

Portage Park District
Board of Commissioners Regular Meeting
May 8, 2023, 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 April 2023 Regular Meeting
4. Presentation and approval of Financial Statement: April 2023 MTD and YTD Budget Report and Cash Balance Reports.
5. Executive Director/Staff Update
6. Other Information/Briefing Items/Policy Updates:
 - a. Ranger policies: Community Engagement; Investigation of Employee Misconduct
7. Old Business and approval of action items: None
8. New Business and approval of action items:
 - a. RESOLUTION 2023-33: Approve April 2023 Expenditures with Then and Now certificates
 - b. RESOLUTION 2023-34: Renew MOU with Portage Park District Foundation
 - c. RESOLUTION 2023-35: Authorize Engineering Scope change to Ravenna Road Bridge project with Portage County Engineer
 - d. RESOLUTION 2023-36: Authorize new job positions and descriptions
9. Executive Session: To discuss the sale or acquisition of real estate and the hiring or compensation of personnel
10. Adjourn

Portage Park District
Board of Commissioners Regular Meeting
April 10, 2023 6:00 pm
PPD Operations Center
8505 Nicodemus Road
Shalersville, OH 44266



Minutes

President of the Board Commissioner Kurt Ruehr called the meeting to order at 6:09 pm

1. Roll Call: Commissioners present: Commissioner Charles Engelhart, Commissioner Tom Hrdy, Commissioner Kurt Ruehr, Commissioner Renee Ruchotzke. Commissioner Allan Orashan had an excused absence. Staff Present: Christine Craycroft, Executive Director; Craig Alderman, Operations Manager; Kevin Nietert, Chief Ranger; Eric Seachrist, Office Manager; Holly Stoneberg, Education Program Coordinator.
1. Public Comment: None
2. Approve minutes of the March 13, 2023 Regular Meeting: Upon a motion by Ruchotzke and second by Englehart, the minutes were approved with Ruchotzke abstaining from the vote. (JE 2023-20)
3. Approve minutes of the March 17, 2023 Emergency Meeting: Upon a motion by Ruchotzke and second by Hrdy, the minutes were approved with Englehart abstaining from the vote. (JE 2023-21)
4. Presentation and approval of Financial Statement: March 2023 MTD and YTD Budget Report and Cash Balance Reports: Craycroft asked if Seachrist wanted to add any comments to the report. Seachrist indicated the expenditures were 15% of the annual budget, in comparison to a linear projection of 25% and that spending was on track. Hrdy asked about the high figure for auditor, treasurer and DRETAC fees. Seachrist stated that those were only paid twice a year, so it would seem high at this point in the year. Upon a motion by Hrdy, seconded by Engelhart the March reports were approved. (JE 2023-22).
5. Executive Director/Staff Update:
 - a. Craycroft reported that the Camp Spelman Conservation Easement has been recorded. The property was transferred to the Lake Spelman Preservation Society on April 3. Notifications of the transfer were mailed to community partners.
 - b. Craycroft noted that the District did not receive bids for Brady Switch Tower repairs. Coordinating efforts with the architect and Building Department are being made for final modifications prior to rebidding.
 - c. Letters of support for the next phases of Headwaters Trail from the County Commissioners and Mantua Township Trustees have been received. The District is planning to submit a Clean Ohio Trails grant application April 17 for Headwaters Trail Phase VIII from Chamberlain to Diagonal Roads. Meanwhile, the Carlton property survey and purchase agreement is in progress.
 - d. With respect to operations, Operations Manager Craig Alderman reported that weekly monitoring of Camp Spelman dam has continued according to ODNR approved Operations Maintenance and Inspection manual. He noted that the dam at Trail Lake follows a different protocol.

- e. Alderman reported that he is working with ODOT and the Village of Garrettsville to continue an on-road signage project on Route 88, near the library.
 - f. As Natural Areas Manager Bob Lange was absent, no report was presented on Natural Areas, however Director Craycroft noted that they are evaluating natural areas personnel needs in response to the resignation of Tomas Curtis.
 - g. Education Program Coordinator Holly Stoneberg reported that the District's calendar is near to full for public engagement activities. Craycroft noted that the Summer Program Guide will be printed near the end of April.
 - h. Chief Ranger Kevin Nietert reported that he had visited the Shelly property in Shalersville to assess the amount of trespassing that may be taking place there. He noted there are ATVs, fishermen and others, none of whom seemed intimidating to the public.
6. Other Information/Briefing Items/Policy Updates:
- a. Ranger policies – Chief Ranger Nietert reported on the latest two policies he had submitted for adoption by resolution later in the meeting. Nietert stated that the situations the policies address are unlikely to occur, but that the policies are good ones, vetted by both the Ohio Collaborative and Portage County's Prosecutor's Office.
7. Old Business and approval of action items
None
8. New Business and approval of action items:
- a. Approve March 2023 Expenditures with Then and Now certificates: Seachrist gave a brief explanation of the circumstances for the three Then & Now certificates. Upon a motion by Hrdy and second by Engelhart, **RESOLUTION 2023-23** was unanimously approved.
 - b. Appreciation to Tomas Curtis for service: Upon a motion by Hrdy and second by Ruchotzke, **RESOLUTION 2023-24** was unanimously approved.
 - c. Appreciation to Andrea Metzler for service: Upon a motion by Engelhart and second by Hrdy, **RESOLUTION 2023-25** was unanimously approved.
 - d. Authorize Clean Ohio Trails application for Headwaters Trail VIII: Upon a motion by Hrdy and second by Englehart, **RESOLUTION 2023-26** was unanimously approved.
 - e. Authorize First Energy Tree Clearing Easement Chagrin Headwaters Preserve: Upon a motion by Hrdy and second by Englehart, **RESOLUTION 2023-27** was unanimously approved.
 - f. Approve a Cash Advance to the Headwater Trail Fund: Upon a motion by Ruchotzke and second by Hrdy, **RESOLUTION 2023-28** was unanimously approved.
 - g. Authorize Chagrin Headwaters License Agreement for encroachment: Upon a motion by Englehart and second by Hrdy, **RESOLUTION 2023-29** was unanimously approved.
 - h. Adopt Ohio Collaborative Ranger Policies: Upon a motion by Englehart and second by Hrdy, **RESOLUTION 2023-30** was unanimously approved.
 - i. Amend Resolution for the Carlton Purchase and Sale Agreement: Upon a motion by Englehart and second by Ruchotzke, **RESOLUTION 2023-31** was unanimously approved.

- j. Approve purchase of printing services: Upon a motion by Ruchotzke and second by Englehart, **RESOLUTION 2023-32** was approved, with a vote as follows:

Commissioner Engelhart	Yes
Commissioner Hrdy	No
Commissioner Orashan	Absent
Commissioner Ruchotzke	Yes
Commissioner Ruehr	Yes

9. Executive Session: Ruchotzke motioned to enter into executive session to discuss matters of real estate. The motion was seconded by Englehart. The vote was as follows:

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

The Board entered executive session at 7:09 pm. **(JE 2023-23)**.

Commissioner Englehart motioned to exit executive session, seconded by Hrdy. The vote was as follows:

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

The Commissioners exited executive session at 8:10 pm **(JE 2023-24)**.

7. Adjourn: Upon a motion by Ruchotzke and second by Englehart, the meeting was unanimously adjourned at 8:11 pm.

IN TESTIMONY WHEREOF we hereunto set our hands, 5 - 8, 2023


Kurt Ruehr, President of the Board


Christine Craycroft, Executive Director

PORTAGE PARK DISTRICT Month to Date and Year To Date Budget & Cash Balance Report for April 2023 GENERAL FUND				
BEGINNING AUDITOR'S CASH BALANCE April 1			\$ 3,402,372.94	
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	April 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	50,000.00	50,000.00	751.9%
192400 State Aid/Subsidy	85,000.00	0.00	0.00	0.0%
General Program Revenues subtotal	92,750.00	50,000.00	50,000.00	53.9%
200300 Real Estate Homestead Rollback (from State)	32,744.00	0.00	0.00	0.0%
221000 Real Estate Tax	1,791,023.00	970,510.26	0.00	54.2%
224000 Manufactured Homes Property Tax	0.00	7,319.50	0.00	
230000 Interest	10,000.00	15,294.46	6,225.49	152.9%
241000 Oil & Gas Leases	10,000.00	8,953.96	1,857.94	89.5%
243000 Credit Card Incentives	1,000.00	0.00	0.00	0.0%
250000 Refunds and Reimbursements	0.00	11,551.92	2,223.34	
270000 Sale of Fixed Assets	0.00	310.51	310.51	
General Operations Revenue	1,844,767.00	1,013,940.61	10,617.28	55.0%
SUBTOTAL REVENUES	1,937,517.00	1,063,940.61	60,617.28	54.9%
2022 Cash Carryover		2,897,413.62		100.0%
TOTAL REVENUES, CARRYOVER & OTHER SOURCES	1,937,517.00	3,961,354.23	3,462,990.22	204.5%
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	April MTD ACTUAL	YTD Percentage Expended of Budget
311200 FT Employee Salaries	640,000.00	214,988.90	47,521.20	33.6%
311300 PT Employee Salaries	100,000.00	24,788.43	5,667.46	24.8%
312100 Sick Leave Conversion	2,000.00	0.00	0.00	0.0%
313000 Overtime	2,000.00	0.00	0.00	0.0%
314000 Retirement	50,000.00	2,643.02	2,643.02	5.3%
321010 PERS	103,600.00	33,568.87	7,446.42	32.4%
321200 Medicare	10,730.00	3,439.30	792.73	32.1%
321300 Workers Compensation	9,452.00	4,120.99	949.11	43.6%
321400 Unemployment	10,000.00	0.00	0.00	0.0%
321500 Health Benefits	300,000.00	37,363.50	8,303.00	12.5%
30 Personal Services Unit Total	1,227,782.00	320,913.01	73,322.94	26.1%
400000 Admin Contractual Services	40,000.00	13,286.60	0.00	33.2%
400100 Training, Lodging & Memberships	15,000.00	4,074.24	805.34	27.2%
400101 Registration Fees	0.00	50.00	0.00	
410000 Utilities: AT&T, Dominion, Ohio Edison, Verizon	20,000.00	7,280.19	493.54	36.4%
412000 Advertising, Marketing & Events	18,000.00	3,820.97	605.00	21.2%
413000 Maintenance & Repairs	30,000.00	5,734.57	0.00	19.1%
414000 Rentals and Leases	100.00	0.00	0.00	0.0%
414100 Leases	2,000.00	932.59	204.73	46.6%
428400 Auditor/Treasurer Fee	25,000.00	13,128.12	0.00	52.5%
428500 DRETAC	10,000.00	4,536.68	0.00	45.4%
492100 Local Share	78,400.00	0.00	0.00	0.0%
40 Contractual Services Unit Total	238,500.00	52,843.96	2,108.61	22.2%
500000 Admin Materials & Supplies	15,000.00	8,389.14	6,566.98	55.9%
509000 Uniforms	8,000.00	3,599.14	442.80	45.0%
510000 Office Equipment & Furnishings	5,213.00	2,263.93	0.00	43.4%
530000 Maintenance Materials & Supplies	30,000.00	5,037.93	0.00	16.8%
542000 Fuel	20,000.00	6,696.42	1,646.12	33.5%
544000 Natural Areas Materials & Supplies	30,000.00	532.17	0.00	1.8%
596300 Equipment Less than \$5000	5,000.00	0.00	0.00	0.0%
596600 Furniture & Fixtures	10,000.00	615.00	0.00	6.2%
50 Materials & Supplies Unit Total	123,213.00	27,133.73	8,655.90	22.0%
610000 Land/Easement Purchase	250,000.00	0.00	0.00	0.0%
610000 Land/Easement Purchase-Bird Bog	2,501.83	0.00	0.00	0.0%
680000 Construction Projects	100,000.00	0.00	0.00	0.0%
680000 Construction Projects DXPAV	180,320.50	138,809.29	0.00	77.0%
680000 Construction Projects TLRL	103,500.00	0.00	0.00	0.0%
680000 Construction Projects TWBLD	35,160.00	30,600.00	15,000.00	87.0%
680000 Construction Projects TWBRD	0.00	331.15	0.00	
683000 Engineering Projects	300,000.00	0.00	0.00	0.0%
683000 Engineering Projects DXPAV	8,100.00	4,500.00	0.00	55.6%
683000 Engineering Projects - SRFDB - Seasons Rd Fen Design Build Restoration Project	28,992.00	892.00	348.00	3.1%
683000 Engineering Projects - TLRL- Trail Lake Picnic Area	8,000.00	2,700.00	0.00	33.8%
683000 Engineering Projects - TWBRD Brady Tower	20,970.00	1,180.40	1,180.40	5.6%
60 Capital Outlay Unit Total	1,037,544.33	179,012.84	16,528.40	17.3%
910000 Transfer Out	500,000.00	0.00	0.00	0.0%
946720 Tax Levy Assessment	20,000.00	19,076.32	0.00	95.4%
90 Miscellaneous Expenses Unit Total	520,000.00	19,076.32	0.00	3.7%
GRAND TOTAL EXPENDITURES & OTHER USES	3,147,039.33	598,979.86	100,615.85	19.0%
ENDING AUDITOR'S CASH BALANCE April 30 (= Cash Carryover + YTD Revenues- YTD Expenses) (Also = Auditor Beginning cash balance April 1st + MTD revenues - MTD expenses)			\$ 3,362,374.37	

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 04

JOURNAL DETAIL 2023 4 TO 2023 4

ACCOUNTS FOR: 8600		Portage Park District	ORIGINAL APPROP		REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
86009091 Park General Admin PR											
8600-70-90-909-000-00-10-152000-		-1,000.00	-1,000.00		Contract Services	0.00	0.00	0.00	-1,000.00	.0%	
8600-70-90-909-000-00-10-153000-		-100.00	-100.00		Fees	0.00	0.00	0.00	-100.00	.0%	
8600-70-90-909-000-00-10-160000-		-6,650.00	-6,650.00		Gifts And Donations	-50,000.00	-50,000.00	0.00	43,350.00	751.9%	
2023/04/001934 04/26/2023 CRP		-50,000.00	REF 411914	S M Kruis for Estate Donation - Estate of Dennis Ba							
8600-70-90-909-000-00-10-192400-		-85,000.00	-85,000.00		State Aid/Subsidy	0.00	0.00	0.00	-85,000.00	.0%	
TOTAL Park General Admin PR		-92,750.00	-92,750.00		-50,000.00	-50,000.00	0.00	0.00	-42,750.00	53.9%	
86009092 Park General Admin OR											
8600-70-90-909-000-00-20-200300-		0.00	-32,744.00		Real Estate Homestead	Rollback	0.00	0.00	-32,744.00	.0%	
8600-70-90-909-000-00-20-221000-		-1,791,023.00	-1,791,023.00		Real Estate Tax		0.00	0.00	-820,512.74	54.2%	
8600-70-90-909-000-00-20-224000-		0.00	0.00		Manufactured Homes Tax		0.00	0.00	7,319.50	100.0%	
8600-70-90-909-000-00-20-230000-		-10,000.00	-10,000.00		Interest		-6,225.49	0.00	5,294.46	152.9%	
2023/04/001136 04/18/2023 GEN		-6,225.49	REF March	March Interest Allocation							

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 04

JOURNAL DETAIL 2023 4 TO 2023 4

ACCOUNTS FOR: 8600 Portage Park District		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8600-70-90-909-000-00-20-241000-		-10,000.00	-10,000.00	Oil Leases -8,953.96	-1,857.94	0.00	-1,046.04	89.5%
2023/04/000169 04/03/2023 CRP			-592.41 REF 410404	Beck Oil & Gas, Inc.				
2023/04/000792 04/12/2023 CRP			-113.83 REF 410943	Diversified Gas & Oi				
2023/04/001415 04/18/2023 CRP			-532.24 REF 411338	Ergon Oil Purchasing				
2023/04/001415 04/18/2023 CRP			-482.62 REF 411339	William S. Miller, I				
2023/04/001934 04/26/2023 CRP			-136.84 REF 411913	PETROX, Inc.				
8600-70-90-909-000-00-20-243000-		-1,000.00	-1,000.00	Credit Card Incentives 0.00	0.00	0.00	-1,000.00	.0%
8600-70-90-909-000-00-20-250000-		0.00	0.00	Refunds And Reimbursements -11,551.92	-2,223.34	0.00	11,551.92	100.0%
2023/04/000792 04/12/2023 CRP			-2,223.34 REF 410942	Portage County Audit Parcel 35-093-00-00-007-003 Re				
8600-70-90-909-000-00-20-270000-		0.00	0.00	Sale Of Fixed Asset -310.51	-310.51	0.00	310.51	100.0%
2023/04/000169 04/03/2023 CRP			-310.51 REF 410405	Diamond Title Co				
TOTAL Park General Admin OR				-1,013,940.61	-10,617.28	0.00	-830,826.39	55.0%
86009093 Park General Admin PS								
8600-70-90-909-000-00-30-311200-		640,000.00	640,000.00	Employee Full Time Salaries 214,988.90	47,521.20	0.00	425,011.10	33.6%
2023/04/000448 04/14/2023 PRJ			24,638.40 REF 041423					
2023/04/001558 04/28/2023 PRJ			22,882.80 REF 042823					
8600-70-90-909-000-00-30-311300-		100,000.00	100,000.00	Part Time/Seasonal Salaries 24,788.43	5,667.46	0.00	75,211.57	24.8%
2023/04/000448 04/14/2023 PRJ			2,494.10 REF 041423					
2023/04/001558 04/28/2023 PRJ			3,173.36 REF 042823					
8600-70-90-909-000-00-30-312100-		2,000.00	2,000.00	Sick Leave Conversion 0.00	0.00	0.00	2,000.00	.0%

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

JOURNAL DETAIL 2023 4 TO 2023 4

ACCOUNTS FOR: 8600 Portage Park District		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8600-70-90-909-000-00-00-30-313000-	2,000.00	2,000.00	Employee Overtime	0.00	0.00	0.00	2,000.00	.0%
8600-70-90-909-000-00-00-30-314000-	50,000.00	50,000.00	Retirement/Termination Payoff	2,643.02		0.00	47,356.98	5.3%
2023/04/001558 04/28/2023 PRJ		2,643.02 REF 042823				WARRANT=042823	RUN=4 PAYROLL	
8600-70-90-909-000-00-00-30-321010-	103,600.00	103,600.00	PERS	33,568.87	7,446.42	0.00	70,031.13	32.4%
2023/04/000448 04/14/2023 PRJ		3,798.55 REF 041423				WARRANT=041423	RUN=4 PAYROLL	
2023/04/001558 04/28/2023 PRJ		3,647.87 REF 042823				WARRANT=042823	RUN=4 PAYROLL	
8600-70-90-909-000-00-00-30-321200-	10,730.00	10,730.00	Medicare	3,439.30	792.73	0.00	7,290.70	32.1%
2023/04/000448 04/14/2023 PRJ		385.00 REF 041423				WARRANT=041423	RUN=4 PAYROLL	
2023/04/001558 04/28/2023 PRJ		407.73 REF 042823				WARRANT=042823	RUN=4 PAYROLL	
8600-70-90-909-000-00-00-30-321300-	9,452.00	9,452.00	Workers Compensation	949.11		0.00	5,331.01	43.6%
2023/04/000448 04/14/2023 PRJ		461.23 REF 041423				WARRANT=041423	RUN=4 PAYROLL	
2023/04/001558 04/28/2023 PRJ		487.88 REF 042823				WARRANT=042823	RUN=4 PAYROLL	
8600-70-90-909-000-00-00-30-321400-	10,000.00	10,000.00	Unemployment	0.00	0.00	0.00	10,000.00	.0%
8600-70-90-909-000-00-00-30-321500-	300,000.00	300,000.00	Health Benefits	8,303.00		0.00	262,636.50	12.5%
2023/04/000448 04/14/2023 PRJ		4,151.50 REF 041423				WARRANT=041423	RUN=4 PAYROLL	
2023/04/001558 04/28/2023 PRJ		4,151.50 REF 042823				WARRANT=042823	RUN=4 PAYROLL	
TOTAL Park General Admin PS	1,227,782.00	1,227,782.00	320,913.01	73,322.94		0.00	906,868.99	26.1%
86009094 Park General Admin CS								
8600-70-90-909-000-00-00-40-400000-	30,000.00	40,000.00	Contractual Services	13,286.60	0.00	11,533.40	15,180.00	62.1%

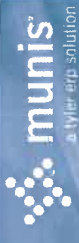
PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

JOURNAL DETAIL 2023 4 TO 2023 4

ACCOUNTS FOR: 8600		Portage Park District	REVISED BUDGET		YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP									
8600-70-90-909-000-00-40-400100-	15,000.00		15,000.00		4,074.24	805.34	8,414.31	2,511.45	83.3%
Training & Membership									
2023/04/000321 04/04/2023 API		158.28 VND	048718 VCH 708889						
2023/04/000321 04/04/2023 API		323.64 VND	051768 VCH 708892						
2023/04/001874 04/24/2023 API		130.00 VND	002367 VCH 711185						
2023/04/001874 04/24/2023 API		193.42 VND	052212 VCH 711190						
Registration Fees									
8600-70-90-909-000-00-40-400101-	0.00		0.00		50.00	0.00	100.00	-150.00	100.0%
Utilities									
8600-70-90-909-000-00-40-410000-	20,000.00		20,000.00		7,280.19	493.54	13,719.81	-1,000.00	105.0%
2023/04/000321 04/04/2023 API		235.93 VND	002844 VCH 708860						
2023/04/000321 04/04/2023 API		99.73 VND	002875 VCH 708880						
2023/04/000825 04/10/2023 API		70.83 VND	002875 VCH 709710						
2023/04/001874 04/24/2023 API		87.05 VND	002875 VCH 711188						
Advertising, Marketing, Events									
8600-70-90-909-000-00-40-412000-	18,000.00		18,000.00		3,820.97	605.00	4,784.03	9,395.00	47.8%
2023/04/001874 04/24/2023 API		605.00 VND	052146 VCH 711191						
VISITORS & CONV **PORTAGE PARK DISTRICT									
8600-70-90-909-000-00-40-413000-	30,000.00		30,000.00		5,734.57	0.00	21,714.45	2,550.98	91.5%
Maintenance & Repairs									
8600-70-90-909-000-00-40-414000-	100.00		100.00		0.00	0.00	0.00	100.00	.0%
Rentals & Leases									
8600-70-90-909-000-00-40-414100-	2,000.00		2,000.00		932.59	204.73	1,067.41	0.00	100.0%
2023/04/000825 04/10/2023 API		94.73 VND	001310 VCH 709707						
2023/04/001874 04/24/2023 API		110.00 VND	001310 VCH 711186						
Leases									
8600-70-90-909-000-00-40-428400-	25,000.00		25,000.00		13,128.12	0.00	0.00	11,871.88	52.5%
Auditor/Treasurer Fee Expense									
8600-70-90-909-000-00-40-428500-	10,000.00		10,000.00		4,536.68	0.00	0.00	5,463.32	45.4%
DRETAC									



PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 04

JOURNAL DETAIL 2023 4 TO 2023 4

ACCOUNTS FOR: 8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8600-70-90-909-000-00-40-492100-		78,400.00	78,400.00	Local Share 0.00	0.00	0.00	78,400.00	.0%
TOTAL Park General Admin CS								
		228,500.00	238,500.00	52,843.96	2,108.61	61,333.41	124,322.63	47.9%
86009095 Park General Admin MS								
8600-70-90-909-000-00-50-500000-		15,000.00	15,000.00	Admin Materials & Supplies 8,389.14	6,566.98	9,582.86	-2,972.00	119.8%
2023/04/000321 04/04/2023 API			5,972.00 VND	050521 VCH 708867	INSTP MARKETIN	**Tracking No 7639850245 / Par		522865
2023/04/000321 04/04/2023 API			428.30 VND	001310 VCH 708872	KONICA MINOLTA	**Acct 1316072		522874
2023/04/001874 04/24/2023 API			166.68 VND	001310 VCH 711187	KONICA MINOLTA	**Cust No 1316072		524091
8600-70-90-909-000-00-50-509000-		8,000.00	8,000.00	Uniforms 3,599.14	442.80	5,400.86	-1,000.00	112.5%
2023/04/000825 04/10/2023 API			442.80 VND	004003 VCH 709711	PRIMAL SCREEN I	**PARK DISTRICT Field staff t-		523340
8600-70-90-909-000-00-50-510000-		3,000.00	5,213.00	Office Equipment & Furnishings 2,263.93	0.00	2,449.07	500.00	90.4%
8600-70-90-909-000-00-50-530000-		30,000.00	30,000.00	Maintenance Materials/Supp 5,037.93	0.00	14,962.07	10,000.00	66.7%
8600-70-90-909-000-00-50-542000-		20,000.00	20,000.00	Fuel 6,696.42	1,646.12	10,803.58	2,500.00	87.5%
2023/04/000825 04/10/2023 API			1,646.12 VND	004271 VCH 709708	RAVENNA CITY	**PARK DIST Gas 1428.82 Diese		523347
8600-70-90-909-000-00-50-544000-		30,000.00	30,000.00	Natural Area Materials & Supp 532.17	0.00	14,467.83	15,000.00	50.0%
8600-70-90-909-000-00-50-596300-		5,000.00	5,000.00	Equipment Less Than \$5000 0.00	0.00	6,000.00	-1,000.00	120.0%

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 04

JOURNAL DETAIL 2023 4 TO 2023 4

ACCOUNTS FOR: 8600	Portage Park District	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP	REVISED BUDGET					
8600-70-90-909-000-00-50-596600-10,000.00	10,000.00	Furniture & Fixtures 615.00	0.00	2,385.00	7,000.00	30.0%
TOTAL Park General Admin MS	123,213.00	27,133.73	8,655.90	66,051.27	30,028.00	75.6%
86009096 Park General Admin CO						
8600-70-90-909-000-00-60-610000-250,000.00	250,000.00	Land/Easement Purchase 0.00	0.00	8,000.00	242,000.00	3.2%
8600-70-90-909-000-00-60-610000-BRDBG 0.00	2,501.83	Land Purchase 0.00	0.00	440.00	2,061.83	17.6%
8600-70-90-909-000-00-60-680000-100,000.00	100,000.00	Construction Projects 0.00	0.00	0.00	100,000.00	.0%
8600-70-90-909-000-00-60-680000-DXPAP 0.00	180,320.50	Construction Projects 138,809.29	0.00	40,586.21	925.00	99.5%
8600-70-90-909-000-00-60-680000-TLTRL 0.00	103,500.00	Construction Projects 0.00	0.00	103,500.00	0.00	100.0%
8600-70-90-909-000-00-60-680000-TWBLD 0.00	35,160.00	Construction Projects 30,600.00	15,000.00	4,000.00	560.00	98.4%
2023/04/001874 04/24/2023 API	15,000.00 VND	007852 VCH 711189	ROBERT HELMLING	**Demolition 2241 Ravenna Rd.		524108
8600-70-90-909-000-00-60-680000-TWBRD 0.00	0.00	Construction Projects 331.15	0.00	668.85	-1,000.00	100.0%
8600-70-90-909-000-00-60-683000-300,000.00	300,000.00	Engineering Projects 0.00	0.00	0.00	300,000.00	.0%

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

JOURNAL DETAIL 2023 4 TO 2023 4

ACCOUNTS FOR: 8600 Portage Park District		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8600-70-90-909-000-00-60-683000-DXP	PAV	0.00	8,100.00	Engineering Projects 4,500.00	0.00	7,100.00	-3,500.00	143.2%
8600-70-90-909-000-00-60-683000-SRF	DB	0.00	28,992.00	Engineering Projects 892.00	348.00	28,100.00	0.00	100.0%
2023/04/000321 04/04/2023 API			200.00 VND 007942 VCH 708864	HAMMONTREE & AS **Portage Park District/Season				522858
2023/04/000825 04/10/2023 API			148.00 VND 007942 VCH 709712	HAMMONTREE & AS **Seasons Rd Fen Restoration				523295
8600-70-90-909-000-00-60-683000-TL	TRL	0.00	8,000.00	Engineering Projects 2,700.00	0.00	5,300.00	0.00	100.0%
8600-70-90-909-000-00-60-683000-TW	BRD	0.00	20,970.00	Engineering Projects 1,180.40	1,180.40	1,789.60	18,000.00	14.2%
2023/04/000321 04/04/2023 API			1,180.40 VND 047472 VCH 708884	PENINSULA ARCHI **Park District			Switch Tower	522910
TOTAL Park General Admin CO			1,037,544.33	179,012.84	16,528.40	199,484.66	659,046.83	36.5%
8600-70-90-909-000-00-90-910000-			500,000.00	Transfers Out 0.00	0.00	0.00	0.00	.0%
2023/04/001697 04/24/2023 BUA			-500,000.00 REF Admin	Advance Out 0.00	0.00	0.00	500,000.00	.0%
8600-70-90-909-000-00-90-920000-			500,000.00	500,000.00 REF Admin				
2023/04/001697 04/24/2023 BUA			500,000.00	Tax Levy Assessment 19,076.32	0.00	923.68	0.00	100.0%
8600-70-90-909-000-00-90-946720-			20,000.00					
TOTAL Park General Admin ME			520,000.00	19,076.32	0.00	923.68	500,000.00	3.8%

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 04

JOURNAL DETAIL 2023 4 TO 2023 4

ACCOUNTS FOR: 8600	Portage Park District	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP	REVISED BUDGET					
TOTAL Portage Park District	1,209,522.33					
842,509.00		-464,960.75	39,998.57	327,793.02	1,346,690.06	-11.3%
TOTAL REVENUES						
-1,904,773.00	-1,937,517.00	-1,063,940.61	-60,617.28	0.00	-873,576.39	
TOTAL EXPENSES						
2,747,282.00	3,147,039.33	598,979.86	100,615.85	327,793.02	2,220,266.45	
PRIOR FUND BALANCE						
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES						
REVISED FUND BALANCE						
			2,897,413.62			
			2,464,960.75			
			3,362,374.37			

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

JOURNAL DETAIL 2023 4 TO 2023 4

ACCOUNTS FOR: 8617 Eagle Creek Greenway	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86179091 Eagle Creek Greenway PR							
8617-70-90-909-000-00-10-191000-ECG01	0.00	0.00	State Grant -6,773.28	0.00	0.00	6,773.28	100.0%
TOTAL Eagle Creek Greenway PR	0.00	0.00	-6,773.28	0.00	0.00	6,773.28	100.0%
TOTAL Eagle Creek Greenway	0.00	0.00	-6,773.28	0.00	0.00	6,773.28	100.0%
TOTAL REVENUES	0.00	0.00	-6,773.28	0.00	0.00	6,773.28	

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

JOURNAL DETAIL 2023 4 TO 2023 4

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
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GRAND TOTAL	1,209,522.33	-471,734.03	39,998.57	327,793.02	1,353,463.34	-11.9%
842,509.00						

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

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



REPORT OPTIONS

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

Report title:
YEAR-TO-DATE BUDGET REPORT

Year/Period: 2023/ 4
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: 2023/ 4
To Yr/per: 2023/ 4
Include budget entries: Y
Incl encumb/liq entries: N
Sort by JE # or PO #: J
Detail format option: 1

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: N
Multiyear view: D
Amounts/totals exceed 999 million dollars: N

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

PORTAGE COUNTY

Auditor Treasurer Reconciliation Report



AS OF 04/01/2023				AS OF 04/30/2023			
FUND	TREASURER CASH BALANCE	OUTSTANDING - WARRANTS	AUDITOR CASH BALANCE	AUDITOR CASH BALANCE	OUTSTANDING + WARRANTS	TREASURER CASH BALANCE	=
8600 Portage Park District	3,407,471.40	5,098.46	3,402,372.94	3,362,374.37	17,803.70	3,380,178.07	
FUND 8600 TOTALS:	3,407,471.40	5,098.46	3,402,372.94	3,362,374.37	17,803.70	3,380,178.07	
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							

PORTAGE COUNTY



Auditor Treasurer Reconciliation Report

FUND	AS OF 04/01/2023			AS OF 04/30/2023		
	TREASURER CASH BALANCE	OUTSTANDING WARRANTS	AUDITOR CASH BALANCE	AUDITOR CASH BALANCE	OUTSTANDING WARRANTS	TREASURER CASH BALANCE
		-	=		+	=
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	13,484.40	.00	13,484.40	13,484.40	.00	13,484.40
FUND 8616 TOTALS:	13,484.40	.00	13,484.40	13,484.40	.00	13,484.40
8617 Eagle Creek Greenway	12,099.24	.00	12,099.24	12,099.24	.00	12,099.24
FUND 8617 TOTALS:	12,099.24	.00	12,099.24	12,099.24	.00	12,099.24
REPORT TOTALS:	3,476,202.36	5,098.46	3,471,103.90	3,431,105.33	17,803.70	3,448,909.03

PORTAGE COUNTY

Auditor Treasurer Reconciliation Report

ALL FUNDS SUMMARY THROUGH 04/30/2023

FUND	04/01/23 AUDITOR CASH BALANCE +	TOTAL RECEIPTS -	EXPENDITURES =	TOTAL	ENDING AUDITOR CASH BALANCE -	OUTSTANDING ENCUMBRANCES =	UNENCUMBERED BALANCE
8600 Portage Park Distri	3,402,372.94	-60,617.28	100,615.85		3,362,374.37	327,793.02	3,034,581.3
FUND 8600 TOTALS:	3,402,372.94	60,617.28	100,615.85		3,362,374.37	327,793.02	3,034,581.3
8601 PCPD Local Communit	.00	.00	.00		.00	.00	.0
FUND 8601 TOTALS:	.00	.00	.00		.00	.00	.0
8603 PCPD Towners Woods	.00	.00	.00		.00	.00	.0
FUND 8603 TOTALS:	.00	.00	.00		.00	.00	.0
8604 Portage Hike & Bike	.00	.00	.00		.00	.00	.0
FUND 8604 TOTALS:	.00	.00	.00		.00	.00	.0
8605 Headwaters Trails I	29,651.66	.00	.00		29,651.66	.00	29,651.6
FUND 8605 TOTALS:	29,651.66	.00	.00		29,651.66	.00	29,651.6
8606 Dix Park Improvemen	.00	.00	.00		.00	.00	.0
FUND 8606 TOTALS:	.00	.00	.00		.00	.00	.0
8607 Breakneck Creek wat	11,972.39	.00	.00		11,972.39	.00	11,972.3
FUND 8607 TOTALS:	11,972.39	.00	.00		11,972.39	.00	11,972.3
8608 PCPD Franklin Conne	.00	.00	.00		.00	.00	.0
FUND 8608 TOTALS:	.00	.00	.00		.00	.00	.0
8609 PCPD FEMA	.00	.00	.00		.00	.00	.0
FUND 8609 TOTALS:	.00	.00	.00		.00	.00	.0
8610 Breakneck Creek wat	.00	.00	.00		.00	.00	.0
FUND 8610 TOTALS:	.00	.00	.00		.00	.00	.0
8611 Berlin Lake Trail	.00	.00	.00		.00	.00	.0

PORTAGE COUNTY

Auditor Treasurer Reconciliation Report

ALL FUNDS SUMMARY THROUGH 04/30/2023

FUND	04/01/23 CASH BALANCE +	AUDITOR 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	13,484.40	.00	.00	13,484.40	.00	13,484.4
FUND 8616 TOTALS:	13,484.40	.00	.00	13,484.40	.00	13,484.4
8617 Eagle Creek Greenwa	12,099.24	.00	.00	12,099.24	.00	12,099.2
FUND 8617 TOTALS:	12,099.24	.00	.00	12,099.24	.00	12,099.2
REPORT TOTALS:	3,471,103.90	60,617.28	100,615.85	3,431,105.33	327,793.02	3,103,312.3

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

To: Portage Park District Board of Commissioners
From: Christine Craycroft, Executive Director
Re: Executive Director's Staff Update
Board of Commissioners Regular Meeting
May 8, 2023 6:00 PM



Administration/Special Projects

1. Received executed copy of Carlton Purchase Agreement
2. Submitted the Clean Ohio Trails grant application for Headwaters Trail Phase VIII
3. Coordinating with architect and Building Department for final modifications prior to rebidding.
4. Received proposal from PC Engineer's consultant Prime Engineering, regarding including design for future parking drive entrances on Ravenna Road as part of the bridge replacement project.
5. Drafted/reviewed OPWC Clean Ohio NRAC scoring methodology revisions with Lange.
6. Participated in Portage County Comp Plan open house.
7. Attended KSU Environmental Design Symposium
8. Presented at 25th Portage County Environmental Conservation Awards Event and Leadership Portage County
9. Participated in multijurisdictional meeting with ODNR/USACE
10. Continued planning and pursuit of funding for multiple acquisitions.

Park Operations, Maintenance, and Improvement

1. Maintenance/Operations
 - a. Continue to perform routine tasks including restroom cleaning and trash removal, inventory, and supply management, building maintenance, vehicle and equipment maintenance, trail checks, trail maintenance and downed tree removal.
 - b. Continued weekly monitoring of Beaver activity at Trail Lake Dam and Seneca Ponds.
2. Park Improvements
 - a. Demolition of the house at Towner's Woods is complete.
 - b. The Dix Park project is scheduled to restart May 8.
 - c. The Project at Trail Lake is still on hold.
 - d. Met with Joe Bodnar, Portage County Building Dept regarding the Brady Lake Switch Tower project to discuss occupancy options.

Natural Areas Steward Bob Lange

Stewardship and Restoration

1. Dix Park- completed prescribed fire in tall grass unit; Hiram College and Geauga Park District assisted.
2. Eagle Creek Greenway- plowed and prepped sites, planted trees donated by Davey.
3. Bird Family Bog- plowing for TNC archaeological investigation on mitigation sites, spraying to prep meadow seeding areas.

Projects/Planning

1. Invitations out for Bird Family Bog Preserve Bioblitz, June 23 & 24.
2. Shelly property- participated in NAWCA meeting with Chris.

3. NRAC methodology input and meetings
4. Planning and tree selection for Oakwood landscape
5. Visit and hike at the Stream and Wetlands Foundation mitigation site in Deerfield.
6. Roberts- researching and acquiring bathymetric survey equipment.
7. Seasons Fen monthly meetings, coordination

Partnership/Collaboration/Training

1. Roberts, Stoneberg, Lange- participated in KSU Bioblitz
2. Lange- PPD presentation to Portage County Gardeners
3. Lange- Leadership Portage County
4. Assisted Geauga Park District with prescribed fires at Observatory Park
5. Lange- provided seed and assisted The Church in Aurora with making seed bombs for PPD as their monthly service project.

Public Engagement and Education

Education Report

1. Ohio Crane Count volunteers only located one crane within the county limits, but over 300 cranes were found throughout the whole survey area. An article featuring our volunteers and mentioning PPD was published in the Canton Repository and later by the Akron Beacon Journal.
2. On top of regular programming, the education team and volunteers expanded our reach by attending the Kent State University Earthfest, Crestwood Health Fair, PARTA Wellness Fair, and teaching at Harmon Middle School in Aurora.
3. Our intern, Hannah Michael from Kent State University, starts May 10 and will be with us for the summer. She requires 450 hours for her internship program.
4. The Progress Report and Program Guide have been completed and will be mailed to 43,000 households.

Ranger Department

Patrol Activities

Foot patrol miles – 53 + 49.3; Bike patrol miles – 48.8; Building Checks – 1; Visitor Contacts – 86 + 96; Warnings – 2 + 3 (Trespassing at Bird Bog and dog off-leash (4))

Administrative

Ranger Lee - KnowB4 cyber training

Ranger Nietert – KnowB4 2023 Kevin Mitnick Security Awareness, Senior Hike, and Eagle Creek Sneak Peek.

RESOLUTION # 2023-33

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

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

General Operating Fund #8600		
Description	Payee	Amount
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	\$ 73,322.94
Unit 40 Contract Services		\$ 2,108.61
Reimbursements: travel, Recorder's fees, postage, refreshments	Rodhe, Stoneberg, Craycroft, Seachrist	\$ 805.34
Utilities: Natural gas at 2 locations, electric at 6 locations	Dominion Energy Ohio, Ohio Edison	\$ 493.54
Advertising-Marketing: Streetsboro Visitors Bureau guide	Streetsboro Visitors Bureau	\$ 605.00
Leases: copiers	Konica Minolta	\$ 204.73
Unit 50 Materials & Supplies		\$ 8,655.90
Admin. Materials & Supplies: office supplies, paper, Z Cards	Konica Minolta, Instep	\$ 6,566.98
Uniforms: shirts	Primal Screen	\$ 442.80
Fuel: Gasoline and diesel	City of Ravenna	\$ 1,646.12
Unit 60 Capital		\$ 16,528.40
Construction: Towner's Woods Residential Building	Helmling Excavating	\$ 15,000.00
Engineering/Architecture Projects: Season's Road Fen	Hammontree & Assoc	\$ 348.00
Engineering: Towner's Woods Brady Switch Tower	Peninsula Architects	\$ 1,180.40
GENERAL FUND	GRAND TOTAL ALL UNITS 30 THROUGH 90	\$ 100,615.85

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 April 2023.

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

A. Orashan: **Yes** T. Hrdy: **Yes** C. Engelhart: **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 May 8, 2023.


Christine Craycroft, Executive Director

RESOLUTION # 2023-34

Re: Authorization for a Memorandum of Understanding with the Portage Park District Foundation

WHEREAS, the Portage Park District is an independent political subdivision of the State of Ohio created to conserve the natural resources of the State, including forests, fields, streams, lakes and wetlands, and the plants and animals which live in these habitats; and,

WHEREAS, the Portage Park District Foundation is organized as a nonprofit entity under the laws of the State of Ohio and under section 501(c)(3) of the Internal Revenue Code, whose sole purpose is to seek and promote public representation, participation, awareness, and support in, of, and for Portage Park District in its mission to "Preserve, Conserve, and Protect" the natural features of Portage County; and,

WHEREAS, a primary purpose of the Foundation is to secure, manage, and invest privately raised funds, gifts, and bequests in support of the District; and,

WHEREAS, the Foundation operates as a legal entity separate from the District, and is governed by an independently elected Board of Trustees, none of whom are employees of the District; and,

WHEREAS, the Foundation and the District wish to assure the continued success and prosperous growth of the District by memorializing the responsibilities and obligations of the Foundation and the District. NOW THEREFORE, BE IT

RESOLVED, that the Board of Commissioners of the Portage Park District does hereby authorize its Executive Director to sign the attached Memorandum of Understanding between the Portage Park District and the Portage Park District Foundation.

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

A. Orashan: **Yes** T. Hrdy: **Yes** C. Engelhart: **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 May 8, 2023.



Christine Craycroft, Executive Director

RESOLUTION # 2023-35

Re: Authorization for a Change of Scope with the Portage County Engineer for the Ravenna Road Bridge Project

WHEREAS, by previous resolution 2019-22, passed by the Portage Park District Commissioners on June 24, 2019, the Portage Park District entered into a cooperative agreement with the Portage County Engineer ("Engineer") to fund the Ravenna Road Bridge Replacement Project (PID 105556), and

WHEREAS, the Park District would like to add design work to incorporate the drive acquired through the Park District's purchase of property at 2241 Ravenna Road and determine the feasibility of developing a new parking area adjacent to the PORTAGE Hike and Bike Trail on the southwest side of the new bridge, and

WHEREAS, the Engineer has requested and received a fee proposal for the additional design work from its consultant, Prime AE, for which the Park District would be responsible, **NOW, THEREFORE BE IT**

RESOLVED, that the Board of Commissioners of the Portage Park District does hereby authorize the Executive Director to request the Portage County Engineer to proceed with the engineering design/feasibility study to incorporate a new public drive at 2241 Ravenna Road, and assess the feasibility of developing a new parking area adjacent to the PORTAGE Hike and Bike Trail, as part of the Ravenna Road Bridge Replacement Project for an amount up to \$12,500 payable by the Park District or through the Park District's ODOT Road Tax Allocation Fund.

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

A. Orashan: **Yes** T. Hrdy: **Yes** C. Engelhart: **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 May 8, 2023.


Christine Craycroft, Executive Director



Akron Office

540 White Pond Drive | Suite E | Akron, Ohio 44320

April 14, 2023

Portage County Engineer
5000 Newton Falls Road
Ravenna, OH 44266

Attention: Larry Jenkins Jr., PE, PS (Chief Deputy County Engineer)

**Re: Ravenna Road Plan Updates
Scope of Services and Fee Proposal**

Dear Mr. Jenkins,

PRIME AE Group is submitting, as requested, a scope of services and fee proposal to update the previously submitted final Ravenna Road plan set to update the drainage design and drive details for the park drive on the northeast side of the project area within the limits of the Right of Way. PRIME AE will also investigate the feasibility of adding a driveway for the park district on the southwest side of the project site. Findings from this abbreviated study will be compiled in a letter and sent to the County Engineers office and the Park District. If the drive is feasible, another mod will be submitted to the County to add the drive (within the R/W limits) to the plans.

Scope of Services:

- PRIME AE will update the plans and estimate to reflect the changes to the park drive on the northeast corner of the project site.
- PRIME AE will investigate the addition of a park drive on the southwest side of the bridge.

Schedule:

PRIME AE will submit the updated plan set and feasibility letter within 20 business days of Notification to Proceed from the City.

Fee: PRIME AE Group will provide the above services for a lump sum fee of \$12,500.

If you have any questions or need anything else, please do not hesitate to contact me.

Sincerely,

Angela Trautman, PE
Project Manager



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Resolution 2023-36

RE: Request of Funds from the Ohio Department of Transportation (ODOT) and Designation of Projects for Ohio Parks Districts Roadwork Fund FY 2024-2025 through the Ohio Parks & Recreation Association (OPRA).

WHEREAS, the Board of Park Commissioners (the Board) for the Portage Park District has need for improvement of public park roadways owned and maintained by the Park District in Portage County; and

WHEREAS, the Park District was created according to Ohio Revised Code 1545, owns or holds at a minimum a 15-year lease of eligible parkland for roadwork funding, and has adequate, available resources for the construction and maintenance of requested park road improvements; and

WHEREAS, the Ohio Park Districts Roadwork Fund is provided by the Ohio Department of Transportation (ODOT) for such purposes as authorized by Ohio Revised Code 5511.06, is subject to the Park District Guidance To ODOT's Metropark Program as prescribed by ODOT, and is coordinated by the Ohio Parks & Recreation Association (OPRA); and

WHEREAS, the Board is cognizant of the requirements for receiving such funds, and agrees to comply with the OPRA Policy, as clarified at the Meeting on December 7, 2010, that the park districts are prohibited from accumulating more than 3 Biennia (six years) of UNUSED funds.

WHEREAS, Section II, paragraph 1A, of the Annual Agreement between ODOT and OPRA requires a two-year list of priority projects for the Metroparks Program to be submitted to ODOT for Department-wide posting and distribution. In order to comply with this provision, each Metropark is required to submit their two-year list of priority projects to OPRA; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Park Commissioners of the Portage Park District requests the designated allocation from the Ohio Park Districts Roadwork Fund along with any remaining balance of funds in accordance with the following stipulations:

1. Funds can be used for materials and labor necessary for construction or reconstruction of park drives, park roads, new or replacement bridges, park access roads and parking lots. The funds also may be used for the purchase and hauling of materials for the improvement, repair and maintenance of park drives, park roads, park access roads, and parking lots, and rental of labor and equipment. Force account labor costs (charges by park district employees or associates) are ineligible. Ineligible costs include bikeways and items such as shelter houses, wells, pumps, restrooms facilities, park buildings, etc. All projects must be associated with public vehicular access to be eligible for funding. Funds may be used for eligible construction costs, including construction engineering (i.e., testing and inspection) of "LET" projects.

2. The Park District will pay all costs incurred over the appropriated allocation and, also, for all costs associated with design, environmental studies and documents, and right-of-way activities.

Any deviation from the guidelines regarding environmental studies or roadway design requires the written approval of ODOT.

3. Portage Park District has designated Christine Craycroft, Executive Director as the contact person for the local arrangements and to sign all documentation on behalf of the Board of Park Commissioners.

4. The following are priority projects eligible for ODOT funding over the next biennium:

- Towner's Woods Park reservable site parking lot and drive at Ravenna Road
- Towner's Woods Park parking lot renovation
- The PORTAGE parking area and trailhead at Ravenna Road
- Kent Bog Park parking lot

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

A. Orashan: **Yes** T. Hrdy: **Yes** C. Engelhart: **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 May 8, 2023.



Christine Craycroft, Executive Director