

**Portage Park District  
Board of Commissioners Regular Meeting  
March, 28, 2022 6:00 pm**

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



**Agenda**

1. Roll Call
2. Public Comment
3. Approve minutes of the February 17, 2022 Regular Meeting
4. Presentation and approval of Financial Statement: February, MTD and YTD Budget Report and Cash Balance Reports
5. Executive Director Update
6. Other Information/Briefing Items/Policy Updates:
  - a. Camp Spelman Draft EAP
  - b. Public Engagement and Education Progress report
  - c. Report on Potential of Use of Drones for Park Purposes
7. Old Business and approval of action items: RESOLUTION: Cash Advance Return (after Appropriations Amendment)
8. New Business and approval of action items:
  - a. RESOLUTION: Approve February 2022 Expenditures
  - b. RESOLUTION: Approve Donations
  - c. RESOLUTION: 2022 Budget Appropriations Amendment I
  - d. RESOLUTION: Cash Advance Return from Headwaters Trail Fund
  - e. RESOLUTION: Authorize amendment of contract with WRLC for Seasons Road Fen
  - f. RESOLUTION: Award design build contract Seasons Road Fen
  - g. RESOLUTION: Amend Pay Ranges for Maintenance II and III job descriptions
9. Executive Session: To discuss the sale or purchase of real estate. To discuss the compensation of personnel
10. Adjourn

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

Portage Park District  
Board of Commissioners Regular Meeting  
*Combining the regular January and February Meetings*  
February 17, 2022 6:00 pm



PPD Operations Center  
8505 Nicodemus Road  
Shalersville, OH 44266

**Minutes**

**President of the Board Commissioner Chuck Engelhart called the meeting to order at 6:00 pm**

1. Roll Call: Commissioners present: Commissioner Engelhart, Commissioner Ruehr, Commissioner Hrdy, Commissioner Orashan. Commissioner McKinney. Staff present: Christine Craycroft, Executive Director; Craig Alderman, Operations Manager, Kevin Nietert, Chief Ranger
2. Public Comment: none
3. Approve minutes of the December 13, 2021 Regular Meeting and January 11, 2022 Special Meeting: The minutes of the meetings as drafted by the Executive Director were reviewed by the Board. Upon a motion by McKinney and second by Ruehr, the minutes of December 13, 2021 were approved with abstention by Hrdy who was absent. **Journal 1.11.2022-02.** Upon a motion by Orashan and second by Hrdy, the minutes of the January 11 Special Meeting were unanimously approved. **Journal 1.11.2022-03**
4. Presentation and approval of Financial Statements: December, 2021 and January, 2022 MTD and YTD Budget Report and Cash Balance Reports. Upon a motion by McKinney and second by Orashan the December, 2021 Financial Report was unanimously approved. Journal 1.11.2022-04. Upon a motion by Orashan and second by Hrdy, the January, 2022 Financial Report was unanimously approved **Journal 1.11.2022-05.**
5. Executive Director Update: see attached report
6. Other Information/Briefing Items/Policy Updates
  - a. 2022 Work Plan: The Executive Director share a draft 2022 budget amendment based on planned and potential projects, with special attention to capital project opportunities.
7. Old Business and approval of action items: RESOLUTION: Cash Advance Returns: Executive Director recommends tabling this item, explaining that the cash advance return resolutions are in part awaiting the Budget Commission's certification of resources in different funds. Upon a motion by McKinney and second by Orashan the agenda item was tabled. **Journal 1.11.2022-06**
8. New Business and approval of action items:
  - a. Set 2022 Regular Meeting Dates: The Board considered appropriate meeting times,  
*The mission of the Portage Park District is to conserve Portage County's natural heritage and provide opportunities for its appreciation and enjoyment*

based on public access and commissioner schedules. Upon a motion by McKinney and second by Hrdy, the board unanimously approved the attached **RESOLUTION 2022-01**, setting the regular meeting dates for the 4<sup>th</sup> Monday of the month (except for December, which will be the 3<sup>rd</sup> Monday) at 6:00.

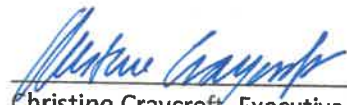
- b. Approve December 2021 Expenditures: The Board reviewed the expenditures and inquired as necessary for clarification. Upon a motion by Orashan and second by Ruehr, the board unanimously approved the attached **RESOLUTION 2022-02** for December, 2021 Expenditures.
  - c. Approve January 2022 Expenditures: The Board reviewed the expenditures and inquired as necessary for clarification. Upon a motion by Orashan and second by Ruehr, the board unanimously approved the attached **RESOLUTION 2022-03** for January, 2022 Expenditures.
  - d. Chief Ranger Commission: The Board reviewed the qualifications of Kevin Nietert, which includes over 34 years in law enforcement and 7 years as Chief. Upon a motion by McKinney and second by Ruehr, the Board unanimously approved the attached **RESOLUTION 2022-04** commissioning Kevin Nietert as a Peace Officer of the State of Ohio serving as Chief Ranger.
9. Executive Session:
- a. **Journal 1.11.2022-07**: Upon a motion by Ruehr and second by Orashan, the Board entered into executive session at 7:32 for the purposes of discussing the purchase and sale of real estate and the compensation of personnel **upon a role call vote**:  
Commissioner Hrdy: Yes; Commissioner Orashan: Yes; Commissioner Ruehr: Yes;  
Commissioner Engelhart: Yes, Commissioner McKinney: Yes.

Upon a motion by Ruehr and second by Orashan, the Board adjourned Executive Session at 8:04 with roll call vote: Commissioner Hrdy: Yes; Commissioner Orashan: Yes;  
Commissioner Ruehr: Yes; Commissioner Engelhart: Yes, Commissioner McKinney: Yes.

10. Adjourn: Upon a motion by Orashan and second by Ruehr, the meeting adjourned at 8:04 pm.  
*The next regular meeting of the Board of Commissioners is scheduled for March 28, 2022.*

IN TESTIMONY WHEREOF we hereunto set our hands, 3-28, 2022

  
Chuck Engelhart, President of the Board

  
Christine Craycroft, Executive Director

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# PORTAGE PARK DISTRICT

## Month to Date and Year To Date Budget & Cash Balance Report for February, 2022

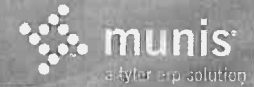
### GENERAL FUND

<b>BEGINNING AUDITOR'S CASH BALANCE February 1</b>			<b>\$1,866,143.23</b>	
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	February 1-28 MTD ACTUAL	YTD Percentage Collected of Budget
140000 Fines & Forfeitures	0.00	0.00	0.00	#DIV/0!
152000 Contract Services	1,000.00	0.00	0.00	0.0%
15300 Fees	100.00			
160000 Gifts & Donations	0.00	0.00	0.00	#DIV/0!
192400 State Aid/Subsidy	85,000.00			
195000 Local Grant	0.00	0.00	0.00	#DIV/0!
General Program Revenues subtotal	86,100.00	0.00	0.00	0.0%
200300 Real Estate Homestead Rollback (from State)	37,000.00	0.00	0.00	0.0%
200400 Manufactured Home Rollback	18,000.00	0.00	0.00	0.0%
221000 Real Estate Tax	1,724,023.00	0.00	0.00	0.0%
223000 Tangible Personal Property Tax	0.00	0.00	0.00	#DIV/0!
224000 Manufactured Homes Property Tax	12,000.00	0.00	0.00	0.0%
230000 Interest	10,000.00	1,086.38	1,086.38	10.9%
241000 Oil & Gas Leases	10,000.00	3,594.51	1,215.45	35.9%
243000 Credit Card Incentives	1,000.00	0.00	0.00	0.0%
250000 Refunds and Reimbursements	0.00	0.00	0.00	#DIV/0!
291000 Advance In	0.00	0.00	0.00	#DIV/0!
General Operations Revenue	1,812,023.00	4,680.89	2,301.83	0.3%
<b>SUBTOTAL REVENUES</b>	<b>1,898,123.00</b>	<b>4,680.89</b>	<b>2,301.83</b>	<b>0.2%</b>
2021 Cash Carryover	1,925,042.14			
<b>TOTAL REVENUES, CARRYOVER &amp; OTHER SOURCES</b>	<b>3,823,165.14</b>	<b>4,680.89</b>	<b>1,868,445.06</b>	<b>0.1%</b>
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	February 1-28 MTD ACTUAL	YTD Percentage Expended of Budget
311200 FT Employee Salaries	566,683.00	68,506.40	33,171.20	12.1%
311300 PT Employee Salaries	118,800.00	7,323.26	3,640.00	6.2%
312100 Sick Leave Conversion	0.00	0.00	0.00	#DIV/0!
313000 Overtime	5,000.00	461.50	461.50	9.2%
314000 Retirement	80,000.00	309.20	309.20	0.4%
321010 PERS	95,932.00	10,680.75	5,218.17	11.1%
321200 Medicare	9,936.00	1,070.66	526.30	10.8%
321300 Workers Compensation	11,649.00	1,302.18	638.88	11.2%
321400 Unemployment	10,000.00	0.00	0.00	0.0%
321500 Health Benefits	259,000.00	19,087.29	8,984.23	7.4%
<b>30 Personal Services Unit Total</b>	<b>1,157,000.00</b>	<b>108,741.24</b>	<b>52,949.48</b>	<b>9.4%</b>
400000 Admin Contractual Services	53,000.00	1,088.72	105.00	2.1%
400100 Training, Lodging & Memberships	15,000.00	139.00	139.00	0.9%
400101 Registration Fees (wrong line should be travel)	0.00	128.63	0.00	#DIV/0!
410000 Utilities: AT&T, Dominion, Ohio Edison, Verizon	30,000.00	1,781.86	968.80	5.9%
412000 Advertising, Marketing & Events	15,000.00	1,298.03	455.68	8.7%
413000 Maintenance & Repairs	45,000.00	1,486.25	986.38	3.3%
414000 Rentals and Leases	1,000.00	0.00	0.00	0.0%
414100 Leases	1,500.00	0.00	0.00	0.0%
420100 Audit Services	5,000.00	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%
<b>40 Contractual Services Unit Total</b>	<b>278,900.00</b>	<b>5,922.49</b>	<b>2,654.86</b>	<b>2.1%</b>

500000 Admin Materials & Supplies	15,000.00	1,527.55	1,464.71	10.2%
509000 Uniforms	8,000.00	608.75	134.95	7.6%
510000 Office Equipment & Furnishings	10,000.00	0.00	0.00	0.0%
530000 Maintenance Materials & Supplies	50,000.00	2,150.04	909.10	4.3%
542000 Fuel	20,000.00	458.25	458.25	2.3%
544000 Natural Areas Materials & Supplies	40,000.00	1,209.35	768.35	3.0%
596300 Equipment Less than \$5000	10,000.00	0.00	0.00	0.0%
596600 Furniture & Fixtures	10,000.00	0.00	0.00	0.0%
50 Materials & Supplies Unit Total	163,000.00	5,953.94	3,735.36	3.7%
610000 Land/Easement Purchase	500,000.00	0.00	0.00	0.0%
630000 Equipment	0.00	0.00	0.00	0.0%
650000 Vehicles	0.00	0.00	0.00	#DIV/0!
680000 Construction Projects	200,000.00	0.00	0.00	0.0%
683000 Engineering Projects	116,580.35	6,609.76	6,609.76	5.7%
683000 Engineering Projects - SRFDB - Seasons Rd Fen Design Build Restoration Project	30,000.00	423.00	423.00	0.0%
683000 Engineering Projects - TLTRL- Trail Lake Picnic Area	11,000.00	0.00	0.00	0.0%
683000 Engineering Projects - TWBLD-Townners Woods Buildings	17,800.00	0.00	0.00	0.0%
60 Capital Outlay Unit Total	875,380.35	7,032.76	7,032.76	0.8%
910000 Transfer Out	0.00	0.00	0.00	#DIV/0!
920000 Advance Out	0.00	0.00	0.00	#DIV/0!
946720 Tax Levy Assessment	15,000.00	0.00	0.00	0.0%
90 Miscellaneous Expenses Unit Total	15,000.00	0.00	0.00	0.0%
GRAND TOTAL EXPENDITURES & OTHER USES	2,489,280.35	127,650.43	66,372.46	5.1%
ENDING AUDITOR'S CASH BALANCE February 28 (= Cash Carryover + YTD Revenues- YTD Expenses) (Also = Auditor Beginning cash balance January 1st + MTD revenues - MTD expenses)			\$1,802,072.60	
HEADWATERS TRAIL FUND				
#605 BEGINNING AUDITOR'S CASH BALANCE			\$197,651.66	
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	February 1-28 MTD ACTUAL	
REVENUES & OTHER SOURCES				
Gifts/Donations	0.00	2,000.00	2,000.00	#DIV/0!
State Grant	160,918.00	160,918.69	0.00	100.0%
Transfer In	0.00	0.00	0.00	#DIV/0!
Advance In	0.00	0.00	0.00	#DIV/0!
TOTAL REVENUES & OTHER SOURCES	160,918.00	162,918.69	2,000.00	101.2%
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	February 1-28 MTD ACTUAL	
Materials & Supplies Unit	0.00	0.00	0.00	#DIV/0!
Capital Outlay-Construction Projects	0.00	0.00	0.00	#DIV/0!
Capital Outlay-Construction Projects - HWVII	0.00	73,376.46	0.00	#DIV/0!
Capital Outlay-Engineering Projects	0.00	0.00	0.00	#DIV/0!
Capital Outlay-Engineering Projects - HWVII	0.00	4,749.50	0.00	#DIV/0!
Advance Out Return	0.00	0.00	0.00	#DIV/0!
TOTAL EXPENDITURES & OTHER USES	0.00	78,125.96	0.00	#DIV/0!
ENDING AUDITOR'S CASH BALANCE			\$199,651.66	



# PORTAGE COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2022 02

JOURNAL DETAIL 2022 2 TO 2022 2

ACCOUNTS FOR:		ORIGINAL	REVISED				AVAILABLE	PCT
8600 Portage Park District		APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
<b>86009091 Park General Admin PR</b>								
86009091	152000 Contract Services	-1,000	-1,000	.00	.00	.00	-1,000.00	.0%*
86009091	153000 Fees	-100	-100	.00	.00	.00	-100.00	.0%*
86009091	192400 State Aid/Subsidy	-85,000	-85,000	.00	.00	.00	-85,000.00	.0%*
TOTAL Park General Admin PR		-86,100	-86,100	.00	.00	.00	-86,100.00	.0%
<b>86009092 Park General Admin OR</b>								
86009092	200300 Real Estate Homest	-37,000	-37,000	.00	.00	.00	-37,000.00	.0%*
86009092	200400 Manufactured H Hom	-18,000	-18,000	.00	.00	.00	-18,000.00	.0%*
86009092	221000 Real Estate Tax	-1,710,303	-1,724,023	.00	.00	.00	-1,724,023.00	.0%*
86009092	224000 Manufactured Homes	-12,000	-12,000	.00	.00	.00	-12,000.00	.0%*
86009092	230000 Interest	-10,000	-10,000	-1,086.38	-1,086.38	.00	-8,913.62	10.9%*
2022/02/000966 02/11/2022 GEN		-1,086.38	REF Jan-22			Interest Allocation Jan-22		
86009092	241000 Oil Leases	-10,000	-10,000	-3,594.51	-1,215.45	.00	-6,405.49	35.9%*
2022/02/000626 02/01/2022 CRP		-725.42	REF 387273	OWS Acquisition		Brosius, Carlisle		
2022/02/001740 02/18/2022 CRP		-490.03	REF 388350	Beck Energy		Camp Spelman		
2022/02/001994 02/25/2022 CRP		-124.35	REF 388741	Petrox		Dix3; Dix-Thomp2; Hahn1-6		
2022/02/001994 02/25/2022 CRP		124.35	REF 388823	Reversal / 388741		Dix3; Dix-Thomp2; Hahn1-6		
86009092	243000 Credit Card Incent	-1,000	-1,000	.00	.00	.00	-1,000.00	.0%*

# PORTAGE COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2022 02

JOURNAL DETAIL 2022 2 TO 2022 2

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
TOTAL Park General Admin OR	-1,798,303	-1,812,023	-4,680.89	-2,301.83	.00	-1,807,342.11	.3%
86009093 Park General Admin PS							
86009093 311200 Employee Full Time	566,683	566,683	68,506.40	33,171.20	.00	498,176.60	12.1%
2022/02/000002 02/04/2022 PRJ	17,145.60	REF 020422			WARRANT=020422	RUN=4 PAYROLL	
2022/02/001033 02/18/2022 PRJ	16,025.60	REF 021822			WARRANT=021822	RUN=4 PAYROLL	
86009093 311300 Part Time/Seasonal	118,800	118,800	7,323.26	3,640.00	.00	111,476.74	6.2%
2022/02/000002 02/04/2022 PRJ	1,708.00	REF 020422			WARRANT=020422	RUN=4 PAYROLL	
2022/02/001033 02/18/2022 PRJ	1,932.00	REF 021822			WARRANT=021822	RUN=4 PAYROLL	
86009093 313000 Employee Overtime	5,000	5,000	461.50	461.50	.00	4,538.50	9.2%
2022/02/000002 02/04/2022 PRJ	461.50	REF 020422			WARRANT=020422	RUN=4 PAYROLL	
86009093 314000 Retirement/Termina	80,000	80,000	309.20	309.20	.00	79,690.80	.4%
2022/02/000002 02/04/2022 PRJ	309.20	REF 020422			WARRANT=020422	RUN=4 PAYROLL	
86009093 321010 PERS	95,932	95,932	10,680.75	5,218.17	.00	85,251.25	11.1%
2022/02/000002 02/04/2022 PRJ	2,704.11	REF 020422			WARRANT=020422	RUN=4 PAYROLL	
2022/02/001033 02/18/2022 PRJ	2,514.06	REF 021822			WARRANT=021822	RUN=4 PAYROLL	
86009093 321200 Medicare	9,936	9,936	1,070.66	526.30	.00	8,865.34	10.8%
2022/02/000002 02/04/2022 PRJ	273.85	REF 020422			WARRANT=020422	RUN=4 PAYROLL	
2022/02/001033 02/18/2022 PRJ	252.45	REF 021822			WARRANT=021822	RUN=4 PAYROLL	
86009093 321300 Workers Compensati	11,649	11,649	1,302.18	638.88	.00	10,346.82	11.2%
2022/02/000002 02/04/2022 PRJ	333.61	REF 020422			WARRANT=020422	RUN=4 PAYROLL	
2022/02/001033 02/18/2022 PRJ	305.27	REF 021822			WARRANT=021822	RUN=4 PAYROLL	
86009093 321400 Unemployment	10,000	10,000	.00	.00	.00	10,000.00	.0%
86009093 321500 Health Benefits	259,000	259,000	19,087.29	8,984.23	.00	239,912.71	7.4%
2022/02/000002 02/04/2022 PRJ	5,051.53	REF 020422			WARRANT=020422	RUN=4 PAYROLL	
2022/02/001033 02/18/2022 PRJ	3,932.70	REF 021822			WARRANT=021822	RUN=4 PAYROLL	

# PORTAGE COUNTY

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 02

JOURNAL DETAIL 2022 2 TO 2022 2

ACCOUNTS FOR:		ORIGINAL	REVISED				AVAILABLE	PCT
8600 Portage Park District		APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
TOTAL Park General Admin PS		1,157,000	1,157,000	108,741.24	52,949.48	.00	1,048,258.76	9.4%
86009094 Park General Admin CS								
86009094 400000	Contractual Servic	50,000	53,000	1,088.72	105.00	6,861.14	45,050.14	15.0%
2022/02/000940	02/02/2022 API	105.00 VND	002615 VCH661806	OHIO STATE HIGHWAY P	**ORI	OH671700		500891
2022/02/000940	02/02/2022 POL	-105.00 VND	002615 PO 119777	OHIO STATE HIGHWAY P	**ORI	OH671700	2022	
86009094 400100	Training & Members	15,000	15,000	139.00	139.00	9,861.00	5,000.00	66.7%
2022/02/000939	02/07/2022 API	139.00 VND	002485 VCH662088	US BANK	**5592	8400 0101 0984		500924
2022/02/000939	02/07/2022 POL	-139.00 VND	002485 PO 119774	US BANK	**5592	8400 0101 0984	2022	
86009094 400101	Registration Fees	0	0	128.63	.00	871.37	-1,000.00	100.0%*
86009094 410000	Utilities	30,000	30,000	1,781.86	968.80	27,718.14	500.00	98.3%
2022/02/000940	02/02/2022 API	44.96 VND	002844 VCH661804	DOMINION ENERGY OHIO	**4	4213 0033 0943		500862
2022/02/000940	02/02/2022 POL	-44.96 VND	002844 PO 119781	DOMINION ENERGY OHIO	**4	4213 0033 0943	2022	
2022/02/000940	02/02/2022 API	276.00 VND	002844 VCH661805	DOMINION ENERGY OHIO	**4	1800 1191 8407		500863
2022/02/000940	02/02/2022 POL	-276.00 VND	002844 PO 119781	DOMINION ENERGY OHIO	**4	1800 1191 8407	2022	
2022/02/000940	02/02/2022 API	102.65 VND	002875 VCH661796	OHIO EDISON		110009660868		500885
2022/02/000940	02/02/2022 POL	-102.65 VND	002875 PO 119784	OHIO EDISON		110009660868	2022	
2022/02/000940	02/02/2022 API	231.75 VND	002875 VCH661798	OHIO EDISON	**110	122 697 896		500886
2022/02/000940	02/02/2022 POL	-231.75 VND	002875 PO 119784	OHIO EDISON	**110	122 697 896	2022	
2022/02/000940	02/02/2022 API	90.17 VND	002875 VCH661799	OHIO EDISON	**110	009 208 841		500887
2022/02/000940	02/02/2022 POL	-90.17 VND	002875 PO 119784	OHIO EDISON	**110	009 208 841	2022	
2022/02/000940	02/02/2022 API	91.75 VND	002875 VCH661803	OHIO EDISON	**110	149 150 416		500888
2022/02/000940	02/02/2022 POL	-91.75 VND	002875 PO 119784	OHIO EDISON	**110	149 150 416	2022	
2022/02/000940	02/02/2022 API	26.54 VND	003615 VCH661810	VERIZON WIRELESS	**442287383-00001			500925
2022/02/000940	02/02/2022 POL	-26.54 VND	003615 PO 119799	VERIZON WIRELESS	**442287383-00001		2022	
2022/02/000941	02/09/2022 API	104.98 VND	001170 VCH662426	TIME WARNER CABLE	**8361	10 033 0041702		500916
2022/02/000941	02/09/2022 POL	-104.98 VND	001170 PO 119758	TIME WARNER CABLE	**8361	10 033 0041702	2022	
86009094 412000	Advertising, Marke	15,000	15,000	1,298.03	455.68	9,201.97	4,500.00	70.0%
2022/02/000939	02/07/2022 API	305.68 VND	002485 VCH662088	US BANK	**5592	8400 0101 0984		500924
2022/02/000939	02/07/2022 POL	-305.68 VND	002485 PO 119775	US BANK	**5592	8400 0101 0984	2022	
2022/02/000940	02/02/2022 API	150.00 VND	003483 VCH661809	PO CO SOIL & WATER	**Newsletter ads Park District			500895
2022/02/000940	02/02/2022 POL	-150.00 VND	003483 PO 120785	PO CO SOIL & WATER	**Newsletter ads Park Dist	2022		



# PORTAGE COUNTY

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 02

JOURNAL DETAIL 2022 2 TO 2022 2

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD	MTD	ENCUMBRANCES	AVAILABLE	PCT
8600 Portage Park District	APPROP	BUDGET	ACTUAL	ACTUAL		BUDGET	USE/COL
86009094 413000 Maintenance & Repa	45,000	45,000	1,486.25	986.38	9,713.75	33,800.00	24.9%
2022/02/000939 02/07/2022 API	986.38 VND	002485 VCH662088	US BANK	**5592	8400 0101 0984		500924
2022/02/000939 02/07/2022 POL	-986.38 VND	002485 PO 119776	US BANK	**5592	8400 0101 0984	2022	
86009094 414000 Rentals & Leases	1,000	1,000	.00	.00	.00	1,000.00	.0%
86009094 414100 Leases	1,500	1,500	.00	.00	.00	1,500.00	.0%
86009094 420100 Audit Services	5,000	5,000	.00	.00	.00	5,000.00	.0%
86009094 428400 Auditor/Treasurer	25,000	25,000	.00	.00	.00	25,000.00	.0%
86009094 428500 DRETAC	10,000	10,000	.00	.00	.00	10,000.00	.0%
86009094 492100 Local share	78,400	78,400	.00	.00	.00	78,400.00	.0%
TOTAL Park General Admin CS	275,900	278,900	5,922.49	2,654.86	64,227.37	208,750.14	25.2%
86009095 Park General Admin MS							
86009095 500000 Admin Materials &	15,000	15,000	1,527.55	1,464.71	9,972.45	3,500.00	76.7%
2022/02/000939 02/07/2022 API	1,464.71 VND	002485 VCH662088	US BANK	**5592	8400 0101 0984		500924
2022/02/000939 02/07/2022 POL	-1,464.71 VND	002485 PO 119767	US BANK	**5592	8400 0101 0984	2022	
86009095 509000 Uniforms	8,000	8,000	608.75	134.95	6,391.25	1,000.00	87.5%
2022/02/000939 02/07/2022 API	134.95 VND	002485 VCH662088	US BANK	**5592	8400 0101 0984		500924
2022/02/000939 02/07/2022 POL	-134.95 VND	002485 PO 119768	US BANK	**5592	8400 0101 0984	2022	
86009095 510000 Office Equipment &	10,000	10,000	.00	.00	5,000.00	5,000.00	50.0%
86009095 530000 Maintenance Materi	50,000	50,000	2,150.04	909.10	22,849.96	25,000.00	50.0%
2022/02/000939 02/07/2022 API	909.10 VND	002485 VCH662088	US BANK	**5592	8400 0101 0984		500924
2022/02/000939 02/07/2022 POL	-909.10 VND	002485 PO 119766	US BANK	**5592	8400 0101 0984	2022	

# PORTAGE COUNTY

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 02

JOURNAL DETAIL 2022 2 TO 2022 2

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
86009095 542000 Fuel	20,000	20,000	458.25	458.25	17,041.75	2,500.00	87.5%
2022/02/000940 02/02/2022 API	458.25 VND	004271 VCH661808	RAVENNA CITY		**FUEL, PORTAGE PARK DISTRICT		500901
2022/02/000940 02/02/2022 POL	-458.25 VND	004271 PO 119806	RAVENNA CITY		**FUEL, PORTAGE PARK DISTR2022		
86009095 544000 Natural Area Mater	40,000	40,000	1,209.35	768.35	23,790.65	15,000.00	62.5%
2022/02/000939 02/07/2022 API	768.35 VND	002485 VCH662088	US BANK		**5592 8400 0101 0984		500924
2022/02/000939 02/07/2022 POL	-768.35 VND	002485 PO 119770	US BANK		**5592 8400 0101 0984	2022	
86009095 596300 Equipment Less Tha	10,000	10,000	.00	.00	5,000.00	5,000.00	50.0%
86009095 596600 Furniture & Fixtur	10,000	10,000	.00	.00	8,000.00	2,000.00	80.0%
TOTAL Park General Admin MS	163,000	163,000	5,953.94	3,735.36	98,046.06	59,000.00	63.8%
86009096 Park General Admin CO							
86009096 610000 Land/Easement Pur	500,000	500,000	.00	.00	.00	500,000.00	.0%
86009096 680000 Construction Proje	200,000	200,000	.00	.00	.00	200,000.00	.0%
86009096 683000 Engineering Projec	100,000	116,580	6,609.76	6,609.76	9,970.59	100,000.00	14.2%
2022/02/000940 02/02/2022 API	6,609.76 VND	003522 VCH661800	ENVIRONMENTAL DESIGN		**PROJECT 21-00430-010		500866
2022/02/000940 02/02/2022 POL	-6,609.76 VND	003522 PO 117388	ENVIRONMENTAL DESIGN		**PROJECT 21-00430-010	2021	
86009096 683000 SRFDB Engineering P	0	30,000	423.00	423.00	29,577.00	.00	100.0%
2022/02/000940 02/02/2022 API	423.00 VND	007942 VCH661801	HAMMONTREE & ASSOCIA		**Seasons Road FenRestoration		500872
2022/02/000940 02/02/2022 POL	-423.00 VND	007942 PO 116252	HAMMONTREE & ASSOCIA		**Seasons Road FenRestorat2021		
86009096 683000 TLTRL Engineering P	0	11,000	.00	.00	11,000.00	.00	100.0%
86009096 683000 TWBLD Engineering P	0	17,800	.00	.00	17,800.00	.00	100.0%

# PORTAGE COUNTY

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 02

JOURNAL DETAIL 2022 2 TO 2022 2

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
TOTAL Park General Admin CO	800,000	875,380	7,032.76	7,032.76	68,347.59	800,000.00	8.6%
86009099 Park General Admin ME							
86009099 946720 Tax Levy Assessmen	15,000	15,000	.00	.00	.00	15,000.00	.0%
TOTAL Park General Admin ME	15,000	15,000	.00	.00	.00	15,000.00	.0%
TOTAL Portage Park District	526,497	591,157	122,969.54	64,070.63	230,621.02	237,566.79	59.8%
TOTAL REVENUES	-1,884,403	-1,898,123	-4,680.89	-2,301.83	.00	-1,893,442.11	
TOTAL EXPENSES	2,410,900	2,489,280	127,650.43	66,372.46	230,621.02	2,131,008.90	

# PORTAGE COUNTY

## YEAR-TO-DATE BUDGET REPORT

FOR 2022.02

JOURNAL DETAIL 2022 2 TO 2022 2

ACCOUNTS FOR:		ORIGINAL	REVISED				AVAILABLE	PCT
8605	Headwaters Trails Improve	APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
86059091 Headwaters Trails Impr PR								
86059091	160000 Gifts And Donation	0	0	-2,000.00	-2,000.00	.00	2,000.00	100.0%
	2022/02/001739 02/16/2022 CRP	-2,000.00	REF 388180	Mark Brunn Estate	Mark Brunn Estate			
86059091	191000 State Grant	0	-160,918	-160,918.69	.00	.00	.69	100.0%
	2022/02/001413 02/22/2022 BUA	-160,918.00	REF Suppl		HWTVII Final			
	TOTAL Headwaters Trails Impr PR	0	-160,918	-162,918.69	-2,000.00	.00	2,000.69	101.2%
	TOTAL Headwaters Trails Improve	0	-160,918	-162,918.69	-2,000.00	.00	2,000.69	101.2%
	TOTAL REVENUES	0	-160,918	-162,918.69	-2,000.00	.00	2,000.69	

# PORTAGE COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2022 02

JOURNAL DETAIL 2022 2 TO 2022 2

ACCOUNTS FOR:		ORIGINAL	REVISED				AVAILABLE	PCT
8616	Tinkers Creek Greenway Fund	APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
<del>86169091</del> Tinkers Creek Greenway Fund PR								
86169091	191000 State Grant	0	-1,720,763	.00	.00	.00	-1,720,763.00	.0%*
2022/02/001413	02/22/2022 BUA	-1,719,130.00	REF Suppl					
2022/02/001413	02/22/2022 BUA	-1,633.00	REF Suppl					
	TOTAL Tinkers Creek Greenway Fund	0	-1,720,763	.00	.00	.00	-1,720,763.00	.0%
	TOTAL Tinkers Creek Greenway Fund	0	-1,720,763	.00	.00	.00	-1,720,763.00	.0%
	TOTAL REVENUES	0	-1,720,763	.00	.00	.00	-1,720,763.00	

# PORTAGE COUNTY

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 02

JOURNAL DETAIL 2022 2 TO 2022 2

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	526,497	-1,290,524	-39,949.15	62,070.63	230,621.02	-1,481,195.52	-14.8%

\*\* END OF REPORT - Generated by Denise Dumaaurier \*\*



**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**  
**March 28, 2021 5:30 PM**



**Administration/Special Projects**

**1. Administration**

- a. Continued financial management. Submitted final disbursement request for Tinkers Creek Greenway II project to close out the Clean Ohio grant.
- b. Partnering with the Portage Park District Foundation in planning for the Portage County Environmental Conservation Awards event, to be held in-person April 30, at the Kent American Legion Hall.
- c. Drafted proposed 2022 Budget Appropriations Amendment based on updated project estimates and plans.
- d. Participating in planning with the League of Women Voters Parks Study and Portage County Regional Planning Commission's Comprehensive Plan.
- e. Received draft Emergency Action Plan for the Camp Spelman dam as required by ODNR; will follow up with the engineering firm with questions prior to submission to ODNR. Notified lake neighbors of our continued investigations and planning to address the dam issues. Continued consultation with Prosecutor's Office on issues and options for addressing the issue.
- f. Received a donation of \$10,000 from Virginia Shaw for improvements to Shaw Woods trails.
- g. Requested and started receiving royalties from the Kreierhoff acquisition, part of Trail Lake Park. Earlier had requested transfer of royalties, including past royalties from the Camp Spelman property. This was a large reason the royalty revenues sharply increased as shown on the February financial statement.
- h. Received updated plans and timeline from the PC Engineer regarding Ravenna Road bridge replacement near Towner's Woods. Construction contracts are anticipated to be awarded in 2023, with construction continuing into 2024. TW and the PORTAGE Hike and Bike Trail will be closed for a period of up to 45 days at some point in the construction period.
- i. Continued coordination with IT department for their very appreciated assistance with technology issues and onboarding new staff.
- j. Review of existing procedures and practices with Office Manager.

**2. Human Resources**

- a. Reviewing Park District staff compensation levels in relation to the most recent Portage County Compensation Management System wage scales. PC Human Resources Director assisted with an initial factoring of PPD job descriptions within the Portage County compensation system. Recommend adjusting the pay ranges associated with the job descriptions for Maintenance Worker II and III, that has current openings, and for which we've had significant turnover in recent years. Will continue to work with PC HR and

reference other park-related salary surveys in consideration of additional pay range adjustments for other positions.

- b. Continued orientation to park district and properties for Chief Ranger Nietert and Office Manager duMaurier.
- c. Operations Manager continues to review and interview for Maintenance III and Maintenance II open positions.

### 3. Land Acquisition/Restoration

- a. Seasons Road Fen project: The request for disbursement of funds to the Northeast Ohio Regional Sewer District has been submitted for the acquisition of the property. Our current agreement with the Western Reserve Land Conservancy (who has pre-acquired the property) calls for a closing date of March 31, 2022, which is unlikely at this point. They have requested an amendment to extend the closing date to May 31, 2022. The PPD's contracted Criteria Engineer has recommended Enviroscience as the Design-Build firm for the proposed stream and wetlands restoration on the site, with concurrence of PPD staff based on experience and qualifications.
- b. Met with PC Commissioners to request the transfer of title of Towner's Woods park, currently owned by PC and leased by PPD for \$1/year. The commissioners agreed to transfer the property. Met with Franklin Township trustees to provide park update and request their relinquishment of a reversionary clause on the Brady Water Plant parcel, being requested for transfer from the PC Commissioners. Will follow up next month.
- c. Continued coordination with owners of potential land acquisitions regarding terms of purchase agreements.

## **Park Operations, Maintenance, Improvement**

### 1. Maintenance

- a. Continued routine tasks including trash removal and restroom cleaning, inventory and supplies management, downed tree removal, building maintenance, equipment and vehicle maintenance.
- b. Continued weekly monitoring of Camp Spelman dam and removal of vegetation on the park district's portion of the dam, per the ODNR-approved Operations Maintenance and Inspection manual.
- c. Communications as necessary with oil and gas lessees regarding maintenance issues on park properties including access drives, fencing and safety issues.
- d. Assisted NAS Bob Lange with prescribed fire at Morgan Park.
- e. Site visits to Headwaters Trail and The Portage Hike and Bike Trail with Director Craycroft, NAS Bob Lange and PC Stormwater Engineer Eric Long to evaluate possible drainage concerns with culverts under the trails. The HWT culvert and slope in Garrettsville will continue to be monitored but does not warrant substantial maintenance or improvement at this time. The culvert under the PORTAGE adjacent to Towner's Woods is not causing problems but is partially obstructed and will be addressed when possible after water levels recede.

### 2. Park Improvements

- a. Beginning work on layout and improvement of the new Storybook Trail and preparing for a natural play area being planned by Education staff at Dix Park.

### **Public Engagement**

1. 2021 End of Year Progress report see attached
2. Education Program calendar that is on the website lists current activities. Staff continue to develop partnerships and programs to serve varied interests and groups in Portage County, including for example, seniors, youth, and programs affiliated with libraries, the Portage County Health District and the Portage County Board of Developmental Disabilities.
3. Providing support to the Portage Park District Foundation for their new *Reforest Portage Parks* initiative and the Environmental Conservation Awards Event as PPD's sponsorship of the event. Two of our wonderful volunteers are receiving awards: Pete Mohan for Environmental Activism and Joe DeFuria for Stewardship.

### **Natural Areas Stewardship**

1. Stewardship and Restoration
  - a. Reforestation- planning and selecting species/stock for spring 2022; provided guidance to Reforest Portage Parks program initiated by PPDF.
  - b. Prescribed fire- Obtained permits from OEPA, ODOF and local Fire Departments, created burn plans, prepared firebreaks and completed 80% of planned burns at Morgan Park and Dix Park. Assisted by staff, WRLC, Geauga Park District, Hiram College.
  - c. WRLC Easements- Chagrin Headwaters Preserve annual stewardship visit complete, visits at Seneca Ponds, Camp Spelman and Verna Beck Preserve are scheduled.
  - d. Worked with Roberts to identify drone uses and needs at PPD. Roberts researching and pricing suitable drone. See attached report on how drones can be used by PPD.
2. Partnership/Collaboration
  - a. Assisted Geauga Park District and Hiram College with prescribed fires.
  - b. Curtis presented at the ODNR DNAP rare plant meeting, resulting in confirmation of a new sedge species to state and the recognition of lichens as organisms that can be protected in the state by species.
  - c. Worked with Roberts to create and submit application for bat survey equipment through ODNR DNAP Small Research Grant
  - d. Completed restoration concepts and plan for Bird Bog with West Creek Conservancy
  - e. Biodiversity Conservation Grant-Submitted letter of intent to apply for pollinator habitat funding at Eagle Creek Greenway.

### **Ranger Department**

1. Compliance: Managing necessary coordination with the State of Ohio for OPOTA training, LEADS, (the Law Enforcement Automated Data System) access and OHLEG (the Ohio Law Enforcement Gateway) that allows Ohio law enforcement agencies to share criminal justice data efficiently and securely. Passed firearms certification test
2. Patrol: Continued orientation to Park District properties and practices, inspecting boundaries and encroachments, including 25.2 miles of foot patrol in February and no citations. Visitor and neighbor contact has been limited until fully uniformed.
3. Partnerships: Serving as the Park District liaison to Portage County Emergency Management agency for emergency management alerts. Serving as Park District liaison to other law enforcement agencies in the county.

## RESOLUTION # 2022- 05

Re: Resolution approving Portage Park District expenditures for the month of February, 2022

**WHEREAS:** The following expenditures have been made in the month of February, 2022 in the following budget categories:

<b>General Operating Fund #8600</b>		
<b>Description</b>	<b>Payee</b>	<b>Amount</b>
<b>Unit 30 Payroll/Personal Services</b>	<b>Portage County Auditor/Payroll</b>	<b>\$ 52,949.48</b>
<b>Unit 40 Contract Services</b>		<b>\$ 2,654.86</b>
Contract Services: Leads	Ohio State Highway Patrol (Leads)	\$ 105.00
Training and Membership: Social media, pesticide training. EECO conference and Sustainable Summits	US Bank	\$ 139.00
Utilities- Natural gas at 2 locations; electric at 4 locations; internet at Ops Center; staff phones & devices	Dominion Energy Ohio; Ohio Edison; AT&T, Time Warner (Spectrum)	\$ 968.80
Advertising-Marketing – Newspapers and background check, newsletter ads.	US Bank; Po Co Soil and Water (newsletter ads)	\$ 455.68
Maintenance & Repairs- F350 tires	US Bank	\$ 986.38
<b>Unit 50 Materials &amp; Supplies</b>		<b>\$ 3,735.36</b>
Admin. Materials & Supplies- Drink bottles w/ logo, Geocache supplies, clay and pebble samples, certificate	US Bank	\$ 1,464.71
Uniforms - Ops staff	US Bank	\$ 134.95
Maintenance Materials & Supplies- Wood, UTV parts	US Bank	\$ 909.10
Fuel: Gasoline and diesel	City of Ravenna	\$ 458.25
Natural Areas Materials & Supplies-Mounting paper, Basal oil, dye and wand	US Bank	\$ 768.35
<b>Unit 60 Capital</b>		<b>\$ 7,032.76</b>
Engineering/Architecture Projects: Camp Spelman engineering	Environmental Design	\$ 6,609.76
Engineering/Architecture Projects: Trail Lake picnic area	Hammontree and Associates	\$ 423.00

**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 February, 2022.

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

Scott McKinney \_\_\_\_\_ Allan Orashan / Tom Hrdy / Charles Engelhart / Kurt Ruehr /

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on March 28, 2022

  
Christine Craycroft, Executive Director

RESOLUTION #2022 -06

Re: Accepting Donations from Brunn Estate; Virginia Shaw

**WHEREAS** The Portage Park District had requested and received notification of approval by the Probate Court to accept the pending donations to the Park District, per the Ohio Revised Code, 1545.11:

- \$2,000 from the estate of Mark Brunn to be used for improvements to the Headwaters Trail
- \$10,000 from Virginia Shaw for improvements to Shaw Woods trails

**WHEREAS** Improvements to Headwaters Trail and Shaw Woods are ongoing and would benefit from additional resources, NOW, THEREFORE BE IT

**RESOLVED** The Board of Commissioners of the Portage Park District hereby approves the following donations:

1. \$2,000 from the estate of David Brunn to be used for improvements to the Headwaters Trail
2. \$10,000 from Virginia Shaw for improvements to Shaw Woods trails

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

Scott McKinney Abs Allan Orashan yes Tom Hrdy yes 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 March 28, 2022

Christine Craycroft  
Christine Craycroft, Executive Director

RESOLUTION 2022- 07

Re: 2022 Budget Appropriations Amendment 1

**WHEREAS:** The Portage County Budget Commission has certified 2021 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	\$3,744,785	\$1,333,885
8605 Headwaters Trail Fund	\$197,651	\$197,651
8607 Breakneck Creek Fund	\$11,973	\$11,973
8612 Morgan Park	\$1,524	\$1,524
8616 Tinkers Creek Greenway	\$1,721,339	\$1,721,339
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 2022 BUDGET APPROPRIATIONS AMENDMENT is hereby authorized:

<u>Fund</u>	<u>Description</u>	<u>Increase</u>
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GENERAL FUND #8600

8600 9096*	Capital Unit Acquisition/Construction	\$710,000
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HEADWATERS TRAIL FUND #8605

8605 9099*	Misc Finance Unit Cash Advance Return	\$170,000
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BREAKNECK CREEK FUND #8607

8607 9094*	Contract Services	\$11,973
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TINKERS CREEK GREENWAY FUND #8616

8616 9096*	Capital Unit Land Acquisition/Construction	\$1,682,380
8616 9094*	Contract services Unit reimbursement to GF	\$36,750
8616 9099*	Misc Finance Unit Cash Advance Return TCGII	\$1,210

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

Scott McKinney abs. Allan Orashan Yes Tom Hrdy Yes 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  
March 28, 2022

  
Christine Craycroft, Executive Director



**RESOLUTION #2022- 08**

**Re: Cash Advance Return to General Fund-Headwaters Trail VII**

**WHEREAS:** The Portage Park District Board of Commissioners passed Resolution 2021-11 to provide cash flow for the Headwaters Trail Phase VII construction project, funded by a reimbursement grant through the Clean Ohio Trails Fund, and

**WHEREAS:** The Headwaters Trail VII project has been completed and the final disbursement of the Clean Ohio Trails Fund grant has been received, and

**WHEREAS:** The Board desires to return the cash advance to the General Fund,

**NOW THEREFORE BE IT RESOLVED:** That the Board of Commissioners of the Portage Park District hereby authorizes the following cash advance return:

Debit	86059099-921000	\$170,000	Credit	86009092-291000	\$170,000
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Upon a motion by Ruehr and second by Orashan, the vote was as follows:

Scott McKinney absent; Allan Orashan Yes Tom Hrdy Yes 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  
March 28, 2022



Christine Craycroft, Executive Director

**RESOLUTION #2022-09**

**Re: Authorizing 3<sup>rd</sup> amendment to purchase agreement for the acquisition of Seasons Road Fen property**

WHEREAS: The Portage Park District had entered into a purchase and sale agreement with the Western Reserve Land Conservancy (WRLC) per RESOLUTION 2019-50 for the acquisition of property in Streetsboro known as Seasons Road Fen, and

WHEREAS: Portage Park District has been authorized funding through the Ohio EPA's Water Resource Restoration Sponsor Program, in connection with a sponsor's Water Pollution Control Loan, and

WHEREAS: The Northeast Ohio Regional Sewer District (NEORS) entered into a sponsorship agreement with the Park District to fund the Seasons Road acquisition and restoration through a loan, and

WHEREAS: The NEORS's loan through the OEPA has been delayed, necessitating an amendment to the purchase agreement between PPD and WRLC to delay the closing until March 31, 2022, and for PPD to cover financing costs up to \$20,000 for costs associated with WRLC's pre-acquisition of the property, and

WHEREAS: WRLC has pre-acquired the property, and the request for disbursement of acquisition funds has been made to the NEORS, however it is unlikely they will be received in time for a closing on March 31, 2022, and

WHEREAS: WRLC has requested the attached third amendment extending the closing date to May 31, 2022, NOW THEREFORE BE IT

**RESOLVED: That the Board of Commissioners of the Portage Park District does hereby authorize the Executive Director to enter into the attached Purchase and Sale Agreement Amendment # 3 with Western Reserve Land Conservancy to extend the closing date to May 31, 2022**

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

Scott McKinney abs Allan Orashan yes Tom Hrdy yes 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 March 28, 2022

  
Christine Craycroft, Executive Director

### **THIRD AMENDMENT TO PURCHASE AND SALE AGREEMENT**

This Third Amendment to Purchase and Sale Agreement (this “**Third Amendment**”) is entered into by and between Western Reserve Land Conservancy (“**WRLC**”), an Ohio nonprofit corporation, and Portage Park District (the “**Park District**”), a park district formed under the authority of Chapter 1545 of the Ohio Revised Code.

#### **RECITALS**

1. WRLC and the Park District are parties to a Purchase and Sale Agreement with an effective date of November 4, 2019 (the “**Agreement**”), whereby WRLC agreed to sell and the Park District agreed to buy the Property (as that term is defined in the Agreement).
2. Paragraph 3 of the Agreement, as amended, currently provides for a Closing Date of March 31, 2022.
3. The parties desire to again amend paragraph 3 of the Agreement for the purpose of extending the Closing Date until May 31, 2022.

#### **AGREEMENTS**

**NOW, THEREFORE**, in consideration of the mutual promises contained herein, it is agreed between WRLC and the Park District as follows:

1. All recitals stated above are incorporated herein by reference as if fully restated.
2. All terms capitalized in this Third Amendment which are not otherwise defined shall have the meaning ascribed to them in the Agreement.
3. Paragraph 3 of the Agreement shall hereby be amended by removing the words “**March 31, 2022**” from the sixth line of the paragraph and replacing same with the words “**May 31, 2022**”.
4. Except as amended hereby, the Agreement remains in full force and effect as written.
5. This Third Amendment may be executed in multiple counterparts, with each party acting at different times and at separate locations, whether or not in the presence of each other, and any copy of this Third Amendment to which the signatures of both parties have been appended shall constitute an original hereof for all purposes, all such copies constituting one and the same original, and one of which shall constitute proof of the terms of this Third Amendment without the necessity of producing any other original copy.

**IN WITNESS WHEREOF**, WRLC and the Park District have executed this Third Amendment as of the date indicated by their respective signatures.

**WRLC:**

**WESTERN RESERVE LAND CONSERVANCY**

By: \_\_\_\_\_ Dated: \_\_\_\_\_, 2022

Robert B. Owen

Its: Assistant Secretary

**PARK DISTRICT:**

**PORTAGE PARK DISTRICT**

By: \_\_\_\_\_ Dated: \_\_\_\_\_, 2022

Christine Craycroft

Its: Executive Director

**RESOLUTION #2022 -10**

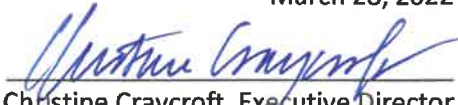
**Re: Authorize selection of Design Build contractor for Seasons Road Fen Wetlands Restoration**

- WHEREAS** The Portage Park District anticipates acquisition of a property in Streetsboro per its purchase agreement with Western Reserve Land Conservancy as part of the Seasons Road Fen project, funded through the Water Resources Restoration Sponsorship Program (WRRSP #WR391506-0005), and
- WHEREAS** The Seasons Road Fen Project also includes the closure of an oil and gas well, the removal of trash, and the restoration of water resources including treatment of invasive species, planting native vegetation, wetlands restoration through drainage changes and the installation of water flow control devices, and
- WHEREAS** Due to the complexity of the wetlands restoration project that requires adaptation to field conditions during construction and specialized construction services, the Park District desires to use the design-build method of construction, and
- WHEREAS** The Park District has hired Hammontree and Associates to serve as Criteria Engineer to represent the Park District in selecting and overseeing a design-build firm, and
- WHEREAS** The Criteria Engineer has assisted with the development of the Request for Qualifications, review of submittals and has made a recommendation for selection of a design-build firm, EnviroScience in conjunction with RiverReach Construction, on which park staff concur, **NOW, THEREFORE BE IT**
- RESOLVED** by the Board of Commissioners of the Portage Park District that the Executive Director is hereby authorized to coordinate with the criteria engineer and negotiate and enter into a design-build contract with EnviroScience, Inc., within the terms of the proposal and WRRSP agreement, for an amount not to exceed \$521,293.

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

Scott McKinney abs Allan Orashan yes Tom Hrdy yes 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  
March 28, 2022

  
Christine Craycroft, Executive Director



CHARLES F. HAMMONTREE, P.E., P.S.  
ROBERT J. HAMMONTREE, III  
MICHAEL M. VALE, P.E., C.P.E.S.C., C.P.S.W.Q.  
KARL J. OPRISCH, P.E.  
WILLIAM P. UTZMAN, P.E., C.P.E.S.C.  
MARK M. ZIMMERMAN, P.E., C.P.E.S.C.,  
C.P.S.W.Q.

## **HAMMONTREE & ASSOCIATES, LIMITED**

*Engineers Planners Scientists Surveyors*

5233 Stoneham Road  
North Canton, Ohio 44720

Phone (330) 499-8817  
Fax (330) 499-0149  
[www.hammontree-engineers.com](http://www.hammontree-engineers.com)

JENNIFER D. SCHUMACHER, P.E., LEED-AP  
TIMOTHY J. BRIGGS, P.S.  
MELINDA C. CHASE, P.E.  
JOSEPH A. CORALL, P.S., REMOTE PILOT  
DANTE C. CELLITTI, R.L.A., C.P.E.S.C., C.P.S.W.Q.

December 16, 2021

**Ms. Christine Craycroft, Executive Director**  
**Portage Park District**  
705 Oakwood St, Suite G-4  
Ravenna, OH 44266

**Re: Portage Park District – Seasons Rd Fen Wetland Restoration Project**  
**Design-Build Firm Recommendation**

Dear Ms. Craycroft,

The following letter is my recommendation for the selection of EnviroScience, Inc., for the design-build firm for the Seasons Road Fen Wetland Restoration Project.

In order to be as fair as possible to all firms that submitted statements in response to the request for qualifications, we used the following process to determine the most qualified firm. The process was in accordance with ORC 153.693 (Evaluation of Design-Build Firms) and is summarized below:

1. A request for qualifications was advertised in the local newspaper, the Record-Courier.
2. We received two statements of qualifications in response to the advertised request.
3. We reviewed each design-build team's statement of qualifications in accordance with the requirements stated in the request. A discussion on the selected firm's qualifications is in the following section of this recommendation.
4. Each statement of qualifications was evaluated and received a score based on the criteria listed in the request for qualifications.
5. We asked both firms to provide a financial offering based upon the requirements listed in the request for qualifications.
6. We evaluated each financial proposal in conjunction with the statements of qualifications to determine the most qualified firm. Our evaluation considered each team's technical approach and qualifications as they pertain to the scope of this project.

We are recommending EnviroScience, Inc, because their statement of qualifications and financial offering were deemed to be the best value for the services to the Park District for this project. This opinion is based on the following factors:



1. Their statement of qualifications received the highest score on the evaluation of the two statements received. The metrics reviewed included:
  - a. Qualifications and Project Experience (30 points possible)
  - b. In-house Staffing (20 points possible)
  - c. Technical Capability (15 points possible)
  - d. Proposed Project Schedule (5 points possible)
2. Of the 70 possible points for this evaluation, their statement of qualifications scored 68 points.
3. EnviroScience and their selected partner on the project, River Reach Construction, have teamed together on over 60 similar projects. This type of established relationship on a design-build project can save a great deal of time and costs and can be an asset as the project progresses.
4. EnviroScience's financial proposal was also determined to be the best value for the scope of work involved in this project. Their proposed fee was within the estimated project cost for the project.
5. Throughout the evaluation process, EnviroScience answered any questions we had and provided details to further explain their technical approach to our satisfaction.
6. Overall, EnviroScience and their team have shown that they have the technical knowledge and experience on similar projects that will lead to a successful outcome for the Portage Park District on this project.

Based on these reasons, we recommend that the design-build contract for the Seasons Road Fen Wetlands Restoration Project be awarded to EnviroScience, Inc, and that contract negotiations begin as soon as practicable.

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

**HAMMONTREE & ASSOCIATES, LIMITED**



Joshua J. Renicker, P.E., M.S.-ENMGT  
Municipal Engineering Manager

**RESOLUTION #2022- 11**

**Re: Approving amendment to pay scale for the positions of Maintenance Worker II and III**

**WHEREAS:** The job descriptions and pay scales for the positions of Maintenance Worker II (pay range \$13-15.50) and III (pay range \$15.50-\$21.00) were established in May, 2015 and January 2019, respectively, and

**WHEREAS:** The current staffing plan includes two Maintenance II Workers and two Maintenance III Workers in the Operations Department, however it has been challenging to recruit and keep qualified staff in those positions, resulting in staff turnover and instability, and

**WHEREAS:** The tight labor market, changes since the pandemic, and recent increases in the cost of living have stimulated a review of pay scales, and

**WHEREAS:** The Human Resources Director has factored the Park District's job descriptions for the positions of Maintenance II and III into the Portage County compensation system adopted in October, 2021, and has suggested compensation levels comparable to County positions. The Maintenance II position correspond to the County's Pay Grade 3: (\$14.45-\$21.67), and the Maintenance III position corresponds to the County's Pay Grade 6: (\$17.03-\$25.53), and


**WHEREAS:** In consideration of the Ohio Parks and Recreation Association's Compensation survey, the rates proposed for Maintenance II and III appear to align with other comparable parks positions, NOW THEREFORE BE IT

**RESOLVED:** That the Board of Commissioners of the Portage Park District hereby approves the changes in the pay ranges for the Maintenance II position to \$14.45-\$21.67 and the Maintenance III position to \$17.03-\$25.53, effective immediately. Adjustments to existing employee compensation will be left to the discretion of Operations Manager and Executive Director.

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

Scott McKinney abs Allan Orashan yes Tom Hrdy yes 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  
March 28, 2022

  
Christine Craycroft, Executive Director

## Portage Park District

### Position Description

**POSITION TITLE: Maintenance Worker III**

**DEPARTMENT:** Operations

**SUPERVISOR:** Operations Manager

**FLSA STATUS:** Non-Exempt; Non-Civil Service Classified

**HOURS:** Full Time or Part Time

**PAY RANGE:** \$15.50-\$21.00/Hour

**ABOUT PORTAGE PARK DISTRICT:** The Portage Park District operates almost 2,000 acres of parkland and 14 miles of hike and bike trails across Portage County. The mission of the Portage Park District is to conserve Portage County's natural heritage and provide opportunities for its appreciation and enjoyment.

**POSITION SUMMARY:** This is a semi-skilled and skilled position within the Park District which performs in all areas of the operations department, including but not limited to: groundskeeping, equipment maintenance, mowing, trail trimming and maintenance, minor construction and repairs, painting, cleaning, landscaping, litter removal, herbicide application, and other duties necessary for the upkeep of the park and its facilities. The position includes overseeing staff and volunteers as necessary.

**POSITION REQUIREMENTS: this position minimally requires the following:**

**CERTIFICATES OR LICENSES:**

- Possession of a valid Ohio driver license, insurable by the Park District's insurance carrier and ability to conform to the driving standards policy as approved by the Board of Park Commissioners.

**EDUCATION, TRAINING AND/OR EXPERIENCE:**

Any combination of training and experience that would indicate possession of the knowledge, skills, and abilities to perform the tasks listed above. Minimum high school diploma or equivalent. Satisfactory criminal background check. Minimum of three-years' experience in grounds maintenance, landscaping, building maintenance, and/or park-related maintenance

**ESSENTIAL JOB DUTIES:**

- Grounds keeping activities, such as litter and trash pickup, mowing, trimming, planting, snow removal, brush clearing, tree trimming and removal.
- Cleaning, maintenance and repair of restrooms, buildings, shelters, vehicles, equipment, and other maintenance activities.
- Assist with trail and facility construction and maintenance and special projects as required.
- Assist with natural areas management including planting, cultivation and herbicide application.
- Other duties as may be assigned.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Interest in and support of the Portage Park District mission
- Knowledge and experience in building and grounds construction, repair and maintenance practices, including safety procedures
- Knowledge and experience in the safe and proper use and maintenance of appropriate vehicles, tools and equipment related to Park District development and operations, including: 4x4 pickup truck and trailer, tractor with front-end loader and implements, dump truck, mini excavator, chainsaws, mowers, pesticide sprayers, hand tools, power tools.

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

- Mechanical ability with the ability to diagnose and repair minor mechanical issues.
- Math skills adequate to measure and calculate distance, area, volume, weight and time.
- Ability to read and interpret documents such as safety rules, operating instructions, construction plans, procedure manuals and other educational manuals and instructions.
- Ability to use a computer or tablet and related software applications for word processing, spreadsheets, email and basic mapping and wayfinding.
- Ability to communicate clearly, concisely and effectively, both orally and in writing
- Ability and willingness to take direction, follow instructions, demonstrate regular attendance and maintain positive working relationships.
- Strong time management skills and ability to prioritize work assignments and implement schedules as assigned.
- Ability to work independently and supervise other staff and volunteers.
- Exhibition of a professional and respectful demeanor and positive attitude.
- Other: A pre-employment Background Check and Drug Test are required.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to: drive various vehicles, tractors and equipment, stand, sit, walk over rough terrain, cycle, use hands and fingers to handle, grasp, feel, type, reach with hands and arms, climb and balance. The employee is required to stoop, kneel, crouch, crawl and lift 80 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the regular duties of this job, the employee works in a natural park environment with exposure to a broad range of outside weather conditions including wet, windy and/or humid conditions and temperatures below 32 degrees and above 100 degrees for periods of more than an hour.
- The employee is occasionally exposed to and moving mechanical parts. The noise level in this position may at times be extreme. The employee may be exposed to various communicable diseases, insects, animals and poisonous plants. The employee may be exposed to outside pollutants in the air, water or land. The employee may be exposed to various chemicals, oils and pesticides.
- Employee is frequently required to travel to places within and occasionally outside the county.
- Employee may have an irregular schedule if necessary and often may be required to work independently with little or no supervision, and as a team member or supervisor of a work crew.
- Employee must maintain a respectable appearance and be able to pleasantly and helpfully interact with the public as necessary.

*The above Description represents the essential and most significant duties of this position. It is not intended to exclude other work duties, assignments and responsibilities not mentioned herein.*

\*\*\*\*\*

**ACKNOWLEDGMENT**

I acknowledge that I have been given a copy of the position description and that it is representative of the major duties and responsibilities of this position.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Supervisor

\_\_\_\_\_  
Date

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

# Portage Park District

## Position Description

**POSITION TITLE: Maintenance Worker II**

**DEPARTMENT:** Operations

**SUPERVISOR:** Operations Manager

**FSLA STATUS:** Non-Exempt

**HOURS:** Full Time or Part Time

**STARTING PAY RANGE:** \$13.00-15.50/Hr

**POSITION SUMMARY:** This is a semi-skilled and skilled position within the Park District which performs in all areas of the operations department, including but not limited to: groundskeeping, equipment maintenance, mowing, trail trimming and maintenance, minor construction and repairs, painting, cleaning, landscaping, litter removal, herbicide application, and other duties necessary for the upkeep of the park and its facilities.

**POSITION REQUIREMENTS:** *this position minimally requires the following:*

**CERTIFICATES OR LICENSES:**

- Possession of a valid Ohio driver license, insurable by the Park District's insurance carrier and ability to conform to the driving standards policy as approved by the Board of Park Commissioners.  
Insurable/Bondable

**EDUCATION TRAINING AND /OR EXPERIENCE**

Any combination of training and experience that would indicate possession of the knowledge, skills, and abilities listed above. Must possess and maintain a valid Ohio motor vehicle operator's license with good record. Minimum high school diploma or equivalent. Satisfactory criminal background check. *Minimum of three-years' experience in grounds maintenance, landscaping, building maintenance, and/or park-related maintenance*

**ESSENTIAL JOB DUTIES**

- Grounds keeping activities, such as litter and trash pickup, mowing, trimming, planting, snow removal, brush clearing, tree trimming and removal.
- Cleaning, maintenance and repair of restrooms, buildings, shelters, vehicles, equipment, and other maintenance activities.
- Assist in, and cooperate with other staff to complete construction and special projects as required.
- Other duties as may be assigned.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

- Interest in and support of the Portage Park District mission
- Knowledge and experience in building and grounds maintenance and repair practices, including safety procedures
- Knowledge and experience in the proper use and maintenance of appropriate vehicles, tools and equipment related to Park District development and operations, including: 4x4 pickup truck and trailer, tractor with front-end loader, chainsaws, mowers, pesticide sprayers, hand tools, power tools.

- Ability to read and interpret documents such as safety rules, operating instructions, procedure manuals and other educational manuals and instructions.
- Ability to communicate clearly, concisely and effectively, both orally and in writing; take direction and follow instructions
- Basic math skills.
- Other: A pre-employment Background Check and Drug Test are required.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to drive a car or truck, stand, sit, walk over rough terrain, cycle, use hands and fingers to handle, grasp, feel, type, reach with hands and arms, climb and balance. The employee is required to stoop, kneel, crouch, crawl and lift 80 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the regular duties of this job, the employee works in a natural park environment with exposure to a broad range of outside weather conditions including wet, windy and/or humid conditions and temperatures below 32 degrees and above 100 degrees for periods of more than an hour.
- The employee is occasionally exposed to and moving mechanical parts. The noise level in this position may at times be extreme. The employee may be exposed to various communicable diseases, insects, animals and poisonous plants. The employee may be exposed to outside pollutants in the air, water or land. The employee may be exposed to various chemicals, oils and pesticides.
- Employee is frequently required to travel to parks throughout the District
- Employee may have an irregular schedule if necessary and often may be required to work independently with little or no supervision, and as a team member or supervisor of a work crew.
- Employee must maintain a respectable appearance and be able to pleasantly and helpfully interact with the public as necessary.

*The above Description represents the essential and most significant duties of this position. It is not intended to exclude other work duties, assignments and responsibilities not mentioned herein.*

\*\*\*\*\*

#### **ACKNOWLEDGMENT**

I acknowledge that I have been given a copy of the position description and that it is representative of the major duties and responsibilities of this position.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Supervisor

\_\_\_\_\_  
Date