

Portage Park District
Board of Commissioners Regular Meeting
October 16, 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 September 2023 Regular Meeting
5. Presentation and approval of Financial Statement: September 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 September 2023 Expenditures with Then and Now certificates
 - b. RESOLUTION: Authorize funding application to AMATS for HWT IX
10. Executive Session: Real Estate acquisition
11. Adjourn

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



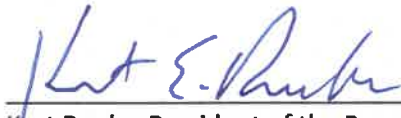
Minutes

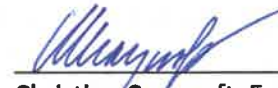
President Kurt Ruehr called the meeting to order at 5:32 pm

1. Roll Call: Commissioners present: Commissioner Charles Engelhart, Commissioner Kurt Ruehr, Commissioner Allan Orashan, Commissioner Tom Hrdy. Commissioner Renee Ruchotzke had an excused absence. Staff Present: Christine Craycroft, Executive Director; Craig Alderman, Operations Manager; Kevin Nietert, Chief Ranger; Bob Lange, Natural Areas Manager; Jen White Education Outreach Manager, Eric Seachrist, Office Manager
2. Adopt Agenda: Upon a motion by Orashan and second by Hrdy, the agenda was approved. (JE 2023-38)
3. Public Comment: None
4. Approve minutes of the August 2023 Regular Meeting: Upon a motion by Hrdy and second by Englehart, the minutes were approved. (JE 2023 39)
3. Presentation and approval of Financial Statement: August 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 Englehart and second by Hrdy, the reports were approved. (JE 2023-40).
5. Executive Director/Staff Update: Craycroft and staff presented the attached report and answered questions from the Board.
6. Other Information/Briefing Items/Policy Updates:
 - a. Discussion on board policies vs. administrative policies and procedures: Ruehr noted that Craycroft and he had discussed the question of how involved the Board should be in oversight of policies. Craycroft stated Seachrist and she had begun gathering information on definitions for Board versus administrative policies. Orashan motioned that the discussion be tabled and Engelhart seconded the motion. The Board approved tabling the discussion for this and following related items (Personnel and Ranger policies).
 - b. Personnel Policy changes (tabled)
 - c. Discussion of 10-year development forecast: Craycroft presented a forecast of ten-year operations and capital costs oriented toward the revenues forecast from the passage of the proposed November 2023 levy.
7. Old Business and approval of action items: Ranger Policies (tabled)
8. New Business and approval of action items:
 - a. Approve August 2023 Expenditures with Then and Now certificate: Upon a motion by Engelhart and second by Orashan, **RESOLUTION 2023-55** was unanimously approved.

- b. Certification of 2024 Levy Proceeds: Upon a motion by Hrdy and second by Engelhart, **RESOLUTION 2023-56** was unanimously approved.
9. Executive Session: None
10. Adjourn: Upon a motion by Orashan and second by Engelhart, the meeting was adjourned at 6:42 pm.

IN TESTIMONY WHEREOF we hereunto set our hands, October 16, 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 September 2023				
GENERAL FUND				
BEGINNING AUDITOR'S CASH BALANCE	September 1		\$	3,248,561.29
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	September 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	600.00	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	600.00	55.6%
200300 Real Estate Homestead Rollback (from State)	32,744.00	31,767.32	1,603.06	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	106.97	0.00	
224000 Manufactured Homes Property Tax	0.00	12,260.36	0.00	
230000 Interest	10,000.00	49,776.81	7,464.77	497.8%
241000 Oil & Gas Leases	10,000.00	14,067.78	2,425.84	140.7%
243000 Credit Card Incentives	1,000.00	1,100.00	0.00	110.0%
250000 Refunds and Reimbursements	0.00	12,445.36	428.45	
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	1,919,399.90	11,922.12	104.0%
SUBTOTAL REVENUES	1,937,517.00	1,970,999.90	12,522.12	101.7%
2022 Cash Carryover		2,897,413.62		100.0%
TOTAL REVENUES, CARRYOVER & OTHER SOURCES	1,937,517.00	4,868,413.52	3,261,083.41	251.3%
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	September MTD ACTUAL	YTD Percentage Expended of Budget
311200 FT Employee Salaries	640,000.00	446,101.26	64,359.15	69.7%
311300 PT Employee Salaries	100,000.00	61,577.98	10,028.66	61.6%
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	71,075.19	10,414.30	68.6%
321200 Medicare	10,730.00	7,245.68	1,055.18	67.5%
321300 Workers Compensation	9,452.00	8,675.21	1,264.57	91.8%
321400 Unemployment	10,000.00	0.00	0.00	0.0%
321500 Health Benefits	300,000.00	76,626.20	11,362.92	25.5%
30 Personal Services Unit Total	1,227,782.00	673,944.54	98,484.78	54.9%
400000 Admin Contractual Services	120,000.00	99,828.75	29,248.39	83.2%
400100 Training, Lodging & Memberships	15,000.00	10,899.70	322.50	72.7%
400101 Registration Fees	0.00	136.00	0.00	
410000 Utilities: AT&T, Dominion, Ohio Edison, Verizon	20,000.00	15,130.39	2,100.51	75.7%
412000 Advertising, Marketing & Events	18,000.00	10,399.66	836.31	57.8%
413000 Maintenance & Repairs	30,000.00	11,520.07	1,591.18	38.4%
414000 Rentals and Leases	100.00	0.00	0.00	0.0%
414100 Leases	2,000.00	2,058.62	94.73	102.9%
420000 Prof & Tech Services	0.00	1,480.02	4.02	
420100 Audit Services	0.00	20.50	0.00	
428000 Event Fees	0.00	250.00	250.00	
428400 Auditor/Treasurer Fee	25,000.00	24,594.95	0.00	98.4%
428500 DRETAC	10,000.00	5,289.12	0.00	52.9%
492100 Local Share	98,400.00	0.00	0.00	0.0%
40 Contractual Services Unit Total	338,500.00	181,607.78	34,447.64	53.7%
500000 Admin Materials & Supplies	19,000.00	12,802.75	664.84	67.4%
509000 Uniforms	10,000.00	4,921.65	234.93	49.2%
510000 Office Equipment & Furnishings	5,213.00	2,640.72	0.00	50.7%
530000 Maintenance Materials & Supplies	30,000.00	8,047.08	783.44	26.8%
542000 Fuel	20,000.00	15,524.41	1,593.13	77.6%
544000 Natural Areas Materials & Supplies	25,000.00	7,240.65	917.79	29.0%
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	55,454.67	4,194.13	45.0%
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	61,045.20	0.00	59.0%
680000 Construction Projects TWBLD	35,160.00	33,600.00	3,000.00	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	2,700.00	0.00	33.8%
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	300,538.19	3,000.00	19.5%
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	1,747,456.66	140,126.55	46.4%
ENDING AUDITOR'S CASH BALANCE September 30 (= Cash Carryover + YTD Revenues- YTD Expenses) (Also = Auditor Beginning cash balance September 1st + MTD revenues - MTD expenses)			\$	3,120,956.86

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

ACCOUNTS FOR:	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600	86009091 Park General Admin PR							
	86009091 152000 Cont Serv	-1,000	-1,000	.00	.00	.00	-1,000.00	.00**
	86009091 153000 Fees	-100	-100	-1,600.00	-600.00	.00	1,500.00	1600.0%
	2023/09/001872 09/25/2023 CRP	-300.00 REF 909				POR-145-52.85 Parcel 15		
	2023/09/001872 09/25/2023 CRP	-300.00 REF 909				POR-145-52.85 Parcel 17		
	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	.00**
	TOTAL Park General Admin PR	-92,750	-92,750	-51,600.00	-600.00	.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	-1,603.06	.00	1,603.06	100.0%
	2023/09/000138 09/01/2023 GEN	-1,603.06 REF MH Hms				MH Homestead 2023		
	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	-106.97	.00	.00	106.97	100.0%
	86009092 224000 Man Home	0	0	-12,260.36	.00	.00	12,260.36	100.0%
	86009092 230000 Interest	-10,000	-10,000	-49,776.81	-7,464.77	.00	39,776.81	497.8%
	2023/09/000957 09/12/2023 GEN	-7,464.77 REF Aug23						

JOURNAL DETAIL 2023 9 TO 2023 9

86009093 Park General Admin ps

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

ACCOUNTS FOR:	8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
86009093	314000	Retirement	50,000	50,000	2,643.02	.00	.00	47,356.98	5.3%
86009093	321010	PERS	103,600	103,600	71,075.19	10,414.30	.00	32,524.81	68.6%
2023/09/000036	09/01/2023	PRJ	3,577.32 REF 090123				WARRANT=090123	RUN=4 PAYROLL	
2023/09/000688	09/15/2023	PRJ	3,400.88 REF 091523				WARRANT=091523	RUN=4 PAYROLL	
2023/09/001688	09/29/2023	PRJ	3,436.10 REF 092923				WARRANT=092923	RUN=4 PAYROLL	
86009093	321200	Medicare	10,730	10,730	7,245.68	1,055.18	.00	3,484.32	67.5%
2023/09/000036	09/01/2023	PRJ	361.90 REF 090123				WARRANT=090123	RUN=4 PAYROLL	
2023/09/000688	09/15/2023	PRJ	344.82 REF 091523				WARRANT=091523	RUN=4 PAYROLL	
2023/09/001688	09/29/2023	PRJ	348.46 REF 092923				WARRANT=092923	RUN=4 PAYROLL	
86009093	321300	Wrks Comp	9,452	9,452	8,675.21	1,264.57	.00	776.79	91.8%
2023/09/000036	09/01/2023	PRJ	434.38 REF 090123				WARRANT=090123	RUN=4 PAYROLL	
2023/09/000688	09/15/2023	PRJ	412.96 REF 091523				WARRANT=091523	RUN=4 PAYROLL	
2023/09/001688	09/29/2023	PRJ	417.23 REF 092923				WARRANT=092923	RUN=4 PAYROLL	
86009093	321400	Unemploy	10,000	10,000	.00	.00	.00	10,000.00	.0%
86009093	321500	Health	300,000	300,000	76,626.20	11,362.92	.00	223,373.80	25.5%
2023/09/000036	09/01/2023	PRJ	4,308.52 REF 090123				WARRANT=090123	RUN=4 PAYROLL	
2023/09/000688	09/15/2023	PRJ	3,527.20 REF 091523				WARRANT=091523	RUN=4 PAYROLL	
2023/09/001688	09/29/2023	PRJ	3,527.20 REF 092923				WARRANT=092923	RUN=4 PAYROLL	
TOTAL Park General Admin PS			1,227,782	1,227,782	673,944.54	98,484.78	.00	553,837.46	54.9%
86009094	Park General Admin CS		30,000	111,000	97,078.75	26,498.39	8,668.85	5,252.40	95.3%
86009094	400000	Contr Serv	46.00 VND 031487	VCH724627	PRINT AND SIGN EXPRE	PARK DISTRICT - Business Cards		530900	
2023/09/000089	09/01/2023	API	100.00 VND 031487	VCH724629	PRINT AND SIGN EXPRE	PARK DISTRICT - Banners		530900	
2023/09/000099	09/01/2023	API	-9,000.00 REF Trans		US BANK	Account 5592 8400 0101 0984		531256	
2023/09/000253	09/01/2023	BUA	259.21 VND 002485	VCH725348	FASHBAUGH JANET	PARK DIST - Program guide, ban		531196	
2023/09/000470	09/01/2023	API	625.00 VND 043857	VCH725405	PO CO HUMAN RESOURCE	Health Benefit Charges - Dan M		531224	
2023/09/000471	09/05/2023	API	1,562.64 VND 048515	VCH725418	TREAS OF STATE OHIO	LEADS-PORTAGE PARK DISTRICT		531253	
2023/09/000471	09/05/2023	API	55.00 VND 002749	VCH725426	PRINT AND SIGN EXPRE	FALL PROGRAM GUIDE PARK DISTRI		531710	
2023/09/000471	09/05/2023	API	18,888.15 VND 031487	VCH726478	ROBERT HELMLING EXCA	HAULING AND MISC DEMO/PARK DIS		531719	
2023/09/001118	09/12/2023	API	2,000.00 VND 007852	VCH726482	PRINT AND SIGN EXPRE	Fall Program Guide - remainder		532114	
2023/09/001158	09/19/2023	API	2,962.39 VND 031487	VCH727132					

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
86009094 400000 PORMD Cont Serv							
2023/09/000089 09/01/2023 API	1,250.00 VND	052783 VCH724623	COLDWELL TIMBER CONS FORESTRY SERVICES--PORTAGE PARK			250.00	91.7%
2023/09/000089 09/01/2023 API	1,500.00 VND	043630 VCH724630	SOURS BUIE AND ASSOC Appraisal of Portage Meadows p				530855
2023/09/000253 09/01/2023 BUA	3,000.00 REF Trans						530906
86009094 400100 Trng/Mem	15,000	17,000	10,899.70	322.50	5,588.85	511.45	97.0%
2023/09/000253 09/01/2023 BUA	2,000.00 REF Trans						
2023/09/000470 09/01/2023 API	272.50 VND	002485 VCH725348	US BANK			Account 5592 8400 0101 0984	531256
2023/09/001558 09/19/2023 API	50.00 VND	002367 VCH727128	CRAYCROFT CHRISTINE			Reimbursement - mylar signing,	532065
86009094 400101 Regist	0	200	136.00	.00	14.00	50.00	75.0%
2023/09/000253 09/01/2023 BUA	200.00 REF Trans						
86009094 410000 Utilities	20,000	21,500	15,130.39	2,100.51	6,631.58	-261.97	101.2%*
2023/09/000089 09/01/2023 API	56.60 VND	002844 VCH724625	DOMINION ENERGY OHIO ACCT 4 1800 1191 8407				530864
2023/09/000253 09/01/2023 BUA	1,500.00 REF Trans						
2023/09/000470 09/01/2023 API	1,553.47 VND	002485 VCH725348	US BANK			Account 5592 8400 0101 0984	531256
2023/09/001118 09/12/2023 API	69.98 VND	002875 VCH726472	OHIO EDISON			ACCT NO 110 149 150 416	531697
2023/09/001118 09/12/2023 API	247.91 VND	002875 VCH726473	OHIO EDISON			ACCT NO 110 139 062 985	531697
2023/09/001118 09/12/2023 API	77.19 VND	002875 VCH726477	OHIO EDISON			ACCT NO 110 134 809 943	531697
2023/09/001558 09/19/2023 API	95.36 VND	002875 VCH727131	OHIO EDISON			Acct No 110 009 208 841	532100
86009094 412000 Advertise	18,000	18,000	10,399.66	836.31	5,190.34	2,410.00	86.6%
2023/09/000470 09/01/2023 API	836.31 VND	002485 VCH725348	US BANK			Account 5592 8400 0101 0984	531256
86009094 413000 Mnt&Repr	30,000	30,000	11,520.07	1,591.18	16,528.95	1,950.98	93.5%
2023/09/000470 09/01/2023 API	1,501.18 VND	002485 VCH725348	US BANK			Account 5592 8400 0101 0984	531256
2023/09/000471 09/05/2023 API	90.00 VND	025267 VCH725421	PORTAGE PORTABLE TOI Old Forge Rd. Bird Bog - Park				531227
86009094 414000 Rent/Lease	100	100	.00	.00	.00	100.00	.0%
86009094 414100 Leases	2,000	2,600	2,058.62	94.73	446.11	95.27	96.3%
2023/09/000253 09/01/2023 BUA	600.00 REF Trans						
2023/09/001558 09/19/2023 API	94.73 VND	001310 VCH727129	KONICA MINOLTA BUSIN Acct 1283755 Contract 500-0542				532088

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

ACCOUNTS FOR:	8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
86009094 420000 Prof/Tech			0	1,600	1,480.02	4.02	45.98	74.00	95.4%
2023/09/000253 09/01/2023 BUA			1,600.00 REF Trans						
2023/09/001118 09/12/2023 API			4.02 VND 031487 VCH726478						
86009094 420100 Audit Serv			0	100	20.50	.00	79.50	.00	100.0%
2023/09/000253 09/01/2023 BUA			100.00 REF Trans						
86009094 428000 Event Fees			0	0	250.00	250.00	.00	-250.00	100.0%*
2023/09/000471 09/05/2023 API			250.00 VND 008545 VCH725417						
86009094 428400 Aud/Tr Fee			25,000	25,000	24,594.95	.00	.00	405.05	98.4%
86009094 428500 DRETAC			10,000	10,000	5,289.12	.00	.00	4,710.88	52.9%
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	181,607.78	34,447.64	132,094.16	24,798.06	92.7%
86009095 Park General Admin MS									
86009095 500000 Supplies			15,000	21,000	12,802.75	664.84	4,623.95	3,573.30	83.0%
2023/09/000253 09/01/2023 BUA			2,000.00 REF Trans						
2023/09/000470 09/01/2023 API			357.96 VND 002485 VCH725348						
2023/09/000471 09/05/2023 API			306.88 VND 001310 VCH725412						
86009095 509000 Uniforms			8,000	15,000	4,921.65	234.93	9,428.35	650.00	95.7%
2023/09/000253 09/01/2023 BUA			5,000.00 REF Trans						
2023/09/000470 09/01/2023 API			234.93 VND 002485 VCH725348						
86009095 510000 Office Equ			3,000	5,213	2,640.72	.00	2,072.28	500.00	90.4%
86009095 530000 Mnt Sup			30,000	27,000	8,047.08	783.44	11,952.92	7,000.00	74.1%
2023/09/000253 09/01/2023 BUA			-3,000.00 REF Trans						
2023/09/000470 09/01/2023 API			783.44 VND 002485 VCH725348						
							Account 5592 8400 0101 0984	531256	

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
86009095 542000 Fuel	20,000	20,000	15,524.41	1,593.13	1,975.59	2,500.00	87.5%
2023/09/001558 09/19/2023 API	266.66 VND	004271 VCH727133	RAVENNA CITY	AUGUST 2023 DIESEL			532121
2023/09/001558 09/19/2023 API	1,326.47 VND	004271 VCH727134	RAVENNA CITY	AUGUST 2023 GASOLINE			532121
86009095 544000 Natrl Area	30,000	21,000	7,240.65	917.79	7,759.35	6,000.00	71.4%
2023/09/000253 09/01/2023 BUA	-4,000.00 REF Trans						
2023/09/000470 09/01/2023 API	917.79 VND	002485 VCH725348	US BANK	Account	5592 8400 0101 0984		531256
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	874.75	4,800.00	40.0%
TOTAL Park General Admin MS	121,000	123,213	55,454.67	4,194.13	42,735.03	25,023.30	79.7%
86009096 Park General Admin CO							
86009096 610000 Land Purch	250,000	400,000	21,382.50	.00	8,000.00	370,617.50	7.3%
86009096 610000 BRDBG Land Purch	0	2,502	.00	.00	440.00	2,061.83	17.6%
86009096 680000 Const Proj	100,000	450,000	.00	.00	.00	450,000.00	.0%
86009096 680000 DXPav Const Proj	0	180,321	169,288.09	.00	10,107.41	925.00	99.5%
86009096 680000 TLTRL Const Proj	0	103,500	61,045.20	.00	42,454.80	.00	100.0%
86009096 680000 TWBLD Const Proj	0	35,160	33,600.00	3,000.00	1,000.00	560.00	98.4%
2023/09/000471 09/05/2023 API	3,000.00 VND	007852 VCH725423	ROBERT HELMLING EXCA 2241 Ravenna Rd demo				531236
86009096 680000 TWBRD Const Proj	0	150,000	.00	.00	1,000.00	149,000.00	.7%

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
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	2,700.00	.00	5,300.00	.00	100.0%
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	300,538.19	3,000.00	99,341.81	1,137,664.33	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%
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	-223,543.24	127,604.43	274,171.00	1,774,894.57	2.8%
TOTAL REVENUES	-1,904,773	-1,937,517	-1,970,999.90	-12,522.12	.00	33,482.90	
TOTAL EXPENSES	2,747,282	3,763,039	1,747,456.66	140,126.55	274,171.00	1,741,411.67	
PRIOR FUND BALANCE				2,897,413.62			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				223,543.24			
REVISED FUND BALANCE				3,120,956.86			

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

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 09

JOURNAL DETAIL 2023 9 TO 2023 9

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 09

JOURNAL DETAIL 2023 9 TO 2023 9

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 09

JOURNAL DETAIL 2023 9 TO 2023 9

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 09

JOURNAL DETAIL 2023 9 TO 2023 9

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 09

JOURNAL DETAIL 2023 9 TO 2023 9

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	842,509	1,872,736	-738,288.94	127,604.43	274,171.00	2,336,854.27	-24.8%
** END OF REPORT - Generated by Eric seachrist **							

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



REPORT OPTIONS

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

Report title:
YEAR-TO-DATE BUDGET REPORT

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/ 9
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/ 9
To Yr/Per: 2023/ 9
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



Board of Commissioners Regular Meeting
October 16, 2023 5:30 PM

Administration/Special Projects

1. Continued planning and pursuit of funding for multiple planning, acquisition and development projects.
2. Presented on history of Portage Parks, progress and plans to multiple groups.
3. Continued coordination with Park District Foundation
4. Continued coordination with WRLC on Portage Meadows project and grant applications; held public preserve peek and neighbors' hike to address questions and concerns.
5. Promoted Natural Areas Specialist Emmet Roberts to Natural Areas Steward in recognition of his growing responsibilities, implementation of drone and bathymetric surveys and public assistance with volunteers and public engagement.

Park Operations, Maintenance, and Improvement

Maintenance/Operations

1. 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.
2. Continued weekly monitoring of beaver activity at Trail Lake Dam and Seneca Ponds.

Park Improvements

1. The project to improve the picnic area overlooking Trail Lake has been completed.
2. Continue to maintain access to Preserve properties for guided public tours and participate as needed.

Natural Areas Stewardship

Stewardship and Restoration

1. Morgan Park- invasive shrub control.
2. Late season phragmites treatments as possible, various locations

Projects/Planning

1. Portage Meadows- Gathered drone footage for Clean OH presentation; assisted with preserve peeks.
2. Seasons Fen- Monthly meeting; sprayed upland areas in preparation for meadow and forest establishment- ES provided herbicide, PPD equipment and staff applied.
3. Franklin Bog Preserve Peek in coordination with park staff and Davey Tree.

Partnership/Collaboration/Training

1. CRCWMA (Crooked River Cooperative Weed Management Association) steering meetings
2. Attended Ohio Wildlife Diversity Partnership meeting- group session to revise the State Wildlife Action Plan (SWAP)

3. LEAP meeting, Kirkland.

Public Outreach and Education

- We continue to collaborate with the Portage Park District Foundation to have a presence at community events and speaking engagements.
- Kiosk layout and materials are being updated and installed by staff and volunteer Joe DeFuria this month.
- The 1st Annual Rocktober Museum was a big success! Holly Stoneberg, Becca Rodhe & Emmet Roberts created an incredible visitor experience featuring rocks, minerals and geologic treasures from Ohio and beyond. We had guest geologists from KSU and within our volunteer base. Lakeside Sand & Gravel also loaned education materials and Portage County rock samples.
- Program Guide planning underway for January-February-March edition. We are exploring mailing and distribution options.
- Holly Stoneberg, Education Program Coordinator:
 - September 2023 programming numbers
 - 213 park program participants
 - 735 event participants
 - Balloon-A-Fair and Brimfest were both well attended and positive. Over 700 people were reached through these events.
 - We finished our first FrogWatch USA season with over 111 observations made.
 - Preserve Peeks continue to fill up. Many people have been asking about the “future park” signs.
- Becca Rodhe, Education & Outreach Specialist:
 - Volunteer Appreciation Event is planned for Thursday, October 19 at Morgan Operations Center.

Ranger Department for the Month of September

Patrol Activities

Foot patrol miles – 6.01 + 43.2; Bike patrol miles – 43.2 + 41.6; Visitor Contacts – 41 + 161; Warnings – 1 + 1.

Administrative

Ranger Lee – Warned a person walking a dog off leash on the Headwaters Trail. Completed a criminal damage report reference picnic table that was flipped over at Trail Lake. Participated in the Balloon a Fair and Brimfest parades. Successfully completed annual firearms qualification. Participated in senior hike and sneak peek at Franklin Bog.

Chief Ranger Nietert – Completed 3-hour training National Center for Missing and Exploited Children and 4-hour training Mass Violence and Mass Protest (CPT). Submitted for reimbursement of CPT training through the State of Ohio. Cleaned up a shopping cart, bucket, and bike frame along Portage Hike and Bike Trail. Participated in senior and tree identification hikes. Implemented deer archery program and conducted deer orientation training and proficiency testing with Bob Lange. Warned a person riding a bike in Towners Woods. Helped with the Potato Stomp. Enrolled in Leadership Portage County. Successfully completed annual firearms qualification. Submitted grant request to the State of Ohio for (2) Body Worn Cameras in the amount of \$6,162. Park District will be responsible for ongoing annual subscription for cloud storage.

RESOLUTION # 2023-57

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

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

General Operating Fund #8600		
Description	Payee	Amount
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	\$ 98,484.78
Unit 40 Contract Services		\$ 34,447.64
Contract Services: print services, graphic design, health coverage, LEADS, RE appraisal, software	Print & Sign, Janet Fashbaugh, PO CO HR, Treas. Of State, Coldwell, Sours Buie, US Bank (Adobe, BIB, MARCS)	\$ 29,248.39
Training & Reimbursements: event, reimbursement	Craycroft, US Bank (OPRA, Outdoor News, ODA, OH turnpike)	\$ 322.50
Utilities: Natural gas at 2 locations, electric at 6 locations	Ohio Edison, Dominion, US Bank (Spectrum, AT&T)	\$ 2,100.51
Advertising-Marketing: Constant Contact, legal ads	US Bank (Gannett, Constant Contact)	\$ 836.31
Maintenance & Repairs: portable toilet service	Portage Portable Toilet, US Bank (Kimble, Dan's Automotive)	\$ 1,591.18
Leases: copiers	Konica Minolta	\$ 94.73
Prof Services: print design fees	Print & Sign	\$ 4.02
Other Fees: capping of well	ODNR	\$ 250.00
Unit 50 Materials & Supplies		\$ 4,194.13
Admin. Materials & Supplies: copy toner, office supplies	Konica Minolta, US Bank (Amazon, Marc's, Target)	\$ 664.84
Uniforms: shirts, pants	US Bank (Amazon)	\$ 234.93
Maintenance Materials & Supplies: materials, small tools, hardware	US Bank (Tractor Supply, Mantua Hardware, Montigney Hardware, Carter Lumber)	\$ 783.44
Fuel: Gasoline and diesel	City of Ravenna	\$ 1,593.13
Natural Areas Materials & Supplies: hardware, waypoint signage	US Bank (Municipal Signs, Sportsman Internet)	\$ 917.79
Unit 60 Capital		\$ 3,000.00
Engineering: Towner's Woods Building debris removal	Helmling Excavating	\$ 3,000.00
Unit 90 General Admin		\$ -
GENERAL FUND	GRAND TOTAL ALL UNITS 30 THROUGH 90	\$ 140,126.55

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 September 2023.

Upon a motion by **T. Hrdy** and second by **C. Engelhart** 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 October 16, 2023.



Christine Craycroft, Executive Director

RESOLUTION #2023-58

- Re: A resolution authorizing the Executive Director to apply for federal Transportation Alternative Set Aside (TASA) Funds for the Headwaters Trail Phase IX
- WHEREAS The Portage Park District currently manages the 8.5-mile Headwaters Trail between Garrettsville and Mantua, and
- WHEREAS An application for Headwaters Trail Phase VIII, 1.4 miles from Chamberlain to Diagonal Roads in Mantua Township, was submitted to the Clean Ohio Trails Fund in 2023, and
- WHEREAS Phase IX of the Headwaters Trail would connect Phase VIII at Diagonal Road with the completed Phase VII portion of trail at Mennonite Road, via a 1.5-mile, 10-foot wide separated path located within road rights-of-way, including trailhead parking, and
- WHEREAS A preliminary cost estimate for the engineering and construction of the Headwaters Trail Phase IX was developed based upon a feasibility study dated March 2016, and inflated to an estimated current value of \$1,517,896, and
- WHEREAS The Headwaters Trail has been identified as a priority regional trail in numerous community plans for over 20 years, including the Portage Park District Master Plan and the AMATS 2040 Transportation Outlook Bicycle Recommendations, NOW, THEREFORE BE IT
- RESOLVED by the Board of Commissioners of the Portage Park District that:
1. The Board hereby authorizes the Executive Director to apply for Federal Transportation Alternative Set Aside Funds programmed by the Akron Metropolitan Area Transportation Study (AMATS) for engineering and construction of the 1.5-mile Headwaters Trail Phase IX, from Diagonal Road to Mennonite Road in Mantua Township, Portage County, Ohio with a total estimated cost of \$1,517,896.
 2. The Board of Commissioners of the Portage Park District acknowledges and understands the *AMATS Funding Policy Guidelines* and confirms to the best of its knowledge that the information contained in the project application is accurate, that it intends to diligently pursue that project and that a local share is required to match federal funds.
 3. That it is hereby found and determined that all formal actions of the Board of Park Commissioners concerning and relating to the passage of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board and any of its committees that resulted in such formal action were meeting open to the public and in compliance with the law.

Upon a motion by R. Ruchotzke and second by A. Orashan, the vote was as follows:

A. Orashan YES T. Hrdy YES C. Engelhart YES K. Ruehr YES R. Ruchotzke YES

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on October 16, 2023


Christine Craycroft, Executive Director

Transportation Alternatives Set Aside

Project Application

Due Friday November 3, 2023; Please email completed applications to aprater@akronohio.gov

Funding for bike and pedestrian facilities. Facilities do not need to be located on the federal functional classification system.

TASA funds can be used for planning (Safe Routes To School), engineering, right of way and construction

Maximum TASA project request is \$1,000,000.

Minimum local match is 20% but may be reduced to 10% if participating in the Project Delivery Incentive Program (PDIP)

PDIP requires TASA projects PS&E submitted to ODOT within four years of award.

Project Sponsor		Contact Person
		Name:
		Title:
		Address:
Is this a PDIP Project?	Yes No	
		Phone:
		Email:

Project Name	
--------------	--

Location	
----------	--

Termini	
---------	--

If a trail project, has a feasibility analysis* been completed? If so, please attach.	Yes No
---	-------------

*See Funding Policy Guidelines for details

Length (Miles)	
----------------	--

Briefly describe why this project is needed

Describe the type of work you plan to do. Please attach a map and any other useful information
--

Consistency with Plans	(Please Circle)		Comments:
------------------------	------------------	--	-----------

Is the project a part of a Safe Routes to School Travel Plan? (If so, attach)	Yes	No	
Is the project in a Connecting Communities Plan?	Yes	No	
Is the project recommended in Transportation Outlook 2045?	Yes	No	
Is the project located on an existing transit line?	Yes	No	
Does the project area have a history of bike/ped crashes? (provide documentation)	Yes	No	
Will the project include: rapid flashing beacon, refuge island, pedestrian hybrid beacon, crosswalk visibility enhancement?	Yes	No	

Anticipated Project Schedule									
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

<u>Project Milestone</u>	<u>Month</u>	<u>Year</u>	<u>Comments</u>
Legislation with ODOT			
Hire Consultant			
Environmental Clearance			
R/W Plans Complete			
R/W Acquired			
Construction Plans Complete			
Project Sale			
Begin Construction			

Anticipated Funding Requirements (Maximum TASA project request is \$1,000,000)

Project Phase	FY	Funding Source	Estimated Cost	Percent	Remarks
Prelim. Engineering & Design		Local			(20%) min. local share
		TASA			(80%) max. fed. share
		Other*			
		PE Total			
Right-of-Way		Local			(20%) min. local share
		TASA			(80%) max. fed. share
		Other*			
		ROW Total			
Construction (including construction inspection)		Local			(20%) min. local share
		TASA			(80%) max. fed. share
		Other*			
		Other*			
		Construction Total			
		Project Total			

* identify other funding sources in comments column

Does your municipality have an ADA Transition Plan? (Please Circle)	Yes	No
--	-----	----

Please use the space below to provide any additional information about this project.

[illegible]



HEADWATER'S TRAIL: ALIGNMENT STUDY

March 2016

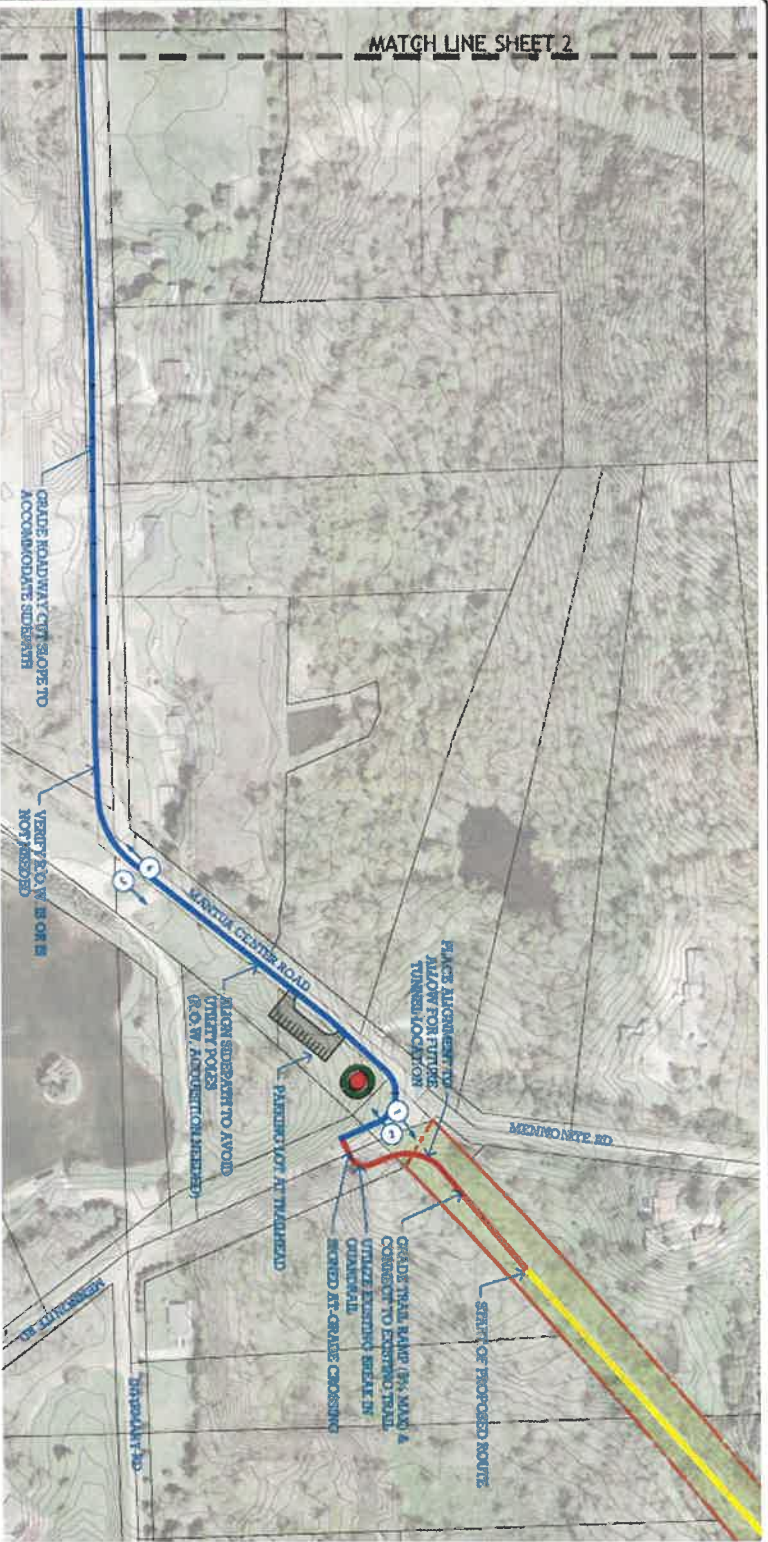


NO.	DATE	DESCRIPTION
1	2.2.15	DESIGN REVIEW
1	3.17.15	DESIGN REVIEW
1	3.18.15	FINAL

**PORTAGE PARK DISTRICT:
HEADWATERS TRAIL
ALIGNMENT**
PORTAGE PARK DISTRICT

PROJECT NO.	15-000000
DATE: 02/10/15	02/10/15
DATE: 03/10/15	03/10/15
DATE: 04/10/15	04/10/15
DATE: 05/10/15	05/10/15
DATE: 06/10/15	06/10/15
DATE: 07/10/15	07/10/15
DATE: 08/10/15	08/10/15
DATE: 09/10/15	09/10/15
DATE: 10/10/15	10/10/15
DATE: 11/10/15	11/10/15
DATE: 12/10/15	12/10/15

PREFERRED
ALIGNMENT



1 VIEW OF EXISTING HEADWATERS TRAIL



2 LOCATION OF PROPOSED TRAILHEAD



3 MENTAL CENTER ROAD



4 MENTAL CENTER ROAD



LEGEND
 Existing Trail
 Proposed Trail
 Proposed Subgrade
 Proposed Bridge
 Proposed Road
 Proposed Right-of-Way
 Proposed Culvert
 Public Lands
 Private Lands
 Parcel Boundary
 Trailhead



NORTH
0 50 100
Feet
0 50 100
Meters



EXISTING CONDITIONS SITE PHOTOS



1 SOUTH ON MANTUA CENTER ROAD



2 WEST ON PIONEER TRAIL



3 WEST ON PIONEER TRAIL



4 EAST ON PIONEER TRAIL



LEGEND

- Municipal Boundary
- Existing Trail
- Proposed Off-Road Trail
- Proposed Sidewalk
- Proposed Bridge
- Existing Culvert
- Proposed Culvert
- Proposed Water
- Proposed Park
- Proposed Boundary
- Proposed



NORTH

0 100 200 FEET

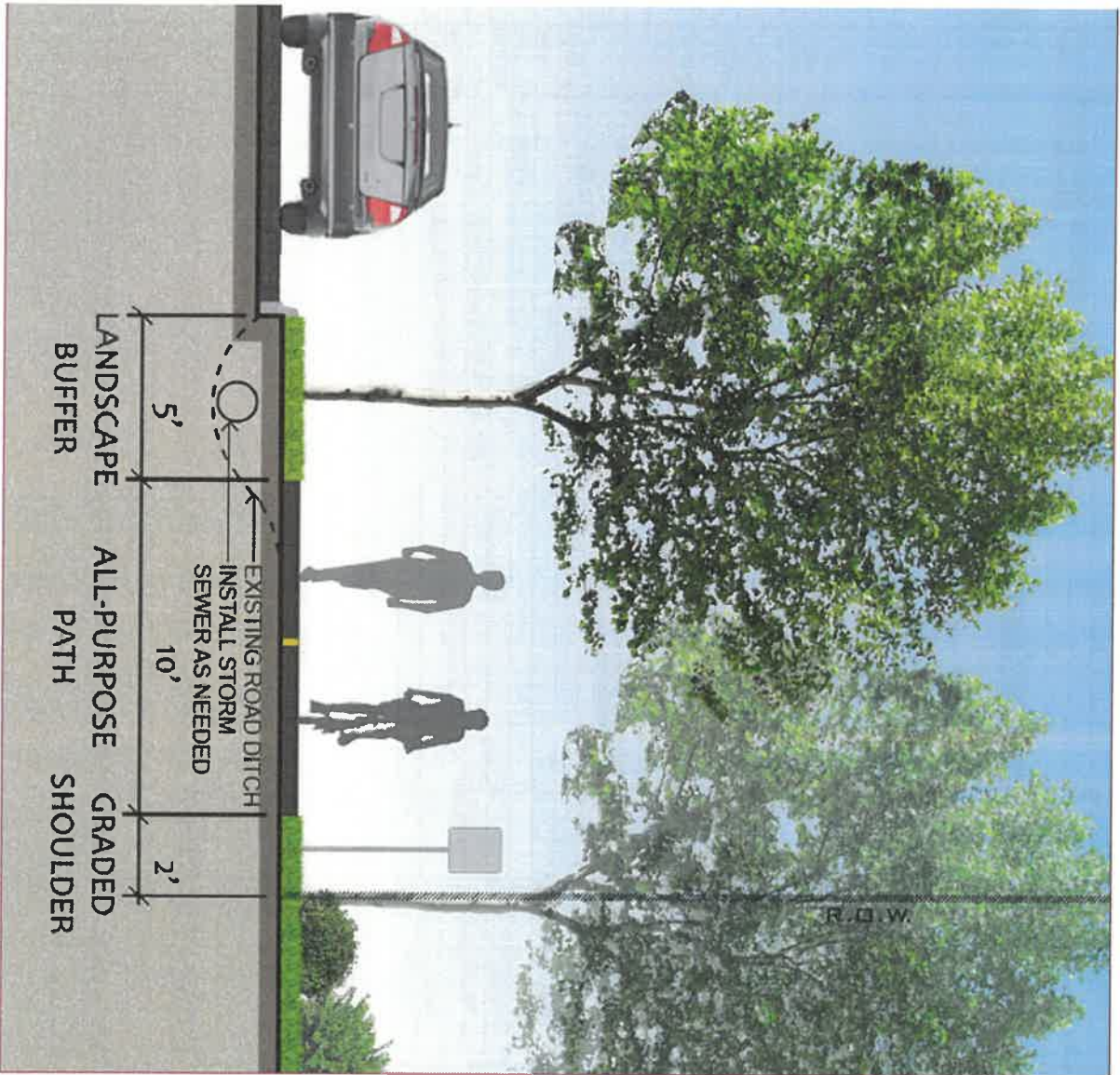
PORTAGE PARK DISTRICT: HEADWATERS TRAIL ALIGNMENT PORTAGE PARK DISTRICT

NO.	REVISION DATA	DATE
1	DRAFT CLIENT REVIEW	2.2.16
2	FINAL REVIEW	3.11.16
3	FINAL	3.16.16



PREFERRED
ALIGNMENT

2 of 19



TYPICAL SIDEPATH

COST DETAIL 1-2: MENNONITE/MANTUA CENTER TRAILHEAD - PIONEER TRAIL

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
	Site Preparation/Demolition				
201E11000	CLEARING AND DEMISING	2722	LF	\$1.98	\$5,387.56
SPECIAL	SIGN RELOCATION	4	EA	\$150.00	\$600.00
	Subtotal				\$5,987.56
	Earthwork				
208E10000	EXCAVATION & EMBANKMENT	1411	CU YD	\$30.00	\$42,328.67
	TOPSOIL STRIPPING AND STOCKPILING	705	CU YD	\$8.00	\$5,643.56
204E10000	SUBGRADE COMPACTION	4535	SQ YD	\$4.50	\$20,407.50
	Subtotal				\$68,377.72
	Buffer Control				
SPECIAL	SWPPP	1	LS	\$5,000.00	\$5,000.00
	Subtotal				\$5,000.00
	Pavement and Utilities				
304E20000	6" AGGREGATE BASE	554	CU YD	\$66.00	\$37,690.89
448E40000	1.5" ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 2, PG64-22	1126	CU YD	\$120.00	\$135,116.67
407E10000	TACK COAT	2064	GA	\$2.50	\$5,101.88
448E40004	1.5" ASPHALT CONCRETE SURFACE COURSE, TYPE 2, PG70-22M	1126	CU YD	\$150.00	\$168,895.83
SPECIAL	BOLLARD	2	EA	\$800.00	\$1,600.00
SPECIAL	REMOVABLE BOLLARD	1	EA	\$1,200.00	\$1,200.00
SPECIAL	KIOSK	1	EA	\$7,500.00	\$7,500.00
SPECIAL	UTILITY POLE GUY RELOCATION	1	EA	\$3,000.00	\$3,000.00
SPECIAL	14-CAR ASPHALT PARKING LOT	675	SY	\$45.00	\$30,375.00
	Subtotal				\$320,480.25
	At Grade Crossings, Road Markings and Incidents				
SPECIAL	TRAIL SIGNAGE	2721	LF	\$2.00	\$5,442.00
	Subtotal				\$5,442.00
656E10000	Landscaping				
688E00000	SEEDING AND MULCHING	2459	SQ Y	\$2.00	\$4,837.33
688	LANDSCAPE ALLOWANCE	1	LS	\$15,000.00	\$15,000.00
	Subtotal				\$19,837.33
SPECIAL	Construction Survey & Layout				
614E11000	SURVEY AND LAYOUT	1	LS	\$3,000.00	\$3,000.00
	MAINTAINING TRAFFIC	1	LS	\$3,000.00	\$3,000.00
	Subtotal				\$6,000.00
	TOTAL				\$231,124.90
	CONTINGENCY (20%)				\$46,224.98
	GENERAL CONDITIONS (4%)				\$11,094.00
	BONDS AND INSURANCES (2.5%)				\$5,933.75
	MOBILIZATION AND DEMOBILIZATION (1%)				\$2,773.50
	ENGINEERING AND DOCUMENTS (15%)				\$49,922.98
	ASPHALT TRAIL TOTAL				\$348,074.10
	Limestone Trail Alternative				
	ASPHALT PAVEMENT DEDUCTION TOTAL				-\$39,114.38
448E40004	1.5" LIMESTONE SCREENINGS	126	CU YD	\$25.00	\$3,149.31
	LIMESTONE TRAIL TOTAL				\$312,109.03

COST DETAIL 1-3: PIONEER TRAIL TO ABANDONED RR ROW

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
	Site Preparation/Demolition				
201E11000	CLEARING AND GRUBBING	3080	LF	\$1.98	\$6,098.40
202E23800	ASPHALT OR CONCRETE REMOVAL	142	SY	\$8.00	\$1,136.00
SPECIAL	SIGN RELOCATION	1	EA	\$150.00	\$150.00
	Subtotal				\$7,384.40
	Earthwork				
203E10000	EXCAVATION & EMBANKMENT	399	CU YD	\$30.00	\$11,977.78
204E10000	TOPSOIL STRIPPING AND STOCKPILING	799	CU YD	\$8.00	\$6,398.18
	SUBGRADE COMPACTION	3422	SQ YD	\$4.50	\$15,400.00
	Subtotal				\$33,766.93
	Erosion Control				
SPECIAL	SWPPP	1	LS	\$2,500.00	\$2,500.00
	Subtotal				\$2,500.00
	Pavement and Utilities				
304E20000	6" AGGREGATE BASE	627	CU YD	\$68.00	\$42,693.70
448E48020	1.5" ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 1, PG64-22	143	CU YD	\$120.00	\$17,111.11
407E10000	TRACK COAT	2310	GAL	\$2.50	\$5,775.00
448E4804	1.5" ASPHALT CONCRETE SURFACE COURSE, TYPE 1, PG70-22M	143	CU YD	\$150.00	\$21,388.89
	Subtotal				\$86,968.70
	4" Grade Crossings, Road Markings and Intersections				
642E00800	CROSSWALK	1	LS	\$500.00	\$500.00
SPECIAL	TRAIL SIGNAGE	3080	LF	\$2.00	\$6,160.00
	Subtotal				\$6,660.00
	Landscaping				
669E10000	SEEDING AND MULCHING	2738	SQ Y	\$3.00	\$8,213.33
	Subtotal				\$8,213.33
	Construction Survey & Layout				
SPECIAL	SURVEY AND LAYOUT	1	LS	\$3,000.00	\$3,000.00
	Subtotal				\$3,000.00
	MAINTAINING TRAFFIC				
	Subtotal				\$4,000.00
	TOTAL				\$149,469.70
	CONTINGENCY (20%)				\$29,893.94
	GENERAL CONDITIONS (4%)				\$7,174.07
	BONDS AND INSURANCES (2.5%)				\$4,483.79
	MOBILIZATION AND DEMOBILIZATION (12%)				\$1,793.52
	ENGINEERING AND DOCUMENTS (18%)				\$32,283.29
	ASPHALT TRAIL TOTAL				\$226,088.30

	Limestone Trail Alternative				
448E48904	ASPHALT PAVEMENT DEDUCTIO TOTAL				\$44,275.00
	1.5" LIMESTONE SCREENINGS	143	CU YD	\$25.00	\$3,564.81
	LIMESTONE TRAIL TOTAL				\$109,470.12

Assumptions:

Carlton bypass 2,050' additional in ROW trail based on average cost of \$86/ft of rest of ROW trail: \$176,300 limestone; \$99/ft asphalt

