

Portage Park District
Board of Commissioners Regular Meeting
February 13, 2023 6:00 pm
PPD Operations Center
8505 Nicodemus Road
Shalersville, OH 44266



Agenda

1. Roll Call
2. Public Comment: *Note: members of the public wishing to speak are asked to sign in. Comments will be limited to two minutes per person.*
3. Approve minutes of the January 9, 2023 Regular Meeting
4. Presentation and approval of Financial Statement: January 2023 MTD and YTD Budget Report and Cash Balance Reports; 2022 YTD FINAL Report
5. Executive Director/Staff Update
6. Other Information/Briefing Items/Policy Updates:
 - a. DRAFT Personnel Policy Amendments
 - b. Brady Interlocking Switch Tower bid set
 - c. Ranger policies
7. Old Business and approval of action items: RESOLUTION: Authorize Brady Tower Improvements bidding
8. New Business and approval of action items:
 - a. RESOLUTION: Approve January 2023 Expenditures with Then and Now certificates
 - b. RESOLUTION: Authorize Appropriations Amendment 1
 - c. RESOLUTION: Authorize Shinn settlement agreement
 - d. RESOLUTION: Authorize Camp Spelman conservation easement
 - e. RESOLUTION: Authorize Camp Spelman purchase and sale agreement
 - f. RESOLUTION: Authorize mitigation partner agreement with TNC for the Bird Family Bog
 - g. RESOLUTION: Authorize renewal of fuel purchase agreement with City of Ravenna
 - h. RESOLUTION: Authorize Purchase Agreement with Jerry and Heather Carlton for HWT ROW
 - i. DISCUSSION: 2014 ½ mill levy expiration and future funding options
9. Executive Session: To discuss the sale or purchase of real estate and the hiring or compensation of personnel

**Portage Park District
Board of Commissioners Regular Meeting
January 9, 2023, 6:00 pm**

**PPD Operations Center
8505 Nicodemus Road
Shalersville, OH 44266**



Minutes

President of the Board Commissioner Kurt Ruehr called the meeting to order at 6:05 pm

1. Roll Call: Commissioners present: Commissioner Englehart, Commissioner Hrdy, Commissioner Ruehr. Commissioner Orashan had an excused absence. Staff Present: Christine Craycroft, Executive Director; Craig Alderman, Operations Manager; Bob Lange, Natural Areas Steward; Eric Seachrist, Office Manager, Holly Stoneberg, Education Program Coordinator.
2. Public Comment: None
3. Approve minutes of the December 12, 2022 Regular Meeting: Upon a motion by Hrdy and second by Englehart, the minutes were approved. (JE 2023-01)
4. Presentation and approval of Financial Statement: The December 2022 Financial Reports were reviewed by the Board. Upon a motion by Englehart, seconded by Hrdy the December reports were approved. (JE 2023-02).
5. Executive Director and Staff Update:
 - a. Craycroft provided updates on administrative efforts by staff toward updating policies and regulations.
 - b. Craycroft indicated that she had continued to receive inquiries from private companies looking for sites for solar energy farms. Information will be forwarded to the Board for further consideration.
 - c. Craycroft reported that Commissioner Hrdy was sworn in for another three year term by Judge Smith.
 - d. Alderman provided an update on project management efforts at Dix Park, stating that the new structure's concrete pad had been poured, and that if weather conditions allowed, the construction of the pavilion itself could begin later January.
 - e. Alderman reported that asbestos abatement at the residential structure in Towner's Woods had been concluded, and that Habitat for Humanity would spend several days at the structure reclaiming materials for re-purpose/re-use. After their work is concluded, the demolition contractor will begin work.
 - f. Craycroft introduced the Education Program Coordinator, Holly Stoneberg, who provided the report on public engagement and education. Stoneburg discussed recent hikes led by Chief Ranger Nietert and herself.
 - g. Lange reported on natural areas stewardship, stating that staff member Tomas Curtis continues

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

to identify rare mosses in PPD properties at Bird Family Bog!

- h. Lange noted that his staff have been making use of the winter months to reorganizing GIS files for property and NAS inventories, which should prove both valuable and useful to PPD operations in the future.

6. Other Information/Briefing Items/Policy Updates:

- a. Draft Crystal Lake project grant budget and acquisition agreement - Craycroft discussed the progress of acquisitions and easements related to Crystal Lake. Craycroft contacted the parcel owner of the property that would provide road frontage access to the Crystal Lake property. The landowner has stated she has no desire to sell the land. Craycroft stated this will interrupt further progress for the project and prevent the ability to apply for the CleanOhio grant that would have contributed to the project.
- a. Ravenna Road Bridge improvement plans and ROW request – Craycroft shared the site plans for this project and discussed the timeline for the County’s project, which will extend into 2025.

7. Old Business and approval of action items:

RESOLUTION: Authorize bidding Brady Tower Improvements: The transfer of title was not yet complete. Upon a motion by Englehart and second by Hrdy, the resolution was tabled. (JE 2023-03)

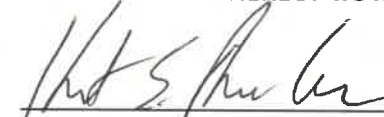
8. New Business and approval of action items:

- a. December 2022 Expenditures: The Board and staff discussed December expenditures. Upon a motion by Hrdy and second by Englehart, **RESOLUTION 2023-01** was unanimously approved.
- b. Approve donation from Portage Park District Foundation for \$45,020: Upon a motion by Englehart and second by Hrdy **RESOLUTION 2023-02** was unanimously approved.
- c. Approve pending donation from the estate of Dennis Babareka: Hrdy asked what follow-up had been taken to this donation. Craycroft stated contact information had been identified and a note of thanks would be mailed. Hrdy suggested that the monies from the donation be used for Headwaters Trail improvements since Mr Babareka was a marathon runner and a resident of Mantua, and that such information be relayed to members of Babareka’s family. Upon a motion by Hrdy and second by Englehart, the motion was approved as **RESOLUTION 2023-03**.
- d. Authorize Transfer Agreement from Portage County for Towner’s Woods: Upon a motion by Englehart and second by Hrdy, **RESOLUTION 2023-04** was unanimously approved.
- e. Authorize Transfer Agreement from Portage County for Franklin Connector: Upon a motion by Hrdy and second by Englehart, **RESOLUTION 2023-05** was unanimously approved.
- f. Authorize Purchase and Sale Agreement with Willis Thomas: As information pertaining to the purchase was still pending, Englehart moved to table the resolution. Hrdy seconded the motion. **RESOLUTION 2023-06** was tabled for a later meeting (JE 2023-04).
- g. Authorize Clean Ohio grant application for Crystal Lake Phase I Acquisition: Because property instrumental to the application for this grant could not be purchased at this time, the draft resolution was stricken from the agenda (JE 2023-05).

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- h. Authorize Right of Way agreements for Ravenna Road bridge replacement: Upon a motion by Hrды and second by Englehart, **RESOLUTION 2023-07** was unanimously approved.
 - i. Adjust pay scale for Office Manager job description: Craycroft explained that as a result of pay increase of 5% for all personnel made in alignment with County personnel, the increase necessitated an adjustment to the current Office Manager pay scale, making it \$19 to \$34 per hour. Upon a motion by Hrды and second by Englehart, **RESOLUTION 2023-08** was unanimously approved.
9. Adjourn: Upon a motion by Englehart and second by Hrды, the meeting was unanimously adjourned at 7:08 pm.

IN TESTIMONY WHEREOF we hereunto set our hands, February 13, 2023


Kurt Ruehr, President of the Board


Christine Craycroft, Executive Director

General Operating Fund #8600		
Description	Payee	Amount
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	\$ 67,412.34
Unit 40 Contract Services		\$ 11,553.20
Contract Services: MARCS, LEADS, copier, insurance, Adobe, BIB BG check, RE appraisals, printing, volunteer software	Ohio State Highway Patrol (LEADs), E.H. Sutton Insurance, Portage County Regional Planning, Akron Appraisal Group, US Bank *	\$ 5,142.08
Training and Membership: Ohio Forestry Association, OPRA conference, WRLC, Cuyahoga Soil and Water	US Bank	\$ 1,330.94
Utilities: Natural gas at 2 locations, electric at 6 locations, internet at Ops Center, staff phones & devices.	Dominion Energy Ohio, Ohio Edison, US Bank	\$ 2,409.56
Advertising-Marketing: legal ads; Meta (Facebook), Gannett, Google, Sendible.com, National Cinemedia	US Bank	\$ 2,291.34
Maintenance & Repairs: vehicle maintenance, refuse hauling	US Bank	\$ 379.28
Unit 50 Materials & Supplies		\$ 5,444.42
Admin. Materials & Supplies: postage, office supplies, paper	US Bank	\$ 663.40
Uniforms: Clothing; boots, volunteer shirts	US Bank	\$ 567.92
Office Equipment and furnishings: laptops	Dell	\$ 2,263.93
Maintenance Materials & Supplies: paint, small tools and parts, signage, lumber	US Bank	\$ 438.00
Fuel: Gasoline and diesel	City of Ravenna	\$ 1,448.30
Natural Areas Materials & Supplies: hardware; seed, bags	US Bank	\$ 62.87
Unit 60 Capital		\$ 162,053.29
Construction: Dix Park Shelter	Hartville Barn Boys, Eclipse	\$ 138,809.29
Construction: Towner's Woods Residential Building	SafeAir	\$ 15,600.00
Engineering: Dix Park Shelter	Karpinski	\$ 4,500.00
Engineering/Architecture Projects: Season's Road Fen	Hammontree & Assoc.	\$ 444.00
Engineering: Trail Lake Picnic Area	Karpinski	\$ 2,700.00
Unit 90 General Admin		\$ -
GENERAL FUND	GRAND TOTAL ALL UNITS 30 THROUGH 90	\$ 246,463.25

* Note: a "Then and Now" approval is necessary for the US Bank credit card statement due for the month. The statement balance was \$7,368.72.

PORTAGE PARK DISTRICT Month to Date and Year To Date Budget & Cash Balance Report for January 2023 GENERAL FUND				
BEGINNING AUDITOR'S CASH BALANCE January 1			\$	2,897,413.62
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	January MTD ACTUAL	YTD Percentage Collected of Budget
152000 Contract Services	1,000.00	0.00	0.00	0.0%
15300 Fees	100.00	0.00	0.00	0.0%
160000 Gifts & Donations	6,650.00	0.00	0.00	0.0%
192400 State Aid/Subsidy	85,000.00	0.00	0.00	0.0%
General Program Revenues subtotal	92,750.00	0.00	0.00	0.0%
200300 Real Estate Homestead Rollback (from State)	32,744.00	0.00	0.00	0.0%
221000 Real Estate Tax	1,791,023.00	0.00	0.00	0.0%
230000 Interest	10,000.00	0.00	0.00	0.0%
241000 Oil & Gas Leases	10,000.00	2,838.85	2,838.85	28.4%
243000 Credit Card Incentives	1,000.00	0.00	0.00	0.0%
General Operations Revenue	1,844,767.00	2,838.85	2,838.85	0.2%
SUBTOTAL REVENUES	1,937,517.00	2,838.85	2,838.85	0.1%
2022 Cash Carryover		2,897,413.62		100.0%
TOTAL REVENUES, CARRYOVER & OTHER SOURCES	1,937,517.00	2,900,252.47	2,900,252.47	149.7%
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	January MTD ACTUAL	YTD Percentage Expended of Budget
311200 FT Employee Salaries	640,000.00	44,519.69	44,519.69	7.0%
311300 PT Employee Salaries	100,000.00	5,950.82	5,950.82	6.0%
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	0.00	0.00	0.0%
321010 PERS	103,600.00	7,065.87	7,065.87	6.8%
321200 Medicare	10,730.00	714.99	714.99	6.7%
321300 Workers Compensation	9,452.00	857.97	857.97	9.1%
321400 Unemployment	10,000.00	0.00	0.00	0.0%
321500 Health Benefits	300,000.00	8,303.00	8,303.00	2.8%
30 Personal Services Unit Total	1,227,782.00	67,412.34	67,412.34	5.5%
400000 Admin Contractual Services	40,000.00	5,142.08	5,142.08	12.9%
400100 Training, Lodging & Memberships	15,000.00	1,330.94	1,330.94	8.9%
400101 Registration Fees	0.00	0.00	0.00	
410000 Utilities: AT&T, Dominion, Ohio Edison, Verizon	20,000.00	2,409.56	2,409.56	12.0%
412000 Advertising, Marketing & Events	18,000.00	2,291.34	2,291.34	12.7%
413000 Maintenance & Repairs	30,000.00	379.28	379.28	1.3%
414000 Rentals and Leases	100.00	0.00	0.00	0.0%
414100 Leases	2,000.00	0.00	0.00	0.0%
428400 Auditor/Treasurer Fee	25,000.00	0.00	0.00	0.0%
428500 DRETAC	10,000.00	0.00	0.00	0.0%
492100 Local Share	78,400.00	0.00	0.00	0.0%
40 Contractual Services Unit Total	238,500.00	11,553.20	11,553.20	4.8%
500000 Admin Materials & Supplies	15,000.00	663.40	663.40	4.4%
509000 Uniforms	8,000.00	567.92	567.92	7.1%
510000 Office Equipment & Furnishings	5,213.00	2,263.93	2,263.93	43.4%
530000 Maintenance Materials & Supplies	30,000.00	438.00	438.00	1.5%
542000 Fuel	20,000.00	1,448.30	1,448.30	7.2%
544000 Natural Areas Materials & Supplies	30,000.00	62.87	62.87	0.2%
596300 Equipment Less than \$5000	5,000.00	0.00	0.00	0.0%
596600 Furniture & Fixtures	10,000.00	0.00	0.00	0.0%
50 Materials & Supplies Unit Total	123,213.00	5,444.42	5,444.42	4.4%
610000 Land/Easement Purchase	250,000.00	0.00	0.00	0.0%
610000 Land/Easement Purchase-Bird Bog	2,502.00	0.00	0.00	0.0%
680000 Construction Projects	100,000.00	0.00	0.00	0.0%
680000 Construction Projects DXPAV	180,320.00	138,809.29	138,809.29	77.0%
680000 Construction Projects TLTRL	103,500.00	0.00	0.00	0.0%
680000 Construction Projects TWBLD	35,160.00	15,600.00	15,600.00	44.4%
683000 Engineering Projects	300,000.00	0.00	0.00	0.0%
683000 Engineering Projects DXPAV	8,100.00	4,500.00	4,500.00	55.6%
683000 Engineering Projects - SRFDB - Seasons Rd Fen Design Build Restoration Project	28,992.00	444.00	444.00	1.5%
683000 Engineering Projects - TLTRL- Trail Lake Picnic Area	8,000.00	2,700.00	2,700.00	33.8%
683000 Engineering Projects - TWBRD Brady Tower	20,970.00	0.00	0.00	0.0%
60 Capital Outlay Unit Total	1,037,544.00	162,053.29	162,053.29	15.6%
910000 Transfer Out	500,000.00	0.00	0.00	0.0%
946720 Tax Levy Assessment	20,000.00	0.00	0.00	0.0%
90 Miscellaneous Expenses Unit Total	520,000.00	0.00	0.00	0.0%
GRAND TOTAL EXPENDITURES & OTHER USES	3,147,039.00	246,463.25	246,463.25	7.8%
ENDING AUDITOR'S CASH BALANCE January 31 (= Cash Carryover + YTD Revenues- YTD Expenses) (Also = Auditor Beginning cash balance January 1st + MTD revenues - MTD expenses)			\$	2,653,789.22

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 01

JOURNAL DETAIL 2023 1 TO 2023 1

ACCOUNTS FOR:	PORTAGE Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
86009091	Park General Admin PR							
8600-70-90-909-000-00-10-152000-		-1,000	Contract Services -1,000	.00		.00	-1,000.00	.0%*
2023/01/000147 01/01/2023 BUC	-1,000.00 REF					ORIGINAL BUDGET 2023		
8600-70-90-909-000-00-10-153000-		-100	Fees -100	.00		.00	-100.00	.0%*
2023/01/000147 01/01/2023 BUC	-100.00 REF					ORIGINAL BUDGET 2023		
8600-70-90-909-000-00-10-160000-		-6,650	Gifts And Donations -6,650	.00		.00	-6,650.00	.0%*
2023/01/000147 01/01/2023 BUC	-6,650.00 REF					ORIGINAL BUDGET 2023		
8600-70-90-909-000-00-10-192400-		-85,000	State Aid/Subsidy -85,000	.00		.00	-85,000.00	.0%*
2023/01/000147 01/01/2023 BUC	-85,000.00 REF					ORIGINAL BUDGET 2023		
TOTAL Park General Admin PR	-92,750		-92,750	.00		.00	-92,750.00	.0%
86009092	Park General Admin OR							
8600-70-90-909-000-00-20-200300-		0	Real Estate Homestead Rollback -32,744	.00		.00	-32,744.00	.0%*
2023/01/000196 01/10/2023 BUA	-32,744.00 REF Supple							
8600-70-90-909-000-00-20-221000-		-1,791,023	Real Estate Tax -1,791,023	.00		.00	-1,791,023.00	.0%*
2023/01/000147 01/01/2023 BUC	-1,791,023.00 REF					ORIGINAL BUDGET 2023		
8600-70-90-909-000-00-20-230000-		-10,000	Interest -10,000	.00		.00	-10,000.00	.0%*
2023/01/000147 01/01/2023 BUC	-10,000.00 REF					ORIGINAL BUDGET 2023		

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 01

JOURNAL DETAIL 2023 1 TO 2023 1

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	NTD ACTUAL	ENG/REQ	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
8600-70-90-909-000-00-20-241000-							
2023/01/000147 01/01/2023 BUC	-10,000.00 REF	Oil Leases	-2,838.85	-2,838.85		.00	28.4%*
2023/01/000241 01/09/2023 CRP	-1,153.17 REF	405076					
2023/01/000707 01/12/2023 CRP	-271.28 REF	CUSTOMER					
2023/01/000707 01/12/2023 CRP	-594.38 REF	Diversified Gas & Oil					
2023/01/001439 01/30/2023 CRP	-162.21 REF	Petrox, Inc					
2023/01/001439 01/30/2023 CRP	-657.81 REF	William S. Miller, I					
8600-70-90-909-000-00-20-243000-							
2023/01/000147 01/01/2023 BUC	-1,000.00 REF	Credit Card Incentives				.00	.0%*
TOTAL Park General Admin OR	-1,812,023	-1,844,767	-2,838.85	-2,838.85		.00	.2%
8600-70-90-909-000-00-30-311200-							
2023/01/000034 01/06/2023 PRJ	21,278.40 REF	Employee Full Time Salaries	44,519.69	44,519.69		.00	7.0%
2023/01/000147 01/01/2023 BUC	640,000.00 REF	640,000					
2023/01/000520 01/20/2023 PRJ	23,241.29 REF	012023					
8600-70-90-909-000-00-30-311300-							
2023/01/000034 01/06/2023 PRJ	3,030.88 REF	Part Time/Seasonal Salaries	5,950.82	5,950.82		.00	6.0%
2023/01/000147 01/01/2023 BUC	100,000.00 REF	100,000					
2023/01/000520 01/20/2023 PRJ	2,919.94 REF	012023					
8600-70-90-909-000-00-30-312100-							
2023/01/000147 01/01/2023 BUC	2,000.00 REF	Sick Leave Conversion				.00	.0%
8600-70-90-909-000-00-30-313000-							
2023/01/000147 01/01/2023 BUC	2,000.00 REF	Employee Overtime				.00	.0%
2023/01/000147 01/01/2023 BUC	2,000.00 REF	2,000					

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 01

JOURNAL DETAIL 2023 1 TO 2023 1

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
8600-70-90-909-000-00-30-314000-							
2023/01/000147 01/01/2023 BUC	50,000	Retirement/Termination Payoff 50,000	.00	.00	.00	50,000.00	.0%
8600-70-90-909-000-00-30-321010-							
2023/01/000034 01/06/2023 PRJ	103,600	PERS 103,600	7,065.87	7,065.87	.00	96,534.13	6.8%
2023/01/000147 01/01/2023 BUC	3,403.29 REF 010623				WARRANT=010623 RUN=4 PAYROLL ORIGINAL BUDGET 2023		
2023/01/000520 01/20/2023 PRJ	3,662.58 REF 012023				WARRANT=012023 RUN=4 PAYROLL		
8600-70-90-909-000-00-30-321200-							
2023/01/000034 01/06/2023 PRJ	10,730	Medicare 10,730	714.99	714.99	.00	10,015.01	6.7%
2023/01/000147 01/01/2023 BUC	344.08 REF 010623				WARRANT=010623 RUN=4 PAYROLL ORIGINAL BUDGET 2023		
2023/01/000520 01/20/2023 PRJ	10,730.00 REF 012023				WARRANT=012023 RUN=4 PAYROLL		
8600-70-90-909-000-00-30-321300-							
2023/01/000034 01/06/2023 PRJ	9,452	Workers Compensation 9,452	857.97	857.97	.00	8,594.03	9.1%
2023/01/000147 01/01/2023 BUC	413.26 REF 010623				WARRANT=010623 RUN=4 PAYROLL ORIGINAL BUDGET 2023		
2023/01/000520 01/20/2023 PRJ	9,452.00 REF 012023				WARRANT=012023 RUN=4 PAYROLL		
8600-70-90-909-000-00-30-321400-							
2023/01/000034 01/06/2023 PRJ	10,000	Unemployment 10,000	.00	.00	.00	10,000.00	.0%
2023/01/000147 01/01/2023 BUC	10,000.00 REF				ORIGINAL BUDGET 2023		
8600-70-90-909-000-00-30-321500-							
2023/01/000034 01/06/2023 PRJ	300,000	Health Benefits 300,000	8,303.00	8,303.00	.00	291,697.00	2.8%
2023/01/000147 01/01/2023 BUC	4,151.50 REF 010623				WARRANT=010623 RUN=4 PAYROLL ORIGINAL BUDGET 2023		
2023/01/000520 01/20/2023 PRJ	300,000.00 REF 012023				WARRANT=012023 RUN=4 PAYROLL		
TOTAL Park General Admin PS	1,227,782	1,227,782	67,412.34	67,412.34	.00	1,160,369.66	5.5%
8600-70-90-909-000-00-40-400000-							
2023/01/000146 01/01/2023 BUA	30,000	Contractual Services 40,000	5,142.08	5,142.08	18,407.92	16,450.00	58.9%
	10,000.00 REF				ENCUMBRANCE CARRY FORWARD 2023		



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FOR 2023 01

JOURNAL DETAIL 2023 1 TO 2023 1

AVAILABLE	PCT
BUDGET	USE/COL

8600 Portage Park District

8600-70-90-909-000-00-00-40-400000-

Contractual services

[illegible]

8600-70-90-909-000-00-00-40-400100-

Training & Membership	1,330.94	1,330.94	9,669.06	4,000.00	73.3%
15,000					

DATE	DESCRIPTION	AMOUNT	CHECK	ACCOUNT
2023/01/000147	BUC	15,000.00	REF	PO 127656
2023/01/000177	POE	7,000.00	VND	PO 002485
2023/01/000787	POE	2,500.00	VND	PO 003815
2023/01/000787	POE	1,500.00	VND	PO 048718
2023/01/000945	POE	500.00	VND	PO 031768
2023/01/000945	POE	500.00	VND	PO 027931
2023/01/001261	API	1,330.94	VND	VCH700164
2023/01/001261	POL	-1,330.94	VND	PO 002485
2023/01/001261	POL	-1,330.94	VND	PO 127656
2023/01/000147	BUC	15,000.00	REF	PO 127656
2023/01/000177	POE	7,000.00	VND	PO 002485
2023/01/000787	POE	2,500.00	VND	PO 003815
2023/01/000787	POE	1,500.00	VND	PO 048718
2023/01/000945	POE	500.00	VND	PO 031768
2023/01/000945	POE	500.00	VND	PO 027931
2023/01/001261	API	1,330.94	VND	VCH700164
2023/01/001261	POL	-1,330.94	VND	PO 002485
2023/01/001261	POL	-1,330.94	VND	PO 127656

8600-70-90-909-000-00-00-40-400101-

Registration Fees	0	.00	50.00	-50.00	100.00*
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2023/01/000787 01/19/2023 POE

PO CO TOWNSHIP ASSOC MISC. ITEMS(DUES, FEES, ETC

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 01

JOURNAL DETAIL 2023 1 TO 2023 1

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
8600-70-90-909-000-00-40-410000-		Utilities 20,000	2,409.56	2,409.56	18,590.44	-1,000.00	105.0%*
2023/01/000147 01/01/2023 BUC	20,000.00 REF						
2023/01/000674 01/18/2023 POE	10,000.00 VND	002875 PO 127563					
2023/01/000787 01/19/2023 POE	8,500.00 VND	002485 PO 127656					
2023/01/000787 01/19/2023 POE	2,500.00 VND	002844 PO 127660					
2023/01/001261 01/19/2023 API	210.67 VND	002844 VCH699487					
2023/01/001261 01/19/2023 POL	-210.67 VND	002844 PO 127660					
2023/01/001261 01/19/2023 API	53.32 VND	002844 VCH699488					
2023/01/001261 01/19/2023 POL	-53.32 VND	002844 PO 127660					
2023/01/001261 01/19/2023 API	67.13 VND	002844 VCH699489					
2023/01/001261 01/19/2023 POL	-67.13 VND	002844 PO 127660					
2023/01/001261 01/19/2023 API	105.39 VND	002875 VCH699380					
2023/01/001261 01/19/2023 POL	-105.39 VND	002875 PO 127563					
2023/01/001261 01/19/2023 API	73.73 VND	002875 VCH699387					
2023/01/001261 01/19/2023 POL	-73.73 VND	002875 PO 127563					
2023/01/001261 01/19/2023 API	262.34 VND	002875 VCH699391					
2023/01/001261 01/19/2023 POL	-262.34 VND	002875 PO 127563					
2023/01/001261 01/19/2023 API	54.83 VND	002875 VCH699395					
2023/01/001261 01/19/2023 POL	-54.83 VND	002875 PO 127563					
2023/01/001261 01/19/2023 API	116.12 VND	002875 VCH699399					
2023/01/001261 01/19/2023 POL	-116.12 VND	002875 PO 127563					
2023/01/001261 01/19/2023 API	89.54 VND	002875 VCH699402					
2023/01/001261 01/19/2023 POL	-89.54 VND	002875 PO 127563					
2023/01/001261 01/19/2023 API	1,376.49 VND	002485 VCH700164					
2023/01/001261 01/19/2023 POL	-1,376.49 VND	002485 PO 127656					
8600-70-90-909-000-00-40-412000-		Advertising, Marketing, Events 18,000	2,291.34	2,291.34	5,708.66	10,000.00	44.4%
2023/01/000147 01/01/2023 BUC	18,000.00 REF						
2023/01/000787 01/19/2023 POE	7,500.00 VND	002485 PO 127656					
2023/01/000787 01/19/2023 POE	500.00 VND	003483 PO 127668					
2023/01/001261 01/19/2023 API	2,291.34 VND	002485 VCH700164					
2023/01/001261 01/19/2023 POL	-2,291.34 VND	002485 PO 127656					
8600-70-90-909-000-00-40-413000-		Maintenance & Repairs 30,000	379.28	379.28	26,220.72	3,400.00	88.7%
2023/01/000147 01/01/2023 BUC	30,000.00 REF						
2023/01/000402 01/12/2023 POE	600.00 VND	001116 PO 126932					
2023/01/000787 01/19/2023 POE	1,000.00 VND	008545 PO 127689					
2023/01/000890 01/23/2023 POM	20,000.00 VND	002485 PO 127656					
2023/01/000945 01/23/2023 POE	5,000.00 VND	033051 PO 127905					
2023/01/001261 01/19/2023 API	379.28 VND	002485 VCH700164					
2023/01/001261 01/19/2023 POL	-379.28 VND	002485 PO 127656					

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 01

JOURNAL DETAIL 2023 1 TO 2023 1

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	NTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
8600-70-90-909-000-00-40-414000-	100	Rentals & Leases 100	.00	.00	.00	100.00	.0%
2023/01/000147 01/01/2023 BUC	100.00 REF	Leases 2,000	.00	.00	2,000.00	.00	100.0%
8600-70-90-909-000-00-40-414100-	2,000						
2023/01/000147 01/01/2023 BUC	2,000.00 REF						
2023/01/0001341 01/25/2023 POE	2,000.00 VND	001310 PO 20230191 KONICA MINOLTA BUSIN NEW EQUIPT PURCHASE OR LEASE					
8600-70-90-909-000-00-40-428400-	25,000	Auditor/Treasurer Fee Expense 25,000	.00	.00	.00	25,000.00	.0%
2023/01/000147 01/01/2023 BUC	25,000.00 REF						
8600-70-90-909-000-00-40-428500-	10,000	DRETAC 10,000	.00	.00	.00	10,000.00	.0%
2023/01/000147 01/01/2023 BUC	10,000.00 REF						
8600-70-90-909-000-00-40-492100-	78,400	Local Share 78,400	.00	.00	.00	78,400.00	.0%
2023/01/000147 01/01/2023 BUC	78,400.00 REF						
TOTAL Park General Admin CS	228,500	238,500	11,553.20	11,553.20	80,646.80	146,300.00	38.7%
86009095 Park General Admin WS							
8600-70-90-909-000-00-50-500000-	15,000	Admin Materials & Supplies 15,000	663.40	663.40	8,836.60	5,500.00	63.3%
2023/01/000147 01/01/2023 BUC	15,000.00 REF						
2023/01/000787 01/19/2023 POE	7,500.00 VND	002485 PO 127656 US BANK					
2023/01/001261 01/19/2023 API	663.40 VND	002485 VCH700164 US BANK					
2023/01/001261 01/19/2023 POL	-663.40 VND	002485 PO 127656 US BANK					
2023/01/001341 01/25/2023 POE	2,000.00 VND	001310 PO 20230191 KONICA MINOLTA BUSIN NEW EQUIPT PURCHASE OR LEASE					
8600-70-90-909-000-00-50-509000-	8,000	Uniforms 8,000	567.92	567.92	8,432.08	-1,000.00	112.5%*
2023/01/000147 01/01/2023 BUC	8,000.00 REF						
2023/01/000787 01/19/2023 POE	8,000.00 VND	002485 PO 127656 US BANK					
2023/01/000787 01/19/2023 POE	1,000.00 VND	004003 PO 127679 PRIMAL SCREEN INC					
2023/01/001261 01/19/2023 API	567.92 VND	002485 VCH700164 US BANK					

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 01

JOURNAL DETAIL 2023 1 TO 2023 1

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
8600-70-90-909-000-00-50-509000-							
2023/01/0001261 01/19/2023 POL	-567.92 VND	002485 PO 127656	US BANK		**Account 5591 8400 0101 02023		
8600-70-90-909-000-00-50-510000-							
2023/01/000146 01/01/2023 BUA	3,000	Office Equipment & Furnishings		2,263.93	2,449.07	500.00	90.4%
2023/01/000147 01/01/2023 BUC	2,213.00 REF	5,213			ENCUMBRANCE CARRY FORWARD 2023		
2023/01/000787 01/19/2023 POE	3,000.00 REF				ORIGINAL BUDGET 2023		
2023/01/001261 01/19/2023 API	2,500.00 VND	002485 PO 127656	US BANK		MISC SVCS PERSONAL Account 559	518908	
2023/01/001261 01/19/2023 POL	2,213.00 VND	004928 VCH699364	DELL MARKETING LP		**2693769		
2023/01/001261 01/19/2023 API	-2,213.00 VND	004928 PO 126108	DELL MARKETING LP		**2693769	2022	
2023/01/001261 01/19/2023 POL	50.93 VND	002485 VCH700164	US BANK		**Account 5591 8400 0101 0984	518994	
2023/01/001261 01/19/2023 POL	-50.93 VND	002485 PO 127656	US BANK		**Account 5591 8400 0101 02023		
8600-70-90-909-000-00-50-530000-							
2023/01/000147 01/01/2023 BUC	30,000	Maintenance Materials/Supp		438.00	19,562.00	10,000.00	66.7%
2023/01/000787 01/19/2023 POE	30,000.00 REF	30,000			ORIGINAL BUDGET 2023		
2023/01/000890 01/23/2023 POM	40,000.00 VND	002485 PO 127656	US BANK		MISC SVCS PERSONAL Account 559	518994	
2023/01/001261 01/19/2023 API	-20,000.00 VND	002485 PO 127656	US BANK		ES		
2023/01/001261 01/19/2023 POL	438.00 VND	002485 VCH700164	US BANK		**Account 5591 8400 0101 0984		
2023/01/001261 01/19/2023 POL	-438.00 VND	002485 PO 127656	US BANK		**Account 5591 8400 0101 02023		
8600-70-90-909-000-00-50-542000-							
2023/01/000147 01/01/2023 BUC	20,000	Fuel		1,448.30	16,051.70	2,500.00	87.5%
2023/01/000787 01/19/2023 POE	20,000.00 REF	20,000			ORIGINAL BUDGET 2023		
2023/01/001261 01/19/2023 API	17,500.00 VND	004271 PO 127682	RAVENNA CITY		FUEL, OIL, GREASE & LUBRICANTP	518969	
2023/01/001261 01/19/2023 POL	1,448.30 VND	004271 VCH699971	RAVENNA CITY		**December 2022 Gas and Diesel		
2023/01/001261 01/19/2023 POL	-1,334.40 VND	004271 PO 127682	RAVENNA CITY		**December 2022 Gas and Diesel		
2023/01/001261 01/19/2023 POL	-113.90 VND	004271 PO 127682	RAVENNA CITY		**December 2022 Gas and Diesel		
8600-70-90-909-000-00-50-544000-							
2023/01/000147 01/01/2023 BUC	30,000	Natural Area Materials & Supp		62.87	14,937.13	15,000.00	50.0%
2023/01/000787 01/19/2023 POE	30,000.00 REF	30,000			ORIGINAL BUDGET 2023		
2023/01/001261 01/19/2023 API	15,000.00 VND	002485 PO 127656	US BANK		MISC SVCS PERSONAL Account 559	518994	
2023/01/001261 01/19/2023 POL	62.87 VND	002485 VCH700164	US BANK		**Account 5591 8400 0101 0984		
2023/01/001261 01/19/2023 POL	-62.87 VND	002485 PO 127656	US BANK		**Account 5591 8400 0101 02023		
8600-70-90-909-000-00-50-596300-							
2023/01/000147 01/01/2023 BUC	5,000	Equipment Less Than \$5000		.00	6,000.00	-1,000.00	120.0%*
2023/01/000787 01/19/2023 POE	5,000.00 REF	5,000			ORIGINAL BUDGET 2023		
2023/01/000787 01/19/2023 POE	6,000.00 VND	002485 PO 127656	US BANK		MISC SVCS PERSONAL Account 559		

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 01

JOURNAL DETAIL 2023 1 TO 2023 1

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
8600-70-90-909-000-00-50-596600-	10,000	Furniture & Fixtures 10,000	.00	.00	.00	10,000.00	.0%
2023/01/000147 01/01/2023 BUC	10,000.00 REF				ORIGINAL BUDGET 2023		
TOTAL Park General Admin MS	121,000	123,213	5,444.42	5,444.42	76,268.58	41,500.00	66.3%
86009096 Park General Admin CO							
8600-70-90-909-000-00-60-610000-	250,000	Land/Easement Purchase 250,000	.00	.00	8,000.00	242,000.00	3.2%
2023/01/000147 01/01/2023 BUC	250,000.00 REF				ORIGINAL BUDGET 2023		
2023/01/000787 01/19/2023 POE	8,000.00 VND	019522 PO 127690	WESTERN RESERVE LAND VOTING EQUIPT, LAND Conservati				
8600-70-90-909-000-00-60-610000-BRDBG	0	Land Purchase 2,502	.00	.00	2,501.83	.00	100.0%
2023/01/000146 01/01/2023 BUA	2,501.83 REF				ENCUMBRANCE CARRY FORWARD 2023		
8600-70-90-909-000-00-60-680000-	100,000	Construction Projects 100,000	.00	.00	.00	100,000.00	.0%
2023/01/000147 01/01/2023 BUC	100,000.00 REF				ORIGINAL BUDGET 2023		
8600-70-90-909-000-00-60-680000-DXPAP	0	Construction Projects 180,321	138,809.29	138,809.29	40,586.21	925.00	99.5%
2023/01/000146 01/01/2023 BUA	180,320.50 REF				ENCUMBRANCE CARRY FORWARD 2023		
2023/01/001261 01/19/2023 API	115,271.79 VND	051624 VCH699731	ECLIPSE COMPANIES LL	**Dix Park Trailhead App 1		518914	
2023/01/001261 01/19/2023 POL	-115,271.79 VND	051624 PO 20220545	ECLIPSE COMPANIES LL	**Dix Park Trailhead App 12022		518927	
2023/01/001261 01/19/2023 API	23,537.50 VND	051038 VCH699728	HARTVILLE BARN BOYS	**PARK DISTRICT			
2023/01/001261 01/19/2023 POL	-24,462.50 VND	051038 PO 124230	HARTVILLE BARN BOYS	**PARK DISTRICT			
8600-70-90-909-000-00-60-680000-TLTRL	0	Construction Projects 103,500	.00	.00	103,500.00	.00	100.0%
2023/01/000146 01/01/2023 BUA	103,500.00 REF				ENCUMBRANCE CARRY FORWARD 2023		
8600-70-90-909-000-00-60-680000-TWBLD	0	Construction Projects 35,160	15,600.00	15,600.00	19,560.00	.00	100.0%
2023/01/000146 01/01/2023 BUA	35,160.00 REF				ENCUMBRANCE CARRY FORWARD 2023		
2023/01/000801 01/17/2023 API	15,600.00 VND	003702 VCH699071	SAFEAIR CONTRACTORS	**Towner's Woods Park		518456	
2023/01/000801 01/17/2023 POL	-15,600.00 VND	003702 PO 20220546	SAFEAIR CONTRACTORS	**Towner's Woods Park			

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 01

JOURNAL DETAIL 2023 1 TO 2023 1

ACCOUNTS FOR:	PORTAGE Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8600-70-90-909-000-00-60-683000-		300,000	Engineering Projects 300,000	.00	.00	.00	300,000.00	.0%
2023/01/000147 01/01/2023 BUC	300,000.00 REF					ORIGINAL BUDGET 2023		
8600-70-90-909-000-00-60-683000-DXPAY	0	8,100	Engineering Projects 8,100	4,500.00	4,500.00	3,600.00	.00	100.0%
2023/01/000146 01/01/2023 BUA	8,100.00 REF					ENCUMBRANCE CARRY FORWARD 2023		
2023/01/001261 01/19/2023 API	4,500.00 VND		045822 VCH699360	KARPINSKI ENGINEERIN	KARPINSKI ENGINEERIN	**DIX PARK PROJ. 2022-0109A		518932
2023/01/001261 01/19/2023 POL	-4,500.00 VND		045822 PO 126127	KARPINSKI ENGINEERIN	KARPINSKI ENGINEERIN	**DIX PARK PROJ. 2022-01092022		
8600-70-90-909-000-00-60-683000-SRFDB	0	28,992	Engineering Projects 28,992	444.00	444.00	28,548.00	.00	100.0%
2023/01/000146 01/01/2023 BUA	28,992.00 REF					ENCUMBRANCE CARRY FORWARD 2023		
2023/01/000801 01/17/2023 API	222.00 VND		007942 VCH699065	HAMMONTREE & ASSOCIA	HAMMONTREE & ASSOCIA	**PORTAGE PARK DISTRICT 2021		518415
2023/01/000801 01/17/2023 POL	-222.00 VND		007942 PO 116252	HAMMONTREE & ASSOCIA	HAMMONTREE & ASSOCIA	**PORTAGE PARK DISTRICT 2021		
2023/01/000801 01/17/2023 API	222.00 VND		007942 VCH699067	HAMMONTREE & ASSOCIA	HAMMONTREE & ASSOCIA	**PORTAGE PARK DISTRICT 2021		518415
2023/01/000801 01/17/2023 POL	-222.00 VND		007942 PO 116252	HAMMONTREE & ASSOCIA	HAMMONTREE & ASSOCIA	**PORTAGE PARK DISTRICT 2021		
8600-70-90-909-000-00-60-683000-TLTRL	0	8,000	Engineering Projects 8,000	2,700.00	2,700.00	5,300.00	.00	100.0%
2023/01/000146 01/01/2023 BUA	8,000.00 REF					ENCUMBRANCE CARRY FORWARD 2023		
2023/01/001261 01/19/2023 API	2,700.00 VND		045822 VCH699312	KARPINSKI ENGINEERIN	KARPINSKI ENGINEERIN	**TRAIL LAKE PROJ 2021-0063		518932
2023/01/001261 01/19/2023 POL	-2,700.00 VND		045822 PO 116157	KARPINSKI ENGINEERIN	KARPINSKI ENGINEERIN	**TRAIL LAKE PROJ 2021-0062021		
8600-70-90-909-000-00-60-683000-TWBRD	0	20,970	Engineering Projects 20,970	.00	.00	20,970.00	.00	100.0%
2023/01/000146 01/01/2023 BUA	20,970.00 REF					ENCUMBRANCE CARRY FORWARD 2023		
TOTAL Park General Admin Co	650,000	1,037,544	162,053.29	162,053.29	162,053.29	232,566.04	642,925.00	38.0%
86009099 Park General Admin ME								
8600-70-90-909-000-00-60-910000-		500,000	Transfers Out 500,000	.00	.00	.00	500,000.00	.0%
2023/01/000147 01/01/2023 BUC	500,000.00 REF					ORIGINAL BUDGET 2023		

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 01

JOURNAL DETAIL 2023 1 TO 2023 1

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8600 Portage Park District							
8600-70-90-909-000-00-90-946720-							
	20,000	Tax Levy Assessment 20,000	.00	.00	10,000.00	10,000.00	50.0%
2023/01/000147 01/01/2023 BUC	20,000.00 REF				ORIGINAL BUDGET 2023		
2023/01/000787 01/19/2023 POE	10,000.00 VND 004261 PO 127681	PO CO TREASURER			MISC. ITEMS(DUES, FEES, ETC		
TOTAL Park General Admin ME	520,000	520,000	.00	.00	10,000.00	510,000.00	1.9%
TOTAL Portage Park District	842,509	1,209,522	243,624.40	243,624.40	399,481.42	566,416.51	53.2%
TOTAL REVENUES	-1,904,773	-1,937,517	-2,838.85	-2,838.85	.00	-1,934,678.15	
TOTAL EXPENSES	2,747,282	3,147,039	246,463.25	246,463.25	399,481.42	2,501,094.66	

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 01

JOURNAL DETAIL 2023 1 TO 2023 1

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	NTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	842,509	1,209,522	243,624.40	243,624.40	399,481.42	566,416.51	53.2%

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

PORTAGE COUNTY

Auditor Treasurer Reconciliation Report



FUND	AS OF 01/01/2023			AS OF 01/31/2023		
	TREASURER CASH BALANCE	OUTSTANDING WARRANTS -	AUDITOR CASH BALANCE =	AUDITOR CASH BALANCE +	OUTSTANDING WARRANTS =	TREASURER CASH BALANCE
8600 Portage Park District	2,897,488.17	74.55	2,897,413.62	2,653,789.22	49,103.87	2,702,893.09
FUND 8600 TOTALS:	2,897,488.17	74.55	2,897,413.62	2,653,789.22	49,103.87	2,702,893.09
8601 PCPD Local Community	.00	.00	.00	.00	.00	.00
FUND 8601 TOTALS:	.00	.00	.00	.00	.00	.00
8603 PCPD Towners Woods Improvement	.00	.00	.00	.00	.00	.00
FUND 8603 TOTALS:	.00	.00	.00	.00	.00	.00
8604 Portage Hike & Bike Trail	.00	.00	.00	.00	.00	.00
FUND 8604 TOTALS:	.00	.00	.00	.00	.00	.00
8605 Headwaters Trails Improve	29,651.66	.00	29,651.66	29,651.66	.00	29,651.66
FUND 8605 TOTALS:	29,651.66	.00	29,651.66	29,651.66	.00	29,651.66
8606 Dix Park Improvements	.00	.00	.00	.00	.00	.00
FUND 8606 TOTALS:	.00	.00	.00	.00	.00	.00
8607 Breakneck Creek Watershed	11,972.39	.00	11,972.39	11,972.39	.00	11,972.39
FUND 8607 TOTALS:	11,972.39	.00	11,972.39	11,972.39	.00	11,972.39
8608 PCPD Franklin Connect Trail	.00	.00	.00	.00	.00	.00
FUND 8608 TOTALS:	.00	.00	.00	.00	.00	.00
8609 PCPD FEMA	.00	.00	.00	.00	.00	.00
FUND 8609 TOTALS:	.00	.00	.00	.00	.00	.00
8610 Breakneck Creek Watershed	.00	.00	.00	.00	.00	.00
FUND 8610 TOTALS:	.00	.00	.00	.00	.00	.00
8611 Berlin Lake Trail	.00	.00	.00	.00	.00	.00

PORTAGE COUNTY



Auditor Treasurer Reconciliation Report

FUND	AS OF 01/01/2023			AS OF 01/31/2023		
	TREASURER CASH BALANCE	-	OUTSTANDING WARRANTS	AUDITOR CASH BALANCE	+	OUTSTANDING WARRANTS
	.00		.00	.00		.00
FUND 8611 TOTALS:	.00		.00	.00		.00
8612 Morgan Park	1,523.27		.00	1,523.27		1,523.27
FUND 8612 TOTALS:	1,523.27		.00	1,523.27		1,523.27
8613 Franklin Bog Park	.00		.00	.00		.00
FUND 8613 TOTALS:	.00		.00	.00		.00
8614 Red Fox Boat Access Fund	.00		.00	.00		.00
FUND 8614 TOTALS:	.00		.00	.00		.00
8615 Kent Bog	.00		.00	.00		.00
FUND 8615 TOTALS:	.00		.00	.00		.00
8616 Tinkers Creek Greenway Fund	13,484.40		.00	13,484.40		13,484.40
FUND 8616 TOTALS:	13,484.40		.00	13,484.40		13,484.40
8617 Eagle Creek Greenway	5,325.96		.00	5,325.96		5,325.96
FUND 8617 TOTALS:	5,325.96		.00	5,325.96		5,325.96
REPORT TOTALS:	2,959,445.85		74.55	2,959,371.30		49,103.87
				2,715,746.90		2,764,850.77

PORTAGE COUNTY

Auditor Treasurer Reconciliation Report

ALL FUNDS SUMMARY THROUGH 01/31/2023

FUND	01/01/23 AUDITOR CASH BALANCE +	TOTAL RECEIPTS -	EXPENDITURES =	TOTAL ENDING AUDITOR CASH BALANCE -	OUTSTANDING ENCUMBRANCES =	UNENCUMBERED BALANCE
8600 Portage Park Distri	2,897,413.62	-2,838.85	246,463.25	2,653,789.22	399,481.42	2,254,307.8
FUND 8600 TOTALS:	2,897,413.62	2,838.85	246,463.25	2,653,789.22	399,481.42	2,254,307.8
8601 PCPD Local Communit	.00	.00	.00	.00	.00	.0
FUND 8601 TOTALS:	.00	.00	.00	.00	.00	.0
8603 PCPD Towners Woods	.00	.00	.00	.00	.00	.0
FUND 8603 TOTALS:	.00	.00	.00	.00	.00	.0
8604 Portage Hike & Bike	.00	.00	.00	.00	.00	.0
FUND 8604 TOTALS:	.00	.00	.00	.00	.00	.0
8605 Headwaters Trails I	29,651.66	.00	.00	29,651.66	.00	29,651.6
FUND 8605 TOTALS:	29,651.66	.00	.00	29,651.66	.00	29,651.6
8606 Dix Park Improvemen	.00	.00	.00	.00	.00	.0
FUND 8606 TOTALS:	.00	.00	.00	.00	.00	.0
8607 Breakneck Creek wat	11,972.39	.00	.00	11,972.39	.00	11,972.3
FUND 8607 TOTALS:	11,972.39	.00	.00	11,972.39	.00	11,972.3
8608 PCPD Franklin Conne	.00	.00	.00	.00	.00	.0
FUND 8608 TOTALS:	.00	.00	.00	.00	.00	.0
8609 PCPD FEMA	.00	.00	.00	.00	.00	.0
FUND 8609 TOTALS:	.00	.00	.00	.00	.00	.0
8610 Breakneck Creek wat	.00	.00	.00	.00	.00	.0
FUND 8610 TOTALS:	.00	.00	.00	.00	.00	.0
8611 Berlin Lake Trail	.00	.00	.00	.00	.00	.0

PORTAGE COUNTY

Auditor Treasurer Reconciliation Report

ALL FUNDS SUMMARY THROUGH 01/31/2023

FUND	01/01/23 AUDITOR CASH BALANCE +	TOTAL RECEIPTS -	TOTAL EXPENDITURES =	ENDING AUDITOR CASH BALANCE -	OUTSTANDING ENCUMBRANCES =	UNENCUMBERED BALANCE
FUND 8611 TOTALS:	.00	.00	.00	.00	.00	.0
8612 Morgan Park	1,523.27	.00	.00	1,523.27	.00	1,523.2
FUND 8612 TOTALS:	1,523.27	.00	.00	1,523.27	.00	1,523.2
8613 Franklin Bog Park	.00	.00	.00	.00	.00	.0
FUND 8613 TOTALS:	.00	.00	.00	.00	.00	.0
8614 Red Fox Boat Access	.00	.00	.00	.00	.00	.0
FUND 8614 TOTALS:	.00	.00	.00	.00	.00	.0
8615 Kent Bog	.00	.00	.00	.00	.00	.0
FUND 8615 TOTALS:	.00	.00	.00	.00	.00	.0
8616 Tinkers Creek Green	13,484.40	.00	.00	13,484.40	.00	13,484.4
FUND 8616 TOTALS:	13,484.40	.00	.00	13,484.40	.00	13,484.4
8617 Eagle Creek Greenwa	5,325.96	.00	.00	5,325.96	.00	5,325.9
FUND 8617 TOTALS:	5,325.96	.00	.00	5,325.96	.00	5,325.9
REPORT TOTALS:	2,959,371.30	2,838.85	246,463.25	2,715,746.90	399,481.42	2,316,265.4

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

PORTAGE COUNTY

Auditor Treasurer Reconciliation Report

AS OF 01/01/2022				AS OF 12/31/2022			
FUND	TREASURER CASH BALANCE	OUTSTANDING WARRANTS -	AUDITOR CASH BALANCE =	AUDITOR CASH BALANCE	OUTSTANDING WARRANTS +	=	TREASURER CASH BALANCE
8600 Portage Park District	1,940,716.77	15,674.63	1,925,042.14	2,897,413.62	74.55		2,897,488.17
FUND 8600 TOTALS:	1,940,716.77	15,674.63	1,925,042.14	2,897,413.62	74.55		2,897,488.17
8601 PCPD Local Community	.00	.00	.00	.00	.00		.00
FUND 8601 TOTALS:	.00	.00	.00	.00	.00		.00
8603 PCPD Towners Woods Improvement	.00	.00	.00	.00	.00		.00
FUND 8603 TOTALS:	.00	.00	.00	.00	.00		.00
8604 Portage Hike & Bike Trail	.00	.00	.00	.00	.00		.00
FUND 8604 TOTALS:	.00	.00	.00	.00	.00		.00
8605 Headwaters Trails Improve	36,732.97	.00	36,732.97	29,651.66	.00		29,651.66
FUND 8605 TOTALS:	36,732.97	.00	36,732.97	29,651.66	.00		29,651.66
8606 Dix Park Improvements	.00	.00	.00	.00	.00		.00
FUND 8606 TOTALS:	.00	.00	.00	.00	.00		.00
8607 Breakneck Creek Watershed	11,972.39	.00	11,972.39	11,972.39	.00		11,972.39
FUND 8607 TOTALS:	11,972.39	.00	11,972.39	11,972.39	.00		11,972.39
8608 PCPD Franklin Connect Trail	.00	.00	.00	.00	.00		.00
FUND 8608 TOTALS:	.00	.00	.00	.00	.00		.00
8609 PCPD FEMA	.00	.00	.00	.00	.00		.00
FUND 8609 TOTALS:	.00	.00	.00	.00	.00		.00
8610 Breakneck Creek Watershed	.00	.00	.00	.00	.00		.00
FUND 8610 TOTALS:	.00	.00	.00	.00	.00		.00
8611 Berlin Lake Trail	.00	.00	.00	.00	.00		.00

PORTAGE COUNTY



Auditor Treasurer Reconciliation Report

FUND	AS OF 01/01/2022			AS OF 12/31/2022		
	TREASURER CASH BALANCE	OUTSTANDING WARRANTS	AUDITOR CASH BALANCE	AUDITOR CASH BALANCE	OUTSTANDING WARRANTS	TREASURER CASH BALANCE
		-	=	+	=	
FUND 8611 TOTALS:	.00	.00	.00	.00	.00	.00
8612 Morgan Park	1,523.27	.00	1,523.27	1,523.27	.00	1,523.27
FUND 8612 TOTALS:	1,523.27	.00	1,523.27	1,523.27	.00	1,523.27
8613 Franklin Bog Park	.00	.00	.00	.00	.00	.00
FUND 8613 TOTALS:	.00	.00	.00	.00	.00	.00
8614 Red Fox Boat Access Fund	.00	.00	.00	.00	.00	.00
FUND 8614 TOTALS:	.00	.00	.00	.00	.00	.00
8615 Kent Bog	.00	.00	.00	.00	.00	.00
FUND 8615 TOTALS:	.00	.00	.00	.00	.00	.00
8616 Tinkers Creek Greenway Fund	575.32	.00	575.32	13,484.40	.00	13,484.40
FUND 8616 TOTALS:	575.32	.00	575.32	13,484.40	.00	13,484.40
8617 Eagle Creek Greenway	5,325.96	.00	5,325.96	5,325.96	.00	5,325.96
FUND 8617 TOTALS:	5,325.96	.00	5,325.96	5,325.96	.00	5,325.96
REPORT TOTALS:	1,996,846.68	15,674.63	1,981,172.05	2,959,371.30	74.55	2,959,445.85

PORTAGE COUNTY



Auditor Treasurer Reconciliation Report

ALL FUNDS SUMMARY THROUGH 12/31/2022

FUND	01/01/22 AUDITOR CASH BALANCE +	TOTAL RECEIPTS -	TOTAL EXPENDITURES =	ENDING AUDITOR CASH BALANCE -	OUTSTANDING ENCUMBRANCES =	UNENCUMBERED BALANCE
8600 Portage Park Distri	1,925,042.14	-2,099,317.77	1,126,946.29	2,897,413.62	399,757.33	2,497,656.2
FUND 8600 TOTALS:	1,925,042.14	2,099,317.77	1,126,946.29	2,897,413.62	399,757.33	2,497,656.2
8601 PCPD Local Communit	.00	.00	.00	.00	.00	.0
FUND 8601 TOTALS:	.00	.00	.00	.00	.00	.0
8603 PCPD Towners Woods	.00	.00	.00	.00	.00	.0
FUND 8603 TOTALS:	.00	.00	.00	.00	.00	.0
8604 Portage Hike & Bike	.00	.00	.00	.00	.00	.0
FUND 8604 TOTALS:	.00	.00	.00	.00	.00	.0
8605 Headwaters Trails I	36,732.97	-162,918.69	170,000.00	29,651.66	.00	29,651.6
FUND 8605 TOTALS:	36,732.97	162,918.69	170,000.00	29,651.66	.00	29,651.6
8606 Dix Park Improvemen	.00	.00	.00	.00	.00	.0
FUND 8606 TOTALS:	.00	.00	.00	.00	.00	.0
8607 Breakneck Creek wat	11,972.39	.00	.00	11,972.39	.00	11,972.3
FUND 8607 TOTALS:	11,972.39	.00	.00	11,972.39	.00	11,972.3
8608 PCPD Franklin Conne	.00	.00	.00	.00	.00	.0
FUND 8608 TOTALS:	.00	.00	.00	.00	.00	.0
8609 PCPD FEMA	.00	.00	.00	.00	.00	.0
FUND 8609 TOTALS:	.00	.00	.00	.00	.00	.0
8610 Breakneck Creek wat	.00	.00	.00	.00	.00	.0
FUND 8610 TOTALS:	.00	.00	.00	.00	.00	.0
8611 Berlin Lake Trail	.00	.00	.00	.00	.00	.0

PORTAGE COUNTY

Auditor Treasurer Reconciliation Report

ALL FUNDS SUMMARY THROUGH 12/31/2022

FUND	01/01/22 AUDITOR CASH BALANCE +	TOTAL RECEIPTS -	EXPENDITURES =	ENDING AUDITOR CASH BALANCE =	OUTSTANDING ENCUMBRANCES =	UNENCUMBERED BALANCE
FUND 8611 TOTALS:	.00	.00	.00	.00	.00	.0
8612 Morgan Park	1,523.27	.00	.00	1,523.27	.00	1,523.2
FUND 8612 TOTALS:	1,523.27	.00	.00	1,523.27	.00	1,523.2
8613 Franklin Bog Park	.00	.00	.00	.00	.00	.0
FUND 8613 TOTALS:	.00	.00	.00	.00	.00	.0
8614 Red Fox Boat Access	.00	.00	.00	.00	.00	.0
FUND 8614 TOTALS:	.00	.00	.00	.00	.00	.0
8615 Kent Bog	.00	.00	.00	.00	.00	.0
FUND 8615 TOTALS:	.00	.00	.00	.00	.00	.0
8616 Tinkers Creek Green	575.32	-1,183,408.57	1,170,499.49	13,484.40	.00	13,484.4
FUND 8616 TOTALS:	575.32	1,183,408.57	1,170,499.49	13,484.40	.00	13,484.4
8617 Eagle Creek Greenwa	5,325.96	.00	.00	5,325.96	.00	5,325.9
FUND 8617 TOTALS:	5,325.96	.00	.00	5,325.96	.00	5,325.9
REPORT TOTALS:	1,981,172.05	3,445,645.03	2,467,445.78	2,959,371.30	399,757.33	2,559,613.9

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



Then and Now Certificate

705 Oakwood St.

Suite G-4

Ravenna, Ohio 44266

(330) 297-7728 phone

portageparkdistrict.org

admin@portageparkdistrict.org

Certificate Number 2023- 02

It is hereby certified that both at the time of the making of this contract or order and at the date of the execution of this certificate the amounts shown below required to meet the contract or order have been lawfully appropriated for such purpose. These amounts are in the county treasury or in the process of collection to the credit of the indicated funds free from any obligation or certification now outstanding.

[ORC 5705.41 \(d\)](#)



Portage Park District Commissioner Signature

2-13-23

Date



Portage Park District Executive Director Signature

2-13-23

Date

VENDOR NAME	PURCHASE ORDER #	INVOICE DATE	PURCHASE ORDER DATE	AMOUNT	*REASON
Edward H. Sutton Insurance Agency	127661	12/9/2022	1/19/2023	\$ 125.00	Purchase order closed for year-end
Portage County RPC	127671	12/12/2022	1/19/2023	\$ 649.53	Purchase order closed for year-end
Dominion Energy	127660	12/16/2022	1/19/2023	\$ 273.63	Purchase order closed for year-end
Ohio State Highway Patrol	127658	12/20/2022	1/19/2023	\$ 160.00	Purchase order closed for year-end
US Bank	127656	12/20/2022	1/19/2023	\$ 7,368.72	Purchase order closed for year-end
Morgan Forest Management	127927	12/21/2022	1/23/2023	\$ 400.00	Commitment to pay made prior to encumbrance
Dominion Energy	127660	12/21/2022	1/19/2023	\$ 53.32	Purchase order closed for year-end
Dominion Energy	127660	12/28/2022	1/19/2023	\$ 67.13	Purchase order closed for year-end
Ohio Edison	127563	12/29/2022	1/18/2023	\$ 54.83	Purchase order closed for year-end

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

Ohio Edison	127563	1/3/2023	1/18/2023	\$ 105.39	Invoice received before opening of fiscal year
Ohio Edison	127563	1/6/2023	1/18/2023	\$ 73.73	Invoice received before opening of fiscal year
Ohio Edison	127563	1/6/2023	1/18/2023	\$ 262.34	Invoice received before opening of fiscal year
Spalding/Emig Company	127904	1/10/2023	1/23/2023	\$ 1,800.00	Invoice received before opening of fiscal year
Ohio Edison	127563	1/10/2023	1/18/2023	\$ 116.12	Invoice received before opening of fiscal year
Ohio Edison	127563	1/11/2023	1/18/2023	\$ 89.54	Invoice received before opening of fiscal year
Ravenna City	127682-1	1/18/2023	1/19/2023	\$ 1,448.30	Invoice received before opening of fiscal year
Konica Minolta	20230191	1/25/2023	1/25/2023	\$ 47.83	Invoice received before opening of fiscal year
Portage County Police Chief's Assoc	128252	1/27/2023	2/2/2023	\$ 50.00	Commitment to pay made prior to encumbrance
Michelle Lee (reimbursement)	128287	1/29/2023	2/2/2023	\$ 95.00	Commitment to pay made prior to encumbrance
TOTAL AMOUNT				\$13,240.41	

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

To: Portage Park District Board of Commissioners
From: Christine Craycroft, Executive Director
Re: Executive Director's Staff Update and Meeting Materials
Board of Commissioners Regular Meeting
February 13, 2023 6:00 PM



Administration/Special Projects

1. Office Manager Seachrist is reviewing accounts, records management, inventories and policies and is working with staff to recommend amendments.
2. Continued pursuit of potential acquisitions for conservation and trail corridors.
3. Due to lack of road access to interior parcels at Crystal Lake, the proposed acquisition project has been postponed until access can be acquired.
4. Continued coordination with Seasons Road Fen restoration design-build project.
5. Continued coordination with Portage Park District Foundation. The 25th Annual Environmental Conservation Awards event is April 22 at the Kent American Legion Hall; the Park District is a sponsor through in-kind support. The Foundation's recently adopted annual budget includes a line for a \$30,000 donation to the Park District in 2023 for a mutually agreed project, potentially the Brady Switch Tower improvements.
6. Attended a portion of the Ohio Parks and Recreation Association conference, as did Andrea Metzler, Holly Stoneberg, Becca Rodhe and Eric Seachrist.
7. Attended the Central Lake Erie Basin Collaborative meeting.
8. Finalizing agreements for Camp Spelman conservation easement and sale to Lake Spelman Preservation Society. Received proposed settlement agreement for Shinn encroachment; recommend Board authorization for settlement which required the shed to be removed by May 1, regardless of the current owner of Camp Spelman.
9. Personnel policy manual updates lead by Office Manager Seachrist; Ranger Policies development lead by Chief Ranger Nietert.
10. Progress report on park developments since levy was passed is being developed. Received updated estimates of revenues based on 2022 valuations. Gathering information on levy options for November 2023. Levy costs paid to the Board of Elections by the Park District will be \$40-\$50,000.
11. Grant planning for upcoming projects including Headwaters Trail construction; multiple acquisitions.

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 Camp Spelman dam according to ODNR approved Operations Maintenance and Inspection manual.

Park Improvements

1. The Operations Dept. joined with Habitat for Humanity/Restore to remove any items from the house in Towner's Woods that may have been suitable for reuse prior to demolition.
2. The demolition phase of the House has begun and should be complete by the end of February.
3. The Pavilion at Dix Park has been finished.

Public Engagement and Education

Engagement

1. Working with engagement team to create a robust calendar of programs, speaking engagements and events that reach all areas of Portage County.
2. Focusing on additional connections to extend reach and increase our contacts in the county.
3. Working with Becca Rodhe to train volunteers to assist with education programming and community events.
4. Holly has taken the lead on inviting other Portage County park systems to a meeting with us to create a Parks Consortium.
5. Providing PPDF support for Environmental Conservation Awards Dinner

Education

1. Holly has been introduced to many local professionals to build relationships for the future.
2. Programs for 2023 are off to a nice start with good attendance.
3. We are pushing citizen science this year, starting with FrogWatch USA. Holly and Becca were trained as coordinators to start our own chapter on the 4th and will start training volunteers on the 25th.
4. We are also starting a birding club for the county.

Natural Areas Stewardship

Stewardship and Restoration

1. Field mapping of areas to manage invasive shrubs with CRCWMA mulcher; arranged to have mulcher delivered to PPD
2. Shaw Woods- ongoing winter buckthorn control
3. Creating and compiling natural resource files for each property; mapping oil and gas wells, amenities
4. Routine monitoring of ECG for acceptable drilling conditions

Projects/Planning

1. Seasons Road Fen monthly progress meeting
2. Creating new map for the PORTAGE
3. Roberts gathering and managing drone footage

Partnership/Collaboration

1. LEAP meeting, LEAP fund meeting and small research grant scoring
2. Natural Areas Association and WRLC webinars
3. Curtis hosted the annual meeting of Ohio Moss and Lichen Association; led identification workshop open to the public

Ranger Department for the month of January

Patrol Activities

1. Foot patrol miles – 52.4 + 62.23; Visitor Contacts – 62 + 49; Building Checks – 5 + 2;
2. Warnings – 1 + 3 (overnight parking and 3 dogs off-leash)
3. Kevin participated Senior Hike and Snowflake Hike

Administrative Activities Chief Nietert

1. Followed up with Wendy Borelli regarding 4 wheelers at Eagle Creek Preserve
2. Completed report of Breaking and Entering at Switch Tower
3. Ranger Lee completed mandatory refresher course and passed examination
4. Completed draft of initial Ranger Department Rules, Regulations and Policies

RESOLUTION #2023-09

Re: Authorization to bid the Brady Switch Tower repairs

- WHEREAS** The Portage Park District operates Towner's Woods Park which is leased from Portage County, and Portage County Commissioners have agreed to transfer the property to the Park District, and
- WHEREAS** The Property includes the Brady Interlocking Switch Tower, which was historically used to switch train tracks on the corridor currently owned by Norfolk Southern Railway, and
- WHEREAS** The Park District had contracted with Peninsula Architects who subcontracted for a structural engineering report that identified necessary repairs, and
- WHEREAS** Peninsula Architects and subcontractors developed construction plans, specifications and estimates of probable cost for improvements to the building to preserve it from further deterioration and enable it to be accessed by the public occasionally, including structural repairs, new roof, new entry doors and new stairway to the second floor, and
- WHEREAS** The current architect's estimate of probable cost of construction is \$171,119 including contingency costs, and
- WHEREAS** The 2023 General Fund Budget Capital Unit has adequate funds available for the project,
NOW, THEREFORE BE IT
- RESOLVED** by the Board of Commissioners of the Portage Park District that the Executive Director is hereby authorized to advertise for bids for the construction of the Brady Switch Tower Repairs as shown in the attached bid plans and specifications, with the construction cost estimate of up to \$171,119.

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

Allan Orashan: **Yes** Tom Hrdy: **Absent** Charles Engelhart: **Yes** Kurt Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on February 13, 2023


Christine Craycroft, Executive Director

RESOLUTION # 2023-10

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

WHEREAS: The following expenditures have been made in the month of Jan. 2023 in the following budget categories:

General Operating Fund #8600		
Description	Payee	Amount
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	\$ 67,412.34
Unit 40 Contract Services		\$ 11,553.20
Contract Services: MARCS, LEADS, copier, Insurance, Adobe, BIB BG check, RE appraisals, printing, volunteer software	Ohio State Highway Patrol (LEADs), E.H. Sutton Insurance, Portage County Regional Planning, Akron Appraisal Group, US Bank *	\$ 5,142.08
Training and Membership: Ohio Forestry Association, OPRA conference, WRLC, Cuyahoga Soil and Water	US Bank	\$ 1,330.94
Utilities: Natural gas at 2 locations, electric at 6 locations, Internet at Ops Center, staff phones & devices.	Dominion Energy Ohio, Ohio Edison, US Bank	\$ 2,409.56
Advertising-Marketing: legal ads; Meta (Facebook), Gannett, Google, Sendible.com, National Cinemedia	US Bank	\$ 2,291.34
Maintenance & Repairs: vehicle maintenance, refuse hauling	US Bank	\$ 379.28
Unit 50 Materials & Supplies		\$ 5,444.42
Admin. Materials & Supplies: postage, office supplies, paper	US Bank	\$ 663.40
Uniforms: Clothing; boots, volunteer shirts	US Bank	\$ 567.92
Office Equipment and furnishings: laptops	Dell	\$ 2,263.93
Maintenance Materials & Supplies: paint, small tools and parts, signage, lumber	US Bank	\$ 438.00
Fuel: Gasoline and diesel	City of Ravenna	\$ 1,448.30
Natural Areas Materials & Supplies: hardware; seed, bags	US Bank	\$ 62.87
Unit 60 Capital		\$ 162,053.29
Construction: Dix Park Shelter	Hartville Barn Boys, Eclipse	\$ 138,809.29
Construction: Towners Woods Residential Building	SafeAir	\$ 15,600.00
Engineering: Dix Park Shelter	Karpinski	\$ 4,500.00
Engineering/Architecture Projects: Season's Road Fen	Hammontree & Assoc.	\$ 444.00
Engineering: Trail Lake Picnic Area	Karpinski	\$ 2,700.00
Unit 90 General Admin		\$ -
GENERAL FUND	GRAND TOTAL ALL UNITS 30 THROUGH 90	\$ 246,463.25

* Note: a "Then and Now" approval is necessary for the US Bank credit card statement due for the month. The statement balance was \$7,368.72.

WHEREAS The Board of Park Commissioners authorizes expenses by Budgetary Unit per its budget appropriations resolutions, and

WHEREAS These specific expenditures have been approved by the Executive Director per the approved Park District annual budget and Park District bylaws, and all copies of invoices and receipts are available upon request.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Portage Park District hereby approves the above expenditures made in January 2023, and the attached Then and Now Certificate.

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

Allan Orashan: **Yes**

Tom Hrdy: **Absent**

Charles Engelhart: **Yes**

Kurt Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on February 13, 2023.


Christine Craycroft, Executive Director

RESOLUTION 2023-11

Re: 2023 Budget Appropriations Amendment 1

WHEREAS The Portage County Budget Commission has certified 2022 cash carryover balances in multiple funds, along with anticipated grant revenues, and

WHEREAS The following funds currently have unappropriated certified balances that are available for appropriation:

<u>Fund</u>	<u>Revised Certification</u>	<u>Rev. Unappropriated Certification</u>
8600 General Fund	\$4,435,174	\$1,687,892
8605 Headwaters Trail Fund	\$29,652	\$29,652
8607 Breakneck Creek Fund	\$11,973	\$11,973
8612 Morgan Park	\$1,524	\$1,524
8616 Tinkers Creek Greenway	\$13,485	\$13,485
8617 Eagle Creek Greenway	\$5,326	\$5,326

WHEREAS Budget appropriations are needed for anticipated expenditures in those funds, **NOW THEREFORE BE IT**

RESOLVED that the following 2023 BUDGET APPROPRIATIONS AMENDMENT is hereby authorized:

<u>Fund</u>	<u>Description</u>	<u>Increase</u>
<u>GENERAL FUND #8600</u>		
8600 9094*	Contract Services	\$100,000
8600 9096*	Capital Unit Acquisition/Construction	\$500,000
<u>HEADWATERS TRAIL FUND #8605</u>		
8605 9096*	Capital Unit Acquisition/Construction	\$29,652
<u>BREAKNECK CREEK FUND #8607</u>		
8607 9094*	Contract Services	\$11,973
<u>MORGAN PARK FUND #8612</u>		
8612 9095*	Materials and Supplies	\$1,524
<u>TINKERS CREEK GREENWAY FUND #8616</u>		
8616 9094*	Contract services	\$13,485
<u>EAGLE CREEK GREENWAY FUND #8617</u>		
8617 9095*	Materials and Supplies	\$5,326

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

Allan Orashan: **Yes** Tom Hrdy: **Absent** Charles Engelhart: **Yes** Kurt Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on February 13, 2023.


Christine Craycroft, Executive Director

RESOLUTION 2023-12

Re: Authorize Settlement Agreement to Trespass Complaint

WHEREAS: The Board of Commissioners passed RESOLUTION 2022-32 authorizing a lawsuit against Michael Shinn for his trespass of a shed on the Park District property Camp Spelman, and

WHEREAS: The Portage County Prosecutor has filed the complaint, CASE NO. 2022 CV 00551 and negotiated a potential settlement of it with the defendant, requiring the defendant to remove the structure by May 1, 2023, or face fines, and

WHEREAS: The proposed Settlement Agreement will remain effective for subsequent owners, **NOW THEREFORE BE IT**

RESOLVED: that the Board of Commissioners of the Portage Park District does hereby authorize the Executive Director to act on behalf of the Board of Commissioners in executing the attached Settlement Agreement of CASE NO. 2022 CV 00551 with Michael Shinn

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

Allan Orashan: **Yes**

Tom Hrdy: **Absent**

Charles Engelhart: **Yes** Kurt Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on February 13, 2023



Christine Craycroft, Executive Director

RESOLUTION #2023-13

Re: Authorize Conservation Easement for Camp Spelman property

WHEREAS The Portage Park District owns property known as Camp Spelman in Franklin Township, Portage County, and

WHEREAS The Park District advertised for and awarded the bid for the sale of Camp Spelman, subject to a conservation easement placed by the Park District, to the Lake Spelman Preservation Society LLC, (LSPS, LLC), the only bidder, per RESOLUTION 2022-39, and

WHEREAS The Western Reserve Land Conservancy (WRLC), drafted the attached Conservation Easement in consultation with the Park District and LSPS, LLC, and

WHEREAS WRLC will develop a baseline documentation report for the easement that acknowledges the encroachment from the Dostal property, and excludes the existing Shinn encroachment area from the easement, **NOW, THEREFORE BE IT**

RESOLVED by the Board of Commissioners of the Portage Park District that the Executive Director is hereby authorized to enter into the attached Conservation Easement Agreement with the Western Reserve Land Conservancy, and to pay the Stewardship Endowment Fee of \$7,500.

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

Allan Orashan: **Yes** Tom Hrdy: **Absent** Charles Engelhart: **Yes** Kurt Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on February 13, 2023


Christine Craycroft, Executive Director

RESOLUTION #2023-14

Re: Authorize sales agreement for Camp Spelman property

WHEREAS The Portage Park District owns property known as Camp Spelman in Franklin Township, Portage County, and

WHEREAS The Park District advertised for and awarded the bid for the sale of Camp Spelman to the Lake Spelman Preservation Society LLC, (LSPS, LLC), the only bidder, with a bid of \$600, plus the additional required conservation easement stewardship fee of \$7,500, per RESOLUTION 2022-39, and

WHEREAS The Portage County Prosecutor's Office developed a Purchase and Sale Agreement, which was submitted for review to the LSPS, LLC, and

WHEREAS The Western Reserve Land Conservancy drafted the Conservation Easement in consultation with the Park District and LSPS, LLC, **NOW, THEREFORE BE IT**

RESOLVED by the Board of Commissioners of the Portage Park District that the Executive Director is hereby authorized to enter into the attached Purchase and Sale Agreement with the Lake Spelman Preservation Society, LLC.

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

Allan Orashan: **Yes** Tom Hrdy: **Absent** Charles Engelhart: **Yes** Kurt Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on February 13, 2023


Christine Craycroft, Executive Director

Property Sale And Purchase Agreement

This Property Sale and Purchase Agreement ("Agreement") is made by and between:

Portage Park District
705 Oakwood St., G-4
Ravenna, Ohio 44266
("Seller")

and Lake Spelman Preservation Society, LLC
("Buyer")

Sellers and Buyer are sometimes referred to individually as "Party" or together as "Parties".

RECITALS:

- A. Sellers are the owner of the Property (hereinafter defined) which Buyer desires to purchase and Sellers are willing to sell to Buyer on the terms and conditions set forth herein.
- B. The Agreement shall be effective upon the date of the last of Sellers and Buyer to execute this Agreement ("Effective Date").

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein and other good and valuable consideration, the adequacy, sufficiency and receipt of which the Parties hereby acknowledge, and intending to be legally bound, the Parties agree as follows:

I. Sale and Purchase of Property.

- A. **Property.** Sellers shall sell to Buyer and Buyer shall purchase from Sellers, upon the terms and conditions hereof the unimproved real estate in Portage County, Ohio parcel number 12-078-00-00-004-001 as approximately shown on the map in Exhibit A, together with all gas, oil and mineral rights owned by Sellers, easements, appurtenances, rights, privileges and hereditaments belonging or in any way appertaining thereto or thereunto belonging (collectively, "Property").
- B. **As Is.** Buyer acknowledges the Property is being purchased in its present condition, and no warranties, representations or statements concerning the condition or value of, or the buildings and improvements on the Property (if any) is being made by the Seller. **BUYER IS RELYING SOLELY UPON ITS OWN INVESTIGATION OF THE PROPERTY FOR ITS PHYSICAL CONDITION AND CHARACTER AND NOT UPON ANY REPRESENTATIONS OR WARRANTIES BY SELLER OR ANY OTHER PERSON OR PARTY.** Buyer has conducted, and/or may conduct any and all inspections of the Property to its full and complete satisfaction and at Buyer's sole cost, expense and liability, including without limitation any and all assessments and evaluations. Buyer acknowledges it will be purchasing the Property with full knowledge of any and all conditions concerning the Property. Buyer acknowledges that it is fully capable of evaluating the Property's suitability for its intended use. The Property is being sold and conveyed, and Buyer agrees to accept the Property "AS IS," WHERE IS" and "WITH ALL FAULTS"

II. Purchase Price.

- A. The Purchase Price for the Property is \$600. The Buyer also agrees to reimburse the Park District in the amount of \$7,500 for the Stewardship Endowment fee associated with the Conservation Easement held by Western Reserve Land Conservancy.

III. Escrow Agent.

"Escrow Agent" shall be the Title Company chosen by Buyer. Immediately following the Buyer's release of purchase contingencies, Buyer shall open an escrow account with Escrow Agent. This Agreement shall serve as escrow instructions and shall be subject to the usual conditions of acceptance of Escrow Agent insofar as the same are not inconsistent with any of the terms hereof.

IV. Buyer's Due Diligence and/or Obligations.

- A. **Title Commitment.** Buyer shall have the right to order and obtain a current title commitment ("Title Commitment") and special tax search issued by the Title Company setting forth the state of the title of the Property and all exceptions, including easements, restrictions, rights-of-way, covenants, reservations, and other conditions, if any, affecting the Property which would appear in an Owner's Policy of Title Insurance ("Title Policy"), if issued by the Title Company.

B. Inspections.

Buyer or Buyer's agents shall have the right and permission, at Buyer's expense, to enter upon Property, or any part thereof, after the Effective Date, at all reasonable times and from time to time prior to termination of this Agreement for the purpose of making all inspections, tests, surveys and studies (collectively, "Inspections") required to determine the suitability of Property for Buyer's purposes as Buyer shall solely determine (which shall include without limitation, physical inspections, environmental assessments, soil tests, evaluation of utilities, etc.). Sellers shall cooperate with Buyer and/or Buyer's agents in providing information and access to the Property necessary to complete the Inspections. Buyer, its agents, employees and representatives hereby release Sellers from any and all liability arising out of any injury, harm or damage that Buyer or its agents, employees or representatives suffer while performing any inspections on the Property.

V. Contingencies during Contingencies Period.

- A. Buyer's obligations under this Agreement are subject to Buyer's satisfaction with and/or waiver of the following contingencies (collectively, "Contingencies"):
1. **Title.** Buyer obtaining a Title Commitment (and, ultimately, a Title Policy) from Title Company showing that the state of title to Property is satisfactory to Buyer and that Property is subject to no liens, encumbrances, defects, restrictions, conditions, easements or other agreements which would be objectionable to Buyer in Buyer's sole discretion.

2. Seller and Buyer acknowledge **there presently is a structure encroachment on the Property** emanating from an adjoining parcel owned by Michael Shinn that is the subject of a pending legal action captioned **Board of Park District Commissioners v. Michael K. Shinn**, Portage County Common Pleas Case No. 2022 CV 00551. **Buyer is accepting the Property subject to this present structure encroachment and holds the Seller harmless and releases Seller from any and all liability of any nature or kind whatsoever concerning this structure encroachment.**
 3. Seller and Buyer acknowledge there may be **another structure encroachment (deck)** in relation to **another adjoining parcel(s)** presently owned by **Leonard and Gloria Dostal**. (There is no legal action by the Seller Park District concerning this other structure encroachment) **Buyer is also accepting the Property subject to this other potential structure encroachment and Buyer agrees to hold the Seller harmless and releases the Seller from any and all liability of any nature or kind whatsoever concerning this other structure encroachment.**
 3. Buyer acknowledges that some taxes and/or assessments may currently be a lien on the Property and said liens will be not be a basis for objection provided said outstanding taxes and assessments are paid at Closing. All real estate taxes and assessments which are a lien but not yet due and payable and all other exceptions approved or accepted by Buyer in writing hereunder shall be the "Permitted Encumbrances".
- B. Buyer shall have until March 10, 2023 ("Contingencies Period") in which to evaluate and/or obtain resolution of Contingencies. This Contingencies Period may only be extended by an amendment to this agreement signed by Buyer and Seller.

VI. Resolution of Contingencies.

On or before the expiration of Contingencies Period, or upon notification from the grant program that one or more components of the Property's Due Diligence are unacceptable and the Property is ineligible for funding as such, Buyer shall notify Sellers if Buyer is not satisfied with any aspect of the Contingencies and this Agreement shall be deemed terminated thereupon. Upon termination of this Agreement pursuant to this Paragraph 6, both Sellers and Buyer are released from all liabilities and obligations under this Agreement.

VII. Sellers's Representations.

- A. As a material inducement for Buyer to enter into this Agreement, Seller represents and warrants the following:
1. The execution and delivery of this Agreement and the documents and instruments described herein and the performance by Sellers of their obligations hereunder have been duly authorized and create binding obligations on the part of the Sellers.

2. Seller is the fee simple owner of the Property and has good and marketable title to the same, free and clear of all encumbrances except the Permitted Encumbrances and the structure encroachment described in **Section V.A.2.** above.
3. Neither Seller, nor, to Seller's knowledge, any third party, has engaged in the operation, use, manufacture, treatment, transportation, storage, release, discharge or disposal of any hazardous or toxic substances, wastes or materials, any pollutants or contaminants (including, without limitation, asbestos and raw materials which include hazardous constituents), or any other similar substances, or materials which are included under or regulated by any federal, state or local law in a manner that violated any applicable law or damaged the Property.
4. To the best of Sellers's knowledge, there are no underground storage tanks, or hazardous substances or wastes on the Property, whether in structures, drums, tanks, containers, sumps, lagoons, in the earth, any ground water (whether under or on the Property). Buyer is aware that there are oil and gas wells and associated piping and tanks on the Property.
5. Prior to Closing, Sellers will place a conservation easement on the property, which was available for review by Buyers. Sellers will not (1) otherwise convey any interest in the Property, (2) and except for taxes and assessment, subject the Property to any additional liens, encumbrances, covenants, conditions, easements, rights of way or similar matters, or (3) make any material alterations to the Property, including the removal of timber or other vegetation.

VIII. Closing Arrangements.

- A. **Closing Obligations.** Provided Contingencies are satisfied and/or waived by Buyer by the end of the Contingency Period as herein provided with no material adverse change in the status thereof, this transaction shall commence to be closed at the office of the Escrow Agent, not later than March 31, 2023 (closing date) or on such other Closing Date as may be mutually agreed by the Parties.
1. On or before the Closing Date, Buyer shall deposit with Escrow Agent all the monies required to close this transaction and any other documents reasonably required to close this transaction.
 2. On or before the Closing Date, Sellers shall execute, acknowledge and deliver such affidavits, resolutions and other documents which the Title Company shall reasonably require in order to issue the Title Policy and to omit from the Title Policy all exceptions for judgments, mechanics liens and similar matters.
 3. On or before the Closing Date, Sellers shall cause to be paid in full and released of record all mortgages, liens and encumbrances which are liens on the Property with the exception and excluding the structure encroachment described in Section V.A.2 above and is the subject of the case of the Board of Portage County Park District Commissioners v. Michael K. Shinn, Portage Co. C.P. Case No. 2022CV 00551.

4. On or before the Closing Date, Sellers shall deliver to Escrow Agent a General Warranty Deed in the form acceptable to Buyer's counsel ("Deed"), duly executed and in proper form for recording, conveying to Buyer fee simple, marketable and insurable title to the Property, free and clear of all liens and encumbrances except Permitted Exceptions.
5. At Closing, Title Company will issue to Buyer the Title Policy in the full amount of the Purchase Price issued in accordance with the form of Title Commitment approved by Buyer during the Contingency Period without any intervening liens, encumbrances or exceptions.

B. Escrow Agent's Closing Obligations. At the Closing Date, after causing the filing of the Deed Escrow Agent shall close this transaction as follows:

1. Credit Buyer and charge Sellers with real estate taxes and assessments, both general and special, prorated to the Closing Date based upon the latest available tax rate and valuation.
2. Charge Sellers with and pay to the payee entitled thereto:
 - a. One half of the escrow agent's fee;
 - b. Sellers's pro rata share of all items to be prorated in escrow;
 - c. Any amounts necessary to remove liens which are removable upon the payment of a fixed sum in order to convey title as herein provided;
 - d. All other fees and charges which are required to be paid by Sellers pursuant to this Agreement; and
3. Charge Buyer with and pay to the payee entitled thereto:
 - a. The cost of title examination, special tax search, Title Commitment, Title Policy and Survey;
 - b. One half of the Escrow Agent's fee;
 - c. The cost of recording the Deed
 - d. Seventy five hundred dollars (\$7,500) for the Conservation Easement Stewardship Endowment Fee to Sellers
4. Immediately following the Closing Date, Escrow Agent shall deliver the funds and documents as follows:
 - a. To each Seller, the funds and documents due each Seller together with duplicate copies of the escrow statement, and
 - b. To Buyer the funds and documents due Buyer together with duplicate copies of the escrow statement.

IX. Possession.

Sole and exclusive possession of Property shall be delivered by Sellers to Buyer on the Closing Date.

X. General Provisions

A. Notices.

1. All notices, elections, consents, demands and communications shall be in writing and delivered personally or by registered or certified mail, return receipt requested, postage prepaid or by any nationally recognized overnight courier service addressed to the other Party at their address first stated in this Agreement. Copies of notices shall be sent to the Attorneys for the respective Parties, if identified on the signature page. Either Party may, by written notice to the other, change the address to which notices are to be sent.
2. Unless otherwise provided herein, all notices shall be deemed given when personal delivery is effected or when deposited in any branch, station or depository maintained by the U.S. Postal Service or the overnight courier service within the United States of America, except that a notice of a change of address shall be deemed given when actually received. Sellers's affidavit of the date and time of deposit in a mailbox or with the overnight courier service or the postmark, whichever is earlier shall constitute evidence of the Effective Date when the notice has been given.

B. Captions. Captions in this Agreement are inserted for convenience of reference only and do not define, describe or limit the scope or the intent of this Agreement or any of the terms hereof.

C. Modifications and Waivers. This Agreement cannot be changed nor can any provision of this Agreement, or any right or remedy of any Party, be waived orally. Changes and waivers can only be made in writing and the change or waiver must be signed by the Party against whom the change or waiver is sought to be enforced. Any waiver of any provision of this Agreement, or any right or remedy, given on any one or more occasions shall not be deemed a waiver with respect to any other occasion.

D. Severability. If one or more of the provisions of this Agreement or the application thereof shall be determined illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions or any other application thereof shall in no way be affected or impaired.

E. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Ohio.

- F. **Interpretation.** Sellers and Buyer acknowledge each to the other that both they and their counsel have reviewed and revised this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting Party shall not be employed in the interpretation of this Agreement or any amendments or Exhibits hereto.
- G. **Benefit of Agreement.** This Agreement shall be binding upon and inure to the benefit of the Parties hereto, their respective heirs, successors and assigns.
- H. **Time of the Essence.** Parties agree that time is of the essence and that the failure of a Party to perform any act on or before the date specified herein for performance thereof shall be deemed cause for the termination hereof by the other Party, without prejudice to other remedies available for default hereunder.
- I. **Limitation of Liability.** Sellers acknowledge and agree that any agreement, obligation or liability made, entered into, assumed or incurred by or on behalf of Buyer pursuant to this Agreement or any instrument executed in connection herewith binds only the assets of Buyer and no member, officer, employee or agent of Buyer will be personally liable for any obligations or liabilities of Buyer under this Agreement or any other instrument executed in connection therewith, and neither Sellers, nor any successor or assignee of Sellers, or any other party will seek or be entitled to any personal judgment against any member, officer, employee or agent of Buyer, or their respective heirs, successors, representatives, administrators or assigns. Buyer acknowledges and agrees that in any action brought to enforce the obligations of Sellers under this Agreement, the judgment or decree shall be enforceable against only the assets of Sellers and no member, officer, employee or agent for Sellers will be personally liable for any obligations or liabilities of Sellers under this Agreement or any other instrument executed in connection therewith, and neither Buyer, nor any successor or assignee of Buyer, or any other party will seek or be entitled to any personal judgment against any member, officer, employee or agent of Sellers, or their respective heirs, successors, representatives, administrators or assigns. .
- J. **No Joint Venture.** Notwithstanding anything to the contrary contained herein, this Agreement shall not be deemed or construed to make the Parties hereto partners or joint ventures, or to render either Party liable for any of the debts or obligations of the other, it being the intention of the Parties merely to create the relationship of Sellers and Buyer with respect to the Property to be conveyed as contemplated hereby.
- K. **No Third-Party Beneficiary.** The provisions of this Agreement and of the documents to be executed and delivered at Closing are and will be for the benefit of Sellers and Buyer only (and Escrow Agent, where applicable) and are not for the benefit of any third party, and accordingly, no third party shall have the right to enforce the provisions of this Agreement (except Escrow Agent, where applicable).
- L. **Assignment.** Buyer shall be entitled to assign this Agreement or any rights hereunder with Sellers's prior written consent and the assignee shall assume in writing all the obligations of Buyer hereunder.

M. **Counterparts.** This Agreement may be executed in multiple counterparts and shall be effective when such counterparts are executed by and delivered to all signatory Parties. Such counterparts shall be taken to be one and the same original document with the same effect as if all Parties hereto had signed the same document. Any executed signature page of this Agreement (together with any separate acknowledgment page) may be detached from any counterpart and attached to another counterpart containing the signature pages (and any acknowledgment pages) with the signatures (and acknowledgments) of all other signatory Parties to this Agreement.

IN WITNESS WHEREOF, Sellers and Buyer have hereunto set their hands at the place and date set forth beneath their signatures.

Seller: Portage Park District

Buyer: Lake Spelman Preservation Society, LLC

By: 
Christine Craycroft, Executive Director

Steven Smith, President

2.14.2023
Date

Date

EXHIBIT A

**7650 Ferguson Road, Franklin Township, Portage County, Ohio
Parcel Number 12-078-00-00-004-001**



RESOLUTION #2023-15

Re: Authorize Mitigation Partner Agreement with The Nature Conservancy

WHEREAS The Portage Park District owns property known as the Bird Family Bog Preserve in Rootstown Township, Portage County, and

WHEREAS The Park District desires to continue ecological restoration of the site, including wetlands restoration, and has consulted with the non-profit organization The Nature Conservancy, who manages an In-Lieu Fee Wetlands Mitigation program in coordination with the Ohio EPA, and

WHEREAS Portage Park District staff and The Nature Conservancy have developed a restoration plan for the property which The Nature Conservancy is willing to implement through the use of mitigation funds, at no cost to the Park District, and


WHEREAS The Nature Conservancy has provided the attached Partner Agreement, which has been reviewed and approved as to form by the Portage County Prosecutor's Office, **NOW, THEREFORE BE IT**

RESOLVED by the Board of Commissioners of the Portage Park District that the Executive Director is hereby authorized to enter into the attached Mitigation Partner Agreement with The Nature Conservancy.

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

Allan Orashan: **Yes** Tom Hrdy: **Absent** Charles Engelhart: **Yes** Kurt Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on February 13, 2023


Christine Craycroft, Executive Director

RESOLUTION 2023-16

Re: Renewal of Fuel Purchase Agreement with the City of Ravenna

WHEREAS The Portage Park District had an agreement that expired with the City of Ravenna for the purchase of fuel at a bulk price at their Service Center plus a twenty cent per gallon surcharge, and

WHEREAS The price obtained by the City of Ravenna is usually below the retail price for fuel at local gas stations, and

WHEREAS The City of Ravenna provided the attached replacement Fuel Purchase Agreement for a three-year term, **NOW THEREFORE BE IT**

RESOLVED by the Board of Commissioners of the Portage Park District that the Executive Director is hereby authorized to enter into the attached Fuel Purchase Agreement with the City of Ravenna on behalf of the Portage Park District.

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

Allan Orashan: **Yes** Tom Hrdy: **Absent** Charles Engelhart: **Yes** Kurt Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on February 13, 2023



Christine Craycroft, Executive Director

RESOLUTION #2023-17

Re: Authorizing purchase agreement for the acquisition of Headwaters Trail Right-Of-Way

WHEREAS: The Portage Park District has planned for the Headwaters Trail extension to the City of Aurora in collaboration with many local and regional organizations for decades, and

WHEREAS: The Headwaters Trail extension from Mennonite Road to Chamberlain Road is identified as a priority in the Portage Park District Master Plan and AMATS Transportation Plan, and

WHEREAS: Wherever possible, the Park District desires the trail to be delineated and constructed as an off-road trail, and

WHEREAS: A portion of the proposed trail right of way, approximately 1.2 acres in area, adjacent to Park District-owned right-of-way, is owned by Jerry and Heather Carlton, who have agreed to sell to the Park District, **NOW THEREFORE BE IT**

RESOLVED: That the Board of Commissioners of the Portage Park District does hereby authorize the Executive Director to enter into a Purchase and Sale Agreement for \$18,000 with Jerry and Heather Carlton for the acquisition of approximately 1.2 acres of land in Mantua Township for the purposes of developing the Headwaters Trail Phase VIII.

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

Allan Orashan: **Yes**

Tom Hrdy: **Absent**

Charles Engelhart: **Yes**

Kurt Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on February 13, 2023



Christine Craycroft, Executive Director