	Subtotal	129,000	0
UNIT: CAPITAL--600000			
610000	LAND PURCHASE	250,000	
680000	PROJECT CONSTRUCTION	200,000	
683000	ENGINEERING-ARCHITECTURE		
	Subtotal	450,000	0
UNIT: OTHER--700000			
700000	MISCELLANEOUS	0	
	Subtotal	0	
UNIT: LOANS--800000			
	LOAN REPAYMENT		
	Subtotal	0	
UNIT: ADVANCES OUT--900000			
91000	TRANSFERS OUT		
92000	ADVANCES OUT		
946720	TAXES, LEVIES and ASSESSMENTS	20,000	
	Subtotal	20,000	
	TOTAL EXPENSES	1,959,567	36,750
	REVENUES (incl est 2022 carryover)	2,932,323	37,748
	BALANCE total revenues minus expenses	972,756	998

EXHIBIT "A"					
COMPARATIVE & EST. RECEIPTS, EXPENDITURES & BALANCES					
FORMAL	2019	2020	2021	2022	2023
BUDGET REQUEST FISCAL YEAR 2023				1st half actual	
	ACTUAL	ACTUAL	ACTUAL	2nd half estimate	ESTIMATE
GENERAL OPERATING FUND #8600					
BALANCE, JANUARY 1ST	1,241,611	1,741,758	1,640,695	1,925,042	1,027,550
RECEIPTS:					
Program Revenues					
FEES and FINES	0		43	100	
GIFTS & DONATIONS	20	36,798	30,000	30,000	
INTERGOVERNMENTAL (LGF, TF, Rollbacks)		38,510	37,718	55,000	55,000
ODOT Allocation--Payment on Behalf of PPD	0	109,311		85,000	
LOCAL GRANT		1,500	903	4,976	
STATE Grant	2,516			7,995	
Other Revenues					
TAXES	1,737,715	1,718,567	1,757,214	1,736,023	1,791,023
INTEREST INCOME	37,581	20,935	9,229	10,000	10,000
RENTALS			0		
ROYALTIES	9,879	6,100	28,388	20,000	10,000
SALES			0		
REFUNDS	68	141	464		
INSURANCE SETTLEMENT	1,660				
CREDIT CARD INCENTIVES	850	650	875	1,000	1,000
CONTRACT SERVICES	827	752	0	1,000	37,750
TRANSFERS IN					
ADVANCES IN	0	808,260	0	171,210	
SUBTOTAL	1,791,117	2,741,526	1,864,833	2,122,304	1,904,773
TOTAL BALANCE & RECEIPTS....	3,032,728	4,483,283	3,505,529	4,047,346	2,932,323
EXPENDITURES:					
PERSONAL SERVICES	657,300	653,894	784,648	947,516	1,200,467
CONTRACT SERVICES	155,138	166,464	119,684	278,900	160,100
MATERIALS AND SUPPLIES	88,932	85,608	126,426	163,000	129,000
CAPITAL OUTLAY	343,216	1,604,639	325,518	1,595,380	450,000
TRANSFERS		325,000	40,000	20,000	
ADVANCES	40,000	0	170,000		
MISC.	0				
PROPERTY TAXES	6,384	6,982	14,211	15,000	20,000
TOTAL EXPENDITURES.....	1,290,970	2,842,588	1,580,486	3,019,796	1,959,567
BALANCE, DECEMBER 31ST	1,741,758	1,640,695	1,925,042	1,027,550	972,756

COMPARATIVE & EST. RECEIPTS, EXPENDITURES & BALANCES						
#8605	HEADWATER'S TRAIL IMPR FUND	2019	2020	2021	2022	2023
		ACTUAL	ACTUAL	ACTUAL	1st half actual	ESTIMATE
					2nd half estimate	
	BALANCE, JANUARY 1ST	25,928	25,928	0	36,733	29,652
	RECEIPTS:					
	INTERGOVERNMENTAL Federal and State grants		35,570	0	160,919	
	INTEREST INCOME					
	GIFTS & DONATIONS			10,000	2,000	
	ALL OTHER REVENUES					
	TRANSFERS IN			40,000		
	ADVANCES IN			170,000		
	TOTAL BALANCE & RECEIPTS....	25,928	61,497	220,000	199,652	29,652
	EXPENDITURES:					
	PERSONAL SERVICES					
	CONTRACT SERVICES			0		
	MATERIALS AND SUPPLIES					
	CAPITAL OUTLAY		0	183,267		
	LOAN PAYMENT					
	TRANSFERS					
	ADVANCES RETURNED		61,497	0	170,000	
	TOTAL EXPENDITURES.....	0	61,497	183,267	170,000	0
	BALANCE, DECEMBER 31ST	25,928	0	36,733	29,652	29,652
#8607	BREAKNECK CREEK IMPROVEMENT FUND	2019	2020	2021	2022	2023
		ACTUAL	ACTUAL	ACTUAL	1st half actual	ESTIMATE
					2nd half estimate	
	BALANCE, JANUARY 1ST	16,132	11,972	11,972	0	
	RECEIPTS:					
	INTERGOVERNMENTAL					
	INTEREST INCOME					
	GIFTS & DONATIONS					
	ALL OTHER REVENUES					
	TRANSFERS IN					
	ADVANCES IN					
	TOTAL BALANCE & RECEIPTS....	16,132	11,972	11,972	0	
	EXPENDITURES:					
	CONTRACT SERVICES			11,972		
	MATERIALS SUPPLIES	4,160				
	CAPITAL OUTLAY					
	LOAN PAYMENT					
	TRANSFERS					
	ADVANCES					
	TOTAL EXPENDITURES.....	4,160	0	11,972	0	
	BALANCE, DECEMBER 31ST	11,972	11,972	0	0	

COMPARATIVE & EST. RECEIPTS, EXPENDITURES & BALANCES						
#8611	BERLIN LAKE TRAIL FUND	2019	2020	2021	2022	2023
		ACTUAL	ACTUAL	ACTUAL	1st half actual	ESTIMATE
					2nd half estimate	
	BALANCE, JANUARY 1ST	2,088	2,088	0	0	
	RECEIPTS:					
	INTERGOVERNMENTAL					
	INTEREST INCOME					
	GIFTS & DONATIONS					
	LOCAL GRANT					
	STATE GRANT					
	TRANSFERS IN					
	ADVANCES IN					
	TOTAL BALANCE & RECEIPTS....	2,088	2,088	0	0	
	EXPENDITURES:					
	CONTRACT SERVICES		2,088			
	MATERIALS EXPENSES					
	CAPITAL OUTLAY	0				
	LOAN PAYMENT					
	TRANSFERS					
	ADVANCES					
	TOTAL EXPENDITURES.....	0	2,088	0	0	0
	BALANCE, DECEMBER 31ST	2,088	0			
#8612	UPPER CUYAHOGA BOG PRESERVE FUND	2019	2020	2021	2022	2023
	aka Morgan Park	ACTUAL	ACTUAL	ACTUAL	1st half actual	ESTIMATE
					2nd half estimate	
	BALANCE, JANUARY 1ST	4,250	4,250	1,523	1,523	1,523
	RECEIPTS:					
	INTERGOVERNMENTAL STATE & FEDERAL GRANTS		145,087			
	INTEREST INCOME					
	GIFTS & DONATIONS		1,000			
	Water Resource Restoration Sponsorship					
	STATE GRANT					
	TRANSFERS IN					
	ADVANCES IN					
	TOTAL BALANCE & RECEIPTS....	4,250	150,337	1,523	1,523	1,523
	EXPENDITURES:					
	CONTRACT SERVICES					
	MATERIALS					
	CAPITAL OUTLAY- Incl Land Acquisition					
	LOAN PAYMENT					
	TRANSFERS					
	ADVANCES RETURNED		148,814			
	TOTAL EXPENDITURES.....	0	148,814	0	0	
	BALANCE, DECEMBER 31ST	4,250	1,523	1,523	1,523	1,523

	COMPARATIVE & EST. RECEIPTS, EXPENDITURES & BALANCES				
#8615	KENT BOG EXPANSION FUND	2020	2021	2022	2023
	Established 2016	ACTUAL	ACTUAL	1st half actual	ESTIMATE
				2nd half estimate	
	BALANCE, JANUARY 1ST	22,284	0	0	0
	RECEIPTS:				
	INTERGOVERNMENTAL				
	ADVANCES IN				
	REFUNDS				
	TOTAL BALANCE & RECEIPTS....	22,284	0	0	0
	EXPENDITURES:				
	PERSONAL SERVICES				
	MATERIALS				
	CONTRACT SERVICES	2,284			
	CAPITAL OUTLAY				
	LOAN PAYMENT				
	ADVANCES RETURNED	20,000			
	TOTAL EXPENDITURES.....	22,284	0	0	0
	BALANCE, DECEMBER 31ST	0	0	0	0
#8616	TINKERS CREEK GREENWAY FUND	2020	2021	2022	2023
	Established 2017	ACTUAL	ACTUAL	1st half actual	ESTIMATE
				2nd half estimate	
	BALANCE, JANUARY 1ST	10,949	575	575	37,748
	RECEIPTS:				
	GIFTS & DONATIONS				
	FEDERAL GRANT				
	STATE GRANT	567,575		1,720,763	
	TRANSFERS IN			20,000	
	ADVANCES IN				
	LOAN				
	TOTAL BALANCE & RECEIPTS....	578,524	575	1,741,338	37,748
	EXPENDITURES:				
	CONTRACT SERVICES				36,750
	CAPITAL OUTLAY			1,702,380	
	MATERIALS				
	LOAN PAYMENT				
	LOAN INTEREST				
	LOAN FEES				
	ADVANCES RETURNED	577,949		1,210	
	TOTAL EXPENDITURES.....	577,949	0	1,703,590	36,750
	BALANCE, DECEMBER 31ST	575	575	37,748	998

#8617	EAGLE CREEK GREENWAY FUND	2020	2021	2022	2023
	Established 2020	ACTUAL	ACTUAL	1st half actual	ESTIMATE
				2nd half estimate	
	BALANCE, JANUARY 1ST	0.00	3,876.66	5,325.96	11,275.96
	RECEIPTS:				
	GIFTS & DONATIONS	1,000.00			
	FEDERAL GRANT				
	STATE GRANT		1,115,810.48	5,950.00	
	TRANSFERS IN	325,000.00			
	ADVANCES IN				
	REFUNDS		1,449.30		
	TOTAL BALANCE & RECEIPTS....	326,000.00	1,121,136.44	11,275.96	11,275.96
	EXPENDITURES:				
	CONTRACT SERVICES	3,600.00			
	CAPITAL OUTLAY	318,523.40	1,115,810.48		
	MATERIALS				
	ADVANCES RETURNED				
	TOTAL EXPENDITURES.....	322,123.40	1,115,810.48	0.00	0.00
	BALANCE, DECEMBER 31ST	3,876.60	5,325.96	11,275.96	11,275.96

SCHEDULE A					
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX					
AS CERTIFIED BY PORTAGE COUNTY BUDGET COMMISSION					
FISCAL YEAR 2023					
				COUNTY AUDITOR'S	
				ESTIMATE OF TAX	
				RATE TO BE LEVIED	
		AMOUNT	AMOUNT TO BE		
		APPROVED BY	DERIVED FROM	INSIDE	OUTSIDE
FUND		BUDGET COM-	LEVIES OUTSIDE	10 M.	10 M.
NO.	FUND NAME	MISSION INSIDE	10 M. LIMITATION	LIMIT	LIMIT
					MILLS
#8600	GENERAL OPERATING FUND	0	\$1,791,023	0	0.5
#8604	THE PORTAGE HIKE AND BIKE TRAIL IMPROVEMENT FUND	0	0	0	0
#8605	HEADWATERS TRAIL IMPROVEMENT FUND	0	0	0	0
#8606	DIX PARK IMPROVEMENT FUND	0	0	0	0
#8607	BREAKNECK CREEK IMPROVEMENT FUND	0	0	0	0
#8611	BERLIN LAKE TRAIL	0	0	0	0
#8612	UPPER CUYAHOGA BOG PRESERVE/MORGAN PRESERVE	0	0	0	0
#8613	FRANKLIN BOG PRESERVE FUND	0	0	0	0
#8614	RED FOX BOAT ACCESS FUND	0	0	0	0
#8615	KENT BOG EXPANSION FUND	0	0	0	0
#8616	TINKERS CREEK IMPROVEMENT FUND	0	0	0	0
#8617	EAGLE CREEK GREENWAY FUND	0			
	TOTAL	0	\$1,791,023	0	0
*	*	*	*	*	*
SCHEDULE B					
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES					
		COUNTY			
		AUDITOR'S			
		ESTIMATE OF			
		YIELD OF LEVY			
		MAXIMUM			
		RATE			
		AUTHORIZED			
FUND		TO BE LEVIED	(CARRY TO SCHEDULE A, COLUMN II)		
#8600	GENERAL OPERATING FUND	0.5 mill*	\$1,791,023		
#8604	TOWNER'S WOODS RAIL TRAIL IMPROVEMENT FUND	0	0		
#8605	HEADWATERS TRAIL IMPROVEMENT FUND	0	0		
#8606	DIX PARK IMPROVEMENT FUND	0	0		
#8607	BREAKNECK CREEK IMPROVEMENT FUND	0	0		
#8611	BERLIN LAKE TRAIL	0	0		
#8612	UPPER CUYAHOGA BOG PRESERVE	0	0		
#8613	FRANKLIN BOG PRESERVE FUND	0	0		
#8614	RED FOX BOAT ACCESS FUND	0	0		
#8615	KENT BOG EXPANSION FUND	0	0		
#8616	TINKERS CREEK IMPROVEMENT FUND	0	0		
#8617	EAGLE CREEK GREENWAY FUND	0	0		
TOTAL			\$1,791,023		
*Levy authorized by voters on 05\06\2014					
Not to exceed 10 years					

RESOLUTION #2022-21

Re: Award of contract for Towners Woods Architectural Services

- WHEREAS** Portage Park District owns and manages Towners Woods Park and desires to continue park development and improvement with the renovation of the former residence/field offices into a shelter and picnic/programming area, and
- WHEREAS** Peninsula Architects has submitted a Statement of Qualifications which indicates they have the necessary skills and resources and cites examples and references for successfully completed projects with several area park districts, and
- WHEREAS** Peninsula Architects has submitted a fee proposal in the amount of \$43,600 for development of construction documents and bidding and construction assistance phase for the shelter renovation project which includes a renovated drive and parking lot, the partial demolition of the existing house and renovation of the existing pool house into a reservable enclosed shelter, **NOW, THEREFORE BE IT**
- RESOLVED** by the Board of Commissioners of the Portage Park District that the Executive Director is hereby authorized to enter into a contract with Peninsula Architects in the amount of up to \$48,000 for Construction Development and Construction Assistance phases of the Towners Woods Shelter Renovation Project as identified in the attached proposal, including additional contingency funds.

Upon a motion by Orashan and seconded by Ruehr, the roll call vote was as follows:

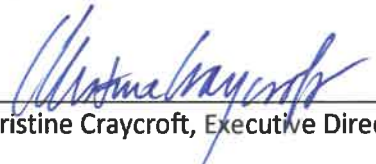
Thomas Hrdy: Absent

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 of the Board of Commissioners of the Portage Park District on June 27, 2022



Christine Craycroft, Executive Director

Peninsula

June 2, 2022

Service Agreement Between the **Owner:**

Portage Park District
705 Oakwood St, Suite G-4
Ravenna, Ohio 44266

and the **Architect:**

Peninsula Architects
1775 Main Street, PO Box 235
Peninsula, Ohio 44264

for the **Towner's Woods Shelters and Site**

1. ARCHITECT'S RESPONSIBILITIES

Peninsula Architects shall provide architectural services and perform them consistent with the level of professional skill and care ordinarily provided by architects practicing in similar locations and circumstances. Peninsula shall perform our services in an expeditious and careful manner for the orderly progress of the Project. Peninsula shall manage their design consultants (Osborn Engineering) and any other consultant services that are deemed necessary by the Architect and the Owner in order to further completion of the project design.

Overall Site Design
Drive and Parking
Walks
Septic and site utilities
Existing Building Selective Demolition
On-grade Patio
Poolhouse reno into gathering space

Restrooms and entry
Basic basement electrical
First floor MEP
Phased construction elements:
patio canopies

A | SCHEMATIC DESIGN (SD)

Previously completed.

B | DESIGN DEVELOPMENT (DD)

Previously completed.

C | CONSTRUCTION DOCUMENTS

During this design phase we create construction documents showing all floor plans, elevations, sections, site plan, systems plans and details, schedules, notes, and specifications. Elements meant for later construction phases will be labeled as such. At the completion of this phase, Portage Park District will have a set of permit ready construction documents.

D | BIDDING AND CONSTRUCTION ASSISTANCE (CA – Not Included in this contract.)

Peninsula Architects feels very strongly about continued involvement in all our projects through the completion of the construction phase and will remain available to requests from the Owner. During bidding, Peninsula will attend a prebid meeting, respond to Requests For Information, and help review contractor proposals as requested by the Park. During Construction, Peninsula and our consultants will respond to Requests For Information and review shop drawing submittals. Peninsula will attend regularly scheduled on-site construction progress meetings and perform a punch list walk-through at the end of construction.



Peninsula Architects

pa-architects.com

P: 330.657.2800

E: info@pa-architects.com

2. FEES FOR SERVICES

Some costs have been estimated below, but are not set. These sub-consultants have not yet been engaged and their fee proposals will be evaluated by the Owner and treated as a direct reimbursable with no additional charges by Peninsula Architects.

Our proposed fees are shown below, broken down for each phase and per discipline. These totals will be billed out incrementally at each design threshold.

CD Phase

Architectural:	\$9,500.00	
Architectural (Canopy):		\$800.00
Civil:	\$5,000.00	
Civil (Soil Investigation):	\$2,400.00	
Civil (Septic Design):	\$5,600.00	
Structural:	\$2,750.00	
Structural (Canopy):		\$1,500.00
Mech/Plumb:	\$3,750.00	
Elec:	\$3,000.00	
Total:	\$32,000.00	\$2,300.00

Bidding / CA Phase

Architectural:	\$4,500.00
Civil:	\$ 800.00
Structural:	\$1,000.00
Mech/Plumb:	\$2,000.00
Elec:	\$1,000.00
Total:	\$9,300.00

Fees for each design threshold and phase will be billed upon completion. If the project does not progress to completion, our fees will be billed based on the work and phases that have been completed and will be documented on an hourly basis.

Changes to the defined scope of this project (including change orders and field work directives), may result in changes to the fee structure. If this occurs, Peninsula Architects will advise you of this situation prior to incurring additional expenses. Additional services will be billed (with your prior approval) at the hourly rates listed below.

Design Principal - \$205.00 / hour
Project Manager - \$135.00 / hour
Designer - \$90.00 / hour

3. REIMBURSABLES

Reimbursable expenses may include, but not be limited to, printing costs, costs associated with sample procurement, and travel in addition to that which is required by local meetings. No reimbursable expenses will be billed without prior conversation with Portage Park District. Reimbursable expenses will be billed monthly and include, but are not limited to, printing, costs associated with sample procurement, and any consultant fees required to progress the project. Records of reimbursable expenses and services performed on the basis of hourly rates shall be made available to the Owner at mutually convenient times.



4. TERMINATION OF SERVICE

This agreement may be terminated upon 10 days written notice by either party. In the event of termination, the Owner shall pay Peninsula Architects and their design consultants for services rendered and reimbursable expenses incurred to the date of termination.

5. OWNERSHIP OF INFORMATION

All documents and design information produced by Peninsula Architects or their design consultants shall remain their property and may not be used by this Owner for any other endeavor without written consent. Peninsula Architects reserves the right to take completion photos of the interior and exterior of all designed works for their website, portfolio, and future publications. Owners names will not be associated with the project publicly without written consent.

6. ARCHITECT'S RESPONSIBILITIES

Peninsula Architects shall provide the professional services set forth in this agreement consistent with the professional skill and care ordinarily provided by architects practicing in Ohio under the same or similar circumstances. Peninsula Architects shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the project. As soon as practicable after the date of this agreement, Peninsula Architects shall submit a schedule for the performance of the services for approval by the Owner, and shall adjust the schedule, if necessary, as the project proceeds.

7. GOVERNING LAWS

This agreement shall be governed by the laws of the State of Ohio. The parties agree that exclusive venue for all disputes arising under this agreement lies with State courts located in Summit County, Ohio.

Neither the Owner nor Peninsula Architects shall assign this agreement without the written consent of the other, except that the Owner may assign this agreement to a lender providing financing for the project if the lender agrees to assume the Owner's rights and obligations under this agreement.

This agreement represents the entire and integrated agreement between the Owner and Peninsula Architects and supersedes all prior negotiations, representation or agreements, either written or oral, between the parties related to the subject matter hereof. This agreement may be amended only by a separate written instrument signed by both Owner and Peninsula Architects.

Thank you for the opportunity to work with you on your project and I look forward to working with you at Towner's Woods.

If you approve the agreement as outlined above, please sign in the space below and return a copy of this letter to me at your earliest convenience. Please indicate if you'd like to move forward with the canopy design at this time.

Sincerely,



Matthew Schwarz, LEED AP
Chief Operations Officer

Signature: Christine Craycroft

Date

☐ Yes, at this time.
Canopy phase



Peninsula Architects

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RESOLUTION #2022-22

Re: Award of contract for Towners Woods Architectural Services- Brady Tower

WHEREAS Portage Park District manages Towners Woods Park and desires to continue park development and improvement with the repair and preservation of the former Brady Interlocking Railroad Switch Tower, and

WHEREAS Peninsula Architects has submitted a Statement of Qualifications which indicates they have the necessary skills and resources and cites examples and references for successfully completed projects with several area park districts, and

WHEREAS Peninsula Architects has submitted a fee proposal in the amount of \$15,750 for development of construction documents and bidding and construction assistance phase for the Brady Tower Repair project based upon a previous structural engineer's report identifying immediate and high priority repairs, including concrete repair, beam reinforcement, replacement of stairs and new roof, **NOW, THEREFORE BE IT**

RESOLVED by the Board of Commissioners of the Portage Park District that the Executive Director is hereby authorized to enter into a contract with Peninsula Architects in the amount of up to \$18,000 for Construction Document Development and Construction Assistance phases of the Towners Woods Brady Tower Repair Project as identified in the attached proposal, including additional contingency funds.

Upon a motion by Ruehr and seconded by Orashan, the roll call vote was as follows:

Thomas Hrdy: Absent

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 of the Board of Commissioners of the Portage Park District on June 27, 2022


Christine Craycroft, Executive Director

Peninsula

June 23, 2022

Service Agreement Between the **Owner:**

Portage Park District
705 Oakwood St, Suite G-4
Ravenna, Ohio 44266

and the **Architect:**

Peninsula Architects
1775 Main Street, PO Box 235
Peninsula, Ohio 44264

Project - Towner's Woods Switch Tower-Architectural services for structural repairs, stair replacement and roof replacement

1. ARCHITECT'S RESPONSIBILITIES

Peninsula Architects shall provide architectural services and perform them consistent with the level of professional skill and care ordinarily provided by architects practicing in similar locations and circumstances. Peninsula shall perform our services in an expeditious and careful manner for the orderly progress of the Project. Peninsula shall manage their design consultants (Osborn Engineering) and any other consultant services that are deemed necessary by the Architect and the Owner in order to further completion of the project design.

2. SCOPE OF SERVICES

Our proposal is based on the scope of repair and maintenance work for the structure based on the combined scope for the "immediate" and "high priority" items articulated in the Osborn Engineering conditions survey dated July 9, 2021. Also included in this scope of work is the design and associated structural engineering for the stairway replacement and the roof replacement.

CONSTRUCTION DOCUMENTS

Prepare a construction documents package that integrates architectural and engineering information into a package suitable for obtaining pricing from bidders based on relevant work items and for construction. The construction documents package will consist of the following components-

- a. Code research, plans, details, exterior elevations of the defined work items within the context of existing conditions
- b. Issue 75% review set to confirm and coordinate work with consultants and Portage Parks
- c. Issue 100% Construction Documents set for bidding, permitting and construction of the work
- d. Technical specifications for all project components
- e. Provide Schedule of Value descriptions to be used in Bid Proposal Form describing the work with estimated quantities formatted for payment based on a lump sum or unit price basis, as applicable, for the relevant work.



BIDDING AND CONSTRUCTION ASSISTANCE

During bidding, Peninsula will attend a prebid meeting, respond to Requests For Information, and help review contractor proposals as requested by the Park. During Construction, Peninsula and our consultants will respond to Requests For Information and review shop drawing submittals. Peninsula will attend regularly scheduled on-site construction progress meetings and perform a punch list walk-through at the end of construction.

3. FEES FOR SERVICES

Peninsula will invoice monthly based on the percent of work completed to date. The fee for architectural services is a fixed fee and includes the structural engineering component. Our lump sum fee for the services as outlined above is \$15,750.

Changes to the defined scope of this project (including change orders and field work directives), may result in changes to the fee structure. If this occurs, Peninsula Architects will advise you of this situation prior to incurring additional expenses. Additional services will be billed (with your prior approval) at the hourly rates listed below.

Design Principal - \$205.00 / hour
Project Manager - \$135.00 / hour
Designer - \$90.00 / hour

4. REIMBURSABLES

Reimbursable expenses may include, but not be limited to, printing costs, costs associated with sample procurement, and travel in addition to that which is required by local meetings. No reimbursable expenses will be billed without prior conversation with Portage Park District. Reimbursable expenses will be billed monthly and include, but are not limited to, printing, costs associated with sample procurement, and any consultant fees required to progress the project. Records of reimbursable expenses and services performed on the basis of hourly rates shall be made available to the Owner at mutually convenient times.

5. TERMINATION OF SERVICE

This agreement may be terminated upon 10 days written notice by either party. In the event of termination, the Owner shall pay Peninsula Architects and their design consultants for services rendered and reimbursable expenses incurred to the date of termination.

6. OWNERSHIP OF INFORMATION

All documents and design information produced by Peninsula Architects or their design consultants shall remain their property and may not be used by this Owner for any other endeavor without written consent. Peninsula Architects reserves the right to take completion photos of the interior and exterior of all designed works for their website, portfolio, and future publications. Owners names will not be associated with the project publicly without written consent.

7. ARCHITECT'S RESPONSIBILITIES

Peninsula Architects shall provide the professional services set forth in this agreement consistent with the professional skill and care ordinarily provided by architects practicing in Ohio under the same or similar circumstances. Peninsula Architects shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the project. As soon as



Peninsula Architects

pa-architects.com

P: 330.657.2800

E: Info@pa-architects.com

practicable after the date of this agreement, Peninsula Architects shall submit a schedule for the performance of the services for approval by the Owner, and shall adjust the schedule, if necessary, as the project proceeds.

8. GOVERNING LAWS

This agreement shall be governed by the laws of the State of Ohio. The parties agree that exclusive venue for all disputes arising under this agreement lies with State courts located in Summit County, Ohio.

Neither the Owner nor Peninsula Architects shall assign this agreement without the written consent of the other, except that the Owner may assign this agreement to a lender providing financing for the project if the lender agrees to assume the Owner's rights and obligations under this agreement.

This agreement represents the entire and integrated agreement between the Owner and Peninsula Architects and supersedes all prior negotiations, representation or agreements, either written or oral, between the parties related to the subject matter hereof. This agreement may be amended only by a separate written instrument signed by both Owner and Peninsula Architects.

Thank you for the opportunity to work with you on your project and I look forward to working with you at Towner's Woods.

If you approve the agreement as outlined above, please sign in the space below and return a copy of this letter to me at your earliest convenience. Please indicate if you'd like to move forward with the canopy design at this time.

Sincerely,



Matthew Schwarz, LEED AP
Chief Operations Officer

Signature: Christine Craycroft

Date



Peninsula Architects

pa-architects.com

P: 330.657.2800

E: info@pa-architects.com

RESOLUTION #2022-23

Re: Authorize purchase of Dix Park Shelter

WHEREAS Portage Park District manages Dix Park and desires to continue park development and improvement with the installation of a picnic shelter and access trail, and

WHEREAS Estimates have been received for a 16' x 24' timber frame shelter with standing seam metal roof, including delivery and installation on concrete pads provided by PPD, and

WHEREAS The Portage Park District Foundation has committed to donating \$30,000 for the picnic shelter, **NOW, THEREFORE BE IT**

RESOLVED by the Board of Commissioners of the Portage Park District that the Executive Director is hereby authorized to contract for the construction, delivery and installation of a 16' x 24' shelter at Dix Park with final design and materials approved by Park District staff for an amount up to \$48,000.

Upon a motion by Orashan and seconded by Ruehr, the roll call vote was as follows:

Thomas Hrdy: Absent

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 of the Board of Commissioners of the Portage Park District on June 27, 2022



Christine Craycroft, Executive Director

RESOLUTION #2022-24

Re: Award of contract for Dix Park Engineering Services- Trailhead and Shelter site work

WHEREAS Portage Park District manages Dix Park and desires to continue park development and improvement with the installation of a picnic shelter and access trail, and

WHEREAS Karpinski Engineering has submitted a Statement of Qualifications which indicates they have the necessary skills and resources and cites examples and references for successfully completed projects with several area park districts, and

WHEREAS Karpinski Engineering has submitted a fee proposal in the amount of \$14,150 for development of construction documents and bidding and construction assistance phase for the trailhead and picnic shelter project, **NOW, THEREFORE BE IT**

RESOLVED by the Board of Commissioners of the Portage Park District that the Executive Director is hereby authorized to enter into a contract with Karpinski Engineering in the amount of up to \$15,000 for Construction Document Development and Bidding and Construction Assistance phases of the Dix Park Trailhead and Shelter Site Project as identified in the attached proposal, including additional contingency funds.

Upon a motion by Ruehr and seconded by Orashan, the roll call vote was as follows:

Thomas Hrdy: Absent

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 of the Board of Commissioners of the Portage Park District on June 27, 2022



Christine Craycroft, Executive Director



Karpinski
ENGINEERING

June 13, 2022

Christine Craycroft
705 Oakwood Street
Suite G-4
Ravenna, Ohio 44266

Subject: Dix Park Picnic Area

Ms. Craycroft,

Thank you for the opportunity to provide our proposal for professional engineering services for the picnic area and trail addition project. The professional engineering services included in this proposal are:

1. Civil Engineering
2. Surveying and Base Mapping
3. Geotechnical Engineering

This proposal is based upon the following:

1. The installation of a new crushed limestone path from the parking lot to the new picnic pavilion area and the existing restroom and kiosk.
2. Approvals from Ravenna Township is not required.
3. The scope and services summarized within this proposal, as well as the summary of services not included.
4. Refer to the Additional Services, Services Not Included and Reimbursable Expenses sections for scope that is not included as part of Basic Services.

BASIC SERVICES

The following is included as part of our basic services for the proposed project:

1. Expenses necessary for the normal exchange of information, including standard electronic media and standard delivery methods.
2. We will provide site/field visits, as necessary.
3. We will visit the site to familiarize ourselves with the property and to document/verify the existing field survey created by others.
4. Civil Engineering Site Design including:
 - a. General Notes
 - b. Site Layout Plan
 - c. Site Grading Plan
 - d. Storm Water Pollution Prevention Plan

e. Construction Details

5. Submittal of the Notice of Intent application (NOI) to the OhioEPA if more than one (1) acre is disturbed.
6. Soil Erosion and Sedimentation Control Plan and NPDES permit requirements will be designed and included in the Storm Water Pollution Prevention Plans.
7. ADA Site accessibility design will be performed for the picnic area and trail.
8. Civil site technical specifications matching page format of Portage Park District.
 - a. At the completion of the CD phase we will transmit an electronic copy of the final Contract Documents (construction drawings and specifications). Karpinski Engineering only authorizes the client to use the final Contract Documents for contractors, sub-contractors and suppliers in the course of business for bidding, purchasing and constructing the work shown on the documents. Unauthorized reuse of the final Contract Documents for other purposes or other projects is prohibited without the expressed written consent of Karpinski Engineering.
9. All travel expenses to and from the site and meetings (based on number of meetings shown in proposal) are included in our fee proposal.
10. Refer to the Additional Services, Services Not Included, and Reimbursable Expenses sections for the scope that is not included as part of Basic Services.

SUPPLEMENTAL SERVICES

We have also included separate fees for the following Supplemental services:

1. **Construction Administration:** A separate fee is provided for Construction Administration. The following is the scope of services for construction administration:
 - a. Interpretation necessary for the proper execution of work progress will be made and recommendations will be provided concerning changes in the work.
 - b. We will review shop drawings for general conformance with the intent of the Contract Documents. We will not be responsible for construction means, methods, techniques, sequences, procedures, scheduling or construction safety.
 - c. A written construction observation report will be provided after each field visit. Construction observation includes general monitoring for conformance with design intent and is not a guarantee that the contractor has performed the work in complete compliance with the Contract Documents or applicable codes. The last report will be considered a final punch list.
 - d. The preparation of electronic record drawings is included as part of Supplemental Services. Record drawing scope includes electronic update of Construction Documents inclusive of addenda, construction phase bulletins, and Contractor mark-ups of constructed conditions. Since record drawings are prepared based on unverified information provided by others, we will make no guarantee of their accuracy or completeness. Preparation of record drawings does not include system installation drawings such as fire protection piping layouts, HVAC

sheet metal layouts, and other Building systems installation and Contractor coordination drawings as these drawings are prepared by Contractors and/or system vendors and are included in the Operation and Maintenance Manual submission as supplemental to the Construction Documents.

ADDITIONAL SERVICES

We will provide additional engineering services for this project, when authorized in writing, in addition to those services set forth in Basic Services. The following items are not included in Basic Services and will be performed as additional services at our current hourly rates.

1. Additional meetings and site visits in excess of those defined herein.
2. Additional design work required for the preparation of alternates when the alternates require separate design documentation.
3. Our basic scope of services applies to the preparation of construction documents for one construction site package. The provision of multiple sets of documents for multiple construction bid packages is considered additional services.
4. We believe "value engineering" is a part of good engineering practice throughout the design phases of the project, and we will work with the entire design team in this effort. However, any additional meetings, negotiations and redesign work required to reduce costs after the beginning of the CD phase will be considered additional services.
5. Mileage, parking and tolls for any additional meetings not called for in the base services section of proposal will be billed as a reimbursable at current federal rates.

SERVICES NOT INCLUDED

The following items are not included in our basic scope of services:

1. Submitting permits and planning commission meetings.
2. Permit and application fees.
3. Environmental Services including Site Assessments, ESA Phase 2 Studies, Lead & Asbestos, Ecosystem Analysis, Stream or Wetlands Studies/Delineation, Environmental Compliance, etc.
4. Landscape Architectural services
5. Structural engineering for the picnic pavilion foundation.
6. Retaining wall design (except landscape walls < 3ft. in height)
7. The responsibility for the discovery, presence, handling, removal or disposal, or the exposure of persons to, hazardous materials and/or toxic materials at the project site.
8. The retention of the services of a contractor to assist in the verification of field conditions.

Since we are not certified or approved to perform certain services, such as confined space entry (entering manholes, etc.), it may be necessary to utilize the services of outside contractors.

9. The responsibility for the discovery of hidden existing conditions, any resulting damages to persons or properties, or any additional construction costs. Hidden conditions are defined as concealed underground, or in existing construction or incapable of an investigation by reasonable and safe visual observation. This includes active or abandoned gas or drinking water wells.
10. Testing of contractor installed systems.
11. Documentation and application for code variances, appeals, or similar efforts including attendance at related meetings or hearings, unless specifically included in Basic Services.
12. Evaluation of contractor proposed substitutions.
13. Providing coordination drawings related to the construction trades.
14. Soil Gas Mitigation analysis and Engineering of mitigation systems.
15. Design of site dewatering systems to enable construction.
16. LEED or SITES services and certification.

Any other engineering and design related services not specifically included under Basic Services and Basic Services Phasing.

INFORMATION WE REQUIRE

For the purposes of this project, the following information must be supplied by your office. Karpinski Engineering will attempt to verify the information provided to the extent reasonably possible but has the right to expect and rely upon the information provided to be correct, accurate and complete. Required Information includes but is not limited to:

1. Copy of the current construction budget.
2. Copies of previous contract record, or "as-built" drawings for the trail project.
3. Copy of geotechnical report for the property if available.
4. Environmental reports for the property if available.
5. Copy of wetland delineation report for the property if available.
6. Project schedule approved by Owner indicating design milestones and review timelines.

BASIC SERVICES PHASING

We will coordinate with your office at each phase of the project as described below. We assume your office will oversee overall project coordination including, but is not limited to, exchange of project design needs of all team members, adequate time to perform quality reviews, adequate time to respond to and incorporate Owner review comments, and adequate time to support any other design requirements needed to complete project scope per the design schedule. Note that substantial changes in project scope, including adjustments to site plans and/or floor plans and/or the model, that occur during the week a submission is due, may not be incorporated until the next phase.

We understand the project includes the following phases:

1. Construction Documents (CD)
2. Construction Administration (CA) if selected as supplemental service.

MEETINGS AND SITE VISITS

DESCRIPTION	QUANTITY INCLUDED
Attendance at existing condition site visits.	As Required
Attendance at coordination meetings during the design to review our design progress. Number of staff that will attend each meeting will be as appropriate to discuss the civil site system items on the agenda.	2
Attendance at pre-construction meeting.	Included
Attendance at construction meetings, punch list and/or field observation visits. Multiple persons attending each (such as from individual engineering disciplines) will count as multiple meetings and/or visits.	2x1 engineer = 2
Meetings and/or field visits in addition to those indicated above will be performed upon request as additional services at our current hourly rates, plus reimbursable expenses.	Additional Service

SUB-CONSULTANT SERVICES

This proposal includes the following Sub-consultant(s) and corresponding services. Karpinski Engineering will require each Sub-consultant to sign a contract, carry general and professional liability insurance, and adhere to the General Terms and Conditions of any contract between our firms, including the services described in this proposal. Karpinski Engineering will administer the services of each Sub-consultant and coordinate their efforts. As an additional service, by request, we will peer review their work product. For complete system design and engineering work scopes, each Sub-consultant will be considered the Engineer of Record (EOR) for their respected engineering design, and Karpinski Engineering will not be responsible for their acts, errors or omissions.

Sub-consultants and services included are as follows:

1. McSteen Surveying – Surveying and Base Mapping
 - a. Surveying and Base Mapping for the picnic area and new trail only.
2. PSI – Intertek – Geotechnical Report
 - a. One (1) Soil Boring and recommendations for pavilion/pavement.

COMPENSATION FOR BASIC SERVICES

Our compensation for the provision of Basic Services is indicated below and does not include reimbursable expenses.

BASIC SERVICES PER PHASE	FEE
Construction Documents	\$7,000.00
Surveying and Base Mapping	\$1,900.00
Geotechnical Engineering	\$3,000.00
Total	\$11,900.00

COMPENSATION FOR SUPPLEMENTAL SERVICES

The following Supplemental Services are not included as part of our Basic Services. However, should these services be desired, our proposed compensation is indicated below and does not include reimbursable expenses.

	SERVICES	FEE	ACCEPTED?
1	Construction Administration Services	\$2,250.00	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	As Built Record Drawings	\$1,500.00	Yes <input type="checkbox"/> No <input type="checkbox"/>

REIMBURSABLE EXPENSES

Certain expenses may be incurred during the project and are not included in our basic scope of services. The following items will be considered Reimbursable Expenses:

1. Expenses related to obtaining permits and related approvals from local authorities having jurisdiction.

2. Expenses related to the retention of the services of contractors, etc. if required to assist in the verification of field conditions. Should retention of contractors fall under the direct responsibility of Karpinski Engineering, a 15% administration charge will be added to the contractor's fee to cover our efforts and expenses.
3. Expenses related to the retention of the services of sub-consultants to perform work scope as described under "Services Not Included". Should retention of sub-consultants fall under the direct responsibility of Karpinski Engineering, a 15% administration charge will be added to the sub-consultant's fee to cover our effort and expenses.
4. Expenses related to project specific on-line documentation management services.
5. Expenses related to specialized equipment rental.
6. Printing Expenses associated with the printing of Permit and / or Construction / Bid Documents, as well as related Addenda, Bulletins, Change Orders, etc.
7. Delivery service costs as required for the prompt exchange of information where normal methods are not practical.

HOURLY RATES

Compensation for Additional Services will be mutually developed on an hourly basis. Our current hourly rates are as follows:

STAFF	HOURLY RATE
Principal	\$190
Senior Project Manager	\$140
Project Engineer	\$100
Project Designer	\$95
Engineer	\$90
Administration	\$60

INVOICING AND PAYMENTS

Karpinski Engineering will invoice our Services on a monthly basis. Payment is required within thirty (30) days from the date of the invoice statement, unless other payment terms have been agreed upon by both parties.

If this agreement is terminated for any reason by either party, Karpinski Engineering shall be compensated for services provided and expenses incurred as of the date of termination.

ELECTRONIC MEDIA

Should an electronic copy of digital data and related contract documents be required by a third party after completion of design, a release form summarizing the terms of use will be provided that requires signature from the user(s). Additional compensation may be required.

INTELLECTUAL PROPERTY

All non-public data and information developed or conceived by Karpinski Engineering which pertains to its products (including all forms of digital data and related contract documents), methods, services or business, whether or not patentable under copyright, trademark or some other basis, is the sole and exclusive property of Karpinski Engineering.

INDEMNIFICATIONS

The Client/Architect agrees, to the fullest extent permitted by law, to indemnify and hold harmless Karpinski Engineering from the following, including reasonable attorney's fees and defense costs:

1. Any and all damage, liability, costs or expenses, to the extent caused by their own negligent acts, errors or omissions, including those of anyone for whom they are legally liable, arising from this project. Neither party is obligated to indemnify the other in any manner whatsoever for the other's own negligence. Karpinski Engineering shall not be responsible for the acts or omissions of the Client/Architect, Client/Architect's other consultants, contractor, sub-contractors, their agents or employees, or other persons performing any of the work.
2. Any and all damage, liability, cost or expenses, should fast track project delivery methods be utilized which result in design changes and modifications of portions of the work already completed.
3. Any and all damage, liability, cost or expenses caused by the work of any contractor that is not properly licensed, adequately insured and bonded and/or approved (if required) by the local municipality to perform work within the municipal boundaries.
4. Any and all damage, liability, costs or expenses, to the extent caused by the unauthorized reuse of digital data and related contract documents, without limitation, including use on future project modifications by others.
5. It is understood that buildings may, as a result of construction activities, post-construction use, maintenance, operation or occupation, contain or be caused to contain mold substances which can present health hazards and result in bodily injury, property damage and/or necessary remedial measures and costs. The Client/Architect agrees to release, indemnify and hold harmless Karpinski Engineering and all other parties from and against all claims, costs, liabilities and damages, arising in any way from the existence of mold as a result of the construction, use, maintenance, operation or occupation of the completed project. In addition, the Client/Architect agrees to include in the Construction Contract a provision whereby the contractor shall defend, indemnify and hold harmless Karpinski Engineering and all other parties from any claims arising in any way from the existence of mold as a result of the contractor's

workmanship or construction means, methods, techniques, sequencing or procedures including without limitation, the failure to protect materials during the construction process.

6. The Client/Architect agrees to release, indemnify and hold harmless Karpinski Engineering from and against all claims, costs, liabilities and damages, arising in any way from decisions made by the Owner, their Representatives, other Consultants, Contractors, or any other party during the design and/or construction phases as a result of a cost reduction (value engineering) process, including, but not limited to, decisions made without our knowledge or consent that may conflict with our engineering recommendations, industry standard design recommendations and/or national, regional or local code requirements.
7. Any and all damage, liability, costs or expenses, should the Client/Architect elect not to retain Karpinski Engineering for construction administration services during the construction phase, to the extent resulting from construction issues caused by the non-conformance with our design intent, non-conformance with code requirements, Building system performance, and/or construction performance, including those of anyone for whom the Client/Architect is legally liable, arising from this project.

MISCELLANEOUS PROVISIONS

Standard of Care - In providing services under this Agreement, Karpinski Engineering will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances and locations. Regardless of any other term or condition of the Agreement, Karpinski Engineering makes no express or implied warranty of any sort, nor does it express or imply any fiduciary responsibility towards the Client/Architect whatsoever.

Professional Limitation – Karpinski Engineering has been retained to provide the professional engineering services summarized above and its obligations are limited to these services without any other responsibilities or obligations. Karpinski Engineering bears no responsibility for project funding and/or financial performance of the project.

Disclaimer of Consequential Damages - Notwithstanding any other provision to the contrary, and to the fullest extent permitted by law, neither party shall be liable to the other for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or this Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business or income or any other consequential damages that either party may have incurred for any cause of action whatsoever.

Dispute Resolution - Any claim, dispute or matter between the client and Karpinski Engineering arising out of or related to this agreement shall be subject to mediation as a condition precedent to litigation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. The parties shall agree to the selection of a mediator and shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. Claims, disputes and other matters that are not resolved by mediation shall be subject to and decided by a litigation process subject to local jurisdiction legal policies and practices, unless the parties mutually agree otherwise.

Limitation of Liability - In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders,

owners and sub-consultants for any and all claims, losses, costs, damages of any nature whatsoever or claims for expenses from any cause or causes, including attorney and/or expert witness fees and costs, so that the total aggregate liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and sub-consultants shall not exceed \$100,000. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

This document represents our total agreement and supersedes any prior representations. Any amendment must be in writing and signed by both parties. This agreement shall be governed by the laws of the state in which the project is performed. In the event that any term or clause of this agreement is held to be invalid as contravening any law or governmental regulation, then such term or clause shall remain in effect only to the extent permitted by such law or governmental regulations, but the remaining provisions of this agreement shall continue in full force and effect.

Should a separate contract be utilized, such as AIA Document C401 *Standard Form of Agreement Between Architect and Consultant*, and if conflicts arise between the two, the terms and conditions of this proposal shall apply. This proposal shall remain in effect for Ninety (90) days, unless Karpinski Engineering agrees to another time period in writing.

To serve as our agreement, sign and return a copy of this proposal. If authorized to proceed prior to our receipt of a signed copy of this document, Karpinski Engineering shall consider this to be a binding agreement including all of the requirements and conditions contained herein.

If you should issue a purchase order, such will be for your accounting purposes only, as the terms and conditions of such purchase order are not applicable to professional services.

Should you have any questions relating to this proposal, please do not hesitate to call. I will be pleased to personally review it with you upon your examination.

Sincerely,



Chris Bednar, PE
Director of Civil
Karpinski Engineering

ACCEPTANCE OF PORTAGE PARK DISTRICT

NAME/TITLE: _____

SIGNATURE: _____

DATE: _____

Project #/P.O. #: _____

RESOLUTION #2022-25

Re: Authorizing donation and fee agreement for the acquisition of Bird Family Bog Preserve property

WHEREAS: The Portage Park District has an opportunity to acquire a 171-acre parcel with a sphagnum peat bog, mature forest and a portion of Breakneck Creek in Rootstown Township for the purposes of conservation and creating a public park, and

WHEREAS: The property is currently owned by West Creek Conservancy, who acquired the property at the request of the Park District, and who worked with the Park District in seeking funds and developing preliminary restoration and management plans, and

WHEREAS: WCC is willing to transfer the property to the Park District for management and development into a public park, for a service fee of \$50,000 for the professional services and cash match provided by WCC to secure the property, and

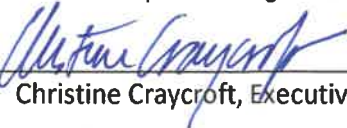
WHEREAS: Park District staff have inspected the property and the Phase I Environmental Site Assessment report and recommends that the Park District assume ownership and management, NOW THEREFORE BE IT

RESOLVED: That the Board of Commissioners of the Portage Park District does hereby authorize the Executive Director to enter into a Donation and Fee Agreement with West Creek Conservancy, including the fee of \$50,000, for the acquisition of approximately 171 acres of land in Rootstown Township for public park and conservation purposes.

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

Allan Orashan Yes Tom Hrdy Absent 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 June 27, 2022


Christine Craycroft, Executive Director

Property Donation Agreement

This Property Donation Agreement (“Agreement”) is made by and between:

West Creek Conservancy
P.O. Box 347113
Parma, Ohio 44134

and

Portage Park District
705 Oakwood St. Ste. G-4
Ravenna, Ohio 44266

(“Donor”)

(“Donee”)

Donor and Donee are sometimes referred to individually as “Party” or together as “Parties”.

RECITALS:

- A. Donor is the owner of certain Property (hereinafter defined) which Donor desires to donate and Donee is willing to accept from Donor on the terms and conditions set forth herein.
- B. Donee intends to use the Property for the purpose of maintaining green space and other park related uses.
- C. The Agreement shall be effective upon the date of the last of Donor and Donee to execute this Agreement (“Effective Date”).

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein and intending to be legally bound, the Parties agree as follows:

1. Donation of Property.

- A. **Property.** The property that Donor intends to donate to Donee is composed of that certain real estate in Portage County consisting of 171.1219 acres depicted on Exhibit A attached hereto and legally described on Exhibit B attached hereto, as well as all easements, appurtenances, rights, privileges and hereditaments belonging to or in any way appertaining thereto or thereunto belonging, including without limitation, all mineral and other subsurface rights (collectively, “Property”).
- B. **Donation.** Upon the terms and conditions hereof, Donor agrees to donate, convey and transfer directly to Donee which shall receive and accept from Donor all of Donor’s right, title and interest in the Property. The Parties acknowledge and agree that the Property is being donated from Donor to Donee as a charitable gift. Title to the Property shall be conveyed to Donee by a Limited Warranty Deed (“Deed”).
- C. **As Is.** Except as otherwise herein set forth, Donee acknowledges that the Property is being donated, conveyed and transferred on an “As Is, Where Is and With All Faults” basis as of the Effective Date and the Closing Date. Donee expressly acknowledges that Donor has not made, and is not making, nor has any of Donor’s affiliates nor any other person acting on behalf of Donor made or is making, and Donee is not relying upon, any warranty or representation of any kind or character, express or implied, or arising by operation of law, with respect to the Property or

any portion thereof, including, but not limited to, any warranty of condition, title, habitability, merchantability, fitness for a particular purpose, absence of environmental violation or other defect. Donee is accepting the Property based solely on its own independent investigations and inspection of the Property and not in reliance on any information provided by Donor or other third parties and disclaims any intent to rely on any such materials in connection with its due diligence and agrees that it shall rely solely on its own independent developed or verified information. The Parties expressly acknowledge and agree that Donor would not have been willing to donate the Property to Donee absent such disclaimer. The provisions of this Section 1C shall survive the Closing.

2. **Escrow Agent.**

“Escrow Agent” shall be the Title Company (designated on the signature page of this Agreement). Immediately following the Effective Date, Donee shall open an escrow account with Escrow Agent. This Agreement shall serve as escrow instructions and shall be subject to the usual conditions of acceptance of Escrow Agent insofar as the same are not inconsistent with any of the terms hereof.

3. **Donee’s Due Diligence.**

During the Contingencies Period (hereafter defined) Donee shall have the right to conduct such due diligence of the Property that Donee elects to conduct, including examination of title and Inspections (hereinafter defined).

A. **Title Commitment.** The Donee may obtain a current title commitment (“**Title Commitment**”) and special tax search from the Title Company setting forth the state of the title of the Property and all exceptions, including easements, restrictions, rights-of-way, covenants, reservations, and other conditions, if any, affecting the Property which would appear in an Owner’s Policy of Title Insurance (“**Title Policy**”), if issued by the Title Company.

B. **Inspections.** Donee and Donee’s contractors and agents shall have the right and permission, at Donee’s expense, to enter upon Property, or any part thereof, at all reasonable times and upon advance notice to Donor and from time to time during the Contingencies Period for the purpose of making all inspections, tests, surveys and studies (collectively, “**Inspections**”) required to determine the acceptability of Property for Donee’s purposes as Donee shall solely determine (which shall include without limitation, physical inspections, non-invasive environmental assessments, non-invasive soil tests, evaluation of utilities, etc.). Donor shall cooperate with Donee and/or Donee’s contractors and agents in providing access to the Property necessary to complete the Inspections. As a condition to the right to access the Property for the purpose of conducting Inspections, Donee shall deliver to Donor a certificate of insurance, naming Donor as an additional insured party, in the amount of not less than \$1,000,000 per occurrence and \$2,000,000.000 in the aggregate, covering the activities of Donor and its contractors and agents on the Property.

4. **Contingencies during Contingencies Period.**

A. Donee's acceptance of the Property pursuant to this Agreement is subject to the following contingencies ("**Contingencies**"):

i. Title.

a. Donee obtaining a Title Commitment (and, ultimately, a Title Policy) from Title Company showing that the state of title to Property is satisfactory to Donee and that Property is subject to only those liens, encumbrances, defects, restrictions, conditions, easements or other agreements to which no objection has been made by Donee (collectively, "**Permitted Exceptions**"), provided that Donor shall have no obligation to cure any matter that Donee objects to. Donee shall object to any title matters prior to the expiration of the Contingencies Period.

b. Notwithstanding any other provision of this Agreement to the contrary, Donor shall have the unconditional obligation, at no cost to Donee, to remove on or prior to the Closing Date (i) any monetary lien that secures the payment of a Donor indebtedness, such as by way of example, a mortgage deed, and (ii) any title matter which arose after Effective Date as a result of the intentional acts of Donor.

ii. Inspections. The results of Donee's Inspections of the Property are acceptable to Donee in Donee's sole discretion.

iii. Document Review. Donor shall either deliver to Donee or make available to Donee at Donor's office, copies or originals of all title policies, environmental audits or studies, reports of soil borings tests, inspection reports prepared by an environmental consultant, and any additional documents in Donor's possession or reasonably available to Donor relating to the Property to the extent the same are in the possession or control of Donor or which can be obtained without unreasonable effort or expense to Donor (collectively, "**Documents**"). Any Documents which can be reproduced without unreasonable effort or expense to Donor will be delivered to Donee within 5 business days after the Effective Date. Other Documents will be made available for Donee's review and inspection at Donor's office.

B. Contingencies Period. "**Contingencies Period**" shall mean the period beginning on the Effective Date and expiring at 5 PM EST on _____, 20____. Donee shall have until the expiration of the Contingencies Period to complete its Inspections, evaluate the results of the Contingencies and determine if Donee will accept the donation of the Property, it being expressly understood and agreed by the Parties that Donor shall have no obligation to cure or remediate any matter relating to the Property that Donee determines to be unacceptable to Donee during the Contingencies Period.

5. Approval or Disapproval of Contingencies.

On or before the expiration of Contingencies Period, Donee shall elect, in its sole discretion, to either (i) accept the donation of the Property on an "AS IS, WHERE IS WITH ALL FAULTS" basis and as otherwise provided herein or (ii) terminate this Agreement. Donee shall deliver written notice of Donee's election to Donor and Escrow Agent, and for Donee's election to be effective, Donor and Escrow Agent must receive such written notice

of Donee's election on or before 5 PM EST on the last day of the Contingencies Period. Failure of Donee to deliver a written notice of its election to Donor and Escrow Agent on or before 5 PM EST on the last day of the Contingencies Period shall be, and shall be construed to be, Donee's election to terminate this Agreement. If this Agreement is terminated both Donor and Donee shall be released from all rights and obligations under this Agreement, except for those obligations that expressly survive the termination of this Agreement. If Donee elects to accept donation of the Property as provided above, this transaction shall close in accordance with the provisions set forth in Section 6 below.

6. **Closing Arrangements.**

A. **Closing Obligations.** If Donee does not terminate this Agreement as provided in Section 5., closing ("Closing") shall occur on or before 5PM EST on _____, 20____ ("Closing Date").

- i. On or before the Closing Date, Donor and Donee shall deposit with Escrow Agent any of the monies required to close this transaction.
- ii. On or before the Closing Date, Donor shall execute, acknowledge and deliver such affidavits, resolutions and other documents which the Title Company shall reasonably require in order to issue the Title Policy and to omit from the Title Policy all exceptions for judgments, mechanics liens and similar matters.
- iii. On or before the Closing Date, Donor shall deliver to Escrow Agent the Deed, duly executed and in proper form for recording.
- iv. On or before the Closing Date, Donor and Donee shall each execute and deliver to Escrow Agent a settlement statement prepared by the Escrow Agent and mutually agreed upon by the Parties ("Settlement Statement").
- v. At Closing, Title Company will issue to Donee the Title Policy in the amount of the market tax values assigned to the Property by the Portage County Fiscal Officer's office and issued in accordance with the form of Title Commitment approved by Donee during the Contingency Period without any intervening liens, encumbrances or exceptions.

B. **Escrow Agent's Closing Obligations.** On the Closing Date, Escrow Agent shall close this transaction as follows:

- i. The Deed shall be filed for record in the Fiscal Officer's Office of Portage County, Ohio.
- ii. Real estate taxes and assessments, both general and special, shall be apportioned between the Parties at the Closing as of the Closing Date on the basis of the most recent tax year and the most recently available County Treasurer's tax duplicate which shall be binding and conclusive on the Parties.
- iii. Charge Donor with and pay to the payee entitled thereto as set forth on the Settlement Statement:

- a. any amounts necessary to remove any monetary lien that secures the payment of a Donor indebtedness, such as by way of example, a mortgage deed; and
 - b. Donor's *pro rata* share of the real estate taxes and assessments that are accrued but unpaid as of the Closing Date ("**Prorated Taxes**") and pay the amount of the Prorated Taxes to either Donee or the Portage County Treasury Department, as directed by Donee.
- iv. Charge Donee with and pay to the payee entitled thereto as set forth on the Settlement Statement:
 - a. 50% of Escrow Agent's fee and the cost of the title examination, special tax search, Title Commitment and Title Policy;
 - b. the cost of recording the Deed;
 - c. any other charges of the Title Company or the Escrow Agent to close this transaction; and
 - d. the sum of \$50,000.00 representing the facilitation fee payable to Donor by Donee.
- v. Charge Donor with and pay to the payee entitled thereto as set forth on the Settlement Statement:
 - a. 50% of Escrow Agent's fee and the cost of the title examination, special tax search, Title Commitment and Title Policy;
 - b. Donor's *pro rata* share of all items to be prorated in escrow; and
 - c. all other fees and charges which are required to be paid by Donor pursuant to this Agreement.

7. **Default.** In the event of a default hereunder by Donor or Donee, the non-defaulting Party may elect to terminate this Agreement, in which event the non-defaulting Party shall be entitled to the reimbursement of its attorney's fees incurred in connection with this transaction and in the case of Donee, its reasonable and actual expenses incurred in connection with the conduct of its due diligence during the Contingencies Period. The obligation to reimburse the non-defaulting Party as set forth above shall survive the termination of this Agreement. If this Agreement is terminated both Donor and Donee shall be released from all rights and obligations under this Agreement, except for those obligations that expressly survive the termination of this Agreement.

8. General Provisions

- A. **Notices.** All notices, elections, consents, demands and communications shall be in writing and shall be (i) personally delivered; (ii) sent by overnight mail (FedEx or another commercially recognized overnight carrier that provides receipts for all deliveries); or (iii) sent and delivered by e-mail, followed by a hard copy sent by overnight carrier (unless such secondary delivery requirement is affirmatively waived in writing in each instance by the noticed party); and each notice shall be effective upon receipt at the appropriate address. Notice of change of address shall be given by written notice in the manner detailed in this paragraph. Rejection or other refusal to accept or the inability to deliver because of changed address of which notice in accordance with this provision was given shall be deemed to constitute receipt of the notice, demand, request or communication sent. Copies of notices shall be sent to the Attorneys for the respective Parties, if identified on the signature page. Either Party may, by written notice to the other, change the address to which notices are to be sent.
- B. **Entire Agreement.** This Agreement, together with the attached Exhibits, contains all of the terms and conditions of the Agreement between the Parties, and any and all prior and contemporaneous oral and written Agreements are merged herein. The Exhibits attached to this Agreement are hereby incorporated by reference in their entirety with the same force and effect as if they were set forth at length in this Agreement.
- C. **Modifications and Waivers.** This Agreement cannot be changed nor can any provision of this Agreement, or any right or remedy of any Party, be waived orally. Changes and waivers can only be made in writing and the change or waiver must be signed by the Party against whom the change or waiver is sought to be enforced. Any waiver of any provision of this Agreement, or any right or remedy, given on any one or more occasions shall not be deemed a waiver with respect to any other occasion.
- D. **Severability.** If one or more of the provisions of this Agreement or the application thereof shall be determined illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions or any other application thereof shall in no way be affected or impaired.
- E. **Governing Law.** This Agreement shall be construed in accordance with and governed by the laws of the State of Ohio.
- F. **Benefit of Agreement.** This Agreement shall be binding upon and inure to the benefit of the Parties hereto, their respective heirs, successors and assigns. The Parties may not assign its rights hereunder without the other Party's written consent, which consent may be withheld in its sole discretion.
- G. **Counterparts.** This Agreement may be executed in multiple counterparts and shall be effective when such counterparts are executed by and delivered to all signatory Parties. Such counterparts shall be taken to be one and the same original document with the same effect as if all Parties hereto had signed the same document. Any executed signature page of this Agreement (together with any separate acknowledgment page) may be detached from any counterpart and attached to another counterpart containing the signature pages (and any

acknowledgment pages) with the signatures (and acknowledgments) of all other signatory Parties to this Agreement.

- H. **Electronic Execution.** For purposes of executing this Agreement and any other document to be executed in connection herewith (other than documents to be recorded), a document signed and transmitted by electronic transmission (email) shall be treated as an original document. The signature of any party thereon shall be considered an original signature and the document transmitted shall be considered to have the binding legal effect as if it were originally signed. At the request of any party, any signed document sent by electronic transmission (email) shall be re-executed in original form. No party hereto may raise the use of electronic transmission (email), or the fact that any signature was transmitted through the use of electronic transmission (email) as a defense to the enforcement of this Agreement.
- I. **Time is of the Essence.** As a material inducement to the execution of this Agreement by Donor, the Parties expressly agreed that time shall be of the essence with respect to all time periods set forth in this Agreement.
- J. **Relationship of Parties.** Notwithstanding any provision to the contrary in this Agreement, the parties agree that their relationship with respect to the donation of the Property hereunder is one of donor and donee only, and no provision of this Agreement shall be construed to create any other type of status or relationship between the parties with respect to the donation contemplated hereby.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, Donor, Donee and Escrow Agent/Title Company have hereunto set their hands at the place and date set forth beneath their signatures.

Donor:

Donee:

West Creek Conservancy, an Ohio nonprofit corporation

Portage Park District

By: _____
Derek Schafer, Executive Director

By: _____

(place) (date)

(place) (date)

Donor's attorney:

Donee's attorney:

[mailto:](mailto:ces@zieglermetzger.com)Ziegler Metzger LLP
Christopher E. Soukup, Esq.
1111 Superior Avenue, Suite 1000
Cleveland Ohio 44114
Tel: 216.781.5470
E-mail: ces@zieglermetzger.com

<mailto:>_____

Escrow Agent/Title Company:

Ohio Real Title
1213 Prospect Avenue East, Suite 200
Cleveland, Ohio 44115
Telephone: 216.373.9900
Email: ryanmarrie@ohiorealtitle.com

By: _____
Ryan Marrie
Title: President
Date: _____

PROPERTY MAP

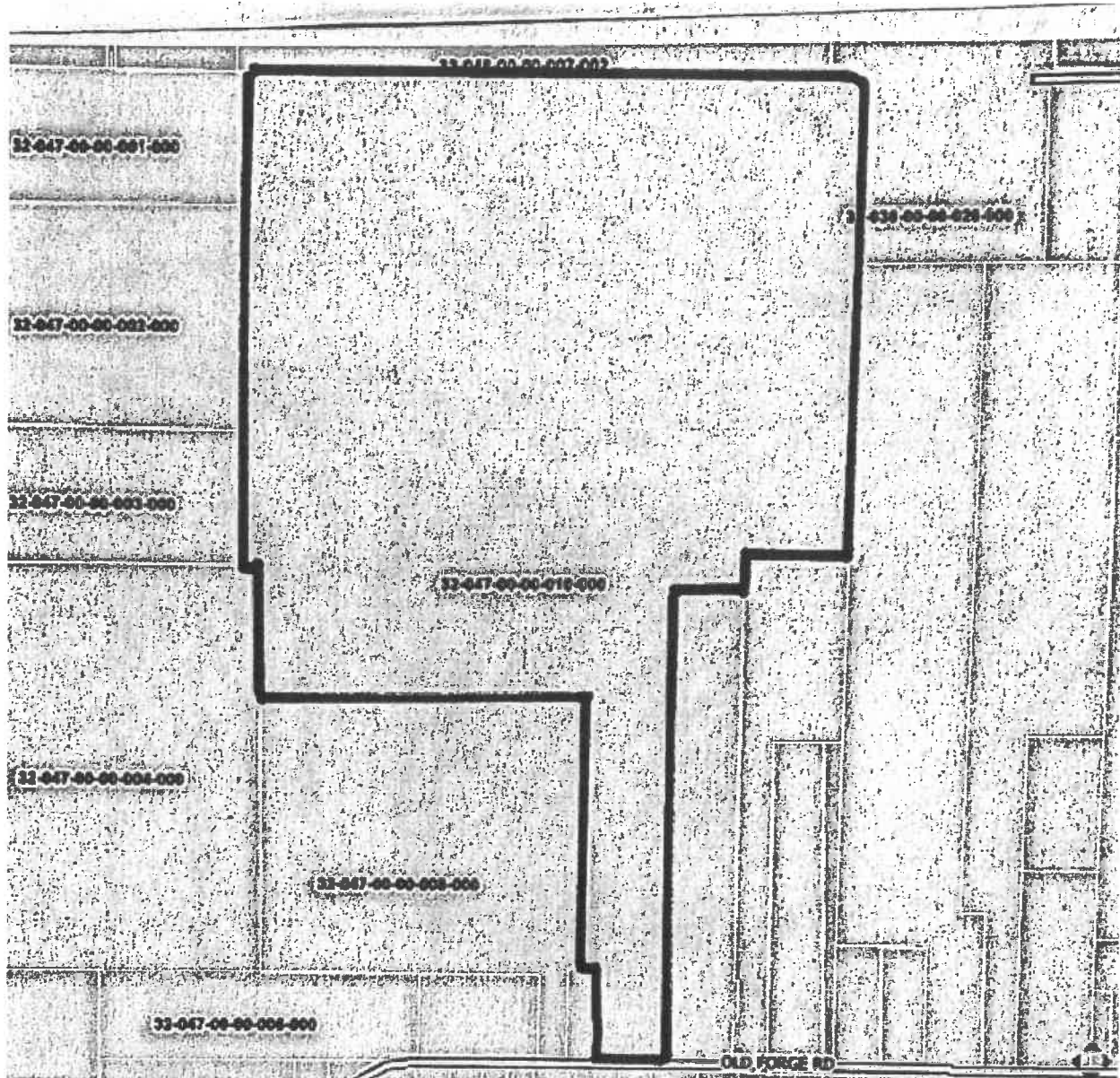


EXHIBIT A

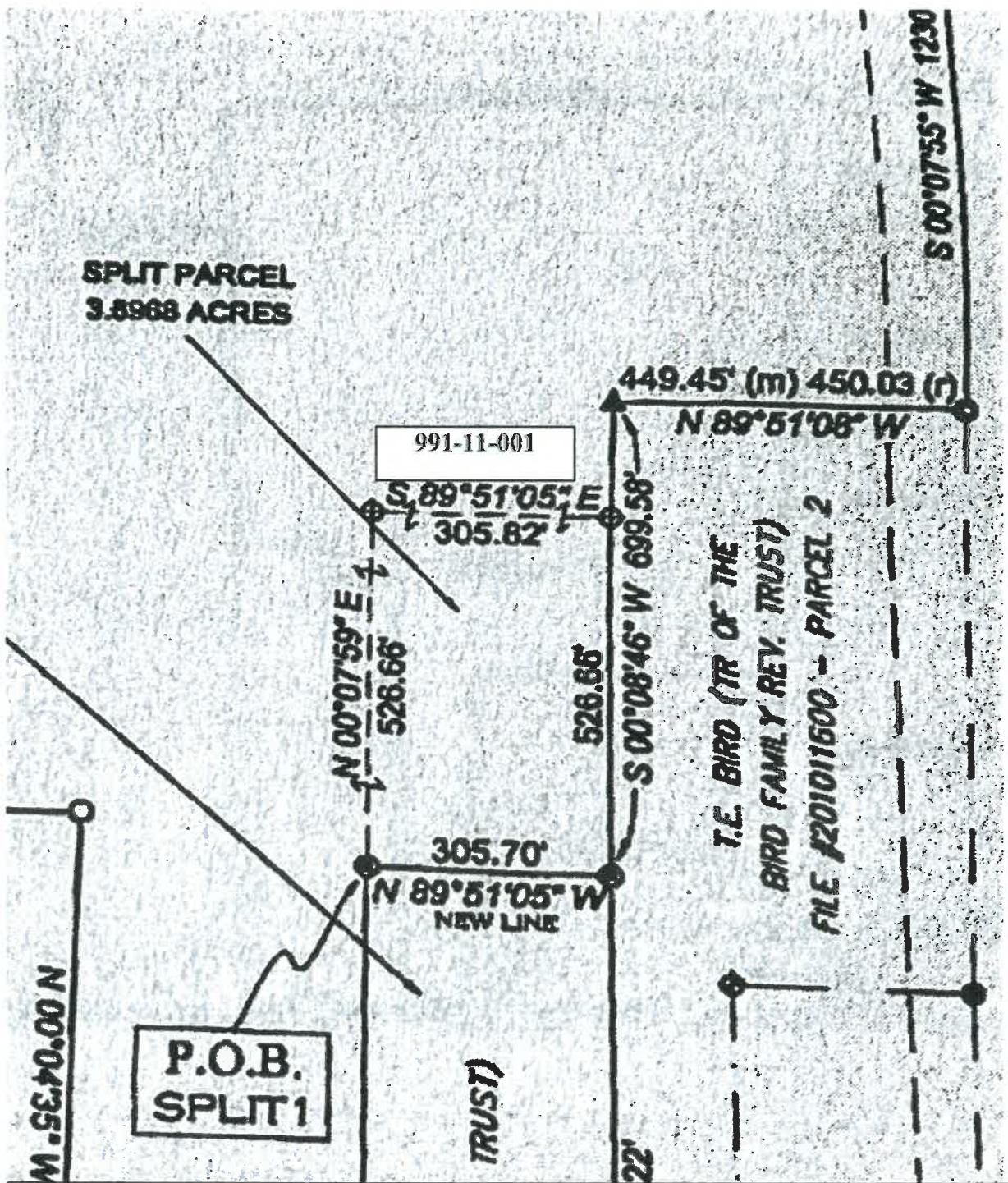


EXHIBIT A



LEGAL DESCRIPTION OF REALTY

PEARSON SURVEYING, LLC

(330) 296-9200 OFFICE OFFICE@PEARSONSURVEYING.COM

**COMBINED PARCEL
PROPERTY DESCRIPTION
171.1219 ACRE TRACT**

Situated in the Township of Rootstown, County of Portage, and the State of Ohio, and being part of Lots 38 & 47, in said Township and being part of the 15.0020 acre tract of land transferred to Thomas E. Bird (Trustee of the Bird Family Rev. Trust), as recorded in File #201514160, and being all of the 167.3192 acre tract of land transferred to Thomas E. Bird (Trustee of the Bird Family Rev. Trust), as recorded in File #201111722 and further described as follows to wit:

Beginning at a 1/4" iron bar found at the intersection of the southeast corner of Lot 47 and the centerline of Old Forge Road (C.H. 82 - 60' r/w), thence South 89°53'52" West, along the centerline of Old Forge Road and the south line of Lot 47, a distance of 708.94 feet to a point, which is the True Place of Beginning for the property herein described;

1. Thence South 89°53'52" West, along the centerline of Old Forge Road and the south line of Lot 47, a distance of 300.57 feet to a point;
2. Thence North 00°08'03" West, along the east line of a tract of land now or formerly owned by K.P. Ludick (File #201717154), (and passing over a 1/4" iron pipe found at a distance of 30.29 feet), a total distance of 427.87 feet to a 5/8" iron bar found;
3. Thence South 89°51'57" West, along the north line of the aforesaid Ludick tract, a distance of 54.94 feet to a 1/4" iron pipe found;
4. Thence North 00°04'35" West, along the east line of a tract of land now or formerly owned by D.L. Moore & K. Archer (File #200820047), a distance of 1240.48 feet to a 3/4" iron pipe found;
5. Thence South 89°54'05" West, along the north line of the aforesaid Moore tract, a distance of 1500.08 feet to a 2" iron pipe found;
6. Thence North 00°00'31" East, along the east line of a tract of land now or formerly owned by the Lamm Family Trust (O.R.V. 71, Page 177), a distance of 568.55 feet to a 5/8" iron bar found;
7. Thence North 89°35'12" West, along the north line of the aforesaid Lamm Family Trust tract, a distance of 65.85 feet to a 5/8" iron bar found;

EXHIBIT B

171.1219 acre parcel – page 2

- 8. Thence North 00°05'41" East, along the east line of tracts of land now or formerly owned by M.M. Koenig (File #200522692), W.R. Logan (D.V. 999, Page 1046), and G.W.Reedy (O.R.V. 394, Page 582), a distance of 2130.76 feet to a capped pin found (#7535) on the north line of Lot 47;**
- 9. Thence South 88°53'06" East, along the south line of a tract of land now or formerly owned by the Portage Landfill and Development Company Inc. (D.V. 1059, Page 423) and the north line of lot 47, a distance of 2537.27 feet to the northeast corner of lot 47 and a 2" iron pipe found;**
- 10. Thence South 88°54'52" East, along the south line of a tract of land now or formerly owned by C.R. & S.J. McGrath (File #200127351) and the north line of lot 38, a distance of 158.16 feet to a point in the swamp;**
- 11. Thence South 00°13'00" West, along the west line of the aforesaid McGrath tract, (and passing over a capped rebar set at a distance of 210.00 feet), a total distance of 782.03 feet to a 5/8" iron bar found;**
- 12. Thence North 89°45'29" West, along the north line of a tract of land now or formerly owned by R.J. & L.S. Winkler (D.V. 1162, Page 270), a distance of 8.00 feet to a capped pin found (#7535);**
- 13. Thence South 00°07'55" West, along the west line of the aforesaid Winkler tract, a distance of 1230.98 feet to a 1/2" iron pipe found;**
- 14. Thence North 89°51'08" West, along the north line of a tract of land now or formerly owned by Thomas E. Bird (Trustee of the Bird Family Rev. Trust – File #201011600 – parcel 2), a distance of 449.45 feet to a 2" iron pipe found;**
- 15. Thence South 00°08'46" West, along the west line of the aforesaid Bird tract (File #201011600 – parcel 2), a distance of 699.58 feet to a capped rebar set;**
- 16. Thence North 89°51'05" West, through the land of the grantor (Thomas E. Bird (Trustee of the Bird Family Rev. Trust – File #201514160)), a distance of 305.70 feet to a capped rebar set;**
- 17. Thence South 00°07'59" West, along the west line of the aforesaid Bird tract - File #201514160), (and passing over a capped pin found (#7535) at a distance of 1571.67 feet), a total distance of 1601.93 feet to the True Place of Beginning of the herein described parcel.**

Containing 171.1219 acres of land (0.2127 acres – Road r/w)(165.1295 acres – Lot 47 & 5.9924 acres – Lot 38), based on a field survey by Beth A. Pearson, P.S. #8430 in August 2019.

EXHIBIT B

171.1219 acre parcel – page 3

The basis of bearing is Grid North, Ohio State Plane Coordinate System, North Zone, NAD83.

Subject to all legal highways and any easements or restrictions of record.

Capped rebars set are 5/8" x 30" with "Pearson PS-8430.

Beth A. Pearson 08/30/2019
Beth A. Pearson, PS
Registered Surveyor #8430



C:\2019\PT90625 - Combined Parcel

Exempt From
Portage County
Subdivision Regulations

Todd Peety / LR
10/15/20

(P-18803) 3rd
TAX MAP DEPT.
LEGAL DESCRIPTION
☒ SUFFICIENT ☐ DEFICIENT
☒ NO DIVISION OF LAND

COMBINE
PN 32-047-00-00- 010 : 167.379
(recent split) + 3.6968
171.0758

= 171.1219
BY SURVEY

EXHIBIT B

RESOLUTION #2022-26

- Re:** **Appreciation to Retired Commissioner Scott McKinney**
- WHEREAS:** Commissioner Scott McKinney resigned his commission on May 31, 2022 to commit more time to his family and his continuing graduate education in the Ed.D Interprofessional Leadership program at Kent State University, and
- WHEREAS:** Commissioner McKinney was appointed by Portage County Probate Court Judges and has served almost nine years on the Portage Park District Board of Park Commissioners without pay, and
- WHEREAS:** Commissioner McKinney was a founding member and the first president of the Portage Park District Foundation in 2010, where he served for five years, developed policies, procedures and philanthropy programs to support the Park District through fundraising and friendraising, and
- WHEREAS:** Commissioner McKinney originally connected with the Park District as a volunteer and through his role as the Director of the Portage County Red Cross, supporting other Park District volunteers and staff, and
- WHEREAS:** Commissioner McKinney's formal undergraduate and graduate education, focused on Recreation Management and augmented by a lifetime of extensive personal experience in parks and outdoor recreation, was integral to the evolution of the Park District during a time of intensive growth and development, **NOW THEREFORE BE IT**
- RESOLVED:** **That the Board of Commissioners of the Portage Park District does hereby express its heartfelt gratitude to former Commissioner Scott McKinney for his years of selfless contributions and the invaluable mark that his personal character, expertise, compassion, experience, wisdom and generosity left on the legacy of the Portage Park District for generations to come.**

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

Allan Orashan: Yes; Tom Hrdy: absent; 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
June 27, 2022



Christine Craycroft, Executive Director

RESOLUTION #2022-27

Re: Amend pay ranges for selected job descriptions

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 referenced along with consideration to PPD 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:

- Operations Manager: upper end of pay range increased to \$ 36.00
- Natural Areas Steward: upper end of pay range increased to \$ 34.00
- Natural Areas Specialist: Full Time option up to \$20.00
- Education Coordinator: upper end of pay range increased to \$30.00
- Education Specialist: Full Time option; upper end of pay range increased to \$20.00
- Chief Ranger: upper end of pay range increased to \$36.00
- Ranger: upper end of pay range increased to \$30.00

Upon a motion by Orashan and seconded by Ruehr, the roll call vote was as follows:

Thomas Hrdy: Absent

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 of the Board of Commissioners of the Portage Park District on June 27, 2022


Christine Craycroft, Executive Director