

**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**



Agenda

1. Roll Call
2. Public Comment
3. Approve minutes of the December 13, 2021 Regular Meeting and January 11, 2022 Special Meeting
4. Presentation and approval of Financial Statements: December, 2021 and January, 2022 MTD and YTD Budget Report and Cash Balance Reports
5. Executive Director Update
6. Other Information/Briefing Items/Policy Updates
 - a. 2022 Work Plan
7. Old Business and approval of action items: RESOLUTION: Cash Advance Returns
8. New Business and approval of action items:
 - a. RESOLUTION: Set 2022 Regular Meeting Dates
 - b. RESOLUTION: Approve December 2021 Expenditures
 - c. RESOLUTION: Approve January 2022 Expenditures
 - d. RESOLUTION: Chief Ranger Commission
9. Executive Session: To discuss:
 - a. The sale or purchase of real estate
 - b. 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 November and December Meetings
December 13, 2021 5:30 pm



PPD Operations Center
8505 Nicodemus Road
Shalersville, OH 44266

Minutes

President of the Board Scott McKinney called the meeting to order at 5:40 p.m.

1. Roll of the Board was called by Craycroft: Present:
Board President Scott McKinney
1st Vice President Commissioner Chuck Engelhart
2nd Vice President Commissioner Allan Orashan
Commissioner Kurt Ruehr
Commissioner Tom Hrdy was absent with prior notice
Executive Director Christine Craycroft; Operations Manager Craig Alderman; Natural Areas Steward Bob Lange; Public Engagement Manager Andrea Metzler
2. Public Comment: None
3. Approve minutes of the October 25, 2021 Regular Meeting: Upon a motion by Ruehr the Board unanimously approved the minutes of October 25, 2021 **Journal 12.13.2021-28**
4. Presentation and approval of Financial Statement: October, 2021 MTD and YTD Budget Report and Cash Balance Reports: Upon a motion by Orashan and second by Engelhart, the October, 2021 financial report was unanimously approved. **Journal 12.13.2021-29**
5. November, 2021 MTD and YTD Budget Report and Cash Balance Reports Upon a motion by Engelhart and second by Orashan the November, 2021 financial report was approved unanimously. **Journal 12.13.2021-30**
6. Executive Director Update: See attached
7. Other Information/Briefing Items/Policy Updates: None
8. Old Business and approval of action items: None
9. New Business and approval of action items:
 - a. Approve October 2021 Expenditures: Upon a motion by Orashan and second by Ruehr, the Board unanimously approved the expenditures for October, 2021. See attached **RESOLUTION 2021-46**

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Portage Park District
Board of Commissioners Regular Meeting
Combining the regular November and December Meetings
December 13, 2021 5:30 pm

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5. November, 2021 MTD and YTD Budget Report and Cash Balance Reports Upon a motion by Engelhart and second by Orashan the November, 2021 financial report was approved unanimously. **Journal 12.13.2021-30**
6. Executive Director Update: See attached
7. Other Information/Briefing Items/Policy Updates: None
8. Old Business and approval of action items: None
9. New Business and approval of action items:
 - a. Approve October 2021 Expenditures: Upon a motion by Orashan and second by Ruehr, the Board unanimously approved the expenditures for October, 2021. See attached **RESOLUTION 2021-46**

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- b. Approve November 2021 Expenditures: Upon a motion by Engelhart and second by Ruehr, the Board unanimously approved the expenditures for November, 2021. See attached **RESOLUTION 2021-47**
 - c. Cash Advance Returns adjustment: Final grant reimbursements had not been processed for the Headwaters Trail grant which would fund a cash advance return from the Headwaters Trail Fund to the General Fund. Upon a motion by Orashan and second by Engelhart, the item was tabled.
 - d. 2022 Initial Budget Appropriations: Upon a motion by Orashan and second by Engelhart, the 2022 Initial Budget Appropriations were unanimously approved, see **RESOLUTION 2021-48**
 - e. Congratulations to Summit Metroparks on Centennial: Upon a motion by Orashan and second by Ruehr, the resolution of congratulations to Summit Metro Parks was unanimously approved, see attached **RESOLUTION 2021-49**
 - f. Election of Board Officers: President of the Board McKinney added the agenda item of electing Board officers for 2022. Upon a motion by McKinney and second by Ruehr, the following officers were unanimously elected for 2022 starting at the first meeting of the new year: Chuck Engelhart, President; Allan Orashan, 1st Vice President; Kurt Ruehr, second Vice President. **See attached RESOLUTION 2021-50**
10. Executive Session: Upon a motion by Ruehr and second by Engelhart, the Board entered Executive Session for the purpose of discussing the sale or purchase of real estate upon a roll call vote at 6:30: Commissioner McKinney: Yes; Commissioner Orashan: Yes; Commissioner Ruehr: Yes; Commissioner Engelhart: Yes. **Journal 12.13.2021-31**
Upon a motion by Orashan the Board exited Executive Session at 7:05 with a roll call vote: Commissioner McKinney: Yes; Commissioner Orashan: Yes; Commissioner Ruehr: Yes; Commissioner Engelhart: Yes.
11. Adjournment: Upon a motion by Engelhart and second by Orashan, the meeting adjourned at 7:05. The next regular meeting was scheduled for January 24, 2022, 5:30 pm.

IN TESTIMONY WHEREOF we hereunto set our hands, 12-13, 2022


Chuck Engelhart, President of the Board


Christine Craycroft, Executive Director

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**Portage Park District
Board of Commissioners Special Meeting
January 11, 2022 7:00 pm
PPD Operations Center
8505 Nicodemus Road, Shalersville, OH**



Minutes

President of the Board Commissioner Chuck Engelhart called the meeting to order at 7:01 pm

1. Roll Call: Commissioners present: Commissioner Engelhart, Commissioner Ruehr, Commissioner Hrdy, Commissioner Orashan. Commissioner McKinney was absent with prior notice. Also present: Christine Craycroft, Executive Director, PC Sheriff's Office Chief Deputy Ralph Spidalieri, Captain Harley Steppenbacker, Lieutenant Harry Muir.
2. Public Comment: None
3. Other Information/Briefing Items/Policy Updates: Portage County Sheriff's Office Chief Deputy contract proposal.
 - a. Chief Spidalieri provided background information on the Sheriff's office and presented a proposal for a potential Sheriff's office contract to provide patrol services to Portage Park District, in lieu of the Park District hiring ranger staff. See attached printed materials. Some points were highlighted:
 - i. KSU and PC Sheriff's office have backup dispatch services in cases of emergency.
 - ii. The Sheriff's office is also currently exploring options with some local communities who have their own dispatch and police forces to potentially provide some contract services.
 - iii. PC Sheriff's office pulled out of Metro SWAT and have developed their own SWAT team
 - iv. Other special units include: K9 Division; Portage Aggressive Crime Enforcement (PACE); Drug and Violent Crime Unit; Traffic Safety & Enforcement Unit; Division of Marine Patrol; Traffic safety task force with increased traffic patrols.
 - v. They have a system for managing evidence, training and reporting for officers
 - vi. The contract would cover 7 days, 8 hours/day—part time person to cover for FT deputy when time off
 - vii. Commissioner Orashan asked about current and past relationship with PC Sheriff. They are available to take law enforcement action if necessary. They assist other police departments such as Ravenna, though they are independent.
4. Executive Session: for the purpose of discussing the hiring of personnel
 - a. Motion by Ruehr second by Orashan to enter into executive session at 8:15 with roll call vote.

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Commissioner Hrdy: Yes; Commissioner Orashan: Yes; Commissioner Ruehr: Yes;
Commissioner Engelhart: Yes.

Upon a motion by Ruehr and second by Orashan, the Board adjourned Executive Session at 9:45 with roll call vote: Commissioner Hrdy: Yes; Commissioner Orashan: Yes; Commissioner Ruehr: Yes; Commissioner Engelhart: Yes.

- b. The Board had discussed whether to maintain its previously planned course of action of hiring and commissioning a Chief Ranger for the Park District vs. pursuing a contract with the PC Sheriff's office for park security. The Board did not choose to amend its current plans to develop the Park District's own Ranger Department, while agreeing that collaborative partnerships could still be possible as warranted between the agencies. The Executive Director will continue with presenting a job offer to the primary candidate for Chief Ranger.

5. Adjournment: Upon a motion by Orashan and second by Ruehr the Board Meeting adjourned at 9:45.

IN TESTIMONY WHEREOF we hereunto set our hands, _____, 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 December, 2021

GENERAL FUND

BEGINNING AUDITOR'S CASH BALANCE December 1			\$2,008,253.76	
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	December 1-31 MTD ACTUAL	YTD Percentage Collected of Budget
140000 Fines & Forfeitures	0.00	43.00	0.00	N/A
152000 Contract Services	1,200.00	0.00	0.00	0.0%
160000 Gifts & Donations	2,000.00	30,000.00	0.00	1500.0%
195000 Local Grant	0.00	902.89	0.00	N/A
General Program Revenues subtotal	3,200.00	30,945.89	0.00	967.1%
200300 Real Estate Homestead Rollback (from State)	37,000.00	35,893.98	0.00	97.0%
200400 Manufactured Home Rollback	18,000.00	1,823.65	0.00	10.1%
221000 Real Estate Tax	1,710,303.00	1,743,301.01	0.00	101.9%
223000 Tangible Personal Property Tax	0.00	302.50	0.00	N/A
224000 Manufactured Homes Property Tax	12,000.00	13,610.02	0.00	113.4%
230000 Interest	15,000.00	9,228.78	1,296.62	61.5%
241000 Oil & Gas Leases	10,000.00	28,388.39	1,849.33	283.9%
243000 Credit Card Incentives	1,000.00	875.00	575.00	87.5%
250000 Refunds and Reimbursements	0.00	463.82	211.17	0.0%
291000 Advance In	288,750.00	0.00	0.00	0.0%
General Operations Revenue	2,092,053.00	1,833,887.15	3,932.12	87.7%
SUBTOTAL REVENUES	2,095,253.00	1,864,833.04	3,932.12	89.0%
2020 Cash Carryover	1,640,695.49	1,640,695.49		
TOTAL REVENUES, CARRYOVER & OTHER SOURCES	3,735,948.49	3,505,528.53	2,012,185.88	93.8%
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	December 1-31 MTD ACTUAL	YTD Percentage Expended of Budget
311200 FT Employee Salaries	505,000.00	457,019.95	35,251.21	90.5%
311300 PT Employee Salaries	111,000.00	90,415.90	5,033.00	81.5%
312100 Sick Leave Conversion		1,070.33	0.00	
313000 Overtime	6,000.00	244.50	0.00	4.1%
314000 Retirement	30,000.00	1,929.57	276.22	6.4%
321010 PERS	86,240.00	78,170.97	5,639.78	90.6%
321200 Medicare	8,932.00	7,685.43	568.3	86.0%
321300 Workers Compensation	10,472.00	9,361.59	689.54	89.4%
321400 Unemployment	10,000.00	0.00	0.00	0.0%
321500 Health Benefits	253,356.00	138,750.09	8,587.70	54.8%
30 Personal Services Unit Total	1,021,000.00	784,648.33	56,045.75	76.9%
400000 Admin Contractual Services	40,550.00	16,689.44	968.18	41.2%
400000 Contractual Services TCGO3 - Tinkers Creek Greenway Phase III project	1,450.00	1,450.00	0.00	100.0%
400100 Training, Lodging & Memberships	10,000.00	9,186.18	272.95	91.9%
410000 Utilities: AT&T, Dominion, Ohio Edison, Verizon	30,000.00	19,335.59	2,289.19	64.5%
412000 Advertising, Marketing & Events	15,000.00	10,781.92	0.00	71.9%
413000 Maintenance & Repairs	38,500.00	28,142.44	3,235.11	73.1%
414000 Rentals and Leases	1,000.00	3.00	0.00	0.3%
414100 Leases	1,700.00	1,636.76	45.25	96.3%
420100 Audit Services	6,000.00	3,225.50	0.00	53.8%
428400 Auditor/Treasurer Fee	25,000.00	24,337.10	0.00	97.3%
428500 DRETAC	10,000.00	4,646.21	0.00	46.5%
428800 Fees		250.00	250.00	
492100 Local Share	73,200.00	0.00	0.00	0.0%
40 Contractual Services Unit Total	252,400.00	119,684.14	7,060.68	47.4%

500000 Admin Materials & Supplies	15,000.00	9,141.01	554.73	60.9%
509000 Uniforms	8,000.00	6,709.78	0.00	83.9%
510000 Office Equipment & Furnishings	10,000.00	9,291.70	0.00	92.9%
530000 Maintenance Materials & Supplies	40,000.00	33,608.58	1,128.78	84.0%
542000 Fuel	17,000.00	16,028.96	1,472.86	94.3%
544000 Natural Areas Materials & Supplies	43,500.00	40,387.15	61.29	92.8%
596300 Equipment Less than \$5000	5,344.55	11,258.49	0.00	210.7%
596600 Furniture & Fixtures	2,500.00	0.00	0.00	0.0%
50 Materials & Supplies Unit Total	141,344.55	126,425.67	3,217.66	89.4%
610000 Land/Easement Purchase	401,000.00	587.50	0.00	0.1%
630000 Equipment	50,000.00	48,187.68	0.00	0.0%
650000 Vehicles	31,000.00	30,028.00	0.00	96.9%
680000 Construction Projects	672,384.00	0.00	0.00	0.0%
680000 Construction Projects - MRGOP - Morgan Park Operations Center Renovation Project	661.00	615.39	0.00	93.1%
680000 Construction Projects - TLTRL - Trail Lake Trailhead and Trails Project	177,000.00	175,534.50	0.00	99.2%
683000 Engineering Projects	50,000.00	15,419.65	15,419.65	30.8%
683000 Engineering Projects - HWTVII - Headwaters Trail Phase VII Project	8,000.00	7,195.00	0.00	0.0%
683000 Engineering Projects - SRFDB - Seasons Rd Fen Design Build Restoration Project	40,000.00	6,750.00	0.00	0.0%
683000 Engineering Projects - TLTRL- Trail Lake Picnic Area	20,000.00	9,000.00	5,400.00	0.0%
683000 Engineering Projects - TWBLD-Townners Woods Buildings	75,000.00	32,200.00	0.00	0.0%
60 Capital Outlay Unit Total	1,525,045.00	325,517.72	20,819.65	21.3%
910000 Transfer Out	96,250.00	40,000.00	0.00	41.6%
920000 Advance Out	288,750.00	170,000.00	0.00	58.9%
946720 Tax Levy Assessment	15,000.00	14,210.53	0.00	94.7%
90 Miscellaneous Expenses Unit Total	400,000.00	224,210.53	0.00	56.1%
GRAND TOTAL EXPENDITURES & OTHER USES	3,339,789.55	1,580,486.39	87,143.74	47.3%
ENDING AUDITOR'S CASH BALANCE December 31 (= Cash Carryover + YTD Revenues- YTD Expenses) (Also = Auditor Beginning cash balance November 1st + MTD revenues - MTD expenses)			\$1,925,042.14	
HEADWATERS TRAIL FUND				
8605 BEGINNING AUDITOR'S CASH BALANCE				\$114,858.93
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	December 1-31 MTD ACTUAL	
REVENUES & OTHER SOURCES				
Gifts/Donations	0.00	10,000.00	0.00	N/A
State Grant	288,750.00	0.00	0.00	0.0%
Transfer In	96,250.00	40,000.00	0.00	41.6%
Advance In	288,750.00	170,000.00	0.00	58.9%
TOTAL REVENUES & OTHER SOURCES	673,750.00	220,000.00	0.00	32.7%
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	December 1-31 MTD ACTUAL	
Materials & Supplies Unit	0.00	0.00	0.00	0.0%
Capital Outlay-Construction Projects	171,248.00	0.00	0.00	0.0%
Capital Outlay-Construction Projects - HWVII	175,000.00	176,457.75	73,376.46	100.8%
Capital Outlay-Engineering Projects	28,752.00	0.00	0.00	0.0%
Capital Outlay-Engineering Projects - HWVII	10,000.00	6,809.50	4,749.50	68.1%
Advance Out Return	288,750.00	0.00	0.00	0.0%
TOTAL EXPENDITURES & OTHER USES	673,750.00	183,267.25	78,125.96	27.2%
ENDING AUDITOR'S CASH BALANCE			\$36,732.97	

Auditor Treasurer Reconciliation Report

ALL FUNDS SUMMARY THROUGH 12/31/2021

FUND	12/01/21 AUDITOR CASH BALANCE +	TOTAL RECEIPTS -	TOTAL EXPENDITURES =	ENDING AUDITOR CASH BALANCE -	OUTSTANDING ENCUMBRANCES =	UNENCUMBERED BALANCE
FUND 8611 TOTALS:	.00	.00	.00	.00	.00	.0
8612 Morgan Park	1,523.27	.00	.00	1,523.27	.00	1,523.2
FUND 8612 TOTALS:	1,523.27	.00	.00	1,523.27	.00	1,523.2
8613 Franklin Bog Park	.00	.00	.00	.00	.00	.0
FUND 8613 TOTALS:	.00	.00	.00	.00	.00	.0
8614 Red Fox Boat Access	.00	.00	.00	.00	.00	.0
FUND 8614 TOTALS:	.00	.00	.00	.00	.00	.0
8615 Kent Bog	.00	.00	.00	.00	.00	.0
FUND 8615 TOTALS:	.00	.00	.00	.00	.00	.0
8616 Tinkers Creek Green	575.32	.00	.00	575.32	.00	575.3
FUND 8616 TOTALS:	575.32	.00	.00	575.32	.00	575.3
8617 Eagle Creek Greenwa	5,325.96	.00	.00	5,325.96	.00	5,325.9
FUND 8617 TOTALS:	5,325.96	.00	.00	5,325.96	.00	5,325.9
REPORT TOTALS:	2,142,509.63	3,932.12	165,269.70	1,981,172.05	78,380.35	1,902,791.7

** END OF REPORT - Generated by Maureen E Bennett **

PORTAGE COUNTY



Auditor Treasurer Reconciliation Report

ALL FUNDS SUMMARY THROUGH 12/31/2021

FUND	12/01/21 AUDITOR CASH BALANCE +	TOTAL RECEIPTS -	TOTAL EXPENDITURES =	ENDING AUDITOR CASH BALANCE -	OUTSTANDING ENCUMBRANCES =	UNENCUMBERED BALANCE
8600 Portage Park Distri	2,008,253.76	-3,932.12	87,143.74	1,925,042.14	78,380.35	1,846,661.7
FUND 8600 TOTALS:	2,008,253.76	3,932.12	87,143.74	1,925,042.14	78,380.35	1,846,661.7
8601 PCPD Local Communit	.00	.00	.00	.00	.00	.0
FUND 8601 TOTALS:	.00	.00	.00	.00	.00	.0
8603 PCPD Towners Woods	.00	.00	.00	.00	.00	.0
FUND 8603 TOTALS:	.00	.00	.00	.00	.00	.0
8604 Portage Hike & Bike	.00	.00	.00	.00	.00	.0
FUND 8604 TOTALS:	.00	.00	.00	.00	.00	.0
8605 Headwaters Trails I	114,858.93	.00	78,125.96	36,732.97	.00	36,732.9
FUND 8605 TOTALS:	114,858.93	.00	78,125.96	36,732.97	.00	36,732.9
8606 Dix Park Improvemen	.00	.00	.00	.00	.00	.0
FUND 8606 TOTALS:	.00	.00	.00	.00	.00	.0
8607 Breakneck Creek Wat	11,972.39	.00	.00	11,972.39	.00	11,972.3
FUND 8607 TOTALS:	11,972.39	.00	.00	11,972.39	.00	11,972.3
8608 PCPD Franklin Conne	.00	.00	.00	.00	.00	.0
FUND 8608 TOTALS:	.00	.00	.00	.00	.00	.0
8609 PCPD FEMA	.00	.00	.00	.00	.00	.0
FUND 8609 TOTALS:	.00	.00	.00	.00	.00	.0
8610 Breakneck Creek Wat	.00	.00	.00	.00	.00	.0
FUND 8610 TOTALS:	.00	.00	.00	.00	.00	.0
8611 Berlin Lake Trail	.00	.00	.00	.00	.00	.0

PORTAGE COUNTY



Auditor Treasurer Reconciliation Report

FUND	AS OF 12/01/2021			AS OF 12/31/2021		
	TREASURER CASH BALANCE	- OUTSTANDING WARRANTS	= AUDITOR CASH BALANCE	AUDITOR CASH BALANCE	+ OUTSTANDING WARRANTS	= TREASURER CASH BALANCE
	.00	.00	.00	.00	.00	.00
FUND 8611 TOTALS:	.00	.00	.00	.00	.00	.00
8612 Morgan Park	1,523.27	.00	1,523.27	1,523.27	.00	1,523.27
FUND 8612 TOTALS:	1,523.27	.00	1,523.27	1,523.27	.00	1,523.27
8613 Franklin Bog Park	.00	.00	.00	.00	.00	.00
FUND 8613 TOTALS:	.00	.00	.00	.00	.00	.00
8614 Red Fox Boat Access Fund	.00	.00	.00	.00	.00	.00
FUND 8614 TOTALS:	.00	.00	.00	.00	.00	.00
8615 Kent Bog	.00	.00	.00	.00	.00	.00
FUND 8615 TOTALS:	.00	.00	.00	.00	.00	.00
8616 Tinkers Creek Greenway Fund	575.32	.00	575.32	575.32	.00	575.32
FUND 8616 TOTALS:	575.32	.00	575.32	575.32	.00	575.32
8617 Eagle Creek Greenway	5,325.96	.00	5,325.96	5,325.96	.00	5,325.96
FUND 8617 TOTALS:	5,325.96	.00	5,325.96	5,325.96	.00	5,325.96
REPORT TOTALS:	2,142,659.63	150.00	2,142,509.63	1,981,172.05	15,674.63	1,996,846.68

PORTAGE COUNTY

Auditor Treasurer Reconciliation Report

AS OF 12/01/2021				AS OF 12/31/2021			
FUND	TREASURER CASH BALANCE	- OUTSTANDING WARRANTS	= AUDITOR CASH BALANCE	AUDITOR CASH BALANCE	+ OUTSTANDING WARRANTS	= TREASURER CASH BALANCE	
8600 Portage Park District	2,008,403.76	150.00	2,008,253.76	1,925,042.14	15,674.63	1,940,716.77	
FUND 8600 TOTALS:	2,008,403.76	150.00	2,008,253.76	1,925,042.14	15,674.63	1,940,716.77	
8601 PCPD Local Community	.00	.00	.00	.00	.00	.00	
FUND 8601 TOTALS:	.00	.00	.00	.00	.00	.00	
8603 PCPD Towners Woods Improvement	.00	.00	.00	.00	.00	.00	
FUND 8603 TOTALS:	.00	.00	.00	.00	.00	.00	
8604 Portage Hike & Bike Trail	.00	.00	.00	.00	.00	.00	
FUND 8604 TOTALS:	.00	.00	.00	.00	.00	.00	
8605 Headwaters Trails Improve	114,858.93	.00	114,858.93	36,732.97	.00	36,732.97	
FUND 8605 TOTALS:	114,858.93	.00	114,858.93	36,732.97	.00	36,732.97	
8606 Dix Park Improvements	.00	.00	.00	.00	.00	.00	
FUND 8606 TOTALS:	.00	.00	.00	.00	.00	.00	
8607 Breakneck Creek Watershed	11,972.39	.00	11,972.39	11,972.39	.00	11,972.39	
FUND 8607 TOTALS:	11,972.39	.00	11,972.39	11,972.39	.00	11,972.39	
8608 PCPD Franklin Connect Trail	.00	.00	.00	.00	.00	.00	
FUND 8608 TOTALS:	.00	.00	.00	.00	.00	.00	
8609 PCPD FEMA	.00	.00	.00	.00	.00	.00	
FUND 8609 TOTALS:	.00	.00	.00	.00	.00	.00	
8610 Breakneck Creek Watershed	.00	.00	.00	.00	.00	.00	
FUND 8610 TOTALS:	.00	.00	.00	.00	.00	.00	
8611 Berlin Lake Trail							

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

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ACCOUNTS FOR: 8600 Portage Park District		YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP	REVISED BUDGET					
86009091 Park General Admin PR						
86009091 140000	Fines And Forfeiture					
0.00	0.00	-43.00	0.00	0.00	43.00	100.0%
86009091 152000	Contract Services					
-1,200.00	-1,200.00	0.00	0.00	0.00	-1,200.00	.0%
86009091 160000	Gifts And Donations					
-2,000.00	-2,000.00	-30,000.00	0.00	0.00	28,000.00	1500.0%
86009091 195000	Local Grant					
0.00	0.00	-902.89	0.00	0.00	902.89	100.0%
TOTAL Park General Admin PR						
-3,200.00	-3,200.00	-30,945.89	0.00	0.00	27,745.89	967.1%
86009092 Park General Admin OR						
86009092 200300	Real Estate Homestead Rollback					
-37,000.00	-37,000.00	-35,893.98	0.00	0.00	-1,106.02	97.0%
86009092 200400	Manufactured H Homestead Rollb					
-18,000.00	-18,000.00	-1,823.65	0.00	0.00	-16,176.35	10.1%
86009092 221000	Real Estate Tax					
-1,684,289.00	-1,710,303.00	-1,743,301.01	0.00	0.00	32,998.01	101.9%
86009092 223000	Tangible Personal Property Tax					
0.00	0.00	-302.50	0.00	0.00	302.50	100.0%

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ACCOUNTS FOR: 8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86009092 224000	Manufactured Homes Tax	-12,000.00	-12,000.00	-13,610.02	0.00	0.00	1,610.02	113.4%
86009092 230000	Interest	-15,000.00	-15,000.00	-9,228.78	-1,296.62	0.00	-5,771.22	61.5%
2021/12/000960	12/08/2021 GEN		-714.25	REF Nov-21				
2021/12/004119	12/30/2021 GEN		-582.37	REF Dec-21				
86009092 241000	Oil Leases	-10,000.00	-10,000.00	-28,388.39	-1,849.33	0.00	18,388.39	283.9%
2021/12/000239	12/01/2021 CRP		-79.39	REF 383980	PETROX			
2021/12/000239	12/01/2021 CRP		-1,445.79	REF 383981	Ergon			
2021/12/000805	12/06/2021 CRP		-324.15	REF 384309	Beck Energy			
86009092 243000	Credit Card Incentives	-1,000.00	-1,000.00	-875.00	-575.00	0.00	-125.00	87.5%
2021/12/003636	12/28/2021 GEN		-575.00	REF USBank				
86009092 250000	Refunds And Reimbursements	0.00	0.00	-463.82	-211.17	0.00	463.82	100.0%
2021/12/002034	12/14/2021 CRP		-211.17	REF 384796	PC Treasurer			
86009092 291000	Advance In Repayment	-288,750.00	-57,172.00	0.00	0.00	0.00	-57,172.00	.0%
TOTAL	Park General Admin OR	-2,066,039.00	-1,860,475.00	-1,833,887.15	-3,932.12	0.00	-26,587.85	98.6%
86009093	Park General Admin PS							
86009093 311200	Employee Full Time Salaries	1,021,000.00	470,000.00	457,019.95	35,251.21	0.00	12,980.05	97.2%
2021/12/000537	12/10/2021 PRJ		17,625.61	REF 121021				
2021/12/002383	12/24/2021 PRJ		17,625.60	REF 122421				
						WARRANT=121021	RUN=4 PAYROLL	
						WARRANT=122421	RUN=4 PAYROLL	

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ACCOUNTS	FOR: 8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86009093 311300		Part Time/Seasonal Salaries	0.00	96,000.00	90,415.90	5,033.00	0.00	5,584.10	94.2%
	2021/12/000537	12/10/2021 PRJ		2,975.00	REF 121021				
	2021/12/002383	12/24/2021 PRJ		2,058.00	REF 122421		WARRANT=121021	RUN=4 PAYROLL	
							WARRANT=122421	RUN=4 PAYROLL	
86009093 312100		Sick Leave Conversion	0.00	2,000.00	1,070.33	0.00	0.00	929.67	53.5%
86009093 313000		Employee Overtime	0.00	6,000.00	244.50	0.00	0.00	5,755.50	4.1%
86009093 314000		Retirement/Termination Payoff	0.00	28,000.00	1,929.57	276.22	0.00	26,070.43	6.9%
	2021/12/002383	12/24/2021 PRJ			276.22	REF 122421	WARRANT=122421	RUN=4 PAYROLL	
86009093 321010		PERS	0.00	86,240.00	78,170.97	5,639.78	0.00	8,069.03	90.6%
	2021/12/000537	12/10/2021 PRJ		2,884.08	REF 121021		WARRANT=121021	RUN=4 PAYROLL	
	2021/12/002383	12/24/2021 PRJ		2,755.70	REF 122421		WARRANT=122421	RUN=4 PAYROLL	
86009093 321200		Medicare	0.00	8,932.00	7,685.43	568.30	0.00	1,246.57	86.0%
	2021/12/000537	12/10/2021 PRJ		288.80	REF 121021		WARRANT=121021	RUN=4 PAYROLL	
	2021/12/002383	12/24/2021 PRJ		279.50	REF 122421		WARRANT=122421	RUN=4 PAYROLL	
86009093 321300		Workers Compensation	0.00	10,472.00	9,361.59	689.54	0.00	1,110.41	89.4%
	2021/12/000537	12/10/2021 PRJ		350.22	REF 121021		WARRANT=121021	RUN=4 PAYROLL	
	2021/12/002383	12/24/2021 PRJ		339.32	REF 122421		WARRANT=122421	RUN=4 PAYROLL	
86009093 321400		Unemployment	0.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%
86009093 321500		Health Benefits	0.00	153,356.00	138,750.09	8,587.70	0.00	14,605.91	90.5%
	2021/12/000537	12/10/2021 PRJ		4,293.85	REF 121021		WARRANT=121021	RUN=4 PAYROLL	
	2021/12/002383	12/24/2021 PRJ		4,293.85	REF 122421		WARRANT=122421	RUN=4 PAYROLL	

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ACCOUNTS FOR: 8600 Portage Park District		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL Park General Admin PS		1,021,000.00	871,000.00	784,648.33	56,045.75	0.00	86,351.67	90.1%
86009094 Park General Admin CS								
86009094 400000 Contractual Services		249,400.00	41,750.00	16,689.44	968.18	3,000.00	22,060.56	47.2%
2021/12/001250	12/06/2021 API		105.00 VND 002615 VCH 655971			OHIO STATE HIGH **OH0671700		498314
2021/12/001250	12/06/2021 API		105.00 VND 002615 VCH 655972			OHIO STATE HIGH **OH0671700		498314
2021/12/001250	12/06/2021 API		633.18 VND 002485 VCH 655997			US BANK 5592 8400 0101 0984		498351
2021/12/002124	12/14/2021 API		125.00 VND 002890 VCH 657425			EDWARD H SUTTON #BND 0940808-Allan Orashan		498928
86009094 400000 TCGO3 Contractual Services		0.00	1,450.00	1,450.00	0.00	0.00	0.00	100.0%
86009094 400100 Training & Membership		0.00	11,000.00	9,186.18	272.95	0.00	1,813.82	83.5%
2021/12/001250	12/06/2021 API		272.95 VND 002485 VCH 655997			US BANK 5592 8400 0101 0984		498351
86009094 410000 Utilities		0.00	30,000.00	19,335.59	2,289.19	0.00	10,664.41	64.5%
2021/12/001250	12/06/2021 API		107.46 VND 002844 VCH 655965			DOMINION ENERGY ***4 1800 1191 8407		498260
2021/12/001250	12/06/2021 API		44.96 VND 002844 VCH 655966			DOMINION ENERGY ***4 4213 0033 0943		498261
2021/12/001250	12/06/2021 API		741.55 VND 003615 VCH 655973			VERIZON WIRELES ***542395264-00001		498355
2021/12/002124	12/14/2021 API		187.49 VND 002875 VCH 657411			OHIO EDISON **110 122 697 896		498962
2021/12/002124	12/14/2021 API		95.85 VND 002875 VCH 657412			OHIO EDISON **110 009 660 868		498962
2021/12/002124	12/14/2021 API		91.25 VND 002875 VCH 657413			OHIO EDISON **110 009 208 841		498962
2021/12/002124	12/14/2021 API		78.83 VND 002875 VCH 657418			OHIO EDISON **110 149 1504 16		498962
2021/12/002124	12/14/2021 API		76.45 VND 002875 VCH 657417			OHIO EDISON **110 134 809 943		498962
2021/12/002124	12/14/2021 API		126.19 VND 002875 VCH 657419			OHIO EDISON **110 139 062 985		498962
2021/12/002124	12/14/2021 API		104.98 VND 001170 VCH 657427			TIME WARNER CAB **8361 10 033 0041702		498990
2021/12/002124	12/14/2021 API		24.60 VND 003615 VCH 657420			VERIZON WIRELES ***442287383-00001		498999
2021/12/002124	12/14/2021 API		609.58 VND 003615 VCH 657423			VERIZON WIRELES ***542395264-00001		498999
86009094 412000 Advertising, Marketing, Events		0.00	15,000.00	10,781.92	0.00	0.00	4,218.08	71.9%

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86009094 413000	Maintenance & Repairs	0.00	39,500.00	28,142.44	3,235.11	0.00	11,357.56	71.2%
2021/12/001250	12/06/2021 API		105.00 VND 003633 VCH 655967		KIMBLE RECYCLIN	**487795		498290
2021/12/001250	12/06/2021 API		3,130.11 VND 002485 VCH 655997		US BANK	5592 8400 0101 0984		498351
86009094 414000	Rentals & Leases	0.00	1,000.00	3.00	0.00	0.00	997.00	.3%
86009094 414100	Leases	0.00	1,700.00	1,636.76	45.25	0.00	63.24	96.3%
2021/12/001250	12/06/2021 API		45.25 VND 001310 VCH 655968		KONICA MINOLTA	**1316072		498293
86009094 420100	Audit Services	0.00	6,000.00	3,225.50	0.00	0.00	2,774.50	53.8%
86009094 428000	Event Fees/Membership Dues	0.00	0.00	250.00	250.00	0.00	-250.00	100.0%
2021/12/002124	12/14/2021 API		250.00 VND 002568 VCH 657424		CORSA	**PORTAGE PARK DIST		498925
86009094 428400	Auditor/Treasurer Fee Expense	0.00	25,000.00	24,337.10	0.00	0.00	662.90	97.3%
86009094 428500	DRETAC	0.00	10,000.00	4,646.21	0.00	0.00	5,353.79	46.5%
TOTAL Park General Admin CS								
	249,400.00		182,400.00	119,684.14	7,060.68	3,000.00	59,715.86	67.3%
86009095 Park General Admin MS								
86009095 500000	Admin Materials & Supplies	110,000.00	15,000.00	9,141.01	554.73	0.00	5,858.99	60.9%
2021/12/001250	12/06/2021 API		64.75 VND 001310 VCH 655968		KONICA MINOLTA	**1316072		498293
2021/12/001250	12/06/2021 API		94.73 VND 001310 VCH 655969		KONICA MINOLTA	**1283755		498292
2021/12/001250	12/06/2021 API		157.33 VND 001310 VCH 655970		KONICA MINOLTA	**1316072		498293
2021/12/001250	12/06/2021 API		143.19 VND 002485 VCH 655997		US BANK	5592 8400 0101 0984		498351
2021/12/002124	12/14/2021 API		94.73 VND 001310 VCH 657422		KONICA MINOLTA	**acct 1283755		498944

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ACCOUNTS FOR: 8600	Portage Park District	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP	REVISED BUDGET					
86009095 509000	Uniforms 0.00 8,000.00	6,709.78	0.00	0.00	1,290.22	83.9%
86009095 510000	Office Equipment & Furnishings 0.00 10,000.00	9,291.70	0.00	0.00	708.30	92.9%
86009095 530000	Maintenance Materials/Supp 0.00 73,000.00	33,608.58	1,128.78	0.00	39,391.42	46.0%
2021/12/001250 12/06/2021 API	553.78 VND 002485 VCH 655997		US BANK	5592 8400 0101 0984		498351
2021/12/003636 12/28/2021 GEN	575.00 REF USBank			Credit Card Rewards Apr-Nov		
86009095 542000	Fuel 0.00 18,000.00	16,028.96	1,472.86	0.00	1,971.04	89.0%
2021/12/002124 12/14/2021 API	100.84 VND 004271 VCH 657429		RAVENNA CITY	**PARK DIST		498975
2021/12/002124 12/14/2021 API	1,372.02 VND 004271 VCH 657430		RAVENNA CITY	**PARK DIST		498975
86009095 544000	Natural Area Materials & Supp 0.00 58,500.00	40,387.15	61.29	0.00	18,112.85	69.0%
2021/12/001250 12/06/2021 API	61.29 VND 002485 VCH 655997		US BANK	5592 8400 0101 0984		498351
86009095 596300	Equipment Less Than \$5000 0.00 11,344.55	11,258.49	0.00	0.00	86.06	99.2%
86009095 596600	Furniture & Fixtures 0.00 2,500.00	0.00	0.00	0.00	2,500.00	.0%
TOTAL Park General Admin MS	110,000.00 196,344.55	126,425.67	3,217.66	0.00	69,918.88	64.4%
86009096 Park General Admin CO						
86009096 610000	Land/Easement Purchase 525,000.00 41,000.00	587.50	0.00	0.00	40,412.50	1.4%

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86009096 630000	Equipment	0.00	50,000.00	48,187.68	0.00	0.00	1,812.32	96.4%
86009096 650000	Vehicles	0.00	31,000.00	30,028.00	0.00	0.00	972.00	96.9%
86009096 680000	Construction Projects	0.00	422,384.00	0.00	0.00	0.00	422,384.00	.0%
86009096 680000 MRGOP	Construction Projects	0.00	661.15	615.39	0.00	0.00	45.76	93.1%
86009096 680000 TLTRL	Construction Projects	0.00	177,000.00	175,534.50	0.00	0.00	1,465.50	99.2%
86009096 683000	Engineering Projects	0.00	50,000.00	15,419.65	15,419.65	16,580.35	18,000.00	64.0%
2021/12/000261 12/01/2021 API			1,870.10	VND 003522 VCH 655074	ENVIRONMENTAL D **PARK DIST			497597
2021/12/000261 12/01/2021 API			9,488.25	VND 003522 VCH 655075	ENVIRONMENTAL D **PARK DIST			497597
2021/12/000261 12/01/2021 API			3,331.01	VND 003522 VCH 655076	ENVIRONMENTAL D **PARK DIST			497597
2021/12/002124 12/14/2021 API			730.29	VND 003522 VCH 657428	ENVIRONMENTAL D **proj 21 00430 010 Camp SpeIm			498929
86009096 683000 HWVII	Engineering Projects	0.00	8,000.00	7,195.00	0.00	0.00	805.00	89.9%
86009096 683000 SRFDB	Engineering Projects	0.00	40,000.00	6,750.00	0.00	30,000.00	3,250.00	91.9%
86009096 683000 TLTRL	Engineering Projects	0.00	20,000.00	9,000.00	5,400.00	11,000.00	0.00	100.0%
2021/12/000261 12/01/2021 API			5,400.00	VND 045822 VCH 655070	KARPINSKI ENGIN **ENGINEERING SERVICES TLTRL			497606
86009096 683000 TWBLD	Engineering Projects	0.00	75,000.00	32,200.00	0.00	17,800.00	25,000.00	66.7%

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ACCOUNTS FOR: 8600	Portage Park District		YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP	REVISED BUDGET						
TOTAL Park General Admin CO							
525,000.00	915,045.15		325,517.72	20,819.65	75,380.35	514,147.08	43.8%
86009099 Park General Admin ME							
86009099 910000	Transfers Out						
96,250.00	40,000.00		40,000.00	0.00	0.00	0.00	100.0%
86009099 920000	Advance Out						
288,750.00	170,000.00		170,000.00	0.00	0.00	0.00	100.0%
86009099 946720	Tax Levy Assessment						
15,000.00	15,000.00		14,210.53	0.00	0.00	789.47	94.7%
TOTAL Park General Admin ME							
400,000.00	225,000.00		224,210.53	0.00	0.00	789.47	99.6%
TOTAL Portage Park District							
236,161.00	526,114.70		-284,346.65	83,211.62	78,380.35	732,081.00	-39.1%
TOTAL REVENUES							
-2,069,239.00	-1,863,675.00		-1,864,833.04	-3,932.12	0.00	1,158.04	
TOTAL EXPENSES							
2,305,400.00	2,389,789.70		1,580,486.39	87,143.74	78,380.35	730,922.96	
PRIOR FUND BALANCE				1,640,695.49			
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES				284,346.65			
REVISED FUND BALANCE				1,925,042.14			

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ACCOUNTS FOR: 8605 Headwaters Trails Improve		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86059091 Headwaters Trails Impr PR								
86059091 160000	Gifts And Donations	0.00	0.00	-10,000.00	0.00	0.00	10,000.00	100.0%
86059091 191000	State Grant	-288,750.00	-88,749.00	0.00	0.00	0.00	-88,749.00	.0%
TOTAL Headwaters Trails Impr PR				-10,000.00	0.00	0.00	-78,749.00	11.3%
86059092 Headwaters Trails Impr OR								
86059092 280000	Transfer In	-96,250.00	-96,250.00	-40,000.00	0.00	0.00	-56,250.00	41.6%
86059092 290000	Advances In	-288,750.00	-170,000.00	-170,000.00	0.00	0.00	0.00	100.0%
TOTAL Headwaters Trails Impr OR				-210,000.00	0.00	0.00	-56,250.00	78.9%
86059096 Headwaters Trails Impr CO								
86059096 680000	Construction Projects	385,000.00	0.00	0.00	0.00	0.00	0.00	.0%
86059096 680000 HWVII	Construction Projects	0.00	176,600.00	176,457.75	73,376.46	0.00	142.25	99.9%
2021/12/000260	12/01/2021 API		2,881.46	VND 048505	VCH 655273	KING EXCAVATING **HWTRL PH VII		497607
2021/12/000261	12/01/2021 API		70,495.00	VND 048505	VCH 655103	KING EXCAVATING **PARK DIST		497607

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ACCOUNTS FOR: 8605 Headwaters Trails Improve		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86059096	683000	HWVII	Engineering Projects					
		0.00	8,400.00	6,809.50	4,749.50	0.00	1,590.50	81.1%
2021/12/000261	12/01/2021	API	392.50	VND 045822	VCH 655081	KARPINSKI ENGIN **HWTRL		497606
2021/12/000261	12/01/2021	API	566.00	VND 045822	VCH 655082	KARPINSKI ENGIN **HWTRL PH VIII		497606
2021/12/000261	12/01/2021	API	357.50	VND 045822	VCH 655083	KARPINSKI ENGIN **HWTRL PH VII		497606
2021/12/001043	12/01/2021	API	1,990.00	VND 045822	VCH 655293	KARPINSKI ENGIN **HWTRL PH VII		498289
2021/12/001043	12/01/2021	API	1,443.50	VND 045822	VCH 655294	KARPINSKI ENGIN **HWTRL PH VIII		498289
TOTAL Headwaters Trails Impr CO								
		385,000.00	185,000.00	183,267.25	78,125.96	0.00	1,732.75	99.1%
86059099	Headwaters Trails Impr ME							
86059099	921000	Advance	Out Returns					
		288,750.00	170,000.00	0.00	0.00	0.00	170,000.00	.0%
TOTAL Headwaters Trails Impr ME								
		288,750.00	170,000.00	0.00	0.00	0.00	170,000.00	.0%
TOTAL Headwaters Trails Improve								
		0.00	1.00	-36,732.75	78,125.96	0.00	36,733.75	*****%
TOTAL REVENUES								
		-673,750.00	-354,999.00	-220,000.00	0.00	0.00	-134,999.00	
TOTAL EXPENSES								
		673,750.00	355,000.00	183,267.25	78,125.96	0.00	171,732.75	
PRIOR FUND BALANCE								.22
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES								36,732.75
REVISED FUND BALANCE								36,732.97

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

JOURNAL DETAIL 2021 12 TO 2021 12

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

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

JOURNAL DETAIL 2021 12 TO 2021 12

ACCOUNTS FOR: 8612	Morgan Park	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86129095 Morgan Park MS								
86129095 500000	Materials & Supplies	0.00	1,524.00	0.00	0.00	0.00	1,524.00	.0%
TOTAL Morgan Park MS		0.00	1,524.00	0.00	0.00	0.00	1,524.00	.0%
TOTAL Morgan Park		0.00	1,524.00	0.00	0.00	0.00	1,524.00	.0%
TOTAL EXPENSES		0.00	1,524.00	0.00	0.00	0.00	1,524.00	
PRIOR FUND BALANCE						1,523.27		
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES						.00		
REVISED FUND BALANCE						1,523.27		

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

JOURNAL DETAIL 2021 12 TO 2021 12

ACCOUNTS FOR: 8617 Eagle Creek Greenway		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86179091 Eagle Creek Greenway PR								
86179091	191000	ECGOI	State Grant					
		0.00	-1,115,811.00	-1,115,810.48	0.00	0.00	-0.52	100.0%
TOTAL Eagle Creek Greenway PR								
		0.00	-1,115,811.00	-1,115,810.48	0.00	0.00	-0.52	100.0%
86179092 Eagle Creek Greenway OR								
86179092	250000	ECGOI	Refunds And Reimbursements					
		0.00	0.00	-1,449.30	0.00	0.00	1,449.30	100.0%
TOTAL Eagle Creek Greenway OR								
		0.00	0.00	-1,449.30	0.00	0.00	1,449.30	100.0%
86179096 Eagle Creek Greenway CO								
86179096	610000	ECGOI	Land Purchase					
		0.00	1,115,811.00	1,115,810.48	0.00	0.00	0.52	100.0%
TOTAL Eagle Creek Greenway CO								
		0.00	1,115,811.00	1,115,810.48	0.00	0.00	0.52	100.0%
TOTAL Eagle Creek Greenway								
		0.00	0.00	-1,449.30	0.00	0.00	1,449.30	100.0%
TOTAL REVENUES								
		0.00	-1,115,811.00	-1,117,259.78	0.00	0.00	1,448.78	
TOTAL EXPENSES								
		0.00	1,115,811.00	1,115,810.48	0.00	0.00	0.52	
PRIOR FUND BALANCE					3,876.66			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES					1,449.30			
REVISED FUND BALANCE					5,325.96			

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

JOURNAL DETAIL 2021 12 TO 2021 12

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
236,161.00	539,612.70	-322,528.70	161,337.58	78,380.35	783,761.05	-45.2%

** END OF REPORT - Generated by Christine Craycroft **

To: Portage Park District Board of Commissioners
From: Christine Craycroft, Executive Director
Re: Executive Director's Staff Update and Meeting Materials
Board of Commissioners Regular Meeting
February 17, 2021 5:30 PM (covering period since Dec. 13, 2021)



Administration/Special Projects

1. Administration:

- a. Continued financial management and grant administration.
- b. Representatives from the Portage County Sheriff's Department gave a presentation to Craycroft, Alderman and Commissioner Ruehr on their proposal to provide contracted security services in lieu of the Park District hiring a Chief Ranger. The SO subsequently presented directly to the Board at a special meeting on January 11th to determine whether to change hiring plans.
- c. Held ribbon cutting for the completion of Headwaters Trail VII.
- d. Partnering with the Portage Park District Foundation to develop a program for soliciting donations towards a designated tree fund. Donations for \$50/tree will go into a fund to support tree planting efforts in Portage Parks. The program would be administered through the foundation who would make annual donations to the Park District for a dedicated budget line restricted to tree planting and reforestation efforts. Donors would receive a thank you certificate, but no promises of where the tree will be planted.
- e. Staff trainings completed or soon to be completed by different departments include: Cornell environmental education; American Trail Association trails construction and maintenance; OSU pesticide applicator's training, Project Wingspan Pollinator Technical Training webinar series, LEAP Pollinator webinar series Part I; Natural Areas Association Rare Plant Protection; Midwest Biodiversity Institute ORAM training; ODOT Drone Training
- f. Closed out Clean Ohio Trails grant for HWT VII; received reimbursement.
- g. Amended 2022 Work Plan with budget projections and recommendations for acquisition, development and possible funding sources
- h. Received reimbursement for ODOT Healthy Transportation grant for traffic counters; maintenance staff are building cases and will be deploying at various park sites to provide data on visitation

2. Human Resources:

- a. Senior staff members Alderman, Lange and Metzler assisted with screening and interviewing for the positions of Chief Ranger and Office Manager.
- b. Kevin Nietert was hired as Chief Ranger, starting on February 14 with Peace Officer commissioning anticipated at the February 17th meeting. Mr. Nietert lives in Aurora with his family and retired in 2021 after 35 years with the South Euclid Police Department, the last 7 years as Chief of Police. He previously served a term on the Portage Park District Foundation Board.
- c. Denise DuMaurier was hired as Office Manager starting February 28th. Ms. DuMaurier lives in Diamond with her family and has served with the City of Ravenna Finance Department for 14 years, previously with Neighborhood Development Services for 4 years.

- d. Staff members David Passarelli and Bryar Veon have resigned to pursue other jobs.
- e. Reviewing salary surveys and compensation plans from other organizations in preparation for recommending changes to PPD's compensation ranges, for the purpose of compensating staff fairly, and aiding in worker retention.

3. Land Acquisition/Restoration:

- a. Geoff Westerfield of the Division of Wildlife met with Craycroft and Lange to share information about the H2Ohio grant program for acquisition and wetlands restoration.
- b. Continued follow up on acquisition prospects and continued planning and discussions on other acquisition opportunities. Mr. Gressard is agreeable to a renewal of the purchase agreement for his property which has expired.
- c. WRLC has closed on the Becker property, part of the Seasons Road Fen project. PPD acquisition and restoration is pending the disbursement of the state loan to the NEORSD which is funding the acquisition and restoration, anticipated in February-March. Park District consultant engineer Reineker will have a recommendation for a design build firm to implement the restoration.

Park Operations, Maintenance, Improvement

1. Maintenance

- a. Continue to perform tasks as needed and necessary to the Operations Department, including inventory and supplies management, building maintenance, equipment and vehicle maintenance.
- b. Planning and receiving quotes for major maintenance and development projects.
- c. Developing inventory of oil and gas infrastructure on park district properties with identification of access, activities, and maintenance and safety issues.

2. Partnerships

- a. Preparation for and participation in the HWT ribbon cutting ceremony with staff and partners.
- b. Continued representation of PPD with Leadership Portage County.
- c. Provided site tours for various partners including Portage Co. Sheriff's office.

Public Engagement

1. Media

- a. Newsletter: January's newsletter open rate hit a record for us at 48.2%! That is 21% higher than industry average and about 5% higher than our norm. The story on our ribbon cutting at HWT Mennonite Crossing is likely the reason.
- b. Website: visitation numbers continue to grow with significant increase in the last two years. 2019 compared to 2021 showed a 140% increase in visits – or about 40,000 visits. Most visited pages are home page, parks and maps and things to do (education programming/wild hikes)
- c. Messaging for 2022 will center around park users – "YOUR Parks" will be our theme throughout the year with a major push in summer months.

- 2. Master Plan: Developing video and public engagement process for soliciting input on the master plan updates. Offering public program preserve "Sneak Peaks" on unopened properties, to promote public input.

3. Education:

- a. Continuing educational programs for all ages, virtual and in-person. Partnered in hiking program for adults with Developmental Disabilities at Portage Parks, which received positive response.
- b. Education staff partnered with Reed Memorial Library to develop a Storybook Trail at Dix Park supported by grant funding. This trail project would include signage illustrating a children's book along an existing, improved trail near the front of the park. Staff continue to plan for further development of Dix Park to increase public use, including a future nature exploration play area.

Natural Areas Stewardship

1. Stewardship and Restoration

- a. Invasive species management at Trail Lake, Shaw Woods, Franklin Bog
- b. Curating plant specimens as part of botanical inventory. Curtis prepared presentation for sedge species new to Ohio, will present at annual DNAP state rare plant meeting
- c. Developing park property database, reviewing and confirming GIS parcel information
- d. Biodiversity Conservation Grant- preparing letter of intent to apply for pollinator habitat funding at Eagle Creek Greenway.
- e. Roberts and Curtis working on application for DNAP research grant for bat surveys

2. Partnership/Collaboration

- a. Reviewing and preparing comments for new MOU for the CRCWMA
- b. Developed restoration plan in partnership with WCC for Bird Bog, in anticipation of eventual Park District ownership and management.
- c. Continued representation of PPD on the Upper Cuyahoga Scenic Rivers Advisory Council

RESOLUTION 2022- |

Re: **Setting schedule of regular meeting dates for 2022**

WHEREAS, Ohio Revised Code Section 121.22 concerning open public meetings, it is required that this Board adopt rules relative to scheduling regular and special Board meetings and to provide notice of these meetings; now therefore be it

RESOLVED, that the Board of Commissioners of the Portage Park District agrees to hold its regular meetings starting at 6:00 p.m. on the following dates: March 28, April 25, May 23, June 27, July 25, August 22, September 26, October 24, November 28, December 19; and be it further

RESOLVED, that meetings will be held remotely as conditions warrant and as allowed by law, with opportunities for public viewing via the park district YouTube channel. Otherwise meetings will be held at the Portage Park District Operations Center, 8505 Nicodemus Road, Shalersville, OH, and be it further

RESOLVED, that notices of upcoming meetings or changes to meeting dates will be published on the Portage Park District's website at www.portageparkdistrict.org, and in the legal ads of the Record Courier newspaper; and be it further

RESOLVED, that Executive Sessions will be held pursuant to Ohio Revised Code Section 121.22 (G)(1)-(8); special and emergency sessions will be held at the call of the Board of Park Commissioners and that the Executive Director will direct the "Record-Courier" newspaper to publish notice in its newspaper of the time, place and purpose of a special meeting at least twenty-four hours in advance of the special meeting, and if any other news media have requested notification the Clerk shall give at least twenty-four hours' advance notice to any other news media that may have requested notification. In the event of an emergency, the Executive Director, on behalf of the member or members calling the meeting, shall notify the Record-Courier and any other news media that may have requested notification immediately of the time, place and purpose of the meeting; and be it further,

RESOLVED, any person may request the time and place of all regularly scheduled meetings by submitting a request to the Secretary of the Board, and any person, upon written request, as provided herein, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Each person shall file with the Executive Director a written request specifying the person's name, address, telephone number and/or e-mail address, along with the specific type of public business that is of interest, and the amount of time this request covers.

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

Thomas Hrdy Y

Scott McKinney Y

Allan Orashan Y

Charles Engelhart Y

Kurt Ruehr Y

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on
February 17, 2022


Christine Craycroft, Executive Director

RESOLUTION # 2022- 02

Re: Resolution approving Portage Park District expenditures for the month of December, 2021

WHEREAS: The following expenditures have been made in the month of December, 2021 in the following budget categories:

General Operating Fund #8600		
Description	Payee	Amount
Unit 90 Payroll/Personal Services	Portage County Auditor/Payroll	\$ 56,045.75
Unit 40 Contract Services		
Contract Services: Marcs radio service; Board member bond; Adobe;	US Bank; State Highway Patrol; Sutton Insurance	\$ 7,060.78
Training and Membership: RC newspaper; domain registry; staff trainings; FB ads; background checks; Volistics	US Bank	\$ 968.18
Utilities- natural gas at 2 locations; electric at 6 locations; Internet at Ops Center; staff phones & devices	Dominion Energy Ohio; Ohio Edison; Verizon; AT&T; Spectrum	\$ 272.95
Advertising-Marketing - ads, newspapers, Facebook; background checks	US Bank; Villager Publishing	\$ 2,289.19
Maintenance & Repairs- dumpsters; equipment servicing	Kimble; US Bank	\$ 3,235.11
Fees: Insurance deductible--chipped windshield from mower	CORSA	\$ 250.00
Leases: Copier contract	Konica Minolta	\$ 45.25
Unit 50 Materials & Supplies		
Admin. Materials & Supplies- copies/prints; office supplies;	US Bank; Konica Minolta	\$ 3,217.65
Maintenance Materials & Supplies-rewards; hardware, small tools, lumber; gloves; Quikrete	US Bank	\$ 554.73
Fuel: Gasoline and diesel		\$ 1,128.78
Natural Areas Materials & Supplies- soil, mulch	City of Ravenna	\$ 1,472.86
Unit 60 Capital	US Bank	\$ 61.29
Engineering/Architecture Projects: Camp Spelman engineering	Environmental Design Group	\$ 20,819.65
Engineering/Architecture Projects: Trail Lake picnic area	Karpinski Engineering	\$ 15,419.65
		\$ 5,400.00
HEADWATERS TRAIL FUND #8605		
Description	Payee	Amount
Unit 60 Capital Improvements		
HWT VII Construction- HWT VII Mennonite Road construction	King Excavating	\$ 78,125.96
HWT VII Engineering	Karpinski Engineering	\$ 73,376.46
		\$ 4,749.50

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 December, 2021.

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

Scott McKinney Y Allan Orashan Y Tom Hrdy Y Charles Engelhart Y Kurt Ruehr Y

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on February 17, 2022

Christine Craycroft
Christine Craycroft, Executive Director

RESOLUTION # 2022- 03

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

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

General Operating Fund #8600		
Description	Payee	Amount
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	\$ 55,791.76
Unit 40 Contract Services		\$ 3,267.63
Contract Services: Marcs radio service; PCRPC dues; Adobe;	PCRPC; US Bank; State Highway Patrol	\$ 983.72
Utilities- natural gas at 2 locations; electric at 6 locations; internet at Ops Center; staff phones & devices	Dominion Energy Ohio; Ohio Edison; AT&T	\$ 813.06
Advertising/Marketing- Adobe, Volgistics, Ads, newspaper subs & ads; HWT sign	US Bank	\$ 842.35
Maintenance & Repairs- dumpsters; garage door repair; equipment repair	Kimble; US Bank	\$ 499.87
Fees: staff mileage reimbursement* Now and Then	Rebecca Radhe	\$ 128.63
Unit 50 Materials & Supplies		\$ 2,218.58
Admin. Materials & Supplies- copies/prints; office supplies;	USBank	\$ 62.84
Uniforms - NAS staff	US Bank	\$ 473.80
Maintenance Materials & Supplies-rewards; hardware, sawzall; sprayer; lumber; plexi; PVC; heating oil;	US Bank	\$ 1,240.94
Natural Areas Materials & Supplies-	US Bank	\$ 441.00

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 January, 2022.

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

Scott McKinney Y Allan Orashan Y Tom Hrdy Y Charles Engelhart Y Kurt Ruehr Y

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on February 17, 2022

Christine Craycroft
Christine Craycroft, Executive Director

RESOLUTION 2022 -04

Re: Commissioning Chief Ranger

WHEREAS: The Portage Park District endeavors to provide safe, secure public facilities and protect natural resources under its care, and had adopted Rules and Regulations to that end, and

WHEREAS: Ohio Revised Code 1545.13 authorizes the Board of Park Commissioners to designate employees as commissioned peace officers, and states that those officers "may exercise all the powers of police officers within and adjacent to the lands under the jurisdiction and control of the board or when acting as authorized by section 1545.131 or 1545.132 of the Revised Code. Before exercising the powers of police officers, the designated employees shall comply with the certification requirement established in section 109.77 of the Revised Code, take an oath, and give a bond to the state in the sum that the board prescribes, for the proper performance of their duties in that respect.", and

WHEREAS: The Board desires support from the State of Ohio's Ohio Peace Officer Training Academy and access to the Ohio Law Enforcement Gateway, and

WHEREAS: The Executive Director has hired an employee qualified to serve as a Peace Officer and Chief Ranger, NOW THEREFORE BE IT

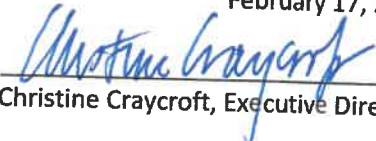
RESOLVED: That the Board of Commissioners of the Portage Park District hereby authorizes:

1. Commissioning Kevin Nietert to serve as a Peace Officer to enforce all the laws of the State of Ohio and Portage Park District Rules and Regulations as adopted by the Board of Park Commissioners.
2. Registration of the Portage Park District with Ohio Peace Officers Training Academy (OPOTA) and access to the Ohio Law Enforcement Gateway (OHLEG) for its Rangers.
3. A \$5,000 bond for the Chief Ranger payable by the Park District

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

Scott McKinney Y Allan Orashan Y Tom Hrdy Y Charles Engelhart Y Kurt Ruehr Y

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on
February 17, 2022


Christine Craycroft, Executive Director