

To: Portage Park District Board of Commissioners
From: Christine Craycroft, Executive Director
Date: 5-14-2020
Re: Executive Director's Staff Update and Background Materials
PPD Board of Commissioners Regular Meeting
5-18-2020, 5:30 pm REMOTE MEETING



1. Administration:

- a. COVID Response: Continuing monitoring of state and local guidance for reconstitution of office hours, programs and other adaptations to pandemic. Some staff have voluntarily reduced hours per emergency FMLA allowances, otherwise no staff have been laid off.
- b. Partners: The Portage Park District Foundation has canceled their in-person Portage County Environmental Conservation Awards Dinner and is planning for alternatives.
- c. Financial Management: Drafting preliminary 2021 Budget for review, attached. Preparing for 2018-2019 Biennial Audit.
- d. Tinkers Creek Greenway II: Anticipated closing and transfer of the Nature Conservancy parcel on June 1, 2020. Continued grant administration for reimbursement requests.
- e. Eagle Creek Greenway IA & IB: Received grant agreements from the Ohio Public Works Commission to fund both projects totaling approximately 326 acres in Hiram Township through the Clean Ohio Greenspace Conservation program. Will execute agreement upon Board authorization and proceed with due diligence and survey in anticipation of closing by December 1, 2020.
- f. Staffing: Education Coordinator Jen White had her 1-year anniversary May 8th, and continues to do an excellent job. Program Specialist position vacancy on hold pending programming changes in 2020. Office staff are working remotely and staggered schedules in the office, and in the field as necessary. Chief Ranger Shepard regrettably indicated he will resign in mid-June, considering the demands on his time with his other full time job.
- g. Traffic Counters: received and installed 3 TrafX infrared bike and pedestrian counters to monitor trail traffic. Bids for the additional traffic counters through the ODOT-funded Healthy Transportation Grant were halted due to a state purchasing freeze for now.
- h. Master Plan Update: This in-house project will include updates to the 2016 adopted Master Plan to reflect actual developments after receiving 5 years of the 10-year levy funding cycle and adjusting to updated priorities, budgets and changing conditions. New deadline for completion: December 1, 2020.

2. Park Improvement Projects: Operations Manager Alderman is providing primary oversight of park improvement projects in progress, assisted by consulting engineers and architects.

- a. Morgan Operations Center: Septic system is being installed
- b. Trail Lake:
 - i. Parking Lot: Construction should resume the week of May 18.
 - ii. Demolition and removal of sheds and debris week underway
 - iii. Trail Lake Trails plans: submitted review comments to consulting engineer again on plans and cost estimates in preparation for final plan specifications and bidding. Prepared bid book to submit bid book to Prosecutor's Office for review. Advertisement for bids will begin May 21, with bid opening June 15th with potential award of contract at June 22 Board meeting.
 - iv. Fishing pier and dock: Met with Zach Steele, former park ranger who also runs Marcko's Landing business that constructs docks. He offered to construct and

donate a handicapped accessible fishing pier and platform because he appreciates the park district's work; park district may supply materials. Working on estimates for handicapped accessible kayak and canoe launch module from other local dealer.

- v. Headwaters Trail VII: Traffic study for trail access and crossing at Mennonite Rd is complete. The study concurred with the preferred alignment of creating an embankment from the trail to Mennonite and ending there, vs. continuing west along Mennonite to Infirmary Road. Study was forwarded to County Engineer for review and consideration; the County Engineer issues permits for work in the road right of way. Final engineering plans cannot be completed until an alignment is agreed upon and reviewed by ODNR prior to bidding. Requested extension to grant agreement from ODNR, they will extend it until December 31, 2021. Recommend programming the project to construct in 2021.
 - c. Met with architect Matthew Schwarz from Peninsula Architects (www.pa-architects.com), regarding preplanning and cost scoping for potential shelter projects at Towner's Woods, Trail Lake and Morgan Park. PA has done work for and is recommended by several area park districts, including Geauga, Summit and Stark. Presented funding options to Portage Park District Foundation for consideration of donations to specific projects and future capital campaigns. See attached.
3. Maintenance and Stewardship:
- a. Volunteers and staff are planting trees for restoration work Morgan Park as part of Clean Ohio grant requirements.
 - b. Routine maintenance and cleaning. Received compliments from park users on the restrooms and parks. Mowing has started.
4. Public Engagement and Education:
- a. Marketing/Engagement: 168 new likes on FB from March-April (significant increase likely because of COVID changes to the amount of time people are online); promotion of remote education; monthly newsletter; COVID communications; social media posts on programs and projects. Staff has been innovative and received compliments for creative promotions and programs.
 - b. Programming/Events –videos, podcasts, activities and resources developed and posted
 - c. Park Rx – Partnered with Portage Safety Council on #GetOutside120 campaign to help education people on the health benefits of nature. Jen and Andrea were interviewed on the safety council podcast in March to discuss the parks and encourage additional awareness and visitation. Park Rx programs will be offered remotely throughout the summer.
 - d. CR Water Trail Website is live, updates and comments are being sought from partners for edits.
5. Board action items background
- a. May 18, 2020 Meeting Agenda: attached
 - b. Meeting minutes of May 4, 2020: attached
 - c. April MTD and YTD Budget and cash balance reports: attached
 - d. Approve Expenditures April, 2020: Resolution attached
 - e. Old Business:
 - i. RESOLUTION: Authorize bid for Trail Lake Trailhead and Trails: Received Engineer's estimate of probable cost for the project consisting of a 1.6-mile handicapped

accessible trailhead and trail and access to a boat launch and fishing pier. Estimates for 3 alternate surfaces were provided, including a 10% contingency: Asphalt (\$912,397), chip and seal (\$886,262) and compacted limestone (\$716,260). Restrooms, fishing pier and boat launch are not part of this project. Restrooms are already under separate contract. Recommend authorization to bid based upon updated 2020 Appropriations Amendment.

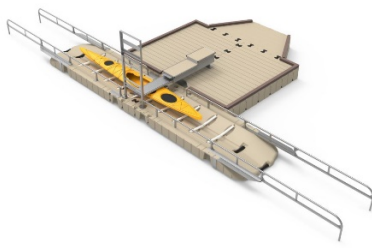
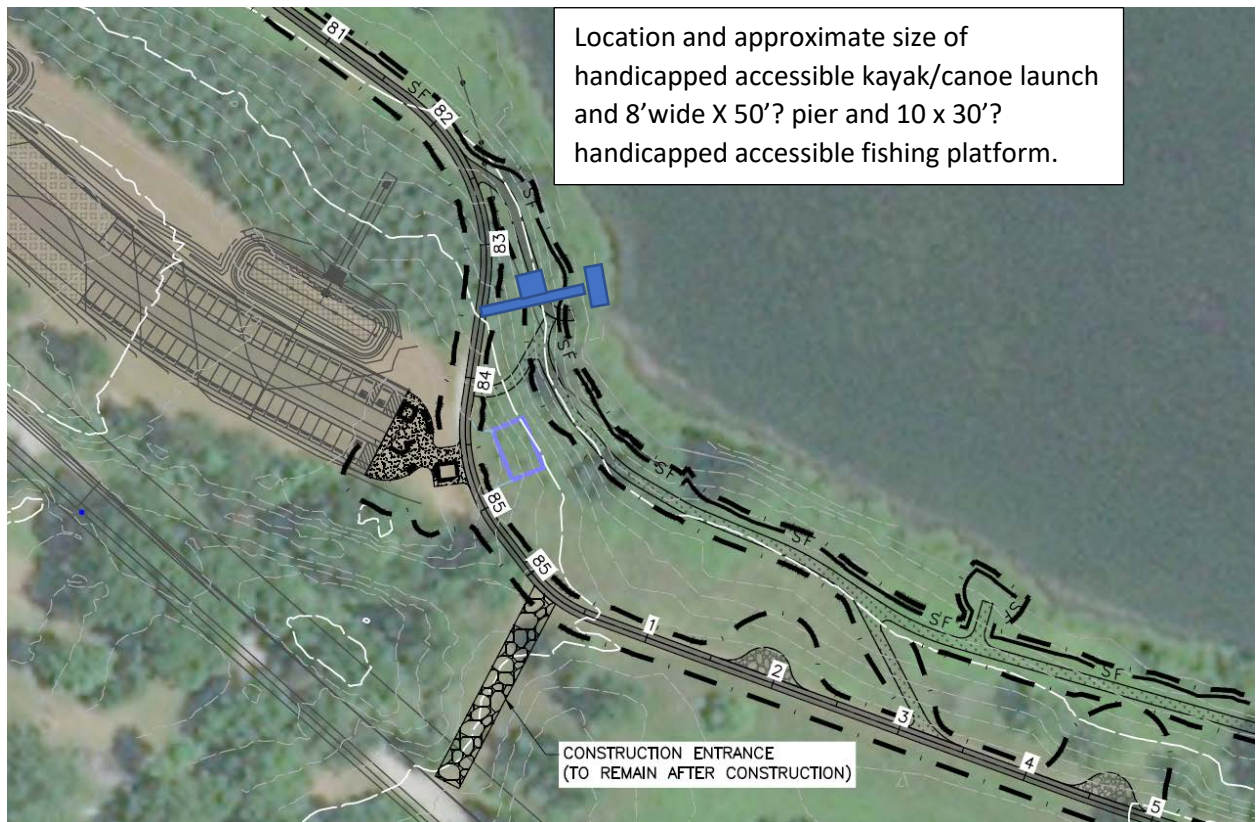
f. New Business:

- i. RESOLUTION: Budget 2020 Appropriations Amendment: Appropriations are needed in capital funds and to transfer appropriations between units in the General Fund. Drafted based on revised estimate of 2020 expenditures and receipts. Significant changes include adjustments to personnel based on hiring schedule, allocation of capital funds, and cash advances and transfers.
- ii. RESOLUTION: Authorize Clean Ohio grant agreement for ECGI & ECGII acquisition projects. These grant agreements between the park district and the Ohio Public Works Commission, State of Ohio are necessary to proceed with the acquisition projects. The Park District is committed to providing the 26% local match, which is currently in the land acquisition line of the general fund, approximately \$325,000.
- iii. RESOLUTION: Create new Eagle Creek Greenway Fund for acquisition of ECGI & II: The state of Ohio requires the Clean Ohio grant funds to be segregated and administered through a separate fund.

Portage Park District Projects

Trail Lake

- Trailhead and trail development project: Estimated at \$800-900,000 (PPD budget for this portion is \$800,000; a general donation of any amount could be allocated toward the trail)
 - 1.6 mile handicapped-accessible paved trail
 - Approach to fishing pier/dock
 - Donated handicapped accessible fishing pier and platform
- Handicapped accessible kayak canoe launch: ~\$30,000 (<https://www.ez-dock.com/all-products/launchlifts/ez-launch/>) (not included in PPD budget now)
- Vault restrooms \$53,000 (already under contract)
- Miscellaneous amenities (tables, benches, swings, native landscaping): \$10-\$50k



Trail Lake Shelter option, similar to Deep Woods Lodge in Geauga Park District

Trail Lake Park

Enclosed shelter

65-70 people, approx. 1500 sf
Minimal site work
No bathrooms
No furnace/AC
Radiant tube heat w/ ceiling fans

Shingle roof
Deck/porch
Incoming elec
Gas line or propane tank
Storm water management

= \$510,000

140' Concrete Walk (6' wide)

= \$5,000

(depending on where the parking is in relation to the building, could be more or less)

Approximately \$50,000 for design/engineering

TOTAL estimated: \$565,000

Deep Woods Lodge



Towner's Woods Russell Site

Example similar to the Geauga Park District Headwaters Park boat house below

- Remove house
- Convert existing pool house to a heated enclosed shelter with 50-person capacity
- Fireplace and restrooms on septic
- In place of house add covered outdoor space, with a deck and boat/canoe storage underneath
- Path to lower level and lake
- Restoration of drive and parking lot

Estimate: \$350,000



Portage Park District
Board of Commissioners Regular Meeting
REMOTE MEETING
705 Oakwood St. Ste G-4
Ravenna, OH 44266
May 18, 2020 5:30 pm
Agenda



1. Roll Call
2. Public Comment
3. Approve minutes of the May 4, 2020 Regular Meeting
4. Presentation of Financial Statement: April 2020 MTD and YTD Budget Report and Cash Balance Report
5. Executive Director Update
6. Other Information/Briefing Items/Policy Updates
 - a. Trail Lake Trails development plans and cost estimates
 - b. 2021 Preliminary Tax Budget
7. Old Business and approval of action items: RESOLUTION: Trail Lake Trailhead and Trails Bid Authorization
8. New Business and approval of action items:
 - a. RESOLUTION: Approve April 2020 Expenditures
 - b. RESOLUTION: 2020 Budget Appropriations Amendment
 - c. RESOLUTION: Authorize Clean Ohio grant agreements for ECGI & ECGII acquisition projects
 - d. RESOLUTION: Create new Eagle Creek Greenway Fund for acquisition of ECGI & II
9. Executive Session: as needed
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 Rescheduled Meeting for March & April
705 Oakwood St. Suite G-4 Ravenna, OH
Meeting was conducted through Zoom video & live streamed on Youtube
May 4, 2020 5:30 pm
Minutes**



Vice President of the Board, Commissioner McKinney called the meeting to order at 5:40 pm

1. Roll of the Board was called by Becker:
Board President Tom Hrdy was absent
Present:
1st Vice President Commissioner Scott McKinney
2nd Vice President Commissioner Chuck Engelhart
Commissioner Allan Orashan
Executive Director Christine Craycroft
Operations Manager Craig Alderman
Natural Areas Steward Bob Lange
Public Outreach Coordinator Andrea Metzler
Education Program Coordinator Jennifer White
Administrative Assistant Rory Becker
2. Public Comment: None
3. Approve minutes of February 17, 2020 regular meeting: Upon a motion by Engelhart and second by Orashan, the minutes of February 17, 2020 were unanimously approved. **Journal Entry 2020-09**
4. Presentation of Financial Statement: February MTD YTD Budget and Cash Balance Report: Upon a motion by Orashan and second by Engelhart, the board reviewed & approved the attached report. **Journal Entry 2020-10**
5. Presentation of Financial Statement: March MTD YTD Budget and Cash Balance Report: Upon a motion by Engelhart and second by Orashan, the board reviewed & approved the attached report. **Journal Entry 2020-11**
6. Executive Director Update: Executive Director commended the staff for its rapid and creative adjustment to changing circumstances with the COVID pandemic. Commissioner Engelhart thanked the staff for adjustment to work schedules due to the Covid-19 stay at home orders. Commissioner McKinney and Orashan concurred with his sentiments. The Director's report was reviewed.
7. Other Information/Briefing Items/Policy Updates:
 - a. 2019 Annual Hinkle Financial Report to State of Ohio: The Park District used an accounting firm to assist with the 2019 Hinkle Financial Report. The District will most likely retain the services for next year as well, including any counseling regarding financial questions on fund management.
 - b. Portage Park District Education Programming Report: The Board reviewed the attached

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- report.
- c. COVID Emergency Orders and PPD Response: Park District has not had any complaints regarding social distancing at parks. Some parking lots are full much of the time, but no issues.
 - d. Portage County Emergency Personnel Policy Amendment: The Board reviewed the attached policy amendment.
 - e. Attorney General Open Meeting Act Guidance: The Board reviewed the attached guidance for use in current and future televised board meetings.
 - f. Trail Lake Trails Development plans and cost estimates: Commissioner Engelhart inquired whether the asphalt trail surface option was included as an alternate for bidding purposes, Craycroft confirmed that it would be, however there were still some unanswered questions regarding the specifications and cost estimate, and so Craycroft recommends the board postpone this item until the next regular meeting May 18.
8. Old Business and approval of action items: None
9. New Business and approval of action items:
- a. **RESOLUTION 2020-15: Approve February 2020 Expenditures**: Upon a motion by Engelhart and second by Orashan, the Board unanimously approved the February 2020 expenditures as listed in the attached resolution.
 - b. **RESOLUTION 2020-16: Approve March 2020 Expenditures**: Upon a motion by Engelhart and second by Orashan, the Board unanimously approved the March 2020 expenditures as listed in the attached resolution.
 - c. **RESOLUTION 2020-XX: Authorize Bidding Trail Lake Trailhead and Trails project**: Upon a motion by Orashan and second by Engelhart, the board voted to table this item and the authorization to put the project out to bid until the May 18 meeting. **Journal Entry 2020-12**
10. Adjourn: Upon a motion by Orashan and second by Engelhart the meeting adjourned at 6:21 p.m.

Sunshine Law Compliance: This was an open and public meeting with notice given to, and/or advertised in the Record Courier newspaper.

IN TESTIMONY WHEREOF we hereunto set our hands, _____, 2020

Thomas Hrdy, President

Christine Craycroft, Executive Director

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

Month to Date and Year To Date Budget & Cash Balance Report for April 2020

GENERAL FUND

BEGINNING AUDITOR'S CASH BALANCE April 1			\$2,094,802.25	
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	April 1-30 MTD ACTUAL	YTD Percentage Collected of Budget
152000 Contract Services	1,200.00	0.00	0.00	0.0%
160000 Gifts & Donations	2,000.00	0.00	0.00	0.0%
Property Tax Levy all sources	1,751,289.00	920,083.98	0.00	52.5%
230000 Interest	15,000.00	5,726.71	2,505.59	38.2%
241000 Oil & Gas Leases	10,000.00	3,558.78	625.17	35.6%
243000 Credit Card Incentives	1,000.00	0.00	0.00	0.0%
250000 Refunds	0.00	59.51	0.00	N/A
291000 Advance In	1,111,862.00	0.00	0.00	0.0%
SUBTOTAL REVENUES	2,892,351.00	929,428.98	3,130.76	32.1%
2019 Cash Carryover	1,741,757.50	1,741,757.50		
TOTAL REVENUES, CARRYOVER & OTHER SOURCES	4,634,108.50	2,671,186.48	2,097,933.01	57.6%
Notes: Some funds have been received in lines that were not budgeted, and therefore percentage collected does not apply				
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	April 1-30 MTD ACTUAL	YTD Percentage Expended of Budget
281200 FT Employee Salaries	431,704.00	108,189.28	26,886.40	25.1%
281300 PT Employee Salaries	131,760.00	7,077.50	3,398.40	5.4%
31300 Overtime	5,000.00	0.00	0.00	0.0%
314000 Retirement	30,000.00	451.92	0.00	1.5%
321010 PERS	79,585.00	16,137.32	4,239.86	20.3%
321200 Medicare	8,243.00	1,588.97	416.31	19.3%
321300 Workers Compensation	9,664.00	1,967.26	514.85	20.4%
321400 Unemployment	10,000.00	54.89	0.00	0.5%
321500 Health Benefits	150,000.00	36,527.40	9,455.52	24.4%
30 Personal Services Unit Total	855,956.00	171,994.54	44,911.34	20.1%
400000 Admin Contractual Services	70,000.00	29,411.06	1,443.66	42.0%
400000 Contractual Services TCGII - Tinkers Creek Greenway Phase II project	700.00	693.75	0.00	99.1%
400100 Training, Lodging & Memberships	10,000.00	1,378.86	0.00	13.8%
410000 Utilities: AT&T, Dominion, Ohio Edison, Verizon	20,000.00	7,867.67	2,293.96	39.3%
412000 Advertising, Marketing & Events	15,000.00	2,000.13	873.75	13.3%
413000 Maintenance & Repairs	74,717.00	8,097.48	2,525.00	10.8%
414000 Rentals and Leases	10.00	6.00	6.00	60.0%
420100 Audit Services	10,000.00	0.00	0.00	0.0%
428400 Auditor/Treasurer Fee	25,000.00	12,536.08	0.00	50.1%
428500 DRETAC	10,000.00	3,987.47	0.00	39.9%
492100 Local Share	10,000.00	10,000.00	0.00	100.0%
40 Contractual Services Unit Total	245,427.00	75,978.50	7,142.37	31.0%
500000 Admin Materials & Supplies	16,000.00	3,200.25	1,642.78	20.0%
509000 Uniforms	5,000.00	462.87	0.00	9.3%
510000 Office Equipment	1,750.00	0.00	0.00	0.0%
530000 Maintenance Materials & Supplies	90,000.00	7,746.99	837.01	8.6%
542000 Fuel	20,000.00	1,790.73	451.67	9.0%
596300 Equipment Less than \$5000	10,000.00	4,650.00	0.00	46.5%
596600 Furniture & Fixtures	30,000.00	0.00	0.00	0.0%
50 Materials & Supplies Unit Total	172,750.00	17,850.84	2,931.46	10.3%
610000 Land Purchase	400,000.00	13,181.89	0.00	3.3%
610000 Land Purchase TCGII - Tinkers Creek Greenway Phase II	15,000.00	0.00	0.00	0.0%
680000 Construction Projects	55,000.00	0.00	0.00	0.0%
680000 Construction Projects - MRGOP - Morgan Park Operations Center Renovation Project	450,000.00	335,405.34	27,325.86	74.5%
680000 Construction Projects - TLLOT - Trail Lake Park Parking Lot & Drive Project	370,000.00	83,287.60	83,287.60	22.5%
680000 Construction Projects - TLTRL - Trail Lake Trails Project	795,904.00	0.00	0.00	0.0%
680000 Construction Projects - TWGAZ - Towner's Woods Gazebo Project	30,000.00	11,045.03	0.00	36.8%
683000 Engineering Projects	60,000.00	23,975.37	6,332.44	40.0%
683000 Engineering Projects - TLTRL - Trail Lake Park Parking Lot & Drive Project	40,000.00	6,897.00	600.00	N/A
60 Capital Outlay Unit Total	2,215,904.00	473,792.23	117,545.90	21.4%
700000 Miscellaneous	1,000.00	0.00	0.00	0.0%
70 Other Expenses Unit Total	1,000.00	0.00	0.00	0.0%
910000 Transfer Out	96,250.00	0.00	0.00	N/A
920000 Advance Out	288,750.00	0.00	0.00	0.0%
946720 Tax Levy Assessment	15,000.00	6,168.43	0.00	41.1%
90 Miscellaneous Expenses Unit Total	400,000.00	6,168.43	0.00	1.5%
GRAND TOTAL EXPENDITURES & OTHER USES	3,891,037.00	745,784.54	172,531.07	19.2%
ENDING AUDITOR'S CASH BALANCE April 30 (= Cash Carryover + YTD Revenues- YTD Expenses) (Also = Auditor Beginning cash balance April 1st + MTD revenues - MTD expenses)			\$1,925,401.94	

CASH BALANCE RESTRICTED FUNDS	ACTUAL CASH BALANCE
8605 Headwaters Trail Fund	\$61,497.22
8607 Breakneck Creek Preserve Fund	\$11,972.39
8611 Berlin Lake Trail Fund	\$2,088.11
8612 Morgan Park Fund	\$4,250.27
8615 Kent Bog Expansion Fund	\$22,284.36
8616 Tinker's Creek Greenway Fund	\$10,948.94
ENDING AUDITOR'S CASH BALANCE	\$113,041.29

**PORTAGE PARK DISTRICT
2021 PRELIMINARY TAX BUDGET
MAY, 2020**

GENERAL FUND

ACCOUNT DESCRIPTION	May-20	DRAFT 2021
152000 Contract Services	1,200.00	1,200.00
160000 Gifts & Donations	2,000.00	2,000.00
ODOT Healthy Transportation Grant (spent directly by ODOT-- temp freeze)	8,400.00	0.00
192400 ODOT current balance plus new biennium allocation estimate (for Trail Lake Lot)	114,308.00	0.00
221000 Real Estate Tax Levy all sources	1,751,289.00	1,751,289.00
230000 Interest	15,000.00	15,000.00
241000 Oil & Gas Leases	10,000.00	10,000.00
243000 Credit Card Incentives	1,000.00	1,000.00
291000 Advance In (revised estimate based on actual grant reimbursements expected in 2020-21)	\$ 804,533.00	288,750.00
SUBTOTAL REVENUES	2,707,730.00	2,069,239.00
2019 Cash Carryover	1,741,757.50	287,325.73
MINUS 2019 Encumbrances carried over to 2020	849,571.00	
TOTAL REVENUES, CARRYOVER & OTHER SOURCES	3,599,916.50	2,356,564.73
EXPENDITURES & OTHER USES	2020	DRAFT 2021
281200 FT Employee Salaries	400,030.40	444,751.01
281300 PT Employee Salaries	106,170.00	119,355.10
31300 Overtime	5,000.00	5,000.00
314000 Retirement/Separation payout	30,000.00	30,000.00
321010 PERS	70,868.06	78,974.86
321200 Medicare	7,339.91	8,179.54
321300 Workers Compensation	8,605.41	9,589.80
321400 Unemployment	10,000.00	10,000.00
321500 Health Benefits	150,000.00	150,000.00
30 Personal Services Unit Total	788,013.77	855,850.31
400000 Admin Contractual Services	70,000.00	40,000.00
400000 Contractual Services TCGII - Tinkers Creek Greenway Phase II project	700.00	
400100 Training, Lodging & Memberships	10,000.00	10,000.00
410000 Utilities	20,000.00	20,000.00
412000 Advertising, Marketing & Events	15,000.00	15,000.00
413000 Maintenance & Repairs	54,717.00	40,000.00
414000 Rentals and Leases	10.00	
420100 Audit Services	5,000.00	
428400 Auditor/Treasurer Fee	25,000.00	25,000.00
428500 DRETAC	10,000.00	10,000.00
492100 Local Share	10,000.00	
40 Contractual Services Unit Total	220,427.00	160,000.00
500000 Admin Materials & Supplies	16,000.00	15,000.00
509000 Uniforms	5,000.00	5,000.00
510000 Office Equipment	1,750.00	
530000 Maintenance Materials & Supplies	60,000.00	50,000.00
ODOT grant traffic counters	8,400.00	
542000 Fuel	20,000.00	20,000.00
596300 Equipment Less than \$5000	15,000.00	
596600 Furniture & Fixtures	30,000.00	10,000.00
50 Materials & Supplies Unit Total	156,150.00	100,000.00
610000 Land Purchase	0	
610000 Land Purchase TCGII - Tinkers Creek Greenway Phase II Brotje	15000	
680000 Construction CXT here or in TRTL line	55000	225,000.00
680000 Construction Projects - MRGOP - Morgan Park Operations Center Renovation Project	452000	
680000 Construction Projects - TLLOT - Trail Lake Park Parking Lot & Drive Project	355000	
680000 Construction Projects--TLTRL	800,000	
680000 Construction Projects - TWGAZ - Towner's Woods Gazebo Project	30000	
683000 Engineering Projects	85000	50,000.00
683000 Engineering Projects - TLTRL -Trail Lake Park Parking Lot, Drive & Trails	15000	
60 Capital Outlay Unit Total	1,807,000.00	275,000.00
700000 Miscellaneous	1,000.00	1,000.00
70 Other Expenses Unit Total	1,000.00	1,000.00
910000 Transfer Out HWT		96,250.00
920000 Advance Out	325,000.00	258,750.00
946720 Tax Levy Assessment	15,000.00	15,000.00
90 Miscellaneous Expenses Unit Total	340,000.00	370,000.00
GRAND TOTAL EXPENDITURES & OTHER USES	3,312,590.77	1,761,850.31
TOTAL REVENUES & OTHER SOURCES	3,599,916.50	2,356,564.73
ANTICIPATED CASH CARRY FORWARD TO NEXT YEAR	287,325.73	594,714.43

CAPITAL IMPROVEMENT FUNDS**HEADWATERS TRAIL FUND**

8605 BEGINNING AUDITOR'S CASH BALANCE

ACCOUNT DESCRIPTION	2020	2021
REVENUES & OTHER SOURCES		
State Grant	0.00	288,750.00
Gifts/Donations	0.00	0.00
Transfer In	0.00	96,250.00
Advance In	0.00	258,750.00
TOTAL REVENUES & OTHER SOURCES	0.00	643,750.00
EXPENDITURES & OTHER USES		
Construct Services		30,000.00
Capital Outlay-Construction Projects		330,000.00
Capital Outlay-Engineering Projects	30,000.00	25,000.00
Advance Out Return	61,497.22	258,750.00
TOTAL EXPENDITURES & OTHER USES	91,497.22	643,750.00

RESOLUTION #2020-

Re: Authorization to bid the Trail Lake Park Trailhead and Trails Construction

WHEREAS The Portage Park District owns property it seeks to develop into a park known as Trail Lake Park, and

WHEREAS Civil and Environmental Consultants (CEC) was hired to develop construction plans, specifications and engineer's estimate of probable cost for the construction of a trailhead area; handicapped accessible trail and natural surface secondary trails; access to handicapped accessible boat launch and fishing pier, and

WHEREAS The engineer's estimate of probable cost of construction including 10% contingency for the base trail construction plus alternates for different trail surfacing options is \$912,397 for an asphalt surfaced trail; \$886,262 for a chip and seal trail surfaced trail \$716,260 for compacted limestone-surfaced trail

WHEREAS The 2020 Portage Park District General Fund capital unit budget has adequate funds for construction of at least one of the alternates, **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 Trail Lake Park Trailhead and Trails construction project.

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

Thomas Hrdy _____

Scott McKinney _____

Allan Orashan _____

Charles Engelhart _____

We certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting
on May 18, 2020

Commissioner Scott McKinney

Commissioner Allan Orashan

Commissioner Thomas Hrdy

Commissioner Charles Engelhart

RESOLUTION # 2020-

Re: Resolution approving Portage Park District expenditures for the month of April, 2020

WHEREAS: The following expenditures have been made in the month of April, 2020 in the following budget categories:

General Operating Fund #8600		
<u>Description</u>	<u>Payee</u>	<u>Amount</u>
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	\$44,911.34
Unit 40 Contract Services		\$7,142.37
Admin. Contract Services- Volgistics subscription reimbursement; document recording; Record Courier job & legal ads; legal counsel fees; design work for program guide & bus ad; monthly printing costs; credit card purchases	Andrea Metzler; Portage County Recorder; Gatehouse Media; Thrasher, Dinsmore & Dolan Law; Janet Fashbaugh*; Konica Minolta; US Bank;	\$1,443.66
Utilities- office phone; natural gas at garage & Morgan Park; heating oil for field office; electric at 5 locations; staff phones & devices	AT&T; Dominion; Ullman Oil Co.; Ohio Edison; Verizon Wireless	\$2,293.96
Advertising- Akron Life Magazine ads; Community Journal ads; Weekly Villager ads; credit card purchases	Baker Media Group; Christine Pitsinger; Villager Publishing; US Bank	\$873.75
Maintenance & Repairs- tree removal services; 1 portable toilet lease	Independent Tree; Portage Portable Toilets	\$2,525.00
Rentals/Leases- 2019 & 2020 lease fees for 3 Portage County properties – TW, Franklin Connector & Maint. Garage	Portage County Commissioners	\$6.00
Unit 50 Materials & Supplies		\$2,931.46
Admin. Materials & Supplies- monthly copier fees; credit card purchases	Konica Minolta Business Solutions; US Bank	\$1,642.78
Maintenance Materials & Supplies- credit card purchases	US Bank	\$837.01
Fuel- March diesel & gasoline costs	City of Ravenna	\$451.67
Unit 60 Capital Outlay – Engineering Projects		\$117,545.90
Construction Project- Project Code MRGOP Morgan Park Renovation Project	RBS General Contracting	\$27,325.86
Construction Project- Project Code TLOT Trail Lake Parking Lot and Drive project	S.E.T. Inc.	\$83,287.60
Engineering Projects- Morgan Park Septic and Wastewater project; HWT Phase VII plans	Environmental Design Group; Karpinski Engineering	\$6,332.44
Engineering Projects- Project Code TLTRL Trail Lake Park Trails Project	Civil & Environmental Consultants	\$600.00

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 April, 2020.

Then and Now Purchases

1 expenditure totaling - \$300.00 Certificate 2020-03 Attached

At the time the merchandise was purchased and at the time the purchase order was executed to cover the purchase, a sufficient sum was appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriated fund free from any previous encumbrances. O.R.C 5705.41(d)

Upon a motion by _____ and seconded by _____, the vote was as follows:

Thomas Hrdy _____

Scott McKinney _____

Allan Orashan _____

Charles Engelhart _____

We certify that the foregoing is a true copy of a resolution passed and action taken
in an open meeting on May 18, 2020

Commissioner Scott McKinney

Commissioner Allan Orashan

Commissioner Thomas Hrdy

Commissioner Charles Engelhart

RESOLUTION 2020

Re: Budget Appropriations Amendment

WHEREAS: The Portage Park District has unappropriated cash in capital funds, and otherwise needs to amend appropriations in the General Fund and the Headwaters Trail Fund to reflect changes in the 2020 work plan, grants and capital project estimates as depicted below:

NOW THEREFORE BE IT

RESOLVED: That the Board of Commissioners of the Portage Park District hereby authorizes the following Budget Appropriations amendment:

Fund	Description	Increase	Decrease
GENERAL FUND #8600			
86009092*	Personnel Unit		\$67,943
86009094*	Contract Services Unit		\$25,000
86009095*	Materials and Supplies Unit		\$16,600
86009096*	Capital Projects		\$408,904
86009097*	Misc and Finance Unit		\$60,000
HEADWATERS TRAIL FUND #8605			
86059096*	Capital Outlay		\$355,000
86059097*	Advance Out Return		\$227,253
BERLIN LAKE TRAIL FUND #8611			
86119094*	Contract Services	\$2,089	
MORGAN PARK FUND #8612			
86129097*	Advance Out Return	\$149,338	
KENT BOG FUND #8615			
86159094*	Contract Services	\$2,285	
86159097*	Advance Out Return	\$20,000	
TINKERS CREEK GREENWAY FUND #8616			
86169097*	Advance Out Return	\$577,949	

Upon a motion by _____ and seconded by _____, the vote was as follows:

Thomas Hrdy _____ Scott McKinney _____

Allan Orashan _____ Charles Engelhart _____

We certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on March 25, 2019

Commissioner Scott McKinney Commissioner Allan Orashan

Commissioner Thomas Hrdy Commissioner Charles Engelhart

PORTAGE PARK DISTRICT
Budget Appropriations Amendment
18-May-20

GENERAL FUND

ACCOUNT DESCRIPTION	Amendment	PROPOSED BUDGET 5-18-2020	CURRENT BUDGET
152000 Contract Services	0.00	1,200.00	1,200.00
160000 Gifts & Donations	0.00	2,000.00	2,000.00
ODOT Healthy Transportation Grant (spent directly by ODOT-- temp freeze)	8,400.00	8,400.00	0.00
192400 ODOT current balance plus new biennium allocation estimate (for Trail Lake Lot)	114,308.00	114,308.00	0.00
221000 Real Estate Tax Levy all sources	0.00	1,751,289.00	1,751,289.00
230000 Interest	0.00	15,000.00	15,000.00
241000 Oil & Gas Leases	0.00	10,000.00	10,000.00
243000 Credit Card Incentives	0.00	1,000.00	1,000.00
291000 Advance In (revised estimate based on actual grant reimbursements expected in 2020)	-307,329.00	\$ 804,533.00	1,111,862.00
SUBTOTAL REVENUES	184,621.00	2,707,730.00	2,892,351.00
2019 Cash Carryover	1,741,757.50	1,741,757.50	1,741,757.50
MINUS 2019 Encumbrances carried over to 2020	849,571.00	849,571.00	849,571.00
TOTAL REVENUES, CARRYOVER & OTHER SOURCES	707,565.50	3,599,916.50	3,784,537.50
EXPENDITURES & OTHER USES	AMENDMENT	PROPOSED	CURRENT BUDGET including 2019 carryover contracts
281200 FT Employee Salaries	-31,673.60	400,030.40	431,704.00
281300 PT Employee Salaries	-25,590.00	106,170.00	131,760.00
31300 Overtime	0.00	5,000.00	5,000.00
314000 Retirement/Separation payout	0.00	30,000.00	30,000.00
321010 PERS	-8,716.94	70,868.06	79,585.00
321200 Medicare	-903.09	7,339.91	8,243.00
321300 Workers Compensation	-1,058.59	8,605.41	9,664.00
321400 Unemployment	0.00	10,000.00	10,000.00
321500 Health Benefits	0.00	150,000.00	150,000.00
30 Personal Services Unit Total	67,942.23	788,013.77	855,956.00
400000 Admin Contractual Services	0.00	70,000.00	70,000.00
400000 Contractual Services TCGII - Tinkers Creek Greenway Phase II project	0.00	700.00	700.00
400100 Training, Lodging & Memberships	0.00	10,000.00	10,000.00
410000 Utilities	0.00	20,000.00	20,000.00
412000 Advertising, Marketing & Events	0.00	15,000.00	15,000.00
413000 Maintenance & Repairs	-20,000.00	54,717.00	74,717.00
414000 Rentals and Leases	0.00	10.00	10.00
420100 Audit Services	-5,000.00	5,000.00	10,000.00
428400 Auditor/Treasurer Fee	0.00	25,000.00	25,000.00
428500 DRETAC	0.00	10,000.00	10,000.00
492100 Local Share	0.00	10,000.00	10,000.00
40 Contractual Services Unit Total	25,000.00	220,427.00	245,427.00
500000 Admin Materials & Supplies	0.00	16,000.00	16,000.00
509000 Uniforms	0.00	5,000.00	5,000.00
510000 Office Equipment	0.00	1,750.00	1,750.00
530000 Maintenance Materials & Supplies	-30,000.00	60,000.00	90,000.00
<i>ODOT grant traffic counters</i>	<i>8,400.00</i>	<i>8,400.00</i>	
542000 Fuel	0.00	20,000.00	20,000.00
596300 Equipment Less than \$5000	5,000.00	15,000.00	10,000.00
596600 Furniture & Fixtures	0.00	30,000.00	30,000.00
50 Materials & Supplies Unit Total	16,600.00	156,150.00	172,750.00
	AMENDMENT	PROPOSED	CURRENT BUDGET
610000 Land Purchase (Brotje Exp Correction move to TCGII line)	-400,000.00	0	400,000.00
610000 Land Purchase TCGII - Tinkers Creek Greenway Phase II Brotje	0.00	15000	15,000.00
680000 Construction CXT here or in TRTL line	0.00	55000	55,000.00
680000 Construction Projects - MRGOP - Morgan Park Operations Center Renovation Project	2,000.00	452000	450,000.00
680000 Construction Projects - TLLot - Trail Lake Park Parking Lot & Drive Project	-15,000.00	355000	370,000.00
680000 Construction Projects--TLTRL	4,096.00	800,000	795,904.00
680000 Construction Projects - TWGAZ - Townner's Woods Gazebo Project	0.00	30000	30,000.00
683000 Engineering Projects	25,000.00	85000	60,000.00
683000 Engineering Projects - TLTRL -Trail Lake Park Parking Lot, Drive & Trails	-25,000.00	15000	40,000.00
60 Capital Outlay Unit Total	408,904.00	1,807,000.00	2,215,904.00
700000 Miscellaneous	0.00	1,000.00	1,000.00
70 Other Expenses Unit Total	0.00	1,000.00	1,000.00
910000 Transfer Out	-96,250.00		96,250.00
920000 Advance Out	36,250.00	325,000.00	288,750.00
946720 Tax Levy Assessment	0.00	15,000.00	15,000.00
90 Miscellaneous Expenses Unit Total	60,000.00	340,000.00	400,000.00
GRAND TOTAL EXPENDITURES & OTHER USES	578,446.23	3,312,590.77	3,891,037.00
TOTAL REVENUES & OTHER SOURCES	3,784,537.50	3,599,916.50	3,784,537.50
ANTICIPATED CASH CARRY FORWARD TO 2021		287,325.73	

CAPITAL IMPROVEMENT FUNDS**HEADWATERS TRAIL FUND**

8605 BEGINNING AUDITOR'S CASH BALANCE			\$61,497.22
ACCOUNT DESCRIPTION	AMENDMENT	PROPOSED BUDGET	CURRENT BUDGET
REVENUES & OTHER SOURCES			
State Grant	-288,750.00	0.00	288,750.00
Gifts/Donations	0.00	0.00	0.00
Transfer In	96,250.00	0.00	96,250.00
Advance In	288,750.00	0.00	288,750.00
TOTAL REVENUES & OTHER SOURCES	673,750.00	0.00	673,750.00
EXPENDITURES & OTHER USES			
Materials & Supplies Unit	0.00		0.00
Capital Outlay-Construction Projects	-330,000.00		330,000.00
Capital Outlay-Engineering Projects	-25,000.00	30,000.00	55,000.00
Advance Out Return	-227,252.78	61,497.22	288,750.00
TOTAL EXPENDITURES & OTHER USES	582,252.78	91,497.22	673,750.00

BERLIN LAKE TRAIL FUND

8611 BEGINNING AUDITOR'S CASH BALANCE			2088.11
ACCOUNT DESCRIPTION	AMENDMENT	PROPOSED BUDGET	CURRENT BUDGET
REVENUES & OTHER SOURCES			
Gifts/Donations	0.00		0.00
Grants	0.00		0.00
TOTAL REVENUES & OTHER SOURCES	0.00		0.00
EXPENDITURES & OTHER USES			
Contract Services	2,089.00	2,089.00	
Materials & Supplies Unit	0.00		0.00
TOTAL EXPENDITURES & OTHER USES	2,089.00	2,089.00	0.00

MORGAN PARK FUND

8612 BEGINNING AUDITOR'S CASH BALANCE			4250.27
ACCOUNT DESCRIPTION	AMENDMENT		CURRENT BUDGET
REVENUES & OTHER SOURCES			
State Grant	-25,051.00	145,087.00	170,138.00
Transfer In	0.00		0.00
Advance In	0.00		0.00
Gifts/Donations	0.00		0.00
Grants	0.00		0.00
TOTAL REVENUES & OTHER SOURCES	170,138.00		170,138.00
EXPENDITURES & OTHER USES			
Capital Outlay-Land Purchase	0.00		0.00
Advance Out Return	149,337.27	149,337.27	
TOTAL EXPENDITURES & OTHER USES	149,337.27	149,337.27	0.00

KENT BOG EXPANSION FUND

8615 BEGINNING AUDITOR'S CASH BALANCE			22284.36
ACCOUNT DESCRIPTION			CURRENT BUDGET
REVENUES & OTHER SOURCES			
Gifts/Donations	0.00		0.00
State Grant	0.00		0.00
Local Match	0.00		0.00
Refunds	0.00		0.00
Advance In	0.00		0.00
TOTAL REVENUES & OTHER SOURCES	0.00		0.00
EXPENDITURES & OTHER USES			
Contract Services	2,285.00	2,285.00	0.00
Materials & Supplies Unit	0.00		0.00
Capital Outlay-Land Purchase	0.00		0.00
Advance Out Return	20,000.00	20,000.00	0.00
TOTAL EXPENDITURES & OTHER USES	22,285.00	22,285.00	0.00

TINKER'S CREEK GREENWAY FUND

8616 BEGINNING AUDITOR'S CASH BALANCE			10948.94
ACCOUNT DESCRIPTION			CURRENT BUDGET
REVENUES & OTHER SOURCES			
Gifts	0.00		0.00
State Grant	567,000.00	567,000.00	0.00
Prior Year	0.00		0.00
Advance In	0.00		0.00
TOTAL REVENUES & OTHER SOURCES	567,000.00	567,000.00	0.00
EXPENDITURES & OTHER USES			
Prior Year Correction	0.00		0.00
Advance Out Return	577,948.94	577,948.94	0.00
TOTAL EXPENDITURES & OTHER USES	577,948.94	577,948.94	0.00

RESOLUTION #2020

Re: Authorizing Clean Ohio Greenspace Agreement for Eagle Creek Greenway Phase IA &B

WHEREAS, The Portage Park District has been awarded Clean Ohio Greenspace Conservation Fund Grants for Eagle Creek Greenway Phases IA & IB in the amount of \$1,143,670 to acquire an additional approximately acres adjacent to the Headwaters Trail Hiram Township, Ohio, and

WHEREAS: The State of Ohio requires that the Park District enter into Grant Agreements, outlining the terms of the grant including the requirement for deed restrictions and the Park District's commitment to provide 26% local match as described in the application, NOW, THEREFORE BE IT

RESOLVED: That the Board of Commissioners of the Portage Park District hereby authorizes the Executive Director to enter into the attached agreements with the State of Ohio for the Eagle Creek Greenway IA and IB projects funded through the Clean Ohio Greenspace Conservation Fund in the amount up to \$1,143,670 as a reimbursement, and agreeing to provide the 26% local match as required.

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

Thomas Hrdy _____ Scott McKinney _____

Allan Orashan _____ Charles Engelhart _____

We certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on May 18, 2020

Commissioner Scott McKinney

Commissioner Allan Orashan

Commissioner Thomas Hrdy

Commissioner Charles Engelhart

RESOLUTION #2020

Re: Creation of Eagle Creek Greenway Fund

- WHEREAS: The Ohio Revised Code, section 5705.13 (C) permits a subdivision of the State of Ohio to establish a special fund for each class of revenues derived from a source other than the general property tax, which the law requires to be used for a particular purpose, and
- WHEREAS: The Portage Park District is a political subdivision of the State of Ohio operating under Ohio Revised Code section 1545, and
- WHEREAS: The Portage Park District has been awarded grants in the amount of \$1,143,670 from the State of Ohio Clean Ohio Greenspace Conservation Fund for the purpose of acquiring and improving the Eagle Creek Greenway, and anticipates receiving additional grants and donations for that purpose over the next 10 years, NOW THEREFORE BE IT
- RESOLVED: That the Board of Commissioners of the Portage Park District does hereby authorize the establishment of the Eagle Creek Greenway Capital Improvements Fund for the purpose of receiving and expending funds for the acquisition and improvement of the Eagle Creek Greenway

Upon a motion by _____ and seconded by _____, the vote was as follows:

Thomas Hrdy _____ Scott McKinney _____

Allan Orashan _____ Charles Engelhart _____

We certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting May18, 2020

Commissioner Scott McKinney

Commissioner Allan Orashan

Commissioner Thomas Hrdy

Commissioner Charles Engelhart