

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



Agenda

1. Roll Call
2. Adopt Agenda
3. Public Comment: *Note: members of the public wishing to speak are asked to sign in. Comments will be limited to two minutes per person.*
4. Approve minutes of the October 2023 Regular Meeting
5. Presentation and approval of Financial Statement: October 2023 MTD and YTD Budget Report and Cash Balance Reports.
6. Executive Director/Staff Update
7. Other Information/Briefing Items/Policy Updates:
8. Old Business and approval of action items: Ranger Policies
9. New Business and approval of action items:
 - a. RESOLUTION: Approve October 2023 Expenditures with Then and Now certificates
 - b. RESOLUTION 2024 Initial Budget Appropriations
10. Executive Session: Real Estate acquisition

Portage Park District
Board of Commissioners Regular Meeting
October 16, 2023 5:30 pm
PPD Operations Center
8505 Nicodemus Road
Shalersville, OH 44266



Minutes

President Kurt Ruehr called the meeting to order at 5:32 pm

1. Roll Call: Commissioners present: Commissioner Charles Engelhart, Commissioner Kurt Ruehr, Commissioner Allan Orashan, Commissioner Renee Ruchotzke, Commissioner Tom Hrdy. Staff Present: Christine Craycroft, Executive Director; Craig Alderman, Operations Manager; Bob Lange, Natural Areas Manager; Holly Stoneburg, Education Outreach Coordinator, Eric Seachrist, Office Manager
2. Adopt Agenda: Upon a motion by Orashan and second by Ruchotzke, the agenda was approved. (JE 2023-41)
3. Public Comment: None
4. Approve minutes of the September 2023 Regular Meeting: Upon a motion by Engelhart and second by Orashan, the minutes were approved. (JE 2023 42)
3. Presentation and approval of Financial Statement: September 2023 MTD and YTD Budget Report and Cash Balance Reports. Seachrist reviewed the Financial Statement with the Board, noting that the expenditures for this budget year continue to be lower than expected. Upon a motion by Ruchotzke and second by Orashan, the reports were approved. (JE 2023-40).
5. Executive Director/Staff Update: Craycroft and staff presented the attached director's report and answered questions from the Board.
6. Other Information/Briefing Items/Policy Updates: None
7. Old Business and approval of action items: Ranger Policies (tabled)
8. New Business and approval of action items:
 - a. Approve September 2023 Expenditures: Upon a motion by Hrdy and second by Engelhart, **RESOLUTION 2023-57** was unanimously approved.
 - b. Authorize Application for TASA grant: Upon a motion by Ruchotzke and second by Orashan, **RESOLUTION 2023-58** was unanimously approved.
9. Executive Session: Engelhart motioned to enter into executive session to discuss the purchase of real estate. The motion was seconded by Orashan. The vote was as follows:

Commissioner Engelhart	Yes
Commissioner Hrdy	Yes

Commissioner Orashan	Yes
Commissioner Ruchotzke	Yes
Commissioner Ruehr	Yes

The Board entered executive session at 6:07 pm. **(JE 2023-44)**.

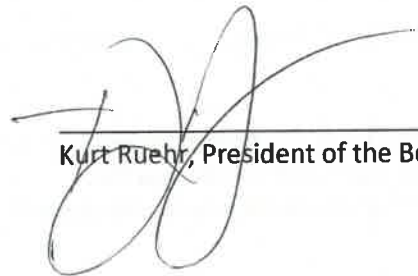
Commissioner Orashan motioned to exit executive session, seconded by Engelhart. The vote was as follows:

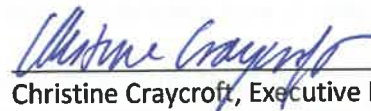
Commissioner Engelhart	Yes
Commissioner Hrdy	Yes
Commissioner Orashan	Yes
Commissioner Ruchotzke	Yes
Commissioner Ruehr	Yes

The Commissioners exited executive session at 7:23 pm **(JE 2023-10)**.

10. Adjourn: Upon a motion by Orashan and second by Hrdy, the meeting was adjourned at 7:24 pm.

IN TESTIMONY WHEREOF we hereunto set our hands, 11-20-2023, 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 October 2023				
GENERAL FUND				
BEGINNING AUDITOR'S CASH BALANCE October 1		\$ 3,248,561.29		
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	October MTD ACTUAL	YTD Percentage Collected of Budget
152000 Contract Services	1,000.00	0.00	0.00	0.0%
15300 Fees	100.00	1,600.00	0.00	1600.0%
160000 Gifts & Donations	6,650.00	50,000.00	0.00	751.9%
192400 State Aid/Subsidy	85,000.00	0.00	0.00	0.0%
General Program Revenues subtotal	92,750.00	51,600.00	0.00	55.6%
200300 Real Estate Homestead Rollback (from State)	32,744.00	31,767.32	0.00	97.0%
221000 Real Estate Tax	1,791,023.00	1,797,489.79	0.00	100.4%
223000 Tangible Personal Property Tax	0.00	183.38	76.41	
224000 Manufactured Homes Property Tax	0.00	12,260.36	0.00	
230000 Interest	10,000.00	56,802.66	7,025.85	568.0%
241000 Oil & Gas Leases	10,000.00	14,666.85	599.07	146.7%
243000 Credit Card Incentives	1,000.00	1,100.00	0.00	110.0%
250000 Refunds and Reimbursements	0.00	13,836.40	1,391.04	
251000 Jury Fees	0.00	75.00	0.00	
270000 Sale of Fixed Assets	0.00	310.51	0.00	
General Operations Revenue	1,844,767.00	1,928,492.27	9,092.37	104.5%
SUBTOTAL REVENUES	1,937,517.00	1,980,092.27	9,092.37	102.2%
2022 Cash Carryover		2,897,413.62		100.0%
TOTAL REVENUES, CARRYOVER & OTHER SOURCES	1,937,517.00	4,877,505.89	3,257,653.66	251.7%
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	October MTD ACTUAL	YTD Percentage Expended of Budget
311200 FT Employee Salaries	640,000.00	492,782.07	46,680.81	77.0%
311300 PT Employee Salaries	100,000.00	68,418.76	6,840.78	68.4%
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	0.00	5.3%
321010 PERS	103,600.00	78,568.22	7,493.03	75.8%
321200 Medicare	10,730.00	8,004.49	758.81	74.6%
321300 Workers Compensation	9,452.00	9,585.06	909.85	101.4%
321400 Unemployment	10,000.00	0.00	0.00	0.0%
321500 Health Benefits	300,000.00	85,243.24	8,617.04	28.4%
30 Personal Services Unit Total	1,227,782.00	745,244.86	71,300.32	60.7%
400000 Admin Contractual Services	120,000.00	101,374.55	1,545.80	84.5%
400100 Training, Lodging & Memberships	15,000.00	11,291.53	391.83	75.3%
400101 Registration Fees	0.00	136.00	0.00	
410000 Utilities: AT&T, Dominion, Ohio Edison, Verizon	20,000.00	16,634.51	1,504.12	83.2%
412000 Advertising, Marketing & Events	18,000.00	13,686.32	3,286.66	76.0%
413000 Maintenance & Repairs	30,000.00	12,014.63	494.56	40.0%
414000 Rentals and Leases	100.00	0.00	0.00	0.0%
414100 Leases	2,000.00	2,355.69	297.07	117.8%
420000 Prof & Tech Services	0.00	1,480.02	0.00	
420100 Audit Services	0.00	20.50	0.00	
428000 Event Fees	0.00	250.00	0.00	
428400 Auditor/Treasurer Fee	25,000.00	24,602.21	7.26	98.4%
428500 DRETAC	10,000.00	5,296.76	7.64	53.0%
492100 Local Share	98,400.00	0.00	0.00	0.0%
40 Contractual Services Unit Total	338,500.00	189,142.72	7,534.94	55.9%
500000 Admin Materials & Supplies	19,000.00	13,216.66	413.91	69.6%
509000 Uniforms	10,000.00	8,433.50	3,511.85	84.3%
510000 Office Equipment & Furnishings	5,213.00	3,489.72	849.00	66.9%
530000 Maintenance Materials & Supplies	30,000.00	9,010.95	963.87	30.0%
542000 Fuel	20,000.00	17,005.19	1,480.78	85.0%
544000 Natural Areas Materials & Supplies	25,000.00	7,763.84	523.19	31.1%
596300 Equipment Less than \$5000	6,000.00	1,952.16	0.00	32.5%
596600 Furniture & Fixtures	8,000.00	2,325.25	0.00	29.1%
50 Materials & Supplies Unit Total	123,213.00	63,197.27	7,742.60	51.3%
610000 Land/Easement Purchase	400,000.00	21,382.50	0.00	5.3%
610000 Land/Easement Purchase-Bird Bog	2,501.83	0.00	0.00	0.0%
680000 Construction Projects	450,000.00	0.00	0.00	0.0%
680000 Construction Projects DXPAV	180,320.50	169,288.09	0.00	93.9%
680000 Construction Projects TLTRL	103,500.00	98,572.00	37,526.80	95.2%
680000 Construction Projects TWBLD	35,160.00	33,600.00	0.00	95.6%
680000 Construction Projects TWBRD	150,000.00	0.00	0.00	0.0%
683000 Engineering Projects	150,000.00	0.00	0.00	0.0%
683000 Engineering Projects DXPAV	8,100.00	10,250.00	0.00	126.5%
683000 Engineering Projects - SRFDB - Seasons Rd Fen Design Build	28,992.00	1,092.00	0.00	3.8%
683000 Engineering Projects - TLTRL- Trail Lake Picnic Area	8,000.00	3,000.00	300.00	37.5%
683000 Engineering Projects - TWBRD Brady Tower	20,970.00	1,180.40	0.00	5.6%
60 Capital Outlay Unit Total	1,537,544.33	338,364.99	37,826.80	22.0%
920000 Advance Out	500,000.00	500,000.00	0.00	100.0%
946720 Tax Levy Assessment	36,000.00	35,911.48	0.00	99.8%
90 Miscellaneous Expenses Unit Total	536,000.00	535,911.48	0.00	100.0%
GRAND TOTAL EXPENDITURES & OTHER USES	3,763,039.33	1,871,861.32	124,404.66	49.7%
ENDING AUDITOR'S CASH BALANCE September 30 (= Cash Carryover + YTD Revenues- YTD Expenses) (Also = Auditor Beginning cash balance September 1st + MTD revenues - MTD expenses)			\$ 3,133,249.00	

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

ACCOUNTS FOR:	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
86009091 Park General Admin PR								
86009091 152000	Cont Serv	-1,000	-1,000	.00	.00	.00	-1,000.00	.0%*
86009091 153000	Fees	-100	-100	-1,600.00	.00	.00	1,500.00	1600.0%
86009091 160000	Gifts/Don	-6,650	-6,650	-50,000.00	.00	.00	43,350.00	751.9%
86009091 192400	St Subsid	-85,000	-85,000	.00	.00	.00	-85,000.00	.0%*
TOTAL Park General Admin PR								
		-92,750	-92,750	-51,600.00	.00	.00	-41,150.00	55.6%
86009092 Park General Admin OR								
86009092 200300	RE Homestd	0	-32,744	-30,164.26	.00	.00	-2,579.74	92.1%*
86009092 200400	M Hm Rtlbk	0	0	-1,603.06	.00	.00	1,603.06	100.0%
86009092 221000	RE Tax	-1,791,023	-1,791,023	-1,797,489.79	.00	.00	6,466.79	100.4%
86009092 223000	Tang PP	0	0	-183.38	-76.41	.00	183.38	100.0%
2023/10/000381 10/05/2023 GEN								
86009092 224000	Man Home	0	0	-12,260.36	.00	.00	12,260.36	100.0%
86009092 230000	Interest	-10,000	-10,000	-56,802.66	-7,025.85	.00	46,802.66	568.0%
2023/10/000396 10/06/2023 GEN								
86009092 241000	Oil Lease	-10,000	-10,000	-14,666.85	-599.07	.00	4,666.85	146.7%
2023/10/001114 10/17/2023 CRP								
		-599.07	REF 909			KREIERHOFF 2		

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

ACCOUNTS FOR:	PORTAGE Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
86009092 243000	Incentvs	-1,000	-1,000	-1,100.00	.00	.00	100.00	110.0%
86009092 250000	Refunds	0	0	-13,836.40	-1,391.04	.00	13,836.40	100.0%
2023/10/001925 10/25/2023 CRP		-1,391.04 REF 909				Law Enforcement CPT Reimburse		
86009092 251000	Jury Fees	0	0	-75.00	.00	.00	75.00	100.0%
86009092 270000	Sale FA	0	0	-310.51	.00	.00	310.51	100.0%
TOTAL Park General Admin OR		-1,812,023	-1,844,767	-1,928,492.27	-9,092.37	.00	83,725.27	104.5%
86009093 Park General Admin PS								
86009093 311200	Emp1 Sal	640,000	640,000	492,782.07	46,680.81	.00	147,217.93	77.0%
2023/10/000521 10/13/2023 PRJ		23,254.41 REF 101323				WARRANT=101323 RUN=4 PAYROLL		
2023/10/001365 10/27/2023 PRJ		23,426.40 REF 102723				WARRANT=102723 RUN=4 PAYROLL		
86009093 311300	PT Sal	100,000	100,000	68,418.76	6,840.78	.00	31,581.24	68.4%
2023/10/000521 10/13/2023 PRJ		3,126.18 REF 101323				WARRANT=101323 RUN=4 PAYROLL		
2023/10/001365 10/27/2023 PRJ		3,714.60 REF 102723				WARRANT=102723 RUN=4 PAYROLL		
86009093 312100	Sick Leave	2,000	2,000	.00	.00	.00	2,000.00	.0%
86009093 313000	Overtime	2,000	2,000	.00	.00	.00	2,000.00	.0%
86009093 314000	Retirement	50,000	50,000	2,643.02	.00	.00	47,356.98	5.3%
86009093 321010	PERS	103,600	103,600	78,568.22	7,493.03	.00	25,031.78	75.8%
2023/10/000521 10/13/2023 PRJ		3,693.28 REF 101323				WARRANT=101323 RUN=4 PAYROLL		
2023/10/001365 10/27/2023 PRJ		3,799.75 REF 102723				WARRANT=102723 RUN=4 PAYROLL		

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
86009093 321200 Medicare	10,730	10,730	8,004.49	758.81	.00	2,725.51	74.6%
2023/10/000521 10/13/2023 PRJ	373.90 REF 101323				WARRANT=101323	RUN=4 PAYROLL	
2023/10/001365 10/27/2023 PRJ	384.91 REF 102723				WARRANT=102723	RUN=4 PAYROLL	
86009093 321300 wrks Comp	9,452	9,452	9,585.06	909.85	.00	-133.06	101.4%*
2023/10/000521 10/13/2023 PRJ	448.46 REF 101323				WARRANT=101323	RUN=4 PAYROLL	
2023/10/001365 10/27/2023 PRJ	461.39 REF 102723				WARRANT=102723	RUN=4 PAYROLL	
86009093 321400 Unemploy	10,000	10,000	.00	.00	.00	10,000.00	.0%
86009093 321500 Health	300,000	300,000	85,243.24	8,617.04	.00	214,756.76	28.4%
2023/10/000521 10/13/2023 PRJ	4,308.52 REF 101323				WARRANT=101323	RUN=4 PAYROLL	
2023/10/001365 10/27/2023 PRJ	4,308.52 REF 102723				WARRANT=102723	RUN=4 PAYROLL	
TOTAL Park General Admin PS	1,227,782	1,227,782	745,244.86	71,300.32	.00	482,537.14	60.7%
86009094 Park General Admin CS							
86009094 400000 Contr Serv	30,000	111,000	98,624.55	1,545.80	7,123.05	5,252.40	95.3%
2023/10/000305 10/01/2023 API	1,490.80 VND 002485 VCH728491				Account 5592 8400 0101 0984	532973	
2023/10/000307 10/02/2023 API	55.00 VND 002749 VCH728650				MISC. ITEMS LEADS - OH0671700	532969	
86009094 400000 PORMD Cont Serv	0	3,000	2,750.00	.00	.00	250.00	91.7%
86009094 400100 Trng/Mem	15,000	17,000	11,291.53	391.83	5,197.02	511.45	97.0%
2023/10/000305 10/01/2023 API	187.08 VND 002485 VCH728491				Account 5592 8400 0101 0984	532973	
2023/10/000659 10/10/2023 API	62.42 VND 048718 VCH729465				TRAVEL & REIMBURSEMENTS, MILEA	533247	
2023/10/000659 10/10/2023 API	142.33 VND 051768 VCH729466				TRAVEL & REIMBURSEMENTS, MILEA	533256	
86009094 400101 Regist	0	200	136.00	.00	14.00	50.00	75.0%
86009094 410000 Utilities	20,000	21,500	16,634.51	1,504.12	5,204.81	-339.32	101.6%*
2023/10/000305 10/01/2023 API	963.47 VND 002485 VCH728491				Account 5592 8400 0101 0984	532973	
2023/10/000307 10/02/2023 API	56.57 VND 002844 VCH728630				ACT NO 4 1800 1191 8407	532891	
2023/10/000659 10/10/2023 API	75.95 VND 002875 VCH729462				ACT 110 149 150 416	533222	
2023/10/001255 10/17/2023 API	235.08 VND 002875 VCH730320				ACT 110 139 062 985	533646	
2023/10/001255 10/17/2023 API	77.35 VND 002875 VCH730324				ACT 110 134 809 943	533646	

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
86009094 410000 Utilities 2023/10/001255 10/17/2023 API	95.70 VND 002875 VCH730326	OHIO EDISON	ACCT 110 009 208 841			533646	
86009094 412000 Advertise	18,000	18,000	13,686.32	3,286.66	5,903.68	-1,590.00	108.8%*
2023/10/000305 10/01/2023 API	3,286.66 VND 002485 VCH728491	US BANK		Account 5592 8400 0101	0984	532973	
86009094 413000 Mnt&Repr	30,000	30,000	12,014.63	494.56	16,034.39	1,950.98	93.5%
2023/10/000305 10/01/2023 API	404.56 VND 002485 VCH728491	US BANK		Account 5592 8400 0101	0984	532973	
2023/10/000307 10/02/2023 API	90.00 VND 025267 VCH728643	PORTAGE	PORTABLE TOI OLD FORGE RD, BIRD BOG			532942	
86009094 414000 Rent/Lease	100	100	.00	.00	.00	100.00	.0%
86009094 414100 Leases	2,000	2,600	2,355.69	297.07	649.04	-404.73	115.6%*
2023/10/000659 10/10/2023 API	202.34 VND 001310 VCH729461	KONICA MINOLTA BUSIN	ACCT 1316072 UNIT CONTRACT 61			533204	
2023/10/001255 10/17/2023 API	94.73 VND 001310 VCH730317	KONICA MINOLTA BUSIN CUST 1283755				533634	
86009094 420000 Prof/Tech	0	1,600	1,480.02	.00	5,045.98	-4,926.00	407.9%*
86009094 420100 Audit Serv	0	100	20.50	.00	79.50	.00	100.0%
86009094 428000 Event Fees	0	0	250.00	.00	.00	-250.00	100.0%*
86009094 428400 Aud/Tr Fee	25,000	25,000	24,602.21	7.26	.00	397.79	98.4%
2023/10/000381 10/05/2023 GEN	7.26 REF 2HLF23						
86009094 428500 DRETAC	10,000	10,000	5,296.76	7.64	.00	4,703.24	53.0%
2023/10/000381 10/05/2023 GEN	7.64 REF 2HLF23						
86009094 492100 Loc Share	78,400	98,400	.00	.00	88,900.00	9,500.00	90.3%
TOTAL Park General Admin CS	228,500	338,500	189,142.72	7,534.94	134,151.47	15,205.81	95.5%
86009095 Park General Admin MS							
86009095 500000 Supplies	15,000	21,000	13,216.66	413.91	4,710.04	3,073.30	85.4%



PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

ACCOUNTS FOR:	PORTAGE Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600								
2023/10/000305	10/01/2023 API	303.91 VND	002485 VCH728491	US BANK		Account 5592 8400 0101 0984	532973	
2023/10/000659	10/10/2023 API	110.00 VND	001310 VCH729459	KONICA MINOLTA BUSIN ACCT 1316072 CONTRACT 800751			533204	
86009095	509000 Uniforms	8,000	15,000	8,433.50	3,511.85	5,979.50	587.00	96.1%
2023/10/000305	10/01/2023 API	598.85 VND	002485 VCH728491	US BANK		Account 5592 8400 0101 0984	532973	
2023/10/001255	10/17/2023 API	2,913.00 VND	052885 VCH730315	HARTS SPORTS LLC		PARK DIST Windbreakers for vo1	533627	
86009095	510000 Office Equ	3,000	5,213	3,489.72	849.00	1,223.28	500.00	90.4%
2023/10/000305	10/01/2023 API	849.00 VND	002485 VCH728491	US BANK		Account 5592 8400 0101 0984	532973	
86009095	530000 Mnt Sup	30,000	27,000	9,010.95	963.87	10,989.05	7,000.00	74.1%
2023/10/000305	10/01/2023 API	963.87 VND	002485 VCH728491	US BANK		Account 5592 8400 0101 0984	532973	
86009095	542000 Fuel	20,000	20,000	17,005.19	1,480.78	494.81	2,500.00	87.5%
2023/10/000659	10/10/2023 API	1,249.42 VND	004271 VCH729463	RAVENNA CITY		SEPTEMBER 2023 GAS	533240	
2023/10/000659	10/10/2023 API	231.36 VND	004271 VCH729464	RAVENNA CITY		SEPTEMBER 2023 DIESEL	533240	
86009095	544000 Natrl Area	30,000	21,000	7,763.84	523.19	7,236.16	6,000.00	71.4%
2023/10/000305	10/01/2023 API	523.19 VND	002485 VCH728491	US BANK		Account 5592 8400 0101 0984	532973	
86009095	596300 Equip<5000	5,000	6,000	1,952.16	.00	4,047.84	.00	100.0%
86009095	596600 Furn & Fix	10,000	8,000	2,325.25	.00	1,114.75	4,560.00	43.0%
TOTAL Park General Admin MS		121,000	123,213	63,197.27	7,742.60	35,795.43	24,220.30	80.3%
86009096	Park General Admin CO							
86009096	610000 Land Purch	250,000	400,000	21,382.50	.00	8,600.00	370,017.50	7.5%
86009096	610000 BRDBG Land Purch	0	2,502	.00	.00	440.00	2,061.83	17.6%

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

ACCOUNTS FOR:	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600	86009096 680000 Const Proj	100,000	450,000	.00	.00	.00	450,000.00	.0%
86009096 6800000 DXPav Const Proj		0	180,321	169,288.09	.00	10,107.41	925.00	99.5%
86009096 6800000 TLTRL Const Proj		0	103,500	98,572.00	37,526.80	4,928.00	.00	100.0%
2023/10/000307 10/02/2023 API	27,669.60 VND 051337 VCH728638							
2023/10/000307 10/02/2023 API	9,857.20 VND 051337 VCH728640							
86009096 6800000 TWBLD Const Proj		0	35,160	33,600.00	.00	1,000.00	560.00	98.4%
86009096 6800000 TWBRD Const Proj		0	150,000	.00	.00	1,000.00	149,000.00	.7%
86009096 683000 Engin Proj		300,000	150,000	.00	.00	.00	150,000.00	.0%
86009096 683000 DXPav Engin Proj		0	8,100	10,250.00	.00	1,350.00	-3,500.00	143.2%*
86009096 683000 SRFDB Engin Proj		0	28,992	1,092.00	.00	27,900.00	.00	100.0%
86009096 683000 TLTRL Engin Proj		0	8,000	3,000.00	300.00	5,000.00	.00	100.0%
2023/10/000307 10/02/2023 API	300.00 VND 045822 VCH728637							
86009096 683000 TWBRD Engin Proj		0	20,970	1,180.40	.00	1,789.60	18,000.00	14.2%
TOTAL Park General Admin CO		650,000	1,537,544	338,364.99	37,826.80	62,115.01	1,137,064.33	26.0%
86009099 Park General Admin ME								
86009099 910000 Trans Out		500,000	0	.00	.00	.00	.00	.0%
86009099 920000 Adv Out		0	500,000	500,000.00	.00	.00	.00	100.0%



PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
86009099 946720 TL Assmnt	20,000	36,000	35,911.48	.00	.00	88.52	99.8%
TOTAL Park General Admin ME	520,000	536,000	535,911.48	.00	.00	88.52	100.0%
TOTAL Portage Park District	842,509	1,825,522	-108,230.95	115,312.29	232,061.91	1,701,691.37	6.8%
TOTAL REVENUES	-1,904,773	-1,937,517	-1,980,092.27	-9,092.37	.00	42,575.27	
TOTAL EXPENSES	2,747,282	3,763,039	1,871,861.32	124,404.66	232,061.91	1,659,116.10	
PRIOR FUND BALANCE				2,897,413.62			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				108,230.95			
REVISED FUND BALANCE				3,005,644.57			

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

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

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

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

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

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

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

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

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

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



PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	842,509	1,872,736	-622,976.65	115,312.29	232,061.91	2,263,651.07	-20.9%

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

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



REPORT OPTIONS

Sequence	Field #	Total	Page Break
1	1	Y	Y
2	9	Y	N
3	0	N	N
4	0	N	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: Y
Include requisition amount: N
Multiyear view: D

Year/Period: 2023/10
Print revenue as credit: Y
Print totals only: N
Suppress zero bal accts: Y
Print full GL account: N
Double space: N
Roll projects to object: N
Carry forward code: 1
Print journal detail: Y
From Yr/Per: 2023/10
To Yr/Per: 2023/10
Include budget entries: Y
Incl encumb/liq entries: N
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 Report



Board of Commissioners Regular Meeting
November 20, 2023 5:30 PM

Administration/Special Projects

1. Issue 31, the Park District's $\frac{1}{2}$ mill replacement and $\frac{1}{2}$ mill additional 10-year levy passed with 57.9% voter approval. The new level of funding at approximately \$4.58 million/year will be taxed starting in 2024, with first receipts in 2025. Great appreciation is due to the *Citizens for Portage Parks* who planned, fundraised, advocated and campaigned for the levy across the county over the last year.
2. Attended OPRA Park Section meeting with Eric Seachrist. Heard presentations on levy campaign communications and an explanation on the Inflation Reduction Act and opportunities for government agencies to tap into credits for renewable energy and energy conservation efforts.
3. Reviewed guidance for requesting funding from the State Capital Budget. Requests are due to State Representatives by December 18th. Suggest meeting with State reps to review upcoming project plans and opportunities for potential funding assistance. <https://www.greaterohio.org/blog/2023/11/14/state-lawmakers-requesting-proposals-for-state-capital-budget>
4. Continued coordination with Park District Foundation on projects and plans. The Foundation has pledged to contribute an additional \$25,000 in 2023 earmarked for the development of a shelter at the Kent/Brimfield Bog Expansion Park project. They will hold a strategic planning retreat in January to orient new Trustees and consider strategic priorities for the future.
5. Continued coordination with WRLC on Portage Meadows project. Received recommendation for a Clean Ohio Greenspace Conservation grant in the amount of \$1,667,540, which is 40% of the project cost. Still awaiting grant award notices for the NAWCA grant submitted for the balance of the funding.
6. Participated in Portage County Regional Planning Commission's Strategic Planning retreat to consider opportunities and needs for PCRPC and the county into the future.
7. Presented on the Park District's history, progress and plans to multiple groups across the county.
8. Submitted application to AMATS for federal funding through the Transportation Alternative Set Aside program for the Headwaters Trail Phase IX for \$1 million, to be matched by ~\$280,000 from the Park District. Potential to partner with the Portage County Engineer for construction coordination with ODOT. Should consider initiating engineering and right-of-way coordination for that project as soon as possible, to avoid delays, and potentially qualify for funding earlier than the scheduled 2028 FY.
9. Continued with multiple planning, acquisition and development projects.
10. Seachrist obtained and compared bylaws from multiple park districts for potential future update.
11. Refined 2024 work plan and drafted 2024 initial appropriations budget.

Park Operations, Maintenance, and Improvement

Craig Alderman, Operations Manager

1. Maintenance/Operations
 - a. Continue to perform routine tasks including restroom cleaning and trash removal, inventory, and supply management, building maintenance, vehicle and equipment maintenance, trail checks, trail alerts, trail maintenance and downed tree removal.
2. Park Improvements
 - a. The Brady Lake Switch Tower improvements is the only project for 2023 that remains incomplete. I am currently in contact with contractors/providers to receive cost estimates and recommendations to replace the exterior staircase only. This project will remain ongoing and will continue to be reviewed in 2024.

Natural Areas Stewardship Bob Lange, Natural Areas Manager

1. Stewardship and Restoration
 - a. Morgan Park- invasive shrub and reed canary grass control.
 - b. Towner's Woods- installed 10,000 sq. ft. deer exclosure to protect primrose-leaved violet population, established plots, collected baseline population data. Materials funded by LEAP grant.
2. Projects/Planning
 - a. Portage Meadows- presented project to NRAC, attended scoring meeting.
 - b. Seasons Fen- Monthly meeting, site visits to check status of well plugging
 - c. Theodore Roosevelt HS Forestry and Environmental Studies Career Education class- PPD stewardship presentation to class, visits to project areas at Bird Family Bog and Towner's Woods, students working with PPD to remove invasive shrubs.
 - d. Emmet working on drone photo points for all properties to create seasonal timelines.
3. Partnership/Collaboration/Training
 - a. CRCWMA in person meeting to review and revise the weed management plan.
 - b. Attended Ohio Wildlife Cooperative
 - c. LEAP fund committee meeting- reviewed and scored grants

Public Outreach and Education Jennifer White, Education & Outreach Manager

1. Outreach
 - a. Program Guides: We are creating a digital-only program guide for January-February 2024. The next printed edition will be a printed Spring Program Guide (March-April-May).
 - b. A website review and update is underway.
 - c. Our monthly park e-newsletter currently has nearly 5,500 subscribers. Our average open rate is 54% and our November open rate was 62% - nearly double the industry average!
2. Education Programming
 - a. Holly Stoneberg, Education Program Coordinator tallied the numbers:
 - October 2023 programming numbers
 - 377 park program participants
 - 513 event participants
 - b. Preserve Peeks are finished for the year – over 250 people took part in these opportunities this fall, with opportunities to submit ideas for park development through surveys
 - c. Holly has connected with several new senior living facilities for providing programs.
3. Becca Rodhe, Education & Outreach Specialist:
 - a. We had a successful volunteer appreciation event. Becca did a great job organizing a gathering with food and gifts and volunteers enjoyed getting to meet each other.
 - b. Monthly Owlbert's Adventures will transition to a Saturday timeslot beginning in January.

Ranger Department for the Month of October Chief Ranger Kevin Nietert

Patrol Activities

Foot patrol miles – 25.8 + 17.5; Bike patrol miles – 0 + 35; Visitor contacts – 73 + 31;

Warnings – 3 + 2; Building checks – 0 + 2

Administrative Activities

Ranger Lee – Returned found property at Berlin Lake to owner. Participated in the Fall Colors Hike. Warned two people trespassing at Portage Meadows and one person walking a dog off leash at Shaw Woods. Completed incident reports.

Chief Ranger Nietert – Submitted Body Worn Camera Grant. Participated in Streetsboro Home Depot's Safety Awareness Month. Warned five males trespassing and discharging firearms and one male trespassing and riding a dirt bike at Portage Meadows. Participated in High School Civics Class visit and Ride with a Ranger. Completed incident reports. Attended the IACP Conference. Completed KnowBe4 trainings.

RESOLUTION # 2023-59

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

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

General Operating Fund #8600		
Description	Payee	Amount
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	\$ 71,300.32
Unit 40 Contract Services		\$ 7,534.94
Contract Services: survey work, LEADS, BG checks, software licenses	Treas. Of State, US Bank (Adobe, Pearson Surveying, BIB, OnX Maps)	\$ 1,545.80
Training & Reimbursements: event, reimbursement	Rodhe & Stoneberg quarterly mileage, US Bank (OSU Fungi class, ODA)	\$ 391.83
Utilities: Natural gas at 2 locations, electric at 6 locations	Ohio Edison, Dominion, US Bank (Spectrum, AT&T)	\$ 1,504.12
Advertising-Marketing: digital billboard, legal ads	US Bank (Gannett, Outfront media)	\$ 3,286.66
Maintenance & Repairs: portable toilet service, Ops equip repairs	Portage Portable Toilet, US Bank (Kimble, Amazon, J&B, O'Reilley, Dan's Automotive)	\$ 494.56
Leases: copiers	Konica Minolta	\$ 297.07
Auditor/Treasurer: share of fees to collect property tax payment	PC Auditor/Treasurer	\$ 7.26
DRETAC: share of fees to enforce property tax payment	PC Auditor/Treasurer	\$ 7.64
Unit 50 Materials & Supplies		\$ 7,742.60
Admin. Materials & Supplies: copy paper, office supplies, first aid kit	Konica Minolta, US Bank (Amazon, Advanced Display, REI)	\$ 413.91
Uniforms: shirts, pants, logo embroidery	Harts Sports, US Bank (Amazon, Primal Screen, Duluth Trading)	\$ 3,511.85
Office Equipment and furnishings: refrigerator	US Bank (Lowes)	\$ 849.00
Maintenance Materials & Supplies: signage, materials, gloves, small tools, hardware	US Bank (Muni Signs, McMaster-Carr, Hearn, Montigney Hardware, Amazon)	\$ 963.87
Fuel: Gasoline and diesel	City of Ravenna	\$ 1,480.78
Natural Areas Materials & Supplies: forestry supplies, reference materials, herbicide	US Bank (Amazon, Centerra)	\$ 523.19
Unit 60 Capital		\$ 37,826.80
Construction: Trail Lake	Platform Cement	\$ 37,526.80
Engineering: Trail Lake Picnic Area	Karpinski	\$ 300.00
Unit 90 General Admin		\$ -
GENERAL FUND	GRAND TOTAL ALL UNITS 30 THROUGH 90	\$ 124,404.66

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 October 2023.

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

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

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on November 20, 2023.



Christine Craycroft, Executive Director

RESOLUTION 2023-60

WHEREAS: The Portage County Budget Commission has certified \$3,486,591.00 in the General Fund and \$529,652 in the Headwaters Trail Fund for fiscal year 2024,

WHEREAS: The Board must appropriate its initial 2024 Budget, **NOW THEREFORE BE IT**

RESOLVED: that the following 2024 INITIAL BUDGET APPROPRIATION is hereby authorized:

GENERAL FUND #8600

86009093*	Personnel Unit	\$1,350,000
86009094*	Contract Services Unit	\$280,000
86009095*	Materials and Supplies Unit	\$120,000
86009096*	Capital Outlay Unit	\$1,400,000
86009099*	Misc. Unit: Financing & Taxes	\$20,000

TOTAL GENERAL FUND	\$3,170,000
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HEADWATERS TRAIL FUND #8605

86059096*	Capital Outlay Fund	\$500,000
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Upon a motion by Engelhart and second by Ruchotzke the vote was as follows:

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

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on
November 20, 2023



Christine Craycroft, Executive Director

