

**Portage Park District
Board of Commissioners Regular Meeting
September 18, 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 August 2023 Regular Meeting
5. Presentation and approval of Financial Statement: August 2023 MTD and YTD Budget Report and Cash Balance Reports.
6. Executive Director/Staff Update
7. Other Information/Briefing Items/Policy Updates:
 - a. Discussion on board policies vs. administrative policies and procedures
 - b. ~~Personnel Policy changes~~
 - c. Discussion of 10-year development forecast
8. Old Business and approval of action items: ~~Ranger Policies~~
9. New Business and approval of action items:
 - a. RESOLUTION: Approve August 2023 Expenditures with Then and Now certificates
 - b. RESOLUTION: Certify 2024 Levy Proceeds
10. Executive Session: As needed
11. Adjourn

Portage Park District
Board of Commissioners Regular Meeting
August 21, 2023 5:30 pm
PPD Operations Center
8505 Nicodemus Road
Shalersville, OH 44266



Minutes

President Kurt Ruehr called the meeting to order at 5:40 pm

1. Roll Call: Commissioners present: Commissioner Charles Engelhart, Commissioner Kurt Ruehr, Commissioner Renee Ruchotzke, Commissioner Allan Orashan, Commissioner Tom Hrdy. Staff Present: Christine Craycroft, Executive Director; Craig Alderman, Operations Manager; Kevin Nietert, Chief Ranger; Bob Lange, Natural Areas Manager; Jen White Education Outreach Manager
2. Adopt Agenda: Upon a motion by Ruchotzke and second by Engelhart, the agenda was approved. (JE 2023-35)
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.* Greg Snowden, Senior Biologist with Stream + Wetlands Foundation presented a wetlands mitigation bank partnership project opportunity to the Park District and explained the work that S+W does. The project is termed Willow Creek Wetlands in Deerfield, approximately 100 acres in size. The non-profit owns and is restoring wetlands on the site and expects approval as a mitigation bank from the Corps of Engineers. They propose that the Park District serve as the long-term owner and manager after 10 years. The Board and staff requested information on title reports and the status of a previous permittee driven mitigation done by Davey Resource Group, which is now owned by S+W Foundation.
4. Approve minutes of the July, 2023 Regular Meeting: Upon a motion by Ruchotzke and second by Englehart, the minutes were approved. (JE 2023 36)
3. Presentation and approval of Financial Statement: July, 2023 MTD and YTD Budget Report and Cash Balance Reports. Craycroft reviewed the Financial Statement with the Board, noting that the expected balance at the end of this budget year will be more than originally estimated due to project delays and staff openings. The current levy expires at the end of 2023, so the additional carryover is also insurance in case of problems with passage of the replacement levy. Upon a motion by Englehart and second by Hrdy, the reports were approved. (JE 2023-37).
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. Ohio Stream and Wetlands Foundation presentation: Reps will be here to review the project proposal: See above under public comment
7. Old Business and approval of action items: None
8. New Business and approval of action items:

- a. Approve July, 2023 Expenditures with Then and Now certificate: Upon a motion by Orashan and second by Hrды, **RESOLUTION 2023-51** was unanimously approved.
 - b. Adoption of LEAP Deer Management Statement: Upon a motion by Ruchotzke and second by Orashan, **RESOLUTION 2023-52** was unanimously approved.
 - c. Authorize funding application to State of Ohio for Portage Meadows Project: Upon a motion by Engelhart and second by Ruchotzke, **RESOLUTION 2023-53** was unanimously approved.
 - d. Authorize easement agreement at Towner's Woods for Ravenna Rd bridge project: Upon a motion by Hrды and second by Engelhart, **RESOLUTION 2023-54** was unanimously approved.
 - e. Approve Ranger policies for Community Engagement and Employee Misconduct: Commissioner Engelhart raised questions about the chain of command and employee misconduct and would like to review again and suggest changes. The Resolution was tabled upon a motion by Orashan and second by Engelhart the motion was unanimously approved.
9. Executive Session: None
10. Adjourn: Upon a motion by Englehart and second by Ruchotzke, the meeting was adjourned at 7:36 pm.

IN TESTIMONY WHEREOF we hereunto set our hands, 8-21-2023, 2023


Kurt Ruehr, President of the Board


Christine Graycroft, Executive Director

PORTAGE PARK DISTRICT Month to Date and Year To Date Budget & Cash Balance Report for August 2023				
GENERAL FUND				
BEGINNING AUDITOR'S CASH BALANCE August 1			\$	2,507,816.78
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	August MTD ACTUAL	YTD Percentage Collected of Budget
152000 Contract Services	1,000.00	0.00	0.00	0.0%
15300 Fees	100.00	1,000.00	0.00	1000.0%
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	51,000.00	0.00	55.0%
200300 Real Estate Homestead Rollback (from State)	32,744.00	30,164.26	15,116.63	92.1%
221000 Real Estate Tax	1,791,023.00	1,797,489.79	826,979.53	100.4%
223000 Tangible Personal Property Tax	0.00	106.97	0.00	
224000 Manufactured Homes Property Tax	0.00	12,260.36	4,940.86	
230000 Interest	10,000.00	42,312.04	5,223.88	423.1%
241000 Oil & Gas Leases	10,000.00	11,641.94	850.83	116.4%
243000 Credit Card Incentives	1,000.00	1,100.00	0.00	110.0%
250000 Refunds and Reimbursements	0.00	12,016.91	0.00	
251000 Jury Fees	0.00	75.00	75.00	
270000 Sale of Fixed Assets	0.00	310.51	0.00	
General Operations Revenue	1,844,767.00	1,907,477.78	853,186.73	103.4%
SUBTOTAL REVENUES	1,937,517.00	1,958,477.78	853,186.73	101.1%
2022 Cash Carryover		2,897,413.62		100.0%
TOTAL REVENUES, CARRYOVER & OTHER SOURCES	1,937,517.00	4,855,891.40	3,361,003.51	250.6%
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	August MTD ACTUAL	YTD Percentage Expended of Budget
311200 FT Employee Salaries	640,000.00	381,742.11	42,610.80	59.6%
311300 PT Employee Salaries	100,000.00	51,549.32	6,877.72	51.5%
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	60,660.89	6,928.41	58.6%
321200 Medicare	10,730.00	6,190.50	702.37	57.7%
321300 Workers Compensation	9,452.00	7,410.64	841.28	78.4%
321400 Unemployment	10,000.00	0.00	0.00	0.0%
321500 Health Benefits	300,000.00	65,263.28	7,678.70	21.8%
30 Personal Services Unit Total	1,227,782.00	575,459.76	65,639.28	46.9%
400000 Admin Contractual Services	120,000.00	70,580.36	14,331.47	58.8%
400100 Training, Lodging & Memberships	15,000.00	10,577.20	4,029.00	70.5%
400101 Registration Fees	0.00	136.00	20.00	
410000 Utilities: AT&T, Dominion, Ohio Edison, Verizon	20,000.00	13,029.88	921.36	65.1%
412000 Advertising, Marketing & Events	18,000.00	9,563.35	4,321.15	53.1%
413000 Maintenance & Repairs	30,000.00	9,928.89	388.43	33.1%
414000 Rentals and Leases	100.00	0.00	0.00	0.0%
414100 Leases	2,000.00	1,963.89	401.84	98.2%
420000 Prof & Tech Services	0.00	1,476.00	1,476.00	
420100 Audit Services	0.00	20.50	20.50	
428400 Auditor/Treasurer Fee	25,000.00	24,594.95	11,456.68	98.4%
428500 DRETAC	10,000.00	5,289.12	741.74	52.9%
492100 Local Share	98,400.00	0.00	0.00	0.0%
40 Contractual Services Unit Total	338,500.00	147,160.14	38,108.17	43.5%
500000 Admin Materials & Supplies	19,000.00	12,137.91	351.74	63.9%
509000 Uniforms	10,000.00	4,686.72	148.96	46.9%
510000 Office Equipment & Furnishings	5,213.00	2,640.72	0.00	50.7%
530000 Maintenance Materials & Supplies	30,000.00	7,263.64	20.55	24.2%
542000 Fuel	20,000.00	13,931.28	1,429.81	69.7%
544000 Natural Areas Materials & Supplies	25,000.00	6,322.86	609.59	25.3%
596300 Equipment Less than \$5000	6,000.00	1,952.16	0.00	32.5%
596600 Furniture & Fixtures	8,000.00	2,325.25	90.99	29.1%
50 Materials & Supplies Unit Total	123,213.00	51,260.54	2,651.64	41.6%
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	6,043.13	93.9%
680000 Construction Projects TLTRL	103,500.00	61,045.20	0.00	59.0%
680000 Construction Projects TWBLD	35,160.00	30,600.00	0.00	87.0%
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 Restoration Project	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	297,538.19	6,043.13	19.4%
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	1,607,330.11	112,442.22	42.7%
ENDING AUDITOR'S CASH BALANCE August 31 (= Cash Carryover + YTD Revenues- YTD Expenses) (Also = Auditor Beginning cash balance August 1st + MTD revenues - MTD expenses)			\$	3,248,561.29

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

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 -1,000.00		0.00		0.00		900.00		1000.0%	
8600-70-90-909-000-00-10-160000-		-6,650.00		-6,650.00		Gifts And Donations -50,000.00		0.00		0.00		43,350.00		751.9%	
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		-51,000.00		0.00		0.00		-41,750.00		55.0%	
86009092 Park General Admin OR															
8600-70-90-909-000-00-20-200300-		0.00		-32,744.00		Real Estate Homestead Rollback -30,164.26		-15,116.63		0.00		-2,579.74		92.1%	
2023/08/001886 08/22/2023 CRP				-15,116.63		REF 909				TAX0600818405 RE PROP ROLLBACK					
8600-70-90-909-000-00-20-221000-		-1,791,023.00		-1,791,023.00		Real Estate Tax -1,797,489.79		-826,979.53		0.00		6,466.79		100.4%	
2023/08/000529 08/07/2023 GEN				-826,979.53		REF 2nd HF									
8600-70-90-909-000-00-20-223000-		0.00		0.00		Tangible Personal Property Tax -106.97		0.00		0.00		106.97		100.0%	
8600-70-90-909-000-00-20-224000-		0.00		0.00		Manufactured Homes Tax -12,260.36		-4,940.86		0.00		12,260.36		100.0%	
2023/08/001536 08/21/2023 GEN				-4,940.86		REF 2-H1f									

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

ACCOUNTS FOR: 8600 Portage Park District		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8600-70-90-909-000-00-20-230000-	-10,000.00	-10,000.00	-10,000.00	Interest -42,312.04	-5,223.88	0.00	32,312.04	423.1%
2023/08/000916 08/11/2023 GEN			-5,223.88 REF 07/23					
8600-70-90-909-000-00-20-241000-	-10,000.00	-10,000.00	-10,000.00	Oil Leases -11,641.94	-850.83	0.00	1,641.94	116.4%
2023/08/001408 08/15/2023 CRP			-850.83 REF 909			HAHN #1		
8600-70-90-909-000-00-20-243000-	-1,000.00	-1,000.00	-1,000.00	Credit Card Incentives -1,100.00	0.00	0.00	100.00	110.0%
8600-70-90-909-000-00-20-250000-	0.00	0.00	0.00	Refunds And Reimbursements -12,016.91	0.00	0.00	12,016.91	100.0%
8600-70-90-909-000-00-20-251000-	0.00	0.00	0.00	Jury Fees -75.00	-75.00	0.00	75.00	100.0%
2023/08/001887 08/22/2023 CRP			-75.00 REF 909			JURY PAY FOR JEN WHITE SERVING		
8600-70-90-909-000-00-20-270000-	0.00	0.00	0.00	Sale Of Fixed Asset -310.51	0.00	0.00	310.51	100.0%
TOTAL Park General Admin OR	-1,844,767.00	-1,844,767.00	-1,907,477.78	-853,186.73		0.00	62,710.78	103.4%
86009093 Park General Admin PS								
8600-70-90-909-000-00-30-311200-	640,000.00	640,000.00	640,000.00	Employee Full Time Salaries 381,742.11	42,610.80	0.00	258,257.89	59.6%
2023/08/000064 08/04/2023 PRJ			20,690.40 REF 080423			WARRANT=080423		
2023/08/000930 08/18/2023 PRJ			21,920.40 REF 081823			WARRANT=081823		
8600-70-90-909-000-00-30-311300-	100,000.00	100,000.00	100,000.00	Part Time/Seasonal Salaries 51,549.32	6,877.72	0.00	48,450.68	51.5%
2023/08/000064 08/04/2023 PRJ			2,677.95 REF 080423			WARRANT=080423		
2023/08/000930 08/18/2023 PRJ			4,199.77 REF 081823			WARRANT=081823		

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

ACCOUNTS FOR: 8600 Portage Park District		ORIGINAL APPROP		REVISED BUDGET		YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
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%
8600-70-90-909-000-00-30-313000-	2,000.00	2,000.00				Employee overtime 0.00	0.00	0.00	2,000.00	.0%
8600-70-90-909-000-00-30-314000-	50,000.00	50,000.00				Retirement/Termination Payoff 2,643.02	0.00	0.00	47,356.98	5.3%
8600-70-90-909-000-00-30-321010-	103,600.00	103,600.00				PERS 60,660.89	6,928.41	0.00	42,939.11	58.6%
2023/08/000064 08/04/2023 PRJ		3,271.58	REF 080423					WARRANT=080423	RUN=4 PAYROLL	
2023/08/000930 08/18/2023 PRJ		3,656.83	REF 081823					WARRANT=081823	RUN=4 PAYROLL	
8600-70-90-909-000-00-30-321200-	10,730.00	10,730.00				Medicare 6,190.50	702.37	0.00	4,539.50	57.7%
2023/08/000064 08/04/2023 PRJ		332.25	REF 080423					WARRANT=080423	RUN=4 PAYROLL	
2023/08/000930 08/18/2023 PRJ		370.12	REF 081823					WARRANT=081823	RUN=4 PAYROLL	
8600-70-90-909-000-00-30-321300-	9,452.00	9,452.00				Workers Compensation 7,410.64	841.28	0.00	2,041.36	78.4%
2023/08/000064 08/04/2023 PRJ		397.24	REF 080423					WARRANT=080423	RUN=4 PAYROLL	
2023/08/000930 08/18/2023 PRJ		444.04	REF 081823					WARRANT=081823	RUN=4 PAYROLL	
8600-70-90-909-000-00-30-321400-	10,000.00	10,000.00				unemployment 0.00	0.00	0.00	10,000.00	.0%
8600-70-90-909-000-00-30-321500-	300,000.00	300,000.00				Health Benefits 65,263.28	7,678.70	0.00	234,736.72	21.8%
2023/08/000064 08/04/2023 PRJ		3,370.18	REF 080423					WARRANT=080423	RUN=4 PAYROLL	
2023/08/000930 08/18/2023 PRJ		4,308.52	REF 081823					WARRANT=081823	RUN=4 PAYROLL	
TOTAL Park General Admin PS	1,227,782.00	1,227,782.00				575,459.76	65,639.28	0.00	652,322.24	46.9%
86009094 Park General Admin CS										
8600-70-90-909-000-00-40-400000-										
						Contractual services				

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

ACCOUNTS FOR: 8600 Portage Park District													
ORIGINAL APPROP		REVISED BUDGET		YTD ACTUAL		MTD ACTUAL		ENCUMBRANCES		AVAILABLE BUDGET		% USED	
30,000.00		120,000.00		70,580.36		14,331.47		36,600.83		12,818.81		89.3%	
2023/08/000180 08/01/2023 API		51.06 VND 002485 VCH 721349		US BANK		TREAS OF STATE		Account 5592 8400 0101 0984		528995		528995	
2023/08/000181 08/01/2023 API		55.00 VND 002749 VCH 721531		US POST OFFICE		FALL QUARTER PROGRAM MAILING		ORI OH0671700		528993		528993	
2023/08/000809 08/08/2023 API		14,225.41 VND 004607 VCH 722503		Contractual Services		0.00		2,750.00		-2,750.00		100.0%	
8600-70-90-909-000-00-40-400000-PORMD		0.00		0.00		0.00		0.00		0.00		0.00	
8600-70-90-909-000-00-40-400100-		15,000.00		10,577.20		4,029.00		5,911.35		-1,488.55		109.9%	
2023/08/000180 08/01/2023 API		29.00 VND 002485 VCH 721349		US BANK		LEADERSHIP PORT		Account 5592 8400 0101 0984		528995		528995	
2023/08/000809 08/08/2023 API		2,000.00 VND 003815 VCH 722489		LEADERSHIP PORT		CLASS OF 2024 FEE		CLASS OF 2024 FEE		529724		529724	
2023/08/000809 08/08/2023 API		2,000.00 VND 003815 VCH 722493		Registration Fees		20.00		14.00		-150.00		100.0%	
8600-70-90-909-000-00-40-400101-		0.00		136.00		20.00		20.00		-150.00		100.0%	
2023/08/000181 08/01/2023 API		20.00 VND 003492 VCH 721532		PO CO TOWNSHIP		AUG MEETING		C. Craycroft Par		528978		528978	
8600-70-90-909-000-00-40-410000-		20,000.00		13,029.88		921.36		12,406.99		-5,436.87		127.2%	
2023/08/000180 08/01/2023 API		420.32 VND 002485 VCH 721349		US BANK		OHIO EDISON		Account 5592 8400 0101 0984		528995		528995	
2023/08/000809 08/08/2023 API		271.47 VND 002875 VCH 722494		OHIO EDISON		OHIO EDISON		ACCT NO 110 139 062 985		529747		529747	
2023/08/000809 08/08/2023 API		71.24 VND 002875 VCH 722495		OHIO EDISON		OHIO EDISON		ACCT NO 110 134 809 943		529747		529747	
2023/08/000809 08/08/2023 API		69.80 VND 002875 VCH 722496		OHIO EDISON		OHIO EDISON		ACCT NO 110 149 150 416		529747		529747	
2023/08/001261 08/15/2023 API		88.53 VND 002875 VCH 723262		OHIO EDISON		OHIO EDISON		ACCT 110 009 208 841		529906		529906	
8600-70-90-909-000-00-40-412000-		18,000.00		9,563.35		4,321.15		6,276.65		2,160.00		88.0%	
2023/08/000180 08/01/2023 API		336.15 VND 002485 VCH 721349		US BANK		DIVERSA INC		Account 5592 8400 0101 0984		528995		528995	
2023/08/000809 08/08/2023 API		3,985.00 VND 003448 VCH 722484		Maintenance & Repairs		388.43		18,120.13		1,950.98		93.5%	
8600-70-90-909-000-00-40-413000-		30,000.00		9,928.89		388.43		18,120.13		1,950.98		93.5%	
2023/08/000180 08/01/2023 API		208.43 VND 002485 VCH 721349		US BANK		PORTAGE PORTABL		Account 5592 8400 0101 0984		528995		528995	
2023/08/000809 08/08/2023 API		180.00 VND 025267 VCH 722497		Rental's & Leases		0.00		0.00		100.00		.0%	
8600-70-90-909-000-00-40-414000-		100.00		0.00		0.00		0.00		100.00		.0%	

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

ACCOUNT'S FOR: 8600 Portage Park District		ORIGINAL APPROP		REVISED BUDGET		YTD ACTUAL		MTD ACTUAL		ENCUMBRANCES		AVAILABLE BUDGET		% USED	
8600-70-90-909-000-00-40-414100-	2,000.00	2,000.00	Leases	1,963.89		401.84		540.84		-504.73		125.2%			
2023/08/000181 08/01/2023 API		197.11 VND 001310 VCH 721533						KONICA MINOLTA ACCT 1316072				528969			
2023/08/001261 08/15/2023 API		110.00 VND 001310 VCH 723260						KONICA MINOLTA CUST ID 1316072				528996			
2023/08/001261 08/15/2023 API		94.73 VND 001310 VCH 723261						KONICA MINOLTA CONTRACT 500-0542159-000				529895			
8600-70-90-909-000-00-40-420000-	0.00	0.00	Professional & Technical Servi	1,476.00		1,476.00		50.00		-1,526.00		100.0%			
2023/08/000809 08/08/2023 API		1,476.00 VND 031487 VCH 722498						PRINT AND SIGN BANNERS-PARK DIST.				529761			
8600-70-90-909-000-00-40-420100-	0.00	0.00	Audit Services	20.50		20.50		79.50		-100.00		100.0%			
2023/08/001261 08/15/2023 API		20.50 VND 002742 VCH 723258						AUDITOR OF STAT IPA Quality Review - 25A75PORT				529864			
8600-70-90-909-000-00-40-428400-	25,000.00	25,000.00	Auditor/Treasurer Fee Expense	11,456.68				0.00		405.05		98.4%			
2023/08/000529 08/07/2023 GEN		10,858.77 REF 2nd Hf													
2023/08/001536 08/21/2023 GEN		597.91 REF 2-Hlf													
8600-70-90-909-000-00-40-428500-	10,000.00	10,000.00	DRETAC	5,289.12		741.74		0.00		4,710.88		52.9%			
2023/08/000529 08/07/2023 GEN		647.86 REF 2nd Hf													
2023/08/001536 08/21/2023 GEN		93.88 REF 2-Hlf													
8600-70-90-909-000-00-40-492100-	78,400.00	98,400.00	Local Share	0.00		0.00		0.00		98,400.00		.0%			
TOTAL Park General Admin CS	228,500.00	338,500.00		147,160.14		38,108.17		82,750.29		108,589.57		67.9%			
8600-70-90-909-000-00-50-500000-	15,000.00	19,000.00	Admin Materials & Supplies	12,137.91				7,334.09		-472.00		102.5%			
2023/08/000180 08/01/2023 API		351.74 VND 002485 VCH 721349						US BANK		Account 5592 8400 0101 0984		528995			

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

ACCOUNTS FOR: 8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8600-70-90-909-000-00-50-5090000-8,000.00			10,000.00	Uniforms 4,686.72	148.96	6,813.28	-1,500.00	115.0%
2023/08/000180 08/01/2023 API			148.96 VND 002485 VCH 721349	US BANK		Account 5592 8400 0101 0984		528995
8600-70-90-909-000-00-50-5100000-3,000.00			5,213.00	Office Equipment & Furnishings 2,640.72	0.00	2,072.28	500.00	90.4%
8600-70-90-909-000-00-50-5300000-30,000.00			30,000.00	Maintenance Materials/Supp 7,263.64	20.55	12,736.36	10,000.00	66.7%
2023/08/000180 08/01/2023 API			20.55 VND 002485 VCH 721349	US BANK		Account 5592 8400 0101 0984		528995
8600-70-90-909-000-00-50-5420000-20,000.00			20,000.00	Fuel 13,931.28	1,429.81	3,568.72	2,500.00	87.5%
2023/08/001261 08/15/2023 API			206.40 VND 004271 VCH 723263	RAVENNA CITY		JULY 2023 DIESEL		529921
2023/08/001261 08/15/2023 API			1,223.41 VND 004271 VCH 723264	RAVENNA CITY		JULY 2023 GASOLINE		529921
8600-70-90-909-000-00-50-5440000-30,000.00			25,000.00	Natural Area Materials & Supp 6,322.86	609.59	8,677.14	10,000.00	60.0%
2023/08/000180 08/01/2023 API			609.59 VND 002485 VCH 721349	US BANK		Account 5592 8400 0101 0984		528995
8600-70-90-909-000-00-50-5963000-5,000.00			6,000.00	Equipment Less Than \$5000 1,952.16	0.00	4,047.84	0.00	100.0%
8600-70-90-909-000-00-50-5966000-10,000.00			8,000.00	Furniture & Fixtures 2,325.25	90.99	874.75	4,800.00	40.0%
2023/08/000809 08/08/2023 API			90.99 VND 044367 VCH 722483	BRIGHT IDEA SHO 8 x 6 ACM Clean Ohio signage				529636
TOTAL Park General Admin MS 121,000.00			123,213.00	51,260.54	2,651.64	46,124.46	25,828.00	79.0%
86009096 Park General Admin CO								
8600-70-90-909-000-00-60-6100000-250,000.00			400,000.00	Land/Easement Purchase 21,382.50	0.00	8,000.00	370,617.50	7.3%

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

ACCOUNTS FOR: 8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8600-70-90-909-000-00-60-610000-BRDBG	2,501.83	0.00	0.00	Land Purchase 0.00	0.00	440.00	2,061.83	17.6%
8600-70-90-909-000-00-60-6800000-	450,000.00	100,000.00	0.00	Construction Projects 0.00	0.00	0.00	450,000.00	.0%
8600-70-90-909-000-00-60-6800000-DXP	180,320.50	0.00	0.00	Construction Projects 169,288.09	6,043.13	10,107.41	925.00	99.5%
2023/08/001261 08/15/2023 API 6,043.13 VND 051624 VCH 723259 ECLIPSE COMPANI DIX PARK TRAILHEAD PICNIC AREA 529879								
8600-70-90-909-000-00-60-6800000-TLTRL	103,500.00	0.00	0.00	Construction Projects 61,045.20	0.00	42,454.80	0.00	100.0%
8600-70-90-909-000-00-60-6800000-TWB	35,160.00	0.00	0.00	Construction Projects 30,600.00	0.00	4,000.00	560.00	98.4%
8600-70-90-909-000-00-60-6800000-TWBRD	150,000.00	0.00	0.00	Construction Projects 0.00	0.00	1,000.00	149,000.00	.7%
8600-70-90-909-000-00-60-683000-	150,000.00	300,000.00	0.00	Engineering Projects 0.00	0.00	0.00	150,000.00	.0%
8600-70-90-909-000-00-60-683000-DXP	8,100.00	0.00	0.00	Engineering Projects 10,250.00	0.00	1,350.00	-3,500.00	143.2%
8600-70-90-909-000-00-60-683000-SRFD	28,992.00	0.00	0.00	Engineering Projects 1,092.00	0.00	27,900.00	0.00	100.0%
8600-70-90-909-000-00-60-683000-TLTRL	8,000.00	0.00	0.00	Engineering Projects 2,700.00	0.00	5,300.00	0.00	100.0%
8600-70-90-909-000-00-60-683000-TWBRD	20,970.00	0.00	0.00	Engineering Projects 1,180.40	0.00	1,789.60	18,000.00	14.2%

PORTAGE COUNTY

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

ACCOUNTS FOR: 8600-Portage Park District		YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP	REVISED BUDGET					
TOTAL Park General Admin CO						
8600-70-90-909-000-00-00-90-910000-500,000.00	1,537,544.33	297,538.19	6,043.13	102,341.81	1,137,664.33	26.0%
8600-70-90-909-000-00-00-90-920000-0.00						
		Transfers Out 0.00	0.00	0.00	0.00	.0%
8600-70-90-909-000-00-00-90-920000-500,000.00						
		Advance Out 500,000.00	0.00	0.00	0.00	100.0%
8600-70-90-909-000-00-00-90-946720-20,000.00						
		Tax Levy Assessment 35,911.48	0.00	0.00	88.52	99.8%
TOTAL Park General Admin ME						
8600-70-90-909-000-00-00-90-946720-520,000.00	536,000.00	535,911.48	0.00	0.00	88.52	100.0%
TOTAL Portage Park District						
842,509.00	1,825,522.33	-351,147.67	-740,744.51	231,216.56	1,945,453.44	-6.6%
TOTAL REVENUES						
-1,904,773.00	-1,937,517.00	-1,958,477.78	-853,186.73	0.00	20,960.78	
TOTAL EXPENSES						
2,747,282.00	3,763,039.33	1,607,330.11	112,442.22	231,216.56	1,924,492.66	
PRIOR FUND BALANCE						
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES				2,897,413.62		
REVISED FUND BALANCE				351,147.67		
				3,248,561.29		

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

ACCOUNTS FOR: 8605 Headwaters Trails Improve		ORIGINAL APPROP		REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86059092 Headwaters Trails Impr OR									
8605-70-90-909-000-00-20-290000-	0.00	0.00		Advances In	0.00		0.00	500,000.00	100.0%
				-500,000.00					
TOTAL Headwaters Trails Impr OR		0.00		-500,000.00	0.00		0.00	500,000.00	100.0%
86059096 Headwaters Trails Impr CO									
8605-70-90-909-000-00-60-680000-	0.00	29,652.00		Construction Projects	0.00		0.00	29,652.00	.0%
				0.00					
TOTAL Headwaters Trails Impr CO		0.00		0.00	0.00		0.00	29,652.00	.0%
TOTAL Headwaters Trails Improve		0.00		-500,000.00	0.00		0.00	529,652.00	-1686.2%
TOTAL REVENUES		0.00		-500,000.00	0.00		0.00	500,000.00	
TOTAL EXPENSES		0.00		0.00	0.00		0.00	29,652.00	
PRIOR FUND BALANCE								29,651.66	
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES								500,000.00	
REVISED FUND BALANCE								529,651.66	

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

ACCOUNTS FOR: 8607 Breakneck Creek Watershed	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8607-70-90-909-000-00-40-400000-	0.00	11,973.00	Contractual Services	0.00	0.00	11,973.00	.0%
86079094 Breakneck Creek Water CS							
TOTAL Breakneck Creek Water CS	0.00	11,973.00	0.00	0.00	0.00	11,973.00	.0%
TOTAL Breakneck Creek Watershed	0.00	11,973.00	0.00	0.00	0.00	11,973.00	.0%
TOTAL EXPENSES	0.00	11,973.00	0.00	0.00	0.00	11,973.00	
PRIOR FUND BALANCE					11,972.39		
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES					.00		
REVISED FUND BALANCE					11,972.39		



PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

ACCOUNTS FOR: 8612 Morgan Park		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
--------------------------------	--	-----------------	----------------	------------	------------	--------------	------------------	--------

86129095 Morgan Park MS

8612-70-90-909-000-00-50-5000000-	0.00	1,524.00	Materials & Supplies	0.00	0.00	0.00	1,524.00	.0%
-----------------------------------	------	----------	----------------------	------	------	------	----------	-----

TOTAL Morgan Park MS	0.00	1,524.00		0.00	0.00		1,524.00	.0%
----------------------	------	----------	--	------	------	--	----------	-----

TOTAL Morgan Park	0.00	1,524.00		0.00	0.00		1,524.00	.0%
-------------------	------	----------	--	------	------	--	----------	-----

TOTAL EXPENSES	0.00	1,524.00		0.00	0.00		1,524.00	
----------------	------	----------	--	------	------	--	----------	--

PRIOR FUND BALANCE						1,523.27		
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES						.00		
REVISED FUND BALANCE						1,523.27		

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

ACCOUNTS FOR: 8616 Tinkers Creek Greenway Fund		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86169091 Tinkers Creek Greenway Fund PR								
8616-70-90-909-000-00-10-191000-	0.00	0.00	0.00	State Grant -58,198.75	0.00	0.00	58,198.75	100.0%
8616-70-90-909-000-00-10-191000-SRFDB	0.00	0.00	-556,931.00	State Grant 0.00	0.00	0.00	-556,931.00	.0%
TOTAL Tinkers Creek Greenway Fund								
	0.00	0.00	-556,931.00	-58,198.75	0.00	0.00	-498,732.25	10.4%
86169094 Tinkers Creek Greenway Fund CS								
8616-70-90-909-000-00-40-400000-	0.00	0.00	13,485.00	Contractual Services 0.00	0.00	0.00	13,485.00	.0%
TOTAL Tinkers Creek Greenway Fund								
	0.00	0.00	13,485.00	0.00	0.00	0.00	13,485.00	.0%
86169096 Tinkers Creek Greenway Fund CO								
8616-70-90-909-000-00-60-680000-	0.00	0.00	556,931.00	Construction Projects 0.00	0.00	0.00	556,931.00	.0%
8616-70-90-909-000-00-60-680000-SRFDB	0.00	0.00	0.00	Construction Projects 58,198.75	0.00	0.00	-58,198.75	100.0%
TOTAL Tinkers Creek Greenway Fund								
	0.00	0.00	556,931.00	58,198.75	0.00	0.00	498,732.25	10.4%
TOTAL Tinkers Creek Greenway Fund								
	0.00	0.00	13,485.00	0.00	0.00	0.00	13,485.00	.0%
TOTAL REVENUES								
	0.00	0.00	-556,931.00	-58,198.75	0.00	0.00	-498,732.25	

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

ACCOUNTS FOR: 8616 Tinkers Creek Greenway Fund		JOURNAL DETAIL 2023 8 TO 2023 8			
ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET % USED
TOTAL EXPENSES	570,416.00	58,198.75	0.00	0.00	512,217.25
0.00					
PRIOR FUND BALANCE				13,484.40	
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES				.00	
REVISED FUND BALANCE				13,484.40	

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

ACCOUNT'S 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		-14,746.00	-14,745.70	0.00	0.00	-0.30	100.0%
TOTAL Eagle Creek Greenway PR		0.00		-14,746.00	-14,745.70	0.00	0.00	-0.30	100.0%
86179095 Eagle Creek Greenway MS									
8617-70-90-909-000-00-50-500000-		0.00		5,326.00	Materials & Supplies 0.00	0.00	0.00	5,326.00	.0%
TOTAL Eagle Creek Greenway MS		0.00		5,326.00	0.00	0.00	0.00	5,326.00	.0%
TOTAL Eagle Creek Greenway		0.00		-9,420.00	-14,745.70	0.00	0.00	5,325.70	156.5%
TOTAL REVENUES		0.00		-14,746.00	-14,745.70	0.00	0.00	-0.30	
TOTAL EXPENSES		0.00		5,326.00	0.00	0.00	0.00	5,326.00	
PRIOR FUND BALANCE									
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES									
REVISED FUND BALANCE									
					5,325.96				
					14,745.70				
					20,071.66				

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
842,509.00	1,872,736.33	-865,893.37	-740,744.51	231,216.56	2,507,413.14	-33.9%

GRAND TOTAL

** 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
Sequence 4 0 N N

Report title: YEAR-TO-DATE BUDGET REPORT

Year/Period: 2023/ 8
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/ 8
To Yr/Per: 2023/ 8
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

Field Name Find Criteria Field value

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

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



Board of Commissioners Regular Meeting
September 18, 2023 5:30 PM

Administration/Special Projects

1. Continued planning and pursuit of funding for multiple acquisitions and development projects.
2. Carlton acquisition for Headwaters Trail has closed.
3. Presented on history of Portage Parks, progress and plans to multiple groups.
4. Continued coordination with Park District Foundation
5. Continued coordination with WRLC on Portage Meadows project and grant applications.
6. Drafted 10-year forecast for operations and development with staff input, utilizing new levy funds, for Board consideration.

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. Continued communication with Karpinski Engineering and Platform to provide solutions to complete the project at Trail Lake Park.
 - b. Continue to maintain access to Preserve properties for guided public tours.

Natural Areas Stewardship

Stewardship and Restoration

1. Morgan Park- invasive shrub control.
2. Towner's Woods- follow up treatments in mulcher areas.
3. Franklin Bog- invasive tree control (Tree-of-heaven)

Projects/Planning

1. Worked with Kevin to prepare materials and present to selected hunters at the mandatory orientation meeting and qualifications.
2. Led tree ID hike at Towner's Woods with Education team.
3. Portage Meadows- Routine field visits, evaluating plant communities and habitats, collecting drone images for restoration plans, drafted a natural resource management plan for the Clean OH application.
4. Seasons Fen- reviewed updated plans and budget, archaeological investigation report.
5. Freedom Twp property visit with Chris.
6. Franklin Bog- meetings in preparation for sneak peek, field visits.

Partnership/Collaboration/Training

1. CRCWMA steering meeting

Public Outreach and Education

- Program Guides for September-December have been mailed – the education team is delivering a full fall schedule. The program guide includes an education program survey (there is also an online survey).
- We continue to collaborate with the Portage Park District Foundation and the Citizens for Portage Park District to have a presence at community events and speaking engagements.
- Website is currently being evaluated for needed updates.
- Updated display and outreach materials are currently being designed.
- Holly Stoneberg, Education Program Coordinator:
 - August 2023 programming numbers
 - 12 Park programs with 75 participants
 - 8 partner programs with 304 participants
 - In addition to more preserve peeks, we'll also be working with community groups (e.g. Skeels/King Kennedy) to bring them to the parks for programming.
- Becca Rodhe, Education & Outreach Specialist:
 - Garden Ambassador has been added as a new PPD volunteer role. Garden Ambassadors will be trained by park staff to help maintain native planting areas at Dix Park, Morgan Park, and Trail Lake Park.
 - Volunteer Appreciation Event is planned for Thursday, October 19 at Morgan Operations Center

Ranger Department for the Month of August

Patrol Activities

Foot patrol miles – 21.95 + 45.61; Bike patrol miles – 99.19 + 101.6; Visitor Contacts – 150 + 168; Building Checks – 1; Warnings – 7.

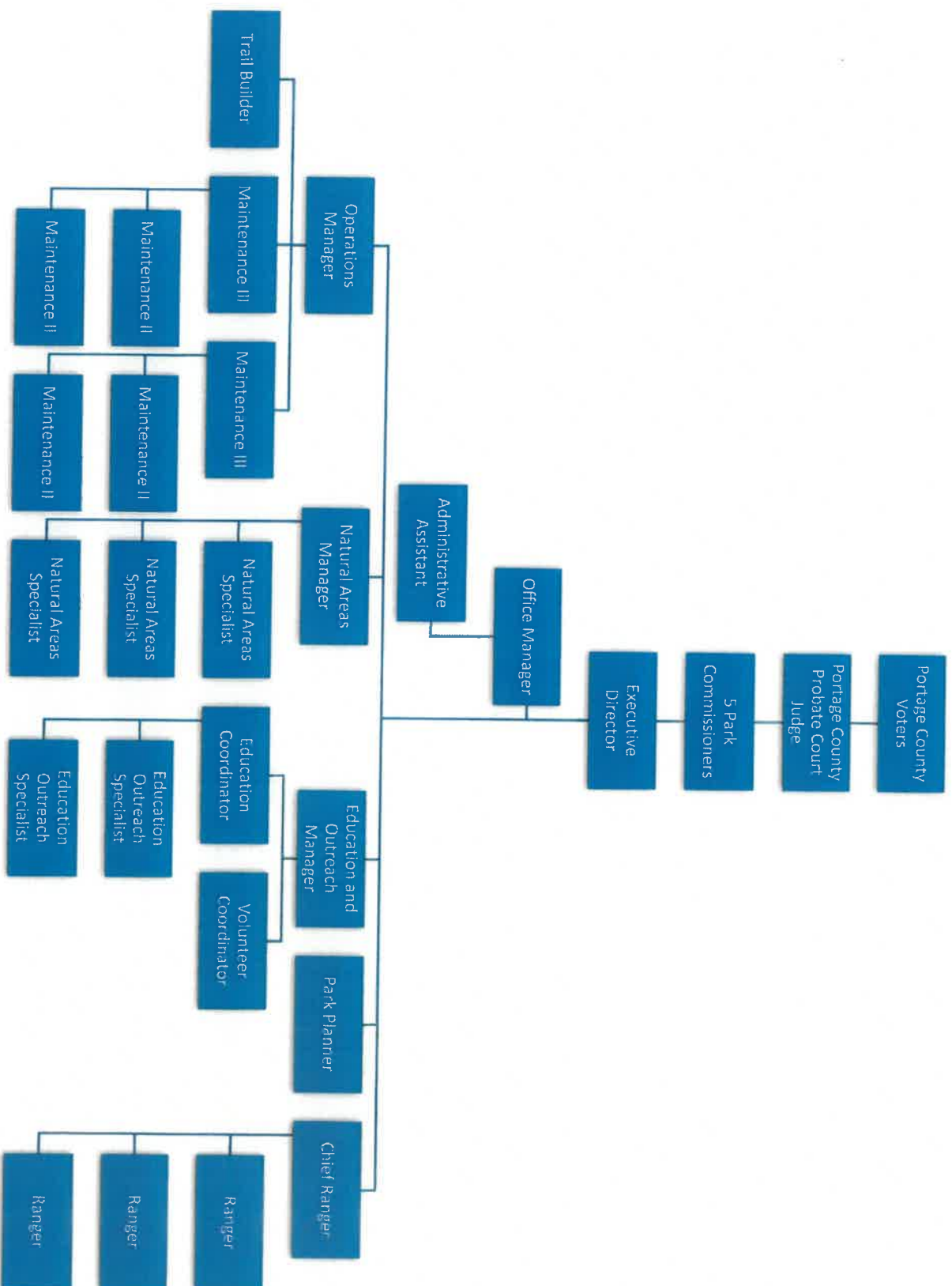
Administrative

Ranger Lee – 2 lost/found property reports, participated in senior hike and junior ranger swearing in programs, and completed 8 hours of State required CPT training.

Chief Ranger Nietert – Cleaned up a blanket and pile of clothes under the Wall Street Bridge, Completed online CPT courses First Amendment Auditing, Direct and Circumstantial Evidence, Distracted Driving, Evidence Collection Procedures, and Safe at Home, Participated in senior hike, Led ride with a ranger, Attended Portage County Police Chiefs Association meeting, Vandalism report for graffiti in CXT stall at Towner's Woods, Warned 5 people walking dogs off leash (Berlin Lake, Portage Hike and Bike Trail, Shaw Woods, and Franklin Connector) and warned 2 groups of people riding bikes on trails in Towner's Woods.

CAPITAL BUDGET ESTIMATES		TOTAL COST 2025-2034	
%	MAJOR MAINTENANCE		
	PORTAGE Select Resurfacing by year 10?	\$ 1,500,000	Asphalt 6.3 miles selected areas
	Berlin Lake Trail resurfacing	\$ 300,000	Limestone 2.1 miles
	Headwaters Trail Resurfacing by year 10?	\$ 1,000,000	Limestone 8 miles
	Operations Center major maintenance/improvements	\$ 200,000	Roof? HVAC? Parking: Awning addition; generator backup; solar panels
	Trail Maintenance: ADA and natural surface throughout	\$ 200,000	Asphalt, limestone, soil/grass
	Parking lot pavement preservation/repair/resurfacing	\$ 200,000	Dix Park, Cleveland Road, Judson Road, Trail Lake, HWT x 3; Morgan, Shaw, Seneca, BLT
	Park Structure and amenities maintenance-misc	\$ 100,000	Restrooms, shelters, dams, drainage, tables, benches
	Bridge inspections and maintenance contingency	\$ 400,000	HWT/PORTAGE/BLT
23%	Subtotal	\$ 3,900,000	
	EQUIPMENT & FLEET ADDITION, MAINTENANCE/REPLACEMENT		
	Trucks/SUVs	\$ 400,000	Current: '16 F250 Reg; '16 F250 Super; '16 Escape; '17 F 250 Crew; '17 F350 Crew; '17 F350 Dump; '22 F150 Ranger
	Tractors/mowers/UTVs, etc	\$ 200,000	
4%	Subtotal	\$ 600,000	
	PARK IMPROVEMENTS & NEW CONSTRUCTION 2025-2034		
	Kent Bog planning, engineering and construction (PE&C)	\$ 800,000	<i>Need to prioritize properties and phases of development</i>
	TW Trailhead improvement and overflow parking lot PE&C	\$ 200,000	Parking, drive, restrooms, signage, kiosk, trails, shelter?
	Towner's Woods reservable picnic shelter site PE&C	\$ 1,000,000	Remove parking spaces; refurbish lot/side yard; overflow parking south of bridge
	Bird Bog PE&C	\$ 400,000	At Russell site; flush restrooms?
	Eagle Creek site PE&C	\$ 1,300,000	Drive and parking; restroom, trailhead, trails, cabin storage
	PORTAGE Franklin Connector Extension to Franklin Bog PE&C	\$ 850,000	Demolition of parking, trailhead, trails, restrooms, shelter
	Franklin Bog PE&C	\$ 100,000	Acquisition of RR corridor, remediation, local match trail construction, engineering
	Seasons Road Fen PE&C	\$ 400,000	Trails, signage, lake deck
	Administration-Programming/Nature Center @ Morgan Park PE&C	\$ 1,500,000	Parking, kiosk, signage, trails, restroom
	Breakneck Creek PE&C	\$ 100,000	Renovate ten building at Morgan? Renovate also building? Additional building? Parking, education trail
	Trail Lake shelter and concrete pad PE&C ?	\$ 150,000	Parking, trail, observation platform? Restroom?
	Portage Meadows site Shalersville PE&C	\$ 1,500,000	Need to determine type of shelter structure at Trail Lake
	Chagrin Headwaters Improvements PE&C	\$ 150,000	Parking and drives; unpaved trails; restrooms; post and beam open air shelter; boat ramp; docks
	Waite Preserve Trails and add'l access	\$ 50,000	Foot trail off HWT; mountain bike trails? Primitive camping area with shelter?
50%	Subtotal	\$ 8,500,000	Foot trails only - parking and restrooms at Township park across street
	ACQUISITION--local match portion		
	Park buffers, access additions		
	Opportunities along Greenways: Cuyahoga, Tinkers, Breakneck, Eagle, Plum, Willow, W.Branch Mahoning, etc.		
	Special/unique conservation lands		
	Trail corridor Rights of Way		
24%	Subtotal	\$ 4,000,000	at 50% grant match would buy \$10 million worth of land --- 800 acres?
	GRAND TOTAL CAPITAL over 10 years	\$ 17,000,000	

BUDGET PROJECTIONS		2025-2034	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Prior Year Operating Carryover		NEW LEVY FUNDS TOTAL	LEVY EXPIRES Last Tax Year	OLD LEVY YEAR RECEIVED	LEVY FUNDS Replacement plus 1/2 mill	LEVY FUNDS Replacement plus 1/2 mill	LEVY FUNDS Replacement plus 1/2 mill	LEVY FUNDS Replacement plus 1/2 mill	LEVY FUNDS Replacement plus 1/2 mill	LEVY FUNDS Replacement plus 1/2 mill	LEVY FUNDS Replacement plus 1/2 mill	LEVY FUNDS Replacement plus 1/2 mill	FINAL YEAR OF LEVY	FINAL YEAR OF LEVY FUNDS
2014 Tax Levy: 0.5 mill; 1 mill revenues starting in 2025		\$45,000,000	\$1,297,000	\$1,800,000	\$4,540,000	\$4,540,000	\$4,540,000	\$4,540,000	\$4,540,000	\$4,540,000	\$4,540,000	\$4,540,000	\$4,540,000	\$4,540,000
Other (donations, grant, interest, royalties, lease etc.)		\$1,000,000	\$130,000	\$60,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Roads and Parking (dependent upon biennial budget ODOI)		\$425,000	\$45,000	\$45,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000
Total Revenue (including after year carryover)		\$46,425,000	\$1,472,000	\$1,905,000	\$4,725,000	\$4,725,000	\$4,725,000	\$4,725,000	\$4,725,000	\$4,725,000	\$4,725,000	\$4,725,000	\$4,725,000	\$4,725,000
Expenditures														
Personnel (for 2025-2024)	48%	\$21,032,798	\$650,000	\$1,100,000	\$1,350,000	\$1,417,500	\$1,559,250	\$1,715,125	\$1,886,693	\$2,075,362	\$2,282,898	\$2,511,188	\$3,041,233	\$3,128,400
Services, materials and supplies	18%	\$7,422,744	\$460,000	\$500,000	\$540,000	\$583,200	\$629,856	\$680,244	\$734,444	\$793,437	\$854,912	\$925,445	\$999,502	\$1,079,462
Total Operating Expenditures	65%	\$28,455,541	\$1,110,000	\$1,600,000	\$1,890,000	\$2,000,700	\$2,189,106	\$2,395,419	\$2,621,137	\$2,868,799	\$3,137,810	\$3,436,633	\$4,040,735	\$4,272,862
Capital \$ from General Fund (bond, construction, equipment, etc.)	35%	\$18,500,000	\$370,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000
Total Operating and Capital Expenditures		\$46,955,541	\$1,480,000	\$3,300,000	\$3,590,000	\$3,700,700	\$3,889,106	\$4,095,419	\$4,321,137	\$4,568,799	\$4,837,810	\$5,136,633	\$5,740,735	\$5,972,862
Balance carry forward			\$3,014,414	\$1,489,414	\$2,707,414	\$3,733,714	\$4,464,008	\$5,114,189	\$5,432,832	\$5,989,033	\$6,589,223	\$7,347,570	\$8,276,735	\$9,378,873



RESOLUTION # 2023-55

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

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

General Operating Fund #8600		
Description	Payee	Amount
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	\$ 65,639.28
Unit 40 Contract Services		\$ 38,108.17
Contract Services: MARCS, Postage, software, volunteer BG checks	Treas. Of State, USPS, US Bank (Adobe, BIB, Logistics)	\$ 14,331.47
Training & Reimbursements: Training, event registration	Leadership Portage, US Bank (OPRA, Blueberry Hill)	\$ 4,029.00
Registration Fees: PCTA meeting	Portage Co Township Assoc	\$ 20.00
Utilities: Natural gas at 2 locations, electric at 6 locations	Ohio Edison, US Bank (Spectrum, AT&T)	\$ 921.36
Advertising-Marketing: PARTA signage, legal ads	US Bank (Gannett)	\$ 4,321.15
Maintenance & Repairs: portable toilet service	Portage Portable Toilet, US Bank (Kimble, COIA, NAPA)	\$ 388.43
Leases: copiers	Konica Minolta	\$ 401.84
Prof & Tech Services: banner printing	Print & Sign Express	\$ 1,476.00
Audit Services: State and independent auditor fees.	Auditor of State	\$ 20.50
Auditor-Treasurer Fees:	PC Auditor/Treasurer	\$ 11,456.68
DRETAC: share of fees to enforce property tax payment	PC Auditor/Treasurer	\$ 741.74
Unit 50 Materials & Supplies		\$ 2,651.64
Admin. Materials & Supplies: office paper, supplies	US Bank (Amazon)	\$ 351.74
Uniforms: boots	US Bank (Red Wing)	\$ 148.96
Maintenance Materials & Supplies: small tools	US Bank (Tractor Supply)	\$ 20.55
Fuel: Gasoline and diesel	City of Ravenna	\$ 1,429.81
Natural Areas Materials & Supplies: hardware, plants	US Bank (Lowe's, Petitti's, Battaglia's, Walmart, McMaster-Carr)	\$ 609.59
Furniture and Fixtures: signage	Bright Idea	\$ 90.99
Unit 60 Capital		\$ 6,043.13
Construction: Dix Park	Eclipse Companies	\$ 6,043.13
GENERAL FUND	GRAND TOTAL ALL UNITS 30 THROUGH 90	\$ 112,442.22

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 August 2023.

Upon a motion by **C. Engelhart** and second by **A. Orashan**, the vote was as follows:

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

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on September 18, 2023.


Christine Craycroft, Executive Director

RESOLUTION 2023-56

Re: Portage Park District 2024 Tax Levy Certification Authorization per ORC 5705.34

WHEREAS: By the Board of Commissioners of the Portage Park District, Portage County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2024; and

WHEREAS: The Budget Commission of Portage County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of the tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation, and

WHEREAS: The estimated inside 10 mill limit revenue is \$0.00 and estimated outside 10 Mill Limit tax revenue for the year 2024 is \$1,823,767.00, therefore be it

RESOLVED: By the Board of Commissioners of the Portage Park District, Portage County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, are hereby accepted, and that there be, and is hereby levied on the tax duplicate of said District, the rate of each tax necessary to be levied within and without the ten mill limitation as follows in Schedules A & B. The Executive Director is hereby directed to submit a copy of this resolution to the Portage County Auditor

Schedule A: Summary of Accounts Required from General Property Tax Approved by Budget Commission:

Auditor's Estimated Tax Rates

FUND	Amount Approved by Budget Commission Inside 10 Mill Limit	Amount to be Derived from Levies Outside 10 Mill Limit	County Auditor's Estimate of Tax Rate to be Levied	
			Inside 10 Mill Limit	Outside 10-Mill Limit
General Fund	0	\$1,823,767	0	0.50 Mills

Schedule B: Levies Outside 10 Mill Limitation

Levy Purpose	Date of Vote & Duration of Levy	Maximum Rate Authorized to be Levied	County Auditor's Estimate of Yield of Levy
Operations and improvements to Park District	5/6/2014 10 years	0.50 Mills	\$1,823,767

Upon a motion by **T. Hrdy** and seconded by **C. Engelhart**, the vote was as follows:

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

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on September 18, 2023.


Christine Craycroft, Executive Director