

Portage Park District
Board of Commissioners Regular Meeting
March 18, 2024 5:30 p.m.
PPD Operations Center
8505 Nicodemus Road
Ravenna, OH 44266



Agenda

1. Roll Call
2. Adopt Agenda
3. Public Comment: *Note: members of the public wishing to speak are asked to sign in. Comments will be limited to two minutes per person.*
4. Approve minutes of the February 3, 2024 Regular Meeting
5. Presentation and approval of Financial Statement:
 - a. January and February 2024 MTD and YTD Budget Report and Cash Balance Reports.
6. Executive Director/Staff Update
7. Other Information/Briefing Items/Policy Updates:
 - a. Working Group reports: Bylaws, personnel policy, planning
8. Old Business and approval of action items: *Ranger Policies-remove from Old Business until ready to approve*
9. New Business and approval of action items:
 - a. RESOLUTION: Approve January and February 2024 Expenditures
 - b. RESOLUTION: Authorize purchase of vehicles
 - c. RESOLUTION: Authorize Willow Creek Mitigation Site Agreement
10. Executive Session: Land acquisition; staff hiring and compensation
11. Adjourn

Portage Park District
Board of Commissioners Regular Meeting
February 3, 2024, 9:00 am
PPD Administrative Offices
705 Oakwood Street, Suite G-4
Ravenna, OH 44266



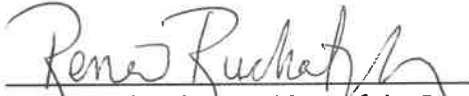
Minutes

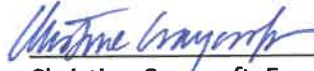
President Renee Ruchotzke called the meeting to order at 9:05 am

1. Roll Call: Commissioners present: Commissioner Charles Engelhart, Commissioner Renee Ruchotzke, Commissioner Tom Hrdy, Commissioner Allan Orashan and Commissioner Kurt Ruehr. Staff Present: Christine Craycroft, Executive Director; Kevin Nietert, Chief Ranger, Craig Alderman, Operations Manager; Eric Seachrist, Office Manager. Public Guests: Adam Marsh
2. Adopt Agenda: Upon a motion by Engelhart and second by Orashan, the agenda was approved. (JE 2024-01)
3. Public Comment: None
4. Approve minutes of the December 18, 2023 Regular Meeting: Upon a motion by Orashan and second by Hrdy, the minutes were approved. (JE 2024-02)
3. Presentation and approval of Financial Statement: December 2023 MTD and YTD Budget Report and Cash Balance Reports. Upon a motion by Hrdy and second by Ruehr, the reports were approved. (JE 2024-03).
5. Executive Director/Staff Update: Craycroft and staff presented the director's report and answered questions from the Board.
6. Other Information/Briefing Items/Policy Updates: None
7. Old Business and approval of action items: Discussion of the Ranger Policies was tabled.
8. New Business and approval of action items:
 - a. Approve December 2023 Expenditures: Upon a motion by Ruehr and second by Orashan, **RESOLUTION 2024-01** was unanimously approved.
 - b. Approve Changes to Pay Scales for select positions: Upon a motion by Hrdy and second by Ruehr, **RESOLUTION 2024-02** was unanimously approved.
 - c. For discussion: Board Retreat: The Board discussed items listed on the "Retreat Discussion Plan", a copy of which is attached..
 - d. Authorize the Director to obtain a draft of an Agreement with the County Prosecutor's Office for Legal Services: Upon a motion by Ruehr and second by Orashan, **JOURNAL ENTRY 2024-04** was unanimously approved.

- e. Authorize the Director to enter into an Agreement with the County Records Commission for Records Management: Upon a motion by Ruehr and second by Englehart, **JOURNAL ENTRY 2024-05** was unanimously approved.
 - f. Authorize the Director to obtain an Agreement from the County Commissioners' Office for Insurance Coverage: Upon a motion by Ruehr and second by Hrdy, **JOURNAL ENTRY 2024-06** was unanimously approved.
 - g. Appoint representatives to the Portage County Regional Planning Commission - Allan Orashan, Chris Craycroft alternate: Upon a motion by Ruehr and second by Englehart, **JOURNAL ENTRY 2024-07** was unanimously approved.
 - h. Appoint a Working Group to Review the Park District's Current Master Plan: Upon a motion by Hrdy and second by Englehart, **JOURNAL ENTRY 2024-08** was unanimously approved.
9. Executive Session: none
10. Adjourn: Upon a motion by Englehart and second by Hrdy, the meeting was adjourned at 11:57am.

IN TESTIMONY WHEREOF we hereunto set our hands, March 18, 2024


Renee Ruchotzke, President of the Board


Christine Craycroft, Executive Director

PORTAGE PARK DISTRICT

Month to Date and Year To Date Budget & Cash Balance Report for January/February 2024

GENERAL FUND

BEGINNING AUDITOR'S CASH BALANCE		January 1	\$ 2,854,570.93	
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	Jan/Feb MTD ACTUAL	YTD Percentage Collected of Budget
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	6,650.00	0.00	0.00	0.0%
192400 State Aid/Subsidy	22,250.00	0.00	0.00	0.0%
195000 Local Grant	0.00	1,700.36	1,700.36	
General Program Revenues subtotal	30,000.00	1,700.36	1,700.36	5.7%
200300 Real Estate Homestead Rollback (from State)	32,744.00	0.00	0.00	0.0%
221000 Real Estate Tax	1,819,018.00	0.00	0.00	0.0%
223000 Tangible Personal Property Tax	0.00	0.00	0.00	
224000 Manufactured Homes Property Tax	0.00	0.00	0.00	
230000 Interest	10,000.00	7,696.69	7,696.69	77.0%
241000 Oil & Gas Leases	10,000.00	2,441.83	2,441.83	24.4%
243000 Credit Card Incentives	1,000.00	0.00	0.00	0.0%
250000 Refunds and Reimbursements	0.00	0.00	0.00	
251000 Jury Fees	0.00	0.00	0.00	
270000 Sale of Fixed Assets	0.00	0.00	0.00	
General Operations Revenue	1,872,762.00	10,138.52	10,138.52	0.5%
SUBTOTAL REVENUES	1,902,762.00	11,838.88	11,838.88	0.6%
2023 Cash Carryover		2,854,570.93		100.0%
TOTAL REVENUES, CARRYOVER & OTHER SOURCES	1,902,762.00	2,866,409.81	2,866,409.81	150.6%
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	Jan/Feb MTD ACTUAL	YTD Percentage Expended of Budget
311200 FT Employee Salaries	750,000.00	93,274.72	93,274.72	12.4%
311300 PT Employee Salaries	100,000.00	9,203.76	9,203.76	9.2%
312100 Sick Leave Conversion	2,000.00	0.00	0.00	0.0%
313000 Overtime	2,000.00	150.72	150.72	7.5%
314000 Retirement	42,225.00	162.14	162.14	0.4%
321010 PERS	119,000.00	14,368.10	14,368.10	12.1%
321200 Medicare	12,325.00	1,453.19	1,453.19	11.8%
321300 Workers Compensation	14,450.00	1,747.44	1,747.44	12.1%
321400 Unemployment	8,000.00	0.00	0.00	0.0%
321500 Health Benefits	300,000.00	19,007.29	19,007.29	6.3%
30 Personal Services Unit Total	1,350,000.00	139,367.36	139,367.36	10.3%
400000 Admin Contractual Services	33,000.00	1,974.72	1,974.72	6.0%
400100 Training, Lodging & Memberships	15,000.00	351.10	351.10	2.3%
400101 Registration Fees	0.00	0.00	0.00	
410000 Utilities	30,000.00	3,196.57	3,196.57	10.7%
412000 Advertising, Marketing & Events	49,500.00	64.40	64.40	0.1%
413000 Maintenance & Repairs	30,000.00	2,947.77	2,947.77	9.8%

PORTAGE PARK DISTRICT				
Month to Date and Year To Date Budget & Cash Balance Report for January/February 2024				
414000 Rentals and Leases	100.00	0.00	0.00	0.0%
				YTD Percentage Expended of Budget
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	Jan/Feb MTD ACTUAL	
414100 Leases	2,000.00	505.13	505.13	25.3%
420000 Prof & Tech Services	0.00	0.00	0.00	
420100 Audit Services	4,000.00	0.00	0.00	0.0%
428000 Event Fees	0.00	0.00	0.00	
428400 Auditor/Treasurer Fee	28,000.00	0.00	0.00	0.0%
428500 DRETAC	10,000.00	0.00	0.00	0.0%
492100 Local Share	78,400.00	0.00	0.00	0.0%
40 Contractual Services Unit Total	280,000.00	9,039.69	9,039.69	3.2%
500000 Admin Materials & Supplies	15,000.00	1,846.16	1,846.16	12.3%
509000 Uniforms	8,000.00	165.00	165.00	2.1%
510000 Office Equipment & Furnishings	2,000.00	36.25	36.25	1.8%
530000 Maintenance Materials & Supplies	40,000.00	2,111.61	2,111.61	5.3%
542000 Fuel	20,000.00	1,989.76	1,989.76	9.9%
544000 Natural Areas Materials & Supplies	20,000.00	161.58	161.58	0.8%
596300 Equipment Less than \$5000	5,000.00	0.00	0.00	0.0%
596600 Furniture & Fixtures	10,000.00	0.00	0.00	0.0%
50 Materials & Supplies Unit Total	120,000.00	6,310.36	6,310.36	5.3%
610000 Land/Easement Purchase	250,000.00	0.00	0.00	0.0%
610000 Land/Easement Purchase-Bird Bog	0.00	0.00	0.00	
630000 Equipment	0.00	0.00	0.00	
650000 Vehicles	0.00	0.00	0.00	
680000 Construction Projects	1,000,000.00	0.00	0.00	0.0%
683000 Engineering Projects	150,000.00	0.00	0.00	0.0%
683000 Engineering Projects - SRFDB - Seasons Rd Fen Design Build	27,800.00	10,000.00	10,000.00	36.0%
60 Capital Outlay Unit Total	1,427,800.00	10,000.00	10,000.00	0.7%
910000 Transfer Out	0.00	0.00	0.00	
920000 Advance Out	500,000.00	0.00	0.00	0.0%
946720 Tax Levy Assessment	20,000.00	18,968.20	18,968.20	94.8%
90 Miscellaneous Expenses Unit Total	520,000.00	18,968.20	18,968.20	3.6%
GRAND TOTAL EXPENDITURES & OTHER USES	3,697,800.00	183,685.61	183,685.61	5.0%
ENDING AUDITOR'S CASH BALANCE February 29 (= Cash Carryover + YTD Revenues- YTD Expenses) (Also = Auditor Beginning cash balance January 1st + MTD revenues - MTD expenses)			\$ 2,682,724.20	

PORTAGE PARK DISTRICT

Month to Date and Year To Date Budget & Cash Balance Report for January/February 2024

HEADWATERS TRAIL FUND

8605 BEGINNING AUDITOR'S CASH BALANCE				\$529,651.66
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	Jan/Feb MTD ACTUAL	
REVENUES & OTHER SOURCES				
Gifts/Donations	0.00	0.00	0.00	
State Grant	0.00	0.00	0.00	
Transfer In	0.00	0.00	0.00	
Advance In	0.00	0.00	0.00	
TOTAL REVENUES & OTHER SOURCES	0.00	0.00	0.00	
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	Jan/Feb MTD ACTUAL	
Land	400,000.00	0.00	0.00	0.0%
Capital Outlay-Construction Projects	100,000.00	0.00	0.00	0.0%
Capital Outlay-Construction Projects - HW	0.00	0.00	0.00	
Capital Outlay-Engineering Projects	0.00	0.00	0.00	
Capital Outlay-Engineering Projects - HWV	0.00	0.00	0.00	
Advance Out Return	0.00	0.00	0.00	
TOTAL EXPENDITURES & OTHER USES	500,000.00	0.00	0.00	0.0%
ENDING AUDITOR'S CASH BALANCE				\$529,651.66

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2024 02

JOURNAL DETAIL 2024 1 TO 2024 2

ACCOUNTS FOR:	PORTAGE Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
86009091 Park General Admin PR								
86009091 152000	Cont Serv	-1,000	-1,000	.00	.00	.00	-1,000.00	.0%*
2024/01/000160 01/01/2024 BUC		-1,000.00 REF				ORIGINAL BUDGET 2024		
86009091 153000	Fees	-100	-100	.00	.00	.00	-100.00	.0%*
2024/01/000160 01/01/2024 BUC		-100.00 REF				ORIGINAL BUDGET 2024		
86009091 160000	Gifts/Don	-6,650	-6,650	.00	.00	.00	-6,650.00	.0%*
2024/01/000160 01/01/2024 BUC		-6,650.00 REF				ORIGINAL BUDGET 2024		
86009091 192400	St Subsid	-22,250	-22,250	.00	.00	.00	-22,250.00	.0%*
2024/01/000160 01/01/2024 BUC		-22,250.00 REF				ORIGINAL BUDGET 2024		
86009091 195000	Loc Grnt	0	0	-1,700.36	-1,700.36	.00	1,700.36	100.0%
2024/02/000630 02/06/2024 CRP		-1,700.36 REF 909				Body armor reimbursement		
TOTAL Park General Admin PR								
		-30,000	-30,000	-1,700.36	-1,700.36	.00	-28,299.64	5.7%
86009092 Park General Admin OR								
86009092 200300	RE Homestd	-32,744	-32,744	.00	.00	.00	-32,744.00	.0%*
2024/01/000160 01/01/2024 BUC		-32,744.00 REF				ORIGINAL BUDGET 2024		
86009092 221000	RE Tax	-1,791,023	-1,819,018	.00	.00	.00	-1,819,018.00	.0%*
2024/01/000160 01/01/2024 BUC		-1,791,023.00 REF				ORIGINAL BUDGET 2024		
2024/01/000463 01/30/2024 BUA		-27,995.00 REF Supple						
86009092 230000	Interest	-10,000	-10,000	-7,696.69	-7,696.69	.00	-2,303.31	77.0%*
2024/01/000160 01/01/2024 BUC		-10,000.00 REF				ORIGINAL BUDGET 2024		
2024/02/000821 02/12/2024 GEN		-7,696.69 REF JAN24				January 2024		

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JOURNAL DETAIL 2024 1 TO 2024 2

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PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2024 02

JOURNAL DETAIL 2024 1 TO 2024 2

ACCOUNTS FOR:	PORTAGE Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600	Portage Park District							
86009093	314000 Retirement	42,225	42,225	162.14	162.14	.00	42,062.86	.4%
2024/01/000160	01/01/2024 BUC	42,225.00 REF				ORIGINAL BUDGET 2024		
2024/02/000002	02/02/2024 PRJ	162.14 REF 020224				WARRANT=020224 RUN=4	PAYROLL	
86009093	321010 PERS	119,000	119,000	14,368.10	7,097.03	.00	104,631.90	12.1%
2024/01/000002	01/05/2024 PRJ	3,654.89 REF 010524				WARRANT=010524 RUN=4	PAYROLL	
2024/01/000160	01/01/2024 BUC	119,000.00 REF				ORIGINAL BUDGET 2024		
2024/01/000466	01/19/2024 PRJ	3,616.18 REF 011924				WARRANT=011924 RUN=4	PAYROLL	
2024/02/000002	02/02/2024 PRJ	3,590.59 REF 020224				WARRANT=020224 RUN=4	PAYROLL	
2024/02/000726	02/16/2024 PRJ	3,506.44 REF 021624				WARRANT=021624 RUN=4	PAYROLL	
86009093	321200 Medicare	12,325	12,325	1,453.19	719.44	.00	10,871.81	11.8%
2024/01/000002	01/05/2024 PRJ	368.87 REF 010524				WARRANT=010524 RUN=4	PAYROLL	
2024/01/000160	01/01/2024 BUC	12,325.00 REF				ORIGINAL BUDGET 2024		
2024/01/000466	01/19/2024 PRJ	364.88 REF 011924				WARRANT=011924 RUN=4	PAYROLL	
2024/02/000002	02/02/2024 PRJ	364.57 REF 020224				WARRANT=020224 RUN=4	PAYROLL	
2024/02/000726	02/16/2024 PRJ	354.87 REF 021624				WARRANT=021624 RUN=4	PAYROLL	
86009093	321300 wrks Comp	14,450	14,450	1,747.44	864.54	.00	12,702.56	12.1%
2024/01/000002	01/05/2024 PRJ	443.80 REF 010524				WARRANT=010524 RUN=4	PAYROLL	
2024/01/000160	01/01/2024 BUC	14,450.00 REF				ORIGINAL BUDGET 2024		
2024/01/000466	01/19/2024 PRJ	439.10 REF 011924				WARRANT=011924 RUN=4	PAYROLL	
2024/02/000002	02/02/2024 PRJ	438.76 REF 020224				WARRANT=020224 RUN=4	PAYROLL	
2024/02/000726	02/16/2024 PRJ	425.78 REF 021624				WARRANT=021624 RUN=4	PAYROLL	
86009093	321400 Unemploy	8,000	8,000	.00	.00	.00	8,000.00	.0%
2024/01/000160	01/01/2024 BUC	8,000.00 REF				ORIGINAL BUDGET 2024		
86009093	321500 Health	300,000	300,000	19,007.29	9,217.49	.00	280,992.71	6.3%
2024/01/000002	01/05/2024 PRJ	4,894.90 REF 010524				WARRANT=010524 RUN=4	PAYROLL	
2024/01/000160	01/01/2024 BUC	300,000.00 REF				ORIGINAL BUDGET 2024		
2024/01/000466	01/19/2024 PRJ	4,894.90 REF 011924				WARRANT=011924 RUN=4	PAYROLL	
2024/02/000002	02/02/2024 PRJ	4,894.90 REF 020224				WARRANT=020224 RUN=4	PAYROLL	
2024/02/000726	02/16/2024 PRJ	4,322.59 REF 021624				WARRANT=021624 RUN=4	PAYROLL	
TOTAL Park General Admin PS		1,350,000	1,350,000	139,367.36	68,753.70	.00	1,210,632.64	10.3%
86009094	Park General Admin CS							
86009094	400000 Contr Serv	30,000	30,000	1,974.72	1,097.73	6,234.81	21,790.47	27.4%

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

JOURNAL DETAIL 2024 1 TO 2024 2

ACCOUNTS FOR:		PORTAGE Park District		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600	Portage Park District									
2024/01/000160	01/01/2024 BUC	30,000.00	REF	043857	VCH739085	FASHBAUGH JANET		ORIGINAL BUDGET 2024		537707
2024/01/000611	01/16/2024 API	150.00	VND	002485	VCH739975	US BANK		PORTAGE PARK DIST Program Guid		538267
2024/01/001166	01/22/2024 API	571.99	VND	002890	VCH740309	EDWARD H SUTTON INS		Account 5592 8400 0101 0984		538172
2024/01/001174	01/22/2024 API	100.00	VND	002749	VCH740318	TREAS OF STATE OHIO		POLICY #65794658 - NIETERT BON		538262
2024/02/000584	02/05/2024 API	55.00	VND	003510	VCH742279	PO CO REGIONAL PLAN		CUST 175 PORTAGE PARK DIST		539312
2024/02/000584	02/05/2024 API	649.53	VND	002749	VCH742278	TREAS OF STATE OHIO		PORTAGE PARK DISTRICT		539333
2024/02/000585	02/05/2024 API	110.00	VND	002485	VCH742274	US BANK		Account 5592 8400 0101 0984		539335
86009094	400000 PORMD Cont Serv	3,000	3,000			.00	.00		3,000.00	.0%
2024/01/000160	01/01/2024 BUC	3,000.00	REF					ORIGINAL BUDGET 2024		
86009094	400100 Trng/Mem	15,000	15,000			351.10	300.00	10,698.90	3,950.00	73.7%
2024/01/000160	01/01/2024 BUC	15,000.00	REF	002485	VCH739975	US BANK		ORIGINAL BUDGET 2024		538267
2024/01/001166	01/22/2024 API	29.35	VND	052212	VCH740317	SEACHRIST ERIC		Account 5592 8400 0101 0984		538244
2024/01/001174	01/22/2024 API	21.75	VND	053722	VCH742280	PROJECT LEARNING TRE		Reimburse Recording of Easemen		539315
2024/02/000584	02/05/2024 API	90.00	VND	002485	VCH742274	US BANK		Account 5592 8400 0101 0984		539335
86009094	410000 Utilities	30,000	30,000			3,196.57	1,525.89	16,403.43	10,400.00	65.3%
2024/01/000160	01/01/2024 BUC	30,000.00	REF	002875	VCH739089	OHIO EDISON		ORIGINAL BUDGET 2024		537731
2024/01/000611	01/16/2024 API	247.20	VND	002875	VCH739092	OHIO EDISON		ACCT 110 139 062 985		537731
2024/01/000611	01/16/2024 API	92.98	VND	002875	VCH739094	OHIO EDISON		ACCT NO 110 009 208 841		537731
2024/01/000611	01/16/2024 API	75.08	VND	002875	VCH739098	OHIO EDISON		ACCT NO 110 134 809 943		537731
2024/01/000611	01/16/2024 API	115.81	VND	002485	VCH739975	US BANK		Account 5592 8400 0101 0984		538267
2024/01/001166	01/22/2024 API	1,139.61	VND	002875	VCH742277	OHIO EDISON		ACCT 110 149 150 416		539306
2024/02/000584	02/05/2024 API	120.94	VND	002485	VCH742274	US BANK		Account 5592 8400 0101 0984		539335
2024/02/000585	02/05/2024 API	991.10	VND	002875	VCH743242	OHIO EDISON		ACCT 110 009 208 841		539740
2024/02/001221	02/13/2024 API	85.49	VND	002875	VCH743243	OHIO EDISON		ACCT 110 139 062 985		539740
2024/02/001221	02/13/2024 API	255.75	VND	002875	VCH743244	OHIO EDISON		ACCT 110 134 809 943		539740
86009094	412000 Advertise	49,500	49,500			64.40	31.98	9,985.60	39,450.00	20.3%
2024/01/000160	01/01/2024 BUC	49,500.00	REF	002485	VCH739975	US BANK		ORIGINAL BUDGET 2024		538267
2024/01/001166	01/22/2024 API	32.42	VND	002485	VCH742274	US BANK		Account 5592 8400 0101 0984		539335
2024/02/000585	02/05/2024 API	31.98	VND	002485	VCH742274	US BANK		Account 5592 8400 0101 0984		
86009094	413000 Mnt&Repr	30,000	30,000			2,947.77	449.00	18,452.23	8,600.00	71.3%
2024/01/000160	01/01/2024 BUC	30,000.00	REF	002485	VCH739975	US BANK		ORIGINAL BUDGET 2024		538267
2024/01/001166	01/22/2024 API	2,498.77	VND	002485	VCH742274	US BANK		Account 5592 8400 0101 0984		539335
2024/02/000585	02/05/2024 API	449.00	VND	002485	VCH742274	US BANK		Account 5592 8400 0101 0984		

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

JOURNAL DETAIL 2024 1 TO 2024 2

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
86009094 414000 Rent/Lease	100	100	.00	.00	.00	100.00	.0%
2024/01/000160 01/01/2024 BUC	100.00 REF				ORIGINAL BUDGET 2024		
86009094 414100 Leases	2,000	2,000	505.13	205.20	2,194.87	-700.00	135.0%*
2024/01/000160 01/01/2024 BUC	2,000.00 REF				ORIGINAL BUDGET 2024		
2024/01/000611 01/16/2024 API	94.73 VND	001310 VCH739086			KONICA MINOLTA BUSIN CUST # 1283755 CONTRACT NO 5		537721
2024/01/000611 01/16/2024 API	110.00 VND	001310 VCH739087			KONICA MINOLTA BUSIN PAYER ID 1316072		537722
2024/01/001174 01/22/2024 API	95.20 VND	001310 VCH740315			KONICA MINOLTA BUSIN ACCT NO 1283755		538197
2024/02/000584 02/05/2024 API	110.00 VND	001310 VCH742275			KONICA MINOLTA BUSIN payer id 1316072		539290
2024/02/001221 02/13/2024 API	95.20 VND	001310 VCH743240			KONICA MINOLTA BUSIN ACCT 1283755 CONTRACT 500-0542		539719
86009094 420100 Audit Serv	4,000	4,000	.00	.00	2,750.00	1,250.00	68.8%
2024/01/000160 01/01/2024 BUC	4,000.00 REF				ORIGINAL BUDGET 2024		
86009094 428400 Aud/Tr Fee	28,000	28,000	.00	.00	.00	28,000.00	.0%
2024/01/000160 01/01/2024 BUC	28,000.00 REF				ORIGINAL BUDGET 2024		
86009094 428500 DRETAC	10,000	10,000	.00	.00	.00	10,000.00	.0%
2024/01/000160 01/01/2024 BUC	10,000.00 REF				ORIGINAL BUDGET 2024		
86009094 492100 Loc Share	78,400	78,400	.00	.00	78,400.00	.00	100.0%
2024/01/000160 01/01/2024 BUC	78,400.00 REF				ORIGINAL BUDGET 2024		
TOTAL Park General Admin CS	280,000	280,000	9,039.69	3,609.80	145,119.84	125,840.47	55.1%
86009095 Park General Admin MS							
86009095 500000 Supplies	15,000	15,000	1,846.16	362.37	5,853.84	7,300.00	51.3%
2024/01/000160 01/01/2024 BUC	15,000.00 REF				ORIGINAL BUDGET 2024		
2024/01/000611 01/16/2024 API	193.02 VND	001310 VCH739088			KONICA MINOLTA BUSIN PAYER ID 1316072		537722
2024/01/001166 01/22/2024 API	1,290.77 VND	002485 VCH739975			US BANK Account 5592 8400 0101 0984		538267
2024/02/000584 02/05/2024 API	178.57 VND	001310 VCH742276			KONICA MINOLTA BUSIN PAYER ID 1316072		539290
2024/02/000585 02/05/2024 API	183.80 VND	002485 VCH742274			US BANK Account 5592 8400 0101 0984		539335

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

JOURNAL DETAIL 2024 1 TO 2024 2

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
86009095 509000 Uniforms	8,000	8,000	165.00	165.00	9,135.00	-1,300.00	116.3%*
2024/01/000160 01/01/2024 BUC	8,000.00 REF	002485 VCH742274	US BANK	ORIGINAL BUDGET 2024	ACCOUNT 5592 8400 0101	0984	539335
2024/02/000585 02/05/2024 API	100.00 VND	004003 VCH743245	PRIMAL SCREEN INC	EMBROIDERY - 10 PCS			539748
2024/02/001221 02/13/2024 API	65.00 VND						
86009095 510000 Office Equ	2,000	2,000	36.25	.00	463.75	1,500.00	25.0%
2024/01/000160 01/01/2024 BUC	2,000.00 REF			ORIGINAL BUDGET 2024			
2024/01/001174 01/22/2024 API	36.25 VND	052212 VCH740317	SEACHRIST ERIC	ReImburse			538244
86009095 530000 Mnt Sup	40,000	40,000	2,111.61	488.38	9,388.39	28,500.00	28.8%
2024/01/000160 01/01/2024 BUC	40,000.00 REF	002485 VCH739975	US BANK	ORIGINAL BUDGET 2024	ACCOUNT 5592 8400 0101	0984	538267
2024/01/001166 01/22/2024 API	1,623.23 VND		US BANK	ACCOUNT 5592 8400 0101	0984		539335
2024/02/000585 02/05/2024 API	488.38 VND	002485 VCH742274					
86009095 542000 Fuel	20,000	20,000	1,989.76	906.91	18,010.24	.00	100.0%
2024/01/000160 01/01/2024 BUC	20,000.00 REF			ORIGINAL BUDGET 2024			
2024/01/000611 01/16/2024 API	1,082.85 VND	004271 VCH739102	RAVENNA CITY	PORTAGE PARK DIST	2023 GAS		537749
2024/02/000584 02/05/2024 API	906.91 VND	004271 VCH742281	RAVENNA CITY	PORTAGE PARK DIST			539318
86009095 544000 Natrl Area	20,000	20,000	161.58	42.83	8,338.42	11,500.00	42.5%
2024/01/000160 01/01/2024 BUC	20,000.00 REF			ORIGINAL BUDGET 2024			
2024/01/001166 01/22/2024 API	118.75 VND	002485 VCH739975	US BANK	ACCOUNT 5592 8400 0101	0984		538267
2024/02/000585 02/05/2024 API	42.83 VND	002485 VCH742274	US BANK	ACCOUNT 5592 8400 0101	0984		539335
86009095 596300 Equip<5000	5,000	5,000	.00	.00	3,500.00	1,500.00	70.0%
2024/01/000160 01/01/2024 BUC	5,000.00 REF			ORIGINAL BUDGET 2024			
86009095 596600 Furn & Fix	10,000	10,000	.00	.00	3,000.00	7,000.00	30.0%
2024/01/000160 01/01/2024 BUC	10,000.00 REF			ORIGINAL BUDGET 2024			
TOTAL Park General Admin MS	120,000	120,000	6,310.36	1,965.49	57,689.64	56,000.00	53.3%
86009096 Park General Admin CO							
86009096 610000 Land Purch	250,000	250,000	.00	.00	.00	250,000.00	.0%
2024/01/000160 01/01/2024 BUC	250,000.00 REF			ORIGINAL BUDGET 2024			

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2024 02

JOURNAL DETAIL 2024 1 TO 2024 2

ACCOUNTS FOR:	PORTAGE Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
86009096	680000 Const Proj	1,000,000	1,000,000	.00	.00	.00	1,000,000.00	.0%
2024/01/000160	01/01/2024 BUC	1,000,000.00 REF				ORIGINAL BUDGET 2024		
86009096	683000 Engin Proj	150,000	150,000	.00	.00	.00	150,000.00	.0%
2024/01/000160	01/01/2024 BUC	150,000.00 REF				ORIGINAL BUDGET 2024		
86009096	683000 SRFDB Engin Proj	0	27,800	10,000.00	100.00	17,800.00	.00	100.0%
2024/01/000159	01/01/2024 BUA	27,800.00 REF				ENCUMBRANCE CARRY FORWARD 2024		
2024/01/001174	01/22/2024 API	1,000.00 VND	007942 VCH740310	HAMMONTREE & ASSOCIA		ENCUMBRANCE CARRY FORWARD 2024		538186
2024/01/001174	01/22/2024 API	100.00 VND	007942 VCH740311	HAMMONTREE & ASSOCIA		ENCUMBRANCE CARRY FORWARD 2024		538186
2024/01/001174	01/22/2024 API	100.00 VND	007942 VCH740312	HAMMONTREE & ASSOCIA		ENCUMBRANCE CARRY FORWARD 2024		538186
2024/01/001174	01/22/2024 API	1,500.00 VND	007942 VCH740313	HAMMONTREE & ASSOCIA		ENCUMBRANCE CARRY FORWARD 2024		538186
2024/01/001174	01/22/2024 API	7,200.00 VND	007942 VCH740314	HAMMONTREE & ASSOCIA		ENCUMBRANCE CARRY FORWARD 2024		538186
2024/02/001221	02/13/2024 API	100.00 VND	007942 VCH743239	HAMMONTREE & ASSOCIA		ENCUMBRANCE CARRY FORWARD 2024		539708
TOTAL	Park General Admin CO	1,400,000	1,427,800	10,000.00	100.00	17,800.00	1,400,000.00	1.9%
86009099	Park General Admin ME							
86009099	946720 TL Assmnt	20,000	20,000	18,968.20	18,968.20	1,031.80	.00	100.0%
2024/01/000160	01/01/2024 BUC	20,000.00 REF				ORIGINAL BUDGET 2024		
2024/02/001220	02/13/2024 API	18,968.20 VND	004261 VCH743248	PO CO TREASURER		PARK DISTRICT PROPERTIES - RE	539746	
TOTAL	Park General Admin ME	20,000	20,000	18,968.20	18,968.20	1,031.80	.00	100.0%
TOTAL	Portage Park District	1,295,233	1,295,038	171,846.73	83,148.11	221,641.28	901,549.99	30.4%
TOTAL REVENUES		-1,874,767	-1,902,762	-11,838.88	-10,249.08	.00	-1,890,923.12	
TOTAL EXPENSES		3,170,000	3,197,800	183,685.61	93,397.19	221,641.28	2,792,473.11	

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2024 02

JOURNAL DETAIL 2024 1 TO 2024 2

ACCOUNTS FOR:	Headwaters Trails Improve	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
86059096	Headwaters Trails Impr CO							
86059096	610000 Land Purch	400,000	400,000	.00	.00	.00	400,000.00	.0%
	2024/01/000160 01/01/2024 BUC	400,000.00 REF				ORIGINAL BUDGET 2024		
86059096	680000 Const Proj	100,000	100,000	.00	.00	.00	100,000.00	.0%
	2024/01/000160 01/01/2024 BUC	100,000.00 REF				ORIGINAL BUDGET 2024		
	TOTAL Headwaters Trails Impr CO	500,000	500,000	.00	.00	.00	500,000.00	.0%
	TOTAL Headwaters Trails Improve	500,000	500,000	.00	.00	.00	500,000.00	.0%
	TOTAL EXPENSES	500,000	500,000	.00	.00	.00	500,000.00	

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2024 02

JOURNAL DETAIL 2024 1 TO 2024 2

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,795,233	1,795,038	171,846.73	83,148.11	221,641.28	1,401,549.99	21.9%

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

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	Year/Period: 2024/ 2
Sequence 2	1	Y	Y	Print revenue as credit: Y
Sequence 3	9	Y	N	Print totals only: N
Sequence 4	0	N	N	Suppress zero bal accts: Y
	0	N	N	Print full GL account: N
				Double space: N
				Roll projects to object: N

Report title:
YEAR-TO-DATE BUDGET REPORT

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

Carry forward code: 1
Print journal detail: Y
From Yr/Per: 2024/ 1
To Yr/Per: 2024/ 2
Include budget entries: Y
Incl encumb/liq entries: N
Sort by JE # or PO #: J
Detail format option: 1

Field Name	Find Criteria	Field Value
Fund		86*
Function		
Agency		
Department		
Sub-Depart		
Line		
Column		
Category		
Character Code		
Org		
Object		
Project		
Account type		
Account status		
Rollup Code		

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



Board of Commissioners Regular Meeting
March 18, 2024, 5:30 pm

Administration/Special Projects

Christine Craycroft, ED; Eric Seachrist Office Manager

- Continued coordination with Park District Foundation and planning for next 10 years
- Continued review and update of personnel policies and bylaws with Board working groups
- Submitted annual 'Hinkle' financial report to Auditor of State; preparation for 2022-2023 biennial audit
- Coordination with WRLC on Portage Meadows acquisition and grant requests for restoration work
- Coordination with ODOT on HWT IX project: ODOT agreed to administer the construction of the project, programmed for the 2028-2029 biennium, beginning in July, 2027; PPD will contract for engineering and ROW work prior to that.
- Received statements of qualifications for professional services and Brimfield-Kent Bog design.
- Assisted in drafting revised policy for Clean Ohio Greenspace program; requested and received permission for building envelope and camping option for portion of Morgan Park funded by Clean Ohio.
- Participated on AMATS' 'Connecting Communities' grant review committee
- Continued participation in PC Subdivision Regulations update committee; presented to Kent Environmental Council with PCRPC Director on Portage County land use and development.

Park Operations, Maintenance, and Improvement

Craig Alderman, Operations Manager

- Continue to perform routine tasks including restroom cleaning and trash removal, inventory, and supply management, building maintenance, vehicle and equipment maintenance, trail checks, trail alerts, trail maintenance and downed tree removal.
- Dayvon Ferrell is no longer with the Park District. His last day was 3/08/24. Staffing levels and recommendations have been discussed with the Director.
- The garage structure at Breakneck Creek preserve is scheduled to be removed 3/18/24.
- Proposals have been received regarding the purchase of two additional vehicles. One to be assigned to the Natural Areas Department and one to the Education/Outreach Dept.
- Director Craycroft and I have discussed the need for engineered documents regarding the asphalt repair at the Franklin Connector and the Portage Hike and Bike.
- Permit requirements are being discussed with the County building department regarding the stair replacement on the Brady Lake Switch Tower.

Natural Areas Stewardship

Bob Lange, Natural Areas Manager

Stewardship and Restoration

- In-house stewardship walks/planning. Vernal pool sampling/tracking at Towner's Woods
- Invasive plant control Shaw Woods and Dix Park. Prescribed fires at Dix Park
- Seasons Fen- Monthly meeting, site visits
- Interviews for NAS; hired FT NA Steward Chris Poling and one Seasonal NA Specialist, Wilder Hritz
- All-staff field trips to Geauga Park District sites/parks.
- Received new Rx fire equipment through STEP grant.

Partnership/Collaboration/Training

- CRCWMA meeting for regional weed management plan.

- Assisted GPD with fires at Burton Wetlands
- Attended OSU Woodland Stewards Woodland, Water and Wildlife Conference, Cuyahoga River Area of Concern Symposium and PCSWCD Cover Crop workshops.
- Attended Upper Cuyahoga Scenic Rivers Advisory Council meeting.
- Attended Natural Resources Advisory Council annual meeting and methodology updates

Public Outreach and Education

Jennifer White, Education & Outreach Manager

- Spring Program Guide (March-April-May) is published online and will be posted in park kiosks. Preserve Peaks return in April.
- Interviews are completed for the Volunteer Coordinator part-time position. Currently reaching out to references before selecting. There were several highly qualified candidates.
- Assisting Portage Park District Foundation with preparation and web updates for Environmental Awards Dinner and Headwaters Adventure Race.
- Continued partnerships are strong and we are beginning to build relationships with Portage County Health District, Mental Health and Recovery Board, and rekindling the relationship with Hiram Field Station.

Holly Stoneberg, Education Program Coordinator:

- January/February 2024 combined programming numbers
 - 29 total programs
 - 480 park program participants
 - Change: numbers are up 50% from last Jan/Feb totals likely due to MSK Snow Day event.
- Citizen Science: We participated in the Great Backyard Bird Count and initiated over 10 new members into our FrogWatchUSA chapter.

Ranger Department

Chief Ranger Kevin Nietert

January Patrol Activities

Foot patrol miles – 47.6 + 33.3; Visitor Contacts – 35 + 93; Building Checks – 2 + 0

January Administrative Activities

Michelle – Participated in one Senior Hike and led another Senior Hike and completed KnowB4 training.

Kevin – Completed Monthly/Annual Reporting Human Trafficking, Domestic Violence, Distracted Driving, PPD, followed up on illegal dumping on Babcock, attended Leadership Portage County, followed up on a vehicle parked at Towner's Woods overnight, and completed KnowB4 Double Trouble Trivia: Phishing Awareness Game.

February Patrol Activities

Foot patrol miles – 52.1 + 52.3; Visitor Contacts – 37 + 94; Building Checks – 7 + 0; Warnings 0 + 1

February Administrative Activities

Michelle – Warned a person walking their dog off leash at Towner's Woods. Participated in one Senior Hike and led another Senior Hike and completed KnowB4 training.

Kevin – Followed up on a complaint of a possible encroachment from a park user and a previously noted encroachment by the WRLC, completed reports on vandalism at Red Fox and breaking and entering at the switch tower, met with Commissioner Orashan regarding ranger policies, and attended Portage County Police Chiefs meeting, Owlbert's Adventure, and Solar Eclipse tabletop exercise.

RESOLUTION # 2024-03

Re: Resolution approving Portage Park District expenditures for the period of January-February 2024

WHEREAS: The following expenditures have been made in January and February 2024 in the following budget categories:

General Operating Fund #8600		
Description	Payee	Amount
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	\$ 139,367.36
Unit 40 Contract Services		\$ 9,039.69
Contract Services: print design, LEADS, bonding, BG checks, planning, software licenses	Janet Fashbaugh, Treas. Of State, EH Sutton Insurance, PCRPC, US Bank (Adobe, Facebook, BIB, Volgistics)	\$ 1,974.72
Training & Reimbursements: registration, reimbursements,	Project Learning Tree, E. Seachrist, US Bank (Ohio Forestry Assoc, Ohio Div. of Wildlife)	\$ 351.10
Utilities: Natural gas at 2 locations, electric at 6 locations	Ohio Edison, Dominion, US Bank (Spectrum, Verizon, AT&T)	\$ 3,196.57
Advertising-Marketing: legal ads	US Bank (Gannett)	\$ 64.40
Maintenance & Repairs: septic service, Ops equip repairs	US Bank (Kimble, Dan's Automotice, Tractor Supply, NAPA, Edinburg Tractor)	\$ 2,947.77
Leases: copiers	Konica Minolta	\$ 505.13
Unit 50 Materials & Supplies		\$ 6,310.36
Admin. Materials & Supplies: copy paper, office supplies, first aid kit	Konica, Minolta, US Bank (SP Nature, Walmart)	\$ 1,846.16
Uniforms: shirts, boots	Primal Screen, US Bank (REI)	\$ 165.00
Office Equipment and furnishings: misc supplies	E. Seachrist	\$ 36.25
Maintenance Materials & Supplies: materials, small tools, hardware	US Bank (Leppo, Montigney Hardware, Grainger, McMaster-Carr, Carter Lumber, Amazon)	\$ 2,111.61
Fuel: Gasoline and diesel	City of Ravenna	\$ 1,989.76
Natural Areas Materials & Supplies: forestry supplies, reference materials, herbicide	US Bank (Home Depot)	\$ 161.58
Unit 60 Capital		\$ 10,000.00
Engineering Projects - SRFDB - Seasons Rd Fen Design Build: professional services	Hammontree	\$ 10,000.00
Unit 90 General Admin		\$ 18,968.20
Tax Levy assessment: special assessments and taxes not yet exempted	Portage County Treasurer	\$ 18,968.20
GENERAL FUND	GRAND TOTAL ALL UNITS 30 THROUGH 90	\$ 183,685.61

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 January-February 2024, and the attached Then and Now Certificate.

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

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

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on March 18, 2024.


Christine Craycroft, Executive Director

RESOLUTION 2024-04

- Re: Purchase of Park trucks
- WHEREAS: The Portage Park District Bylaws require authorization from the Board of Park Commissioners for purchases over \$10,000, and
- WHEREAS: Operations staff have need for additional vehicles for trail and park maintenance, and
- WHEREAS: The Operations Manager has received price quotes for an F-150 SuperCab truck and Explorer XL-XLT, attached, NOW THEREFORE BE IT
- RESOLVED: That the Board of Commissioners of the Portage Park District does hereby authorize the purchase of a 2024 Ford F-150 SuperCab truck and 2024/25 Ford Explorer XL-XLT, at costs of \$44,230 and \$37,840 respectively, for a combined cost of \$82,070 from Klaben Ford – Kent.

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

Allan Orashan: **Yes** Tom Hrdy: **Yes** Charles Engelhart: **Yes** Renee Ruchotzke: **Yes** Kurt Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on March 18, 2024.


Christine Craycroft, Executive Director



705 Oakwood St. Suite G-4
Ravenna, Ohio 44266
(330) 297-7728

admin@portageparkdistrict.org
portageparkdistrict.org

QUOTE SHEET

Individual items or related items that total between \$10,001 and \$49,999

Date: 3/18/24

Description of Item(s): 2024/25 Ford Explorer XL-XLT

Best Vendor : Klaben Ford - Kent \$37,840.00

1. Klaben Ford	\$37,840.00
2. Montrose Ford	\$38,035.00
3. Daystar Ford	\$40,079.00

NOTES: We recommend Klaben Ford for the purchase of the vehicle described above.

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



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QUOTE SHEET

Individual items or related items that total between \$10,001 and \$49,999

Date: 3/18/24

Description of Item(s): 2024 Ford F150 SuperCab

Recommended Vendor: Klaben Ford

\$44,230.00

1. Montrose Ford	\$44,109.95
2. Klaben Ford	\$44,230.00
3. Daystar Ford	\$44,644.00

NOTES: In keeping with Portage Park Districts desire to support local business's, I find the Klaben Ford quote @ \$120.05 above the lowest quote to be reasonable. Therefore, I recommend Klaben Ford for the purchase of the vehicle described above and continue to support local businesses when possible.

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

RESOLUTION #2024-05

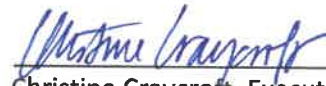
Re: Authorize Agreement with S+W Foundation for Willow Creek Mitigation Site

- WHEREAS** The Stream and Wetlands Foundation (S+W) is a nonprofit wetlands mitigation banking organization that creates and enhances wetlands for the purpose of selling wetlands mitigation credits to developers who need to mitigate impacts off-site in satisfaction of permit requirements, and has therefore established the Willow Creek Wetlands Mitigation Bank on a ~136-acre property they own in Deerfield Township, Portage County, and
- WHEREAS** the bank is being developed under agreement with the Ohio EPA and US Army Corps of Engineers, who require a permanent environmental protection covenant and long-term stewardship of the property to ensure enduring quality of the wetlands, and
- WHEREAS** S+W has requested that the Portage Park District serve as the long-term owner and steward of the property and in exchange for the transfer of ownership of the property to the Park District at no charge once the restoration/enhancement project is complete and the permitting agencies have approved the bank and released the credits, and
- WHEREAS** S+W has agreed to also contribute \$113,000 to the Park District, restricted to assist with funding the long-term stewardship of that site, and
- WHEREAS** Portage Park District desires to protect and maintain wetlands habitat and create public spaces for public education and enjoyment of natural areas, **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 the attached Agreement Between Portage Park District and Stream + Wetlands Foundation, and to establish a special fund restricted to that site to receive the stewardship contribution when the property is transferred in the future.

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

Renee Ruchotzke **Yes** Allan Orashan **Yes** Tom Hrdy **Yes** Charles Engelhart **Yes** Kurt Ruehr **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on
March 18, 2024


Christine Craycroft, Executive Director

RESOLUTION 2024-06

Re: Creating the position of Planning and Development Manager

WHEREAS: The Portage Park District has grown over the years with the passage of levies and acquisition of lands for conservation and appreciation, and

WHEREAS: The planning and design of land use is an integral part of park district growth, and

WHEREAS: The current procedures for designing parks and trail require that the park district rely on external professional service firms to perform these services, and

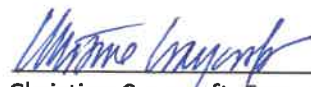
WHEREAS: The Executive Director has identified a need to expand park personnel so that such work may be performed internally, NOW THEREFORE BE IT

RESOLVED: That the Board of Commissioners of the Portage Park District hereby adopts the attached job description and pay range for the position of a Planning and Development Manager and authorizes the Executive Director to advertise for the position as a part-time or full-time position.

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

Allan Orashan: **Yes** Tom Hrdy: **Yes** Charles Engelhart: **Yes** Renee Ruchotzke: **Yes** Kurt Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on March 18, 2024.


Christine Craycroft, Executive Director

