

Portage Park District
Board of Commissioners Regular Meeting
December 2022 6:00 pm
PPD Operations Center
8505 Nicodemus Road
Shalersville, OH 44266



Agenda

1. Roll Call
2. Public Comment: *Note: members of the public wishing to speak are asked to sign in. Comments will be limited to two minutes per person.*
3. Approve minutes of the October, 2022 Regular Meeting
4. Presentation and approval of Financial Statement: October and November, 2022 MTD and YTD Budget Report and Cash Balance Reports
5. Executive Director Staff Update
6. Other Information/Briefing Items/Policy Updates:
 - a. Proposed 2023 budget appropriations
7. Old Business and approval of action items: RESOLUTION: Authorize Brady Tower Improvements bidding-TABLE pending agreement to transfer Towner's Woods
8. New Business and approval of action items:
 - a. RESOLUTION: Approve October and November 2022 Expenditures
 - b. RESOLUTION: Authorize reclassification of past Cash Advances as Permanent Cash Transfers
 - c. RESOLUTION: Authorize Personnel Compensation COLA for 2023
 - d. RESOLUTION: Appropriate FY 2023 Budget
 - e. RESOLUTION: Elect 2023 Board Officers
 - f. RESOLUTION: Set regular Board meeting dates for 2023
9. Executive Session: To discuss the sale or purchase of real estate and the compensation of personnel

**Portage Park District
Board of Commissioners Regular Meeting
October 31, 2022 6:00 pm**

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



Minutes

Vice President of the Board Commissioner Kurt Ruehr called the meeting to order at 6:02 pm

1. **Roll Call:** Commissioners present: Commissioner Ruehr, Commissioner Hrdy, Commissioner Orashan. Commissioner Engelhart was absent with prior notice. Christine Craycroft, Executive Director was absent due to illness. Staff Present: Craig Alderman, Operations Manager; Andrea Metzler, Public Engagement Manager
1. **Public Comment:** None
2. **Approve minutes of the September 26, 2022 Regular Meeting:** Upon a motion by Orashan and second by Hrdy, the minutes were approved. **JE 2022-10-31-32**
3. **Presentation and approval of Financial Statement:** The September, 2022 MTD and YTD Budget Report and Cash Balance Reports were reviewed by the Board. Upon a motion by Hrdy, seconded by Orashan the September financial reports were approved. **JE 2022-10-31-33**
4. **Executive Director Update:** Alderman reported in Craycroft's absence that Eric Seachrist has been hired as Office Manager starting November 28, and Holly Stoneberg was hired as Education Coordinator, starting part time November 17, going full time January 3, 2023.
5. **Other Information/Briefing Items/Policy Updates:**
 - a. Bid results Dix Park Trailhead; Towner's Woods House Demolition: Operations Manager Alderman reviewed the bid results with the Board
6. **Old Business and approval of action items:**

RESOLUTION: Authorize bidding Brady Tower Improvements: The bid book and plans were not yet complete and ready for bidding. Upon a motion by Orashan and second by Hrdy, the resolution was tabled. **JE 2022-10-31-34**
7. **New Business and approval of action items:**
 - a. **Approve September, 2022 Expenditures:** The Board reviewed the attached list of expenditures. Upon a motion by Hrdy and second by Orashan the attached **RESOLUTION 2022-42** was unanimously approved.

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

- b. Award contract Towner's Woods structures demolition: The Board reviewed the proposals received and staff recommendations. Upon a motion by Hrdy and second by Orashan, the attached **RESOLUTION 2022-43** awarding the contract for asbestos abatement to Safe Air Inc. and the demolition contract to Robert Earl Helming was unanimously approved.
- c. Award contract Dix Park Improvements: The Board reviewed the proposals received and staff recommendations. Upon a motion by Orashan and second by Hrdy, the attached **RESOLUTION 2022-44** awarding the contract to Eclipse Construction was unanimously approved.
8. Executive Session: To discuss the sale or purchase of real estate

Commissioner Orashan motioned to enter into executive session to discuss the sale or purchase of real estate, seconded by Commissioner Hrdy the motion. Orashan called the roll for vote which was as follows:

Commissioner Ruehr	Yes
Commissioner Engelhart	Absent
Commissioner Hrdy	Yes
Commissioner Orashan	Yes

The Board entered executive session at 6:21 pm.

Journal Entry #2022-10-31-35

The Commissioners exited executive session at 6:24 pm upon a motion made by Commissioner Hrdy seconded by Commissioner Orashan with the roll call vote as follows:

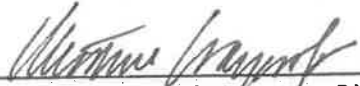
Commissioner Ruehr	Yes
Commissioner Engelhart	Absent
Commissioner Hrdy	Yes
Commissioner Orashan	Yes

Journal Entry #2022-10-31-36

9. Adjourn: Upon a motion by Ruehr, the meeting adjourned at 6:24 pm.

IN TESTIMONY WHEREOF we hereunto set our hands, December 12, 2022


Chuck Engelhart, President of the Board


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 COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10

JOURNAL DETAIL 2022 10 TO 2022 10

ACCOUNTS FOR: 8600 Portage Park District		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
70 Culture & Recreation								
86009091 Park General Admin PR								
86009091 152000	Contract Services	-1,000.00	-1,000.00	0.00	0.00	0.00	-1,000.00	.0%
86009091 153000	Fees	-100.00	-100.00	0.00	0.00	0.00	-100.00	.0%
86009091 160000	Gifts And Donations	0.00	0.00	-10,000.00	0.00	0.00	10,000.00	100.0%
86009091 191000 HTRAN	State Grant	0.00	0.00	-7,995.00	0.00	0.00	7,995.00	100.0%
86009091 192400	State Aid/Subsidy	-85,000.00	-85,000.00	0.00	0.00	0.00	-85,000.00	.0%
86009091 195000	Local Grant	0.00	0.00	-4,976.00	0.00	0.00	4,976.00	100.0%
86009092 Park General Admin OR								
86009092 200300	Real Estate Homestead Rollback	-37,000.00	-37,000.00	-30,843.25	0.00	0.00	-6,156.75	83.4%
86009092 200400	Manufactured H Homestead Rollb	-18,000.00	-18,000.00	-1,591.32	0.00	0.00	-16,408.68	8.8%
86009092 221000	Real Estate Tax	-1,710,303.00	-1,724,023.00	-1,761,595.64	0.00	0.00	37,572.64	102.2%

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10

JOURNAL DETAIL 2022 10 TO 2022 10

ACCOUNTS FOR: 8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86009092 223000	Tangible Personal Property Tax	0.00	0.00	-318.35	-212.37	0.00	318.35	100.0%
2022/10/000519	10/11/2022 GEN		-212.37	REF P Prop				
86009092 224000	Manufactured Homes Tax	-12,000.00	-12,000.00	-11,616.42	0.00	0.00	-383.58	96.8%
86009092 230000	Interest	-10,000.00	-10,000.00	-16,279.28	-4,415.04	0.00	6,279.28	162.8%
2022/10/001108	10/21/2022 GEN		-4,415.04	REF Sept				
86009092 241000	Oil Leases	-10,000.00	-10,000.00	-21,643.04	-3,684.60	0.00	11,643.04	216.4%
2022/10/000208	10/03/2022 CRP		-743.92	REF 400580	Beck Energy	Andes 1,2,3		
2022/10/001195	10/12/2022 CRP		-2,036.00	REF 400981	William S Miller	Martin Mantua May June July 20		
2022/10/001195	10/12/2022 CRP		-212.79	REF 400982	OWS Acquisition	ECG		
2022/10/001195	10/12/2022 CRP		-186.41	REF 400984	Diversified Energy	Kreierhoff		
2022/10/002192	10/29/2022 CRP		-375.79	REF 401811	Beck Oil	Park Oil Leases(Royalties)		
2022/10/002192	10/29/2022 CRP		-129.69	REF 401812	Petrox	Park Oil Leases(Royalties)		
86009092 243000	Credit Card Incentives	-1,000.00	-1,000.00	0.00	0.00	0.00	-1,000.00	.0%
86009092 291000	Advance In Repayment	0.00	0.00	-170,000.00	0.00	0.00	170,000.00	100.0%
86009093 Park General Admin PS								
86009093 311200	Employee Full Time Salaries	566,683.00	566,683.00	404,720.09	37,271.80	0.00	161,962.91	71.4%
2022/10/000534	10/14/2022 PRJ		18,420.40	REF 101422		WARRANT=101422	RUN=4 PAYROLL	
2022/10/001660	10/28/2022 PRJ		18,851.40	REF 102822		WARRANT=102822	RUN=4 PAYROLL	
86009093 311300	Part Time/Seasonal Salaries	118,800.00	118,800.00	63,573.52	5,974.50	0.00	55,226.48	53.5%
2022/10/000534	10/14/2022 PRJ		3,037.50	REF 101422		WARRANT=101422	RUN=4 PAYROLL	
2022/10/001660	10/28/2022 PRJ		2,937.00	REF 102822		WARRANT=102822	RUN=4 PAYROLL	

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 10

JOURNAL DETAIL 2022 10 TO 2022 10

ACCOUNTS FOR: 8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86009093 313000	Employee Overtime	5,000.00	5,000.00	488.50	0.00	0.00	4,511.50	9.8%
86009093 314000	Retirement/Termination Payoff	80,000.00	80,000.00	4,404.60	0.00	0.00	75,595.40	5.5%
86009093 321010	PERS	95,932.00	95,932.00	65,629.41	6,054.47	0.00	30,302.59	68.4%
2022/10/000534	10/14/2022 PRJ		3,004.10	REF 101422		WARRANT=101422	RUN=4 PAYROLL	
2022/10/001660	10/28/2022 PRJ		3,050.37	REF 102822		WARRANT=102822	RUN=4 PAYROLL	
86009093 321200	Medicare	9,936.00	9,936.00	6,656.01	611.26	0.00	3,279.99	67.0%
2022/10/000534	10/14/2022 PRJ		303.23	REF 101422		WARRANT=101422	RUN=4 PAYROLL	
2022/10/001660	10/28/2022 PRJ		308.03	REF 102822		WARRANT=102822	RUN=4 PAYROLL	
86009093 321300	Workers Compensation	11,649.00	11,649.00	8,044.10	735.18	0.00	3,604.90	69.1%
2022/10/000534	10/14/2022 PRJ		364.78	REF 101422		WARRANT=101422	RUN=4 PAYROLL	
2022/10/001660	10/28/2022 PRJ		370.40	REF 102822		WARRANT=102822	RUN=4 PAYROLL	
86009093 321400	Unemployment	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%
86009093 321500	Health Benefits	259,000.00	259,000.00	100,757.42	7,865.40	0.00	158,242.58	38.9%
2022/10/000534	10/14/2022 PRJ		3,932.70	REF 101422		WARRANT=101422	RUN=4 PAYROLL	
2022/10/001660	10/28/2022 PRJ		3,932.70	REF 102822		WARRANT=102822	RUN=4 PAYROLL	
86009094 Park General Admin CS								
86009094 400000	Contractual Services	50,000.00	53,000.00	9,295.23	356.26	6,504.63	37,200.14	29.8%
2022/10/000328	10/04/2022 API		112.99	VND 002485 PO 119773	US BANK	**5592 8400 0101 0984		513784
2022/10/000328	10/04/2022 API		105.00	VND 002615 PO 119777	OHIO STATE HIGH	**ORI OH0671700		513757
2022/10/000328	10/04/2022 API		138.27	VND 001310 PO 20220346	KONICA MINOLTA	**Ops Center maintenance 13160		513740

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10

JOURNAL DETAIL 2022 10 TO 2022 10

ACCOUNTS FOR: 8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86009094 400100	Training & Membership	15,000.00	15,000.00	7,540.51	543.07	6,634.49	825.00	94.5%
2022/10/000328	10/04/2022 API		318.07 VND	002485 PO	119774	US BANK	**5592 8400 0101 0984	513784
2022/10/000871	10/11/2022 API		225.00 VND	002727 PO	124674	OHIO STATE UNIV	**Ohio Volunteer Naturalist Tr	514103
86009094 400101	Registration Fees	0.00	0.00	0.00	0.00	20.00	-20.00	100.0%
86009094 410000	Utilities	30,000.00	30,000.00	17,169.95	1,767.92	12,330.05	500.00	98.3%
2022/10/000328	10/04/2022 API		52.35 VND	002844 PO	119781	DOMINION ENERGY	**4 4213 0033 0943 2296 Ravenn	513723
2022/10/000328	10/04/2022 API		52.73 VND	002844 PO	119781	DOMINION ENERGY	**4 1800 1191 8407 gas 8505 Ni	513723
2022/10/001405	10/18/2022 API		76.03 VND	002875 PO	119784	OHIO EDISON	**110 009 208 841	514502
2022/10/001405	10/18/2022 API		350.50 VND	002875 PO	119784	OHIO EDISON	**110 139 062 985	514502
2022/10/001405	10/18/2022 API		73.43 VND	002875 PO	119784	OHIO EDISON	**110 134 809 943	514502
2022/10/001405	10/18/2022 API		72.37 VND	002875 PO	119784	OHIO EDISON	**110 149 150 416	514502
2022/10/001405	10/18/2022 API		82.39 VND	002875 PO	119784	OHIO EDISON	**110 009 660 868	514502
2022/10/000328	10/04/2022 API		1,008.12 VND	002485 PO	120723	US BANK	**5592 8400 0101 0984	513784
86009094 412000	Advertising, Marketing, Events	15,000.00	15,000.00	7,115.41	2,423.83	5,134.59	2,750.00	81.7%
2022/10/000328	10/04/2022 API		673.83 VND	002485 PO	119775	US BANK	**5592 8400 0101 0984	513784
2022/10/000328	10/04/2022 API		1,750.00 VND	040793 PO	122706	NATIONAL CINEME	**Proj. contract 2108-0027 cus	513750
86009094 413000	Maintenance & Repairs	45,000.00	45,000.00	17,568.24	1,406.24	5,856.76	21,575.00	52.1%
2022/10/000328	10/04/2022 API		1,406.24 VND	002485 PO	119776	US BANK	**5592 8400 0101 0984	513784
86009094 414000	Rentals & Leases	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%
86009094 414100	Leases	1,500.00	1,500.00	2,166.77	204.73	289.99	-956.76	163.8%
2022/10/001405	10/18/2022 API		94.73 VND	001310 PO	20220340	KONICA MINOLTA	**1283755 NEW EQUIPT PURCHASE	514498
2022/10/000328	10/04/2022 API		110.00 VND	001310 PO	20220347	KONICA MINOLTA	**contract 800751 Ops Center c	513740
86009094 420100	Audit Services	5,000.00	5,000.00	0.00	0.00	2,300.00	2,700.00	46.0%

PORTAGE COUNTY

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ACCOUNTS FOR: 8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86009094 428400	Auditor/Treasurer Fee Expense	25,000.00	25,000.00	24,170.93	20.21	0.00	829.07	96.7%
2022/10/000519	10/11/2022 GEN			20.21 REF P Prop				
86009094 428500	DRETAC	10,000.00	10,000.00	4,598.48	21.21	0.00	5,401.52	46.0%
2022/10/000519	10/11/2022 GEN			21.21 REF P Prop				
86009094 492100	Local Share	78,400.00	78,400.00	0.00	0.00	0.00	78,400.00	.0%
86009095 Park General Admin MS								
86009095 500000	Admin Materials & Supplies	15,000.00	17,000.00	9,198.74	62.13	5,877.26	1,924.00	88.7%
2022/10/000328	10/04/2022 API			62.13 VND 002485 PO 119767	US BANK	**5592 8400 0101 0984		513784
86009095 509000	Uniforms	8,000.00	8,000.00	5,518.28	689.17	1,481.72	1,000.00	87.5%
2022/10/000328	10/04/2022 API			689.17 VND 002485 PO 119768	US BANK	**5592 8400 0101 0984		513784
86009095 510000	Office Equipment & Furnishings	10,000.00	13,000.00	9,342.59	8,953.36	355.79	3,301.62	74.6%
2022/10/000328	10/04/2022 API			254.98 VND 002485 PO 119769	US BANK	**5592 8400 0101 0984		513784
2022/10/000328	10/04/2022 API			2,884.00 VND 004928 PO 124597	DELL MARKETING	**2693769 Craig Alderman Kevin		513721
2022/10/001405	10/18/2022 API			2,198.00 VND 004928 PO 124598	DELL MARKETING	**cust: 2693769		514481
2022/10/000328	10/04/2022 API			1,259.00 VND 004928 PO 124599	DELL MARKETING	**2693769 Bob Lange Laptop		513721
2022/10/000328	10/04/2022 API			1,407.00 VND 004928 PO 124600	DELL MARKETING	**2693769 PPD Chris Craycroft		513721
2022/10/000328	10/04/2022 API			950.38 VND 004467 PO 124751	CDWG CORPORATE	**cust 3911111		513710
86009095 530000	Maintenance Materials/Supp	50,000.00	45,000.00	15,741.75	1,602.08	9,258.25	20,000.00	55.6%
2022/10/000328	10/04/2022 API			1,602.08 VND 002485 PO 119766	US BANK	**5592 8400 0101 0984		513784
86009095 542000	Fuel	20,000.00	20,000.00	12,806.70	3,864.75	4,693.30	2,500.00	87.5%
2022/10/001405	10/18/2022 API			1,427.80 VND 004271 PO 119806	RAVENNA CITY	**Gas, PORTAGE PARK DISTRICT		514513
2022/10/001405	10/18/2022 API			2,077.77 VND 004271 PO 119806	RAVENNA CITY	**FUEL PORTAGE PARK DISTRICT		514513
2022/10/001405	10/18/2022 API			359.18 VND 004271 PO 119807	RAVENNA CITY	**Diesel, PORTAGE PARK DISTRIC		514513

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10

JOURNAL DETAIL 2022 10 TO 2022 10

ACCOUNTS FOR: 8600		Portage Park District									
ORIGINAL	APPROP	REVISED	BUDGET	YTD	ACTUAL	MTD	ACTUAL	ENCUMBRANCES	AVAILABLE	BUDGET	% USED
86009095 544000 Natural Area Materials & Supp											
40,000.00		40,000.00		16,841.30		9,344.38		16,158.70	7,000.00		82.5%
2022/10/000328	10/04/2022	API	1,849.38	VND 002485	PO 119770	US BANK		**5592 8400 0101 0984			513784
2022/10/001405	10/18/2022	API	3,500.00	VND 008455	PO 124411	OHIO PRAIRIE NU		**Native Seed			514504
2022/10/001405	10/18/2022	API	3,995.00	VND 051213	PO 124611	ERNST CONSERVAT		**PORT023 Native Seed ECG			514488
86009095 596300 Equipment Less Than \$5000											
10,000.00		10,000.00		5,095.21		0.00		4,904.79	0.00		100.0%
86009095 596600 Furniture & Fixtures											
10,000.00		10,000.00		0.00		0.00		8,000.00	2,000.00		80.0%
86009096 Park General Admin CO											
86009096 610000 Land/Easement Purchase											
500,000.00		419,560.00		0.00		0.00		0.00	419,560.00		.0%
86009096 610000 BRDBG Land Purchase											
0.00		55,440.00		50,438.17		0.00		5,001.83	0.00		100.0%
86009096 680000 Construction Projects											
200,000.00		126,000.00		0.00		0.00		0.00	126,000.00		.0%
86009096 680000 DXPAV Construction Projects											
0.00		250,000.00		23,537.50		0.00		24,462.50	202,000.00		19.2%
86009096 680000 TLTRL Construction Projects											
0.00		134,000.00		0.00		0.00		103,500.00	30,500.00		77.2%
86009096 680000 TWBLD Construction Projects											
0.00		400,000.00		0.00		0.00		0.00	400,000.00		.0%

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10

JOURNAL DETAIL 2022 10 TO 2022 10

ACCOUNTS FOR: 8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86009096 683000	Engineering Projects	100,000.00	35,580.35	16,557.44	92.17	22.91	19,000.00	46.6%
2022/10/001405	10/18/2022 API			92.17 VND 003522 PO 117388	ENVIRONMENTAL D **Camp Spelman Dam			514486
86009096 683000 DXPAV	Engineering Projects	0.00	15,000.00	11,900.00	1,190.00	3,100.00	0.00	100.0%
2022/10/001405	10/18/2022 API			1,190.00 VND 045822 PO 123848	KARPINSKI ENGIN **PROJECT: Dix Park Picnic Are			514497
86009096 683000 SRFDB	Engineering Projects	0.00	30,000.00	786.00	0.00	29,214.00	0.00	100.0%
86009096 683000 TLTRL	Engineering Projects	0.00	11,000.00	3,000.00	0.00	8,000.00	0.00	100.0%
86009096 683000 TWBLD	Engineering Projects	0.00	65,800.00	0.00	0.00	65,800.00	0.00	100.0%
86009096 683000 TWBRD	Engineering Projects	0.00	18,000.00	0.00	0.00	18,000.00	0.00	100.0%
86009099 Park General Admin ME								
86009099 910000	Transfers Out	0.00	20,000.00	20,000.00	0.00	0.00	0.00	100.0%
86009099 946720	Tax Levy Assessment	15,000.00	20,000.00	19,524.50	0.00	475.50	0.00	100.0%
TOTAL Portage Park District								
		526,497.00	1,301,157.35	-1,072,670.95	82,742.11	347,377.06	2,026,451.24	-55.7%
TOTAL REVENUES								
		-1,884,403.00	-1,898,123.00	-2,036,858.30	-8,312.01	0.00	138,735.30	
TOTAL EXPENSES								
		2,410,900.00	3,199,280.35	964,187.35	91,054.12	347,377.06	1,887,715.94	
PRIOR FUND BALANCE					1,925,042.14			

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10

JOURNAL DETAIL 2022 10 TO 2022 10

ACCOUNTS FOR: 8600		Portage Park District						
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES					1,072,670.95			
REVISED FUND BALANCE					2,997,713.09			

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10

JOURNAL DETAIL 2022 10 TO 2022 10

ACCOUNTS FOR: 8605 Headwaters Trails Improve		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
70 Culture & Recreation								
86059091 Headwaters Trails Impr PR								
86059091 160000	Gifts And Donations	0.00	0.00	-2,000.00	0.00	0.00	2,000.00	100.0%
86059091 191000	State Grant	0.00	-160,918.00	-160,918.69	0.00	0.00	0.69	100.0%
86059099 Headwaters Trails Impr ME								
86059099 921000	Advance Out Returns	0.00	170,000.00	170,000.00	0.00	0.00	0.00	100.0%
TOTAL Headwaters Trails Improve		0.00	9,082.00	7,081.31	0.00	0.00	2,000.69	78.0%
TOTAL REVENUES		0.00	-160,918.00	-162,918.69	0.00	0.00	2,000.69	
TOTAL EXPENSES		0.00	170,000.00	170,000.00	0.00	0.00	0.00	
PRIOR FUND BALANCE					36,732.97			
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES					-7,081.31			
REVISED FUND BALANCE					29,651.66			

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

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JOURNAL DETAIL 2022 10 TO 2022 10

ACCOUNTS FOR: 8607 Breakneck Creek Watershed	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
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70 Culture & Recreation

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 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

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JOURNAL DETAIL 2022 10 TO 2022 10

ACCOUNTS FOR: 8616 Tinkers Creek Greenway Fund		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
70 Culture & Recreation								
86169091 Tinkers Creek Greenway Fund PR								
86169091 191000	State Grant	0.00	-1,633.00	-1,208.70	0.00	0.00	-424.30	74.0%
86169091 191000 SRFDB	State Grant	0.00	-1,719,130.00	-1,162,199.87	0.00	0.00	-556,930.13	67.6%
86169092 Tinkers Creek Greenway Fund OR								
86169092 280000	Transfer In	0.00	-20,000.00	-20,000.00	0.00	0.00	0.00	100.0%
86169094 Tinkers Creek Greenway Fund CS								
86169094 400000 SRFDB	Contractual Services	0.00	36,750.00	0.00	0.00	0.00	36,750.00	.0%
86169096 Tinkers Creek Greenway Fund CO								
86169096 610000 SRFDB	Land Purchase	0.00	1,170,846.00	1,170,499.49	0.00	345.68	0.83	100.0%
86169096 680000 SRFDB	Construction Projects	0.00	531,534.00	0.00	0.00	0.00	531,534.00	.0%
86169099 Tinkers Creek Greenway Fund ME								
86169099 921000	Advance Out Returns	0.00	1,210.00	0.00	0.00	0.00	1,210.00	.0%

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10

JOURNAL DETAIL 2022 10 TO 2022 10

ACCOUNTS FOR: 8616 Tinkers Creek Greenway Fund							
ORIGINAL	APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL Tinkers Creek Greenway Fund							
0.00	-423.00		-12,909.08	0.00	345.68	12,140.40	2970.1%
TOTAL REVENUES							
0.00	-1,740,763.00		-1,183,408.57	0.00	0.00	-557,354.43	
TOTAL EXPENSES							
0.00	1,740,340.00		1,170,499.49	0.00	345.68	569,494.83	
PRIOR FUND BALANCE					575.32		
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES					12,909.08		
REVISED FUND BALANCE					13,484.40		

YEAR-TO-DATE BUDGET REPORT

FOR 2022 10

JOURNAL DETAIL 2022 10 TO 2022 10

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL						
526,497.00	1,321,789.35	-1,078,498.72	82,742.11	347,722.74	2,052,565.33	-55.3%

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

Auditor Treasurer Reconciliation Report

AS OF 10/01/2022				AS OF 10/31/2022						
FUND	TREASURER CASH BALANCE	-	OUTSTANDING WARRANTS	=	AUDITOR CASH BALANCE	+	OUTSTANDING WARRANTS	=	TREASURER CASH BALANCE	
8600 Portage Park District	3,081,535.49		1,080.29		3,080,455.20		2,997,713.09		4,805.29	3,002,518.38
FUND 8600 TOTALS:	3,081,535.49		1,080.29		3,080,455.20		2,997,713.09		4,805.29	3,002,518.38
8601 PCPD Local Community	.00		.00		.00		.00		.00	.00
FUND 8601 TOTALS:	.00		.00		.00		.00		.00	.00
8603 PCPD Towners Woods Improvement	.00		.00		.00		.00		.00	.00
FUND 8603 TOTALS:	.00		.00		.00		.00		.00	.00
8604 Portage Hike & Bike Trail	.00		.00		.00		.00		.00	.00
FUND 8604 TOTALS:	.00		.00		.00		.00		.00	.00
8605 Headwaters Trails Improve	29,651.66		.00		29,651.66		29,651.66		.00	29,651.66
FUND 8605 TOTALS:	29,651.66		.00		29,651.66		29,651.66		.00	29,651.66
8606 Dix Park Improvements	.00		.00		.00		.00		.00	.00
FUND 8606 TOTALS:	.00		.00		.00		.00		.00	.00
8607 Breakneck Creek watershed	11,972.39		.00		11,972.39		11,972.39		.00	11,972.39
FUND 8607 TOTALS:	11,972.39		.00		11,972.39		11,972.39		.00	11,972.39
8608 PCPD Franklin Connect Trail	.00		.00		.00		.00		.00	.00
FUND 8608 TOTALS:	.00		.00		.00		.00		.00	.00
8609 PCPD FEMA	.00		.00		.00		.00		.00	.00
FUND 8609 TOTALS:	.00		.00		.00		.00		.00	.00
8610 Breakneck Creek watershed	.00		.00		.00		.00		.00	.00
FUND 8610 TOTALS:	.00		.00		.00		.00		.00	.00
8611 Berlin Lake Trail										

Auditor Treasurer Reconciliation Report

AS OF 10/01/2022				AS OF 10/31/2022						
FUND	TREASURER CASH BALANCE	-	OUTSTANDING WARRANTS	=	AUDITOR CASH BALANCE	AUDITOR CASH BALANCE	+	OUTSTANDING WARRANTS	=	TREASURER CASH BALANCE
	.00		.00		.00			.00		.00
FUND 8611 TOTALS:	.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
FUND 8613 TOTALS:	.00		.00		.00			.00		.00
8614 Red Fox Boat Access Fund	.00		.00		.00			.00		.00
FUND 8614 TOTALS:	.00		.00		.00			.00		.00
8615 Kent Bog	.00		.00		.00			.00		.00
FUND 8615 TOTALS:	.00		.00		.00			.00		.00
8616 Tinkers Creek Greenway Fund	13,484.40		.00		13,484.40	13,484.40		.00		13,484.40
FUND 8616 TOTALS:	13,484.40		.00		13,484.40	13,484.40		.00		13,484.40
8617 Eagle Creek Greenway	5,325.96		.00		5,325.96	5,325.96		.00		5,325.96
FUND 8617 TOTALS:	5,325.96		.00		5,325.96	5,325.96		.00		5,325.96
REPORT TOTALS:	3,143,493.17		1,080.29		3,142,412.88	3,059,670.77		4,805.29		3,064,476.06

Auditor Treasurer Reconciliation Report

ALL FUNDS SUMMARY THROUGH 10/31/2022

FUND	10/01/22 AUDITOR CASH BALANCE +	TOTAL RECEIPTS -	TOTAL EXPENDITURES =	ENDING AUDITOR CASH BALANCE -	OUTSTANDING ENCUMBRANCES =	UNENCUMBERED BALANCE
8600 Portage Park Distri	3,080,455.20	-8,312.01	91,054.12	2,997,713.09	347,377.06	2,650,336.0
FUND 8600 TOTALS:	3,080,455.20	8,312.01	91,054.12	2,997,713.09	347,377.06	2,650,336.0
8601 PCPD Local Communit	.00	.00	.00	.00	.00	.0
FUND 8601 TOTALS:	.00	.00	.00	.00	.00	.0
8603 PCPD Towners Woods	.00	.00	.00	.00	.00	.0
FUND 8603 TOTALS:	.00	.00	.00	.00	.00	.0
8604 Portage Hike & Bike	.00	.00	.00	.00	.00	.0
FUND 8604 TOTALS:	.00	.00	.00	.00	.00	.0
8605 Headwaters Trails I	29,651.66	.00	.00	29,651.66	.00	29,651.6
FUND 8605 TOTALS:	29,651.66	.00	.00	29,651.66	.00	29,651.6
8606 Dix Park Improvemen	.00	.00	.00	.00	.00	.0
FUND 8606 TOTALS:	.00	.00	.00	.00	.00	.0
8607 Breakneck Creek Wat	11,972.39	.00	.00	11,972.39	.00	11,972.3
FUND 8607 TOTALS:	11,972.39	.00	.00	11,972.39	.00	11,972.3
8608 PCPD Franklin Conne	.00	.00	.00	.00	.00	.0
FUND 8608 TOTALS:	.00	.00	.00	.00	.00	.0
8609 PCPD FEMA	.00	.00	.00	.00	.00	.0
FUND 8609 TOTALS:	.00	.00	.00	.00	.00	.0
8610 Breakneck Creek Wat	.00	.00	.00	.00	.00	.0
FUND 8610 TOTALS:	.00	.00	.00	.00	.00	.0
8611 Berlin Lake Trail	.00	.00	.00	.00	.00	.0

Auditor Treasurer Reconciliation Report

ALL FUNDS SUMMARY THROUGH 10/31/2022

FUND	10/01/22 AUDITOR CASH BALANCE +	TOTAL RECEIPTS -	TOTAL EXPENDITURES =	ENDING AUDITOR CASH BALANCE -	OUTSTANDING ENCUMBRANCES =	UNENCUMBERED BALANCE
FUND 8611 TOTALS:	.00	.00	.00	.00	.00	.0
8612 Morgan Park	1,523.27	.00	.00	1,523.27	.00	1,523.2
FUND 8612 TOTALS:	1,523.27	.00	.00	1,523.27	.00	1,523.2
8613 Franklin Bog Park	.00	.00	.00	.00	.00	.0
FUND 8613 TOTALS:	.00	.00	.00	.00	.00	.0
8614 Red Fox Boat Access	.00	.00	.00	.00	.00	.0
FUND 8614 TOTALS:	.00	.00	.00	.00	.00	.0
8615 Kent Bog	.00	.00	.00	.00	.00	.0
FUND 8615 TOTALS:	.00	.00	.00	.00	.00	.0
8616 Tinkers Creek Green	13,484.40	.00	.00	13,484.40	345.68	13,138.7
FUND 8616 TOTALS:	13,484.40	.00	.00	13,484.40	345.68	13,138.7
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:	3,142,412.88	8,312.01	91,054.12	3,059,670.77	347,722.74	2,711,948.0

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

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 11

JOURNAL DETAIL 2022 11 TO 2022 11

ACCOUNTS FOR: 8600	Portage Park District							
ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
70 Culture & Recreation								
86009091 Park General Admin PR								
86009091 152000	Contract Services							
-1,000.00	-1,000.00	0.00	0.00	0.00	-1,000.00	.0%		
86009091 153000	Fees							
-100.00	-100.00	0.00	0.00	0.00	-100.00	.0%		
86009091 160000	Gifts And Donations							
0.00	0.00	-10,000.00	0.00	0.00	10,000.00	100.0%		
86009091 191000 HTRAN	State Grant							
0.00	0.00	-7,995.00	0.00	0.00	7,995.00	100.0%		
86009091 192400	State Aid/Subsidy							
-85,000.00	-85,000.00	0.00	0.00	0.00	-85,000.00	.0%		
86009091 195000	Local Grant							
0.00	0.00	-4,976.00	0.00	0.00	4,976.00	100.0%		
86009092 Park General Admin OR								
86009092 200300	Real Estate Homestead Rollback							
-37,000.00	-37,000.00	-30,843.25	0.00	0.00	-6,156.75	83.4%		
86009092 200400	Manufactured H Homestead Rollb							
-18,000.00	-18,000.00	-1,591.32	0.00	0.00	-16,408.68	8.8%		
86009092 221000	Real Estate Tax							
-1,710,303.00	-1,724,023.00	-1,761,595.64	0.00	0.00	37,572.64	102.2%		

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 11

JOURNAL DETAIL 2022 11 TO 2022 11

ACCOUNTS FOR: 8600	Portage Park District	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP	REVISED BUDGET					
86009092 223000	Tangible Personal Property Tax	-318.35	0.00	0.00	318.35	100.0%
	0.00 0.00					
86009092 224000	Manufactured Homes Tax	-11,616.42	0.00	0.00	-383.58	96.8%
	-12,000.00 -12,000.00					
86009092 230000	Interest	-20,758.05	-4,478.77	0.00	10,758.05	207.6%
	-10,000.00 -10,000.00					
2022/11/001002	11/17/2022 GEN	-4,478.77	REF Oct			
86009092 241000	Oil Leases	-24,027.58	-2,384.54	0.00	14,027.58	240.3%
	-10,000.00 -10,000.00					
2022/11/000776	11/07/2022 CRP	-36.53	REF 402265	OWS Acquisition	ECG	
2022/11/000776	11/07/2022 CRP	-269.39	REF 402266	Diversified	Park Oil Leases(Royalties)	
2022/11/001191	11/14/2022 CRP	-1,864.13	REF 402518	Ergon Oil	Shaw oil	
2022/11/002196	11/22/2022 CRP	-214.49	REF 402950	Petrox	Park Oil Leases(Royalties)	
86009092 243000	Credit Card Incentives	0.00	0.00	0.00	-1,000.00	.0%
	-1,000.00 -1,000.00					
86009092 291000	Advance In Repayment	-170,000.00	0.00	0.00	170,000.00	100.0%
	0.00 0.00					
86009093 Park General Admin PS						
86009093 311200	Employee Full Time Salaries	441,468.89	36,748.80	0.00	125,214.11	77.9%
	566,683.00 566,683.00					
2022/11/000513	11/10/2022 PRJ	18,878.40	REF 111022	WARRANT=111022	RUN=4 PAYROLL	
2022/11/001629	11/25/2022 PRJ	17,870.40	REF 112522	WARRANT=112522	RUN=4 PAYROLL	
86009093 311300	Part Time/Seasonal Salaries	69,615.52	6,042.00	0.00	49,184.48	58.6%
	118,800.00 118,800.00					
2022/11/000513	11/10/2022 PRJ	2,952.00	REF 111022	WARRANT=111022	RUN=4 PAYROLL	
2022/11/001629	11/25/2022 PRJ	3,090.00	REF 112522	WARRANT=112522	RUN=4 PAYROLL	

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 11

JOURNAL DETAIL 2022 11 TO 2022 11

ACCOUNTS FOR: 8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86009093 312100	Sick Leave Conversion	0.00	0.00	1,627.72	1,627.72	0.00	-1,627.72	100.0%
2022/11/001629	11/25/2022 PRJ		1,627.72	REF 112522		WARRANT=112522	RUN=4 PAYROLL	
86009093 313000	Employee Overtime	5,000.00	5,000.00	488.50	0.00	0.00	4,511.50	9.8%
86009093 314000	Retirement/Termination Payoff	80,000.00	80,000.00	4,404.60	0.00	0.00	75,595.40	5.5%
86009093 321010	PERS	95,932.00	95,932.00	71,620.11	5,990.70	0.00	24,311.89	74.7%
2022/11/000513	11/10/2022 PRJ		3,056.25	REF 111022		WARRANT=111022	RUN=4 PAYROLL	
2022/11/001629	11/25/2022 PRJ		2,934.45	REF 112522		WARRANT=112522	RUN=4 PAYROLL	
86009093 321200	Medicare	9,936.00	9,936.00	7,284.27	628.26	0.00	2,651.73	73.3%
2022/11/000513	11/10/2022 PRJ		308.63	REF 111022		WARRANT=111022	RUN=4 PAYROLL	
2022/11/001629	11/25/2022 PRJ		319.63	REF 112522		WARRANT=112522	RUN=4 PAYROLL	
86009093 321300	Workers Compensation	11,649.00	11,649.00	8,799.20	755.10	0.00	2,849.80	75.5%
2022/11/000513	11/10/2022 PRJ		371.11	REF 111022		WARRANT=111022	RUN=4 PAYROLL	
2022/11/001629	11/25/2022 PRJ		383.99	REF 112522		WARRANT=112522	RUN=4 PAYROLL	
86009093 321400	Unemployment	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%
86009093 321500	Health Benefits	259,000.00	259,000.00	108,622.82	7,865.40	0.00	150,377.18	41.9%
2022/11/000513	11/10/2022 PRJ		3,932.70	REF 111022		WARRANT=111022	RUN=4 PAYROLL	
2022/11/001629	11/25/2022 PRJ		3,932.70	REF 112522		WARRANT=112522	RUN=4 PAYROLL	
86009094 Park General Admin CS								
86009094 400000	Contractual Services	50,000.00	53,000.00	9,594.95	299.72	17,354.91	26,050.14	50.8%
2022/11/000819	11/08/2022 API		118.64	VND 002485 PO 119773	US BANK	**5592 8400 0101 0984		515683

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 11

JOURNAL DETAIL 2022 11 TO 2022 11

ACCOUNTS FOR: 8600		Portage Par District															
ORIGINAL APPROP		REVISED BUDGET		YTD ACTUAL		MTD ACTUAL		ENCUMBRANCES		AVAILABLE BUDGET		% USED					
Contractual Services																	
2022/11/000819	11/08/2022	API		105.00	VND	002615	PO	119777	OHIO STATE HIGH	**ORI OH0671700						515639	
2022/11/000819	11/08/2022	API		76.08	VND	001310	PO	20220346	KONICA MINOLTA	**1316072						515615	
86009094 400100	Training & Membership																
	15,000.00			15,000.00			8,708.58		1,168.07		5,466.42		825.00			94.5%	
2022/11/000819	11/08/2022	API		1,066.01	VND	002485	PO	119774	US BANK	**5592 8400 0101 0984						515683	
2022/11/001928	11/17/2022	API		102.06	VND	048718	PO	122710	RODHE REBECCA	**REIMBURSE MILEAGE						516388	
86009094 400101	Registration Fees																
	0.00			0.00			0.00		0.00		20.00		-20.00			100.0%	
86009094 410000	Utilities																
	30,000.00			30,000.00			19,014.81		1,844.86		12,485.19		-1,500.00			105.0%	
2022/11/000819	11/08/2022	API		51.53	VND	002844	PO	119781	DOMINION ENERGY	**4 4213 0033 0943 Ravena Rd						515590	
2022/11/000819	11/08/2022	API		75.61	VND	002844	PO	119781	DOMINION ENERGY	**4 1800 1191 8407 Ops Center						515590	
2022/11/000819	11/08/2022	API		79.72	VND	002875	PO	119784	OHIO EDISON	**110 149 150 416						515637	
2022/11/000819	11/08/2022	API		73.31	VND	002875	PO	119784	OHIO EDISON	**110 134 809 943						515637	
2022/11/000819	11/08/2022	API		236.14	VND	002875	PO	119784	OHIO EDISON	**110 139 062 985						515637	
2022/11/001926	11/15/2022	API		78.26	VND	002875	PO	119784	OHIO EDISON	**110 009 660 868						516374	
2022/11/001926	11/15/2022	API		93.85	VND	002875	PO	119784	OHIO EDISON	**110 009 208 841						516374	
2022/11/001926	11/15/2022	API		165.28	VND	002875	PO	119784	OHIO EDISON	**110 122 697 896 OCT&NOV PMT						516375	
2022/11/000819	11/08/2022	API		991.16	VND	002485	PO	120723	US BANK	**5592 8400 0101 0984						515683	
86009094 412000	Advertising, Marketing, Events																
	15,000.00			15,000.00			7,476.08		360.67		4,773.92		2,750.00			81.7%	
2022/11/000819	11/08/2022	API		360.67	VND	002485	PO	119775	US BANK	**5592 8400 0101 0984						515683	
86009094 413000	Maintenance & Repairs																
	45,000.00			45,000.00			21,508.09		3,939.85		5,966.91		17,525.00			61.1%	
2022/11/000819	11/08/2022	API		2,438.85	VND	002485	PO	119776	US BANK	**5592 8400 0101 0984						515683	
2022/11/000819	11/08/2022	API		2,560.00	VND	033051	PO	123584	NORTH CANTON DR	**PARK DISTRICT MAINT & REPAIR						515633	
2022/11/000320	11/03/2022	APM		-1,059.00	VND	007603	PO	124529	SPEELMAN ELECTR	**CUST 19653 JOB S-14116 2022							
86009094 414000	Rentals & Leases																
	1,000.00			1,000.00			0.00		0.00		0.00		1,000.00			.0%	

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 11

JOURNAL DETAIL 2022 11 TO 2022 11

ACCOUNTS FOR: 8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86009094 414100	Leases	1,500.00	1,500.00	2,371.50	204.73	85.26	-956.76	163.8%
2022/11/001926	11/15/2022 API		94.73 VND	001310 PO	20220340 KONICA MINOLTA	**1283755		516354
2022/11/000819	11/08/2022 API		110.00 VND	001310 PO	20220347 KONICA MINOLTA	**1316072		515615
86009094 420100	Audit Services	5,000.00	5,000.00	0.00	0.00	2,300.00	2,700.00	46.0%
86009094 428400	Auditor/Treasurer Fee Expense	25,000.00	25,000.00	24,170.93	0.00	0.00	829.07	96.7%
86009094 428500	DRETAC	10,000.00	10,000.00	4,598.48	0.00	0.00	5,401.52	46.0%
86009094 492100	Local Share	78,400.00	78,400.00	0.00	0.00	0.00	78,400.00	.0%
86009095 Park General Admin MS								
86009095 500000	Admin Materials & Supplies	15,000.00	17,000.00	10,358.52	1,159.78	4,817.48	1,824.00	89.3%
2022/11/000819	11/08/2022 API		1,159.78 VND	002485 PO	119767 US BANK	**5592 8400 0101 0984		515683
86009095 509000	Uniforms	8,000.00	8,000.00	7,040.94	1,522.66	2,959.06	-2,000.00	125.0%
2022/11/000819	11/08/2022 API		697.66 VND	002485 PO	119768 US BANK	**5592 8400 0101 0984		515683
2022/11/001928	11/17/2022 API		825.00 VND	004003 PO	120018 PRIMAL SCREEN I	**PORTAGE PARK DISTRICT		516383
86009095 510000	Office Equipment & Furnishings	10,000.00	13,000.00	9,442.77	100.18	255.61	3,301.62	74.6%
2022/11/000819	11/08/2022 API		100.18 VND	002485 PO	119769 US BANK	**5592 8400 0101 0984		515683
86009095 530000	Maintenance Materials/Supp	50,000.00	45,000.00	16,832.60	1,090.85	8,167.40	20,000.00	55.6%
2022/11/000819	11/08/2022 API		1,090.85 VND	002485 PO	119766 US BANK	**5592 8400 0101 0984		515683

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 11

JOURNAL DETAIL 2022 11 TO 2022 11

ACCOUNTS FOR: 8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86009095 542000	Fuel	20,000.00	20,000.00	14,928.46	2,121.76	2,571.54	2,500.00	87.5%
2022/11/001926	11/15/2022 API		1,759.06	VND 004271 PO 119806	RAVENNA CITY	**GASOLINE, PORTAGE PARK DISTR		516386
2022/11/001926	11/15/2022 API		362.70	VND 004271 PO 119807	RAVENNA CITY	**PARK DISTRICT		516386
86009095 544000	Natural Area Materials & Supp	40,000.00	40,000.00	18,638.14	1,796.84	14,361.86	7,000.00	82.5%
2022/11/000819	11/08/2022 API		1,796.84	VND 002485 PO 119770	US BANK	**5592 8400 0101 0984		515683
86009095 596300	Equipment Less Than \$5000	10,000.00	10,000.00	5,095.21	0.00	4,904.79	0.00	100.0%
86009095 596600	Furniture & Fixtures	10,000.00	10,000.00	0.00	0.00	8,000.00	2,000.00	80.0%
86009096 Park General Admin CO								
86009096 610000	Land/Easement Purchase	500,000.00	419,560.00	0.00	0.00	0.00	419,560.00	.0%
86009096 610000 BRDBG	Land Purchase	0.00	55,440.00	50,438.17	0.00	7,501.83	-2,500.00	104.5%
86009096 680000	Construction Projects	200,000.00	126,000.00	0.00	0.00	0.00	126,000.00	.0%
86009096 680000 DXPAV	Construction Projects	0.00	250,000.00	23,537.50	0.00	180,320.50	46,142.00	81.5%
86009096 680000 TLTRL	Construction Projects	0.00	134,000.00	0.00	0.00	103,500.00	30,500.00	77.2%
86009096 680000 TWBLD	Construction Projects	0.00	400,000.00	0.00	0.00	35,160.00	364,840.00	8.8%

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 11

JOURNAL DETAIL 2022 11 TO 2022 11

ACCOUNTS FOR: 8600	Portage Park District	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP	REVISED BUDGET					
86009096 683000	Engineering Projects					
100,000.00	35,580.35	16,557.44	0.00	22.91	19,000.00	46.6%
86009096 683000 DXPAV	Engineering Projects					
0.00	15,000.00	11,900.00	0.00	3,100.00	0.00	100.0%
86009096 683000 SRFDB	Engineering Projects					
0.00	30,000.00	1,008.00	222.00	28,992.00	0.00	100.0%
2022/11/000819 11/08/2022 API	222.00 VND 007942 PO 116252					
	HAMMONTREE & AS **Seasons Rd Fen Criteria Engi					515605
86009096 683000 TLTRL	Engineering Projects					
0.00	11,000.00	3,000.00	0.00	8,000.00	0.00	100.0%
86009096 683000 TWBLD	Engineering Projects					
0.00	65,800.00	0.00	0.00	65,800.00	0.00	100.0%
86009096 683000 TWBRD	Engineering Projects					
0.00	18,000.00	12,600.00	12,600.00	20,970.00	-15,570.00	186.5%
2022/11/000819 11/08/2022 API	12,600.00 VND 047472 PO 20220521					
	PENINSULA ARCHI **PORTAGE PARK DIST.					515641
86009099	Park General Admin ME					
86009099 910000	Transfers Out					
0.00	20,000.00	20,000.00	0.00	0.00	0.00	100.0%
86009099 946720	Tax Levy Assessment					
15,000.00	20,000.00	19,946.80	422.30	53.20	0.00	100.0%
2022/11/001928 11/17/2022 API	422.30 VND 004261 PO 121863					
	PO CO TREASURER **PORTAGE PARK DISTRICT-DELINQ					516381
TOTAL Portage Park District						
526,497.00	1,301,157.35	-991,022.01	81,648.94	547,910.79	1,744,268.57	-34.1%
TOTAL REVENUES						
-1,884,403.00	-1,898,123.00	-2,043,721.61	-6,863.31	0.00	145,598.61	
TOTAL EXPENSES						
2,410,900.00	3,199,280.35	1,052,699.60	88,512.25	547,910.79	1,598,669.96	

FOR 2022 11

JOURNAL DETAIL 2022 11 TO 2022 11

ACCOUNTS FOR: 8600		Portage Park District							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	BUDGET	% USED

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 11

JOURNAL DETAIL 2022 11 TO 2022 11

ACCOUNTS FOR: 8605 Headwaters Trails Improve		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
70 Culture & Recreation								
86059091 Headwaters Trails Impr PR								
86059091 160000	Gifts And Donations	0.00	0.00	-2,000.00	0.00	0.00	2,000.00	100.0%
86059091 191000	State Grant	0.00	-160,918.00	-160,918.69	0.00	0.00	0.69	100.0%
86059099 Headwaters Trails Impr ME								
86059099 921000	Advance Out Returns	0.00	170,000.00	170,000.00	0.00	0.00	0.00	100.0%
TOTAL Headwaters Trails Improve		0.00	9,082.00	7,081.31	0.00	0.00	2,000.69	78.0%
TOTAL REVENUES		0.00	-160,918.00	-162,918.69	0.00	0.00	2,000.69	
TOTAL EXPENSES		0.00	170,000.00	170,000.00	0.00	0.00	0.00	
PRIOR FUND BALANCE					36,732.97			
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES					-7,081.31			
REVISED FUND BALANCE					29,651.66			

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 11

JOURNAL DETAIL 2022 11 TO 2022 11

ACCOUNTS FOR: 8607 Breakneck Creek Watershed	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
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70 Culture & Recreation

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 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 2022 11

JOURNAL DETAIL 2022 11 TO 2022 11

ACCOUNTS FOR: 8616 Tinkers Creek Greenway Fund		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
70 Culture & Recreation								
86169091 Tinkers Creek Greenway Fund PR								
86169091 191000	State Grant	0.00	-1,633.00	-1,208.70	0.00	0.00	-424.30	74.0%
86169091 191000 SRFDB	State Grant	0.00	-1,719,130.00	-1,162,199.87	0.00	0.00	-556,930.13	67.6%
86169092 Tinkers Creek Greenway Fund OR								
86169092 280000	Transfer In	0.00	-20,000.00	-20,000.00	0.00	0.00	0.00	100.0%
86169094 Tinkers Creek Greenway Fund CS								
86169094 400000 SRFDB	Contractual Services	0.00	36,750.00	0.00	0.00	0.00	36,750.00	.0%
86169096 Tinkers Creek Greenway Fund CO								
86169096 610000 SRFDB	Land Purchase	0.00	1,170,846.00	1,170,499.49	0.00	345.68	0.83	100.0%
86169096 680000 SRFDB	Construction Projects	0.00	531,534.00	0.00	0.00	0.00	531,534.00	.0%
86169099 Tinkers Creek Greenway Fund ME								
86169099 921000	Advance Out Returns	0.00	1,210.00	0.00	0.00	0.00	1,210.00	.0%

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2022 11

JOURNAL DETAIL 2022 11 TO 2022 11

ACCOUNTS FOR: 8616 Tinkers Creek Greenway Fund							
ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
TOTAL Tinkers Creek Greenway Fund							
0.00	-423.00	-12,909.08	0.00	345.68	12,140.40	2970.1%	
TOTAL REVENUES							
0.00	-1,740,763.00	-1,183,408.57	0.00	0.00	-557,354.43		
TOTAL EXPENSES							
0.00	1,740,340.00	1,170,499.49	0.00	345.68	569,494.83		
PRIOR FUND BALANCE				575.32			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				12,909.08			
REVISED FUND BALANCE				13,484.40			

YEAR-TO-DATE BUDGET REPORT

FOR 2022 11

JOURNAL DETAIL 2022 11 TO 2022 11

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL						
526,497.00	1,321,789.35	-996,849.78	81,648.94	548,256.47	1,770,382.66	-33.9%

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

Auditor Treasurer Reconciliation Report

AS OF 11/01/2022				AS OF 11/30/2022					
FUND	TREASURER CASH BALANCE	-	OUTSTANDING WARRANTS	=	AUDITOR CASH BALANCE	+	OUTSTANDING WARRANTS	=	TREASURER CASH BALANCE
8600 Portage Park District	3,002,518.38		4,805.29		2,997,713.09		2,916,064.15		927.06
FUND 8600 TOTALS:	3,002,518.38		4,805.29		2,997,713.09		2,916,064.15		927.06
8601 PCPD Local Community	.00		.00		.00		.00		.00
FUND 8601 TOTALS:	.00		.00		.00		.00		.00
8603 PCPD Towners Woods Improvement	.00		.00		.00		.00		.00
FUND 8603 TOTALS:	.00		.00		.00		.00		.00
8604 Portage Hike & Bike Trail	.00		.00		.00		.00		.00
FUND 8604 TOTALS:	.00		.00		.00		.00		.00
8605 Headwaters Trails Improve	29,651.66		.00		29,651.66		29,651.66		.00
FUND 8605 TOTALS:	29,651.66		.00		29,651.66		29,651.66		.00
8606 Dix Park Improvements	.00		.00		.00		.00		.00
FUND 8606 TOTALS:	.00		.00		.00		.00		.00
8607 Breakneck Creek watershed	11,972.39		.00		11,972.39		11,972.39		.00
FUND 8607 TOTALS:	11,972.39		.00		11,972.39		11,972.39		.00
8608 PCPD Franklin Connect Trail	.00		.00		.00		.00		.00
FUND 8608 TOTALS:	.00		.00		.00		.00		.00
8609 PCPD FEMA	.00		.00		.00		.00		.00
FUND 8609 TOTALS:	.00		.00		.00		.00		.00
8610 Breakneck Creek watershed	.00		.00		.00		.00		.00
FUND 8610 TOTALS:	.00		.00		.00		.00		.00
8611 Berlin Lake Trail									

Auditor Treasurer Reconciliation Report

FUND	AS OF 11/01/2022			AS OF 11/30/2022		
	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	13,484.40	.00	13,484.40	13,484.40	.00	13,484.40
FUND 8616 TOTALS:	13,484.40	.00	13,484.40	13,484.40	.00	13,484.40
8617 Eagle Creek Greenway	5,325.96	.00	5,325.96	5,325.96	.00	5,325.96
FUND 8617 TOTALS:	5,325.96	.00	5,325.96	5,325.96	.00	5,325.96
REPORT TOTALS:	3,064,476.06	4,805.29	3,059,670.77	2,978,021.83	927.06	2,978,948.89

Auditor Treasurer Reconciliation Report

ALL FUNDS SUMMARY THROUGH 11/30/2022

FUND	11/01/22 AUDITOR CASH BALANCE +	TOTAL RECEIPTS -	TOTAL EXPENDITURES =	ENDING AUDITOR CASH BALANCE -	OUTSTANDING ENCUMBRANCES =	UNENCUMBERED BALANCE
8600 Portage Park Distri	2,997,713.09	-6,863.31	88,512.25	2,916,064.15	547,910.79	2,368,153.3
FUND 8600 TOTALS:	2,997,713.09	6,863.31	88,512.25	2,916,064.15	547,910.79	2,368,153.3
8601 PCPD Local Communit	.00	.00	.00	.00	.00	.0
FUND 8601 TOTALS:	.00	.00	.00	.00	.00	.0
8603 PCPD Towners Woods	.00	.00	.00	.00	.00	.0
FUND 8603 TOTALS:	.00	.00	.00	.00	.00	.0
8604 Portage Hike & Bike	.00	.00	.00	.00	.00	.0
FUND 8604 TOTALS:	.00	.00	.00	.00	.00	.0
8605 Headwaters Trails I	29,651.66	.00	.00	29,651.66	.00	29,651.6
FUND 8605 TOTALS:	29,651.66	.00	.00	29,651.66	.00	29,651.6
8606 Dix Park Improvemen	.00	.00	.00	.00	.00	.0
FUND 8606 TOTALS:	.00	.00	.00	.00	.00	.0
8607 Breakneck Creek Wat	11,972.39	.00	.00	11,972.39	.00	11,972.3
FUND 8607 TOTALS:	11,972.39	.00	.00	11,972.39	.00	11,972.3
8608 PCPD Franklin Conne	.00	.00	.00	.00	.00	.0
FUND 8608 TOTALS:	.00	.00	.00	.00	.00	.0
8609 PCPD FEMA	.00	.00	.00	.00	.00	.0
FUND 8609 TOTALS:	.00	.00	.00	.00	.00	.0
8610 Breakneck Creek Wat	.00	.00	.00	.00	.00	.0
FUND 8610 TOTALS:	.00	.00	.00	.00	.00	.0
8611 Berlin Lake Trail	.00	.00	.00	.00	.00	.0

Auditor Treasurer Reconciliation Report

ALL FUNDS SUMMARY THROUGH 11/30/2022

FUND	11/01/22 AUDITOR CASH BALANCE +	TOTAL RECEIPTS -	TOTAL EXPENDITURES =	ENDING AUDITOR CASH BALANCE -	OUTSTANDING ENCUMBRANCES =	UNENCUMBERED BALANCE
FUND 8611 TOTALS:	.00	.00	.00	.00	.00	.0
8612 Morgan Park	1,523.27	.00	.00	1,523.27	.00	1,523.2
FUND 8612 TOTALS:	1,523.27	.00	.00	1,523.27	.00	1,523.2
8613 Franklin Bog Park	.00	.00	.00	.00	.00	.0
FUND 8613 TOTALS:	.00	.00	.00	.00	.00	.0
8614 Red Fox Boat Access	.00	.00	.00	.00	.00	.0
FUND 8614 TOTALS:	.00	.00	.00	.00	.00	.0
8615 Kent Bog	.00	.00	.00	.00	.00	.0
FUND 8615 TOTALS:	.00	.00	.00	.00	.00	.0
8616 Tinkers Creek Green	13,484.40	.00	.00	13,484.40	345.68	13,138.7
FUND 8616 TOTALS:	13,484.40	.00	.00	13,484.40	345.68	13,138.7
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:	3,059,670.77	6,863.31	88,512.25	2,978,021.83	548,256.47	2,429,765.3

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

PORTAGE PARK DISTRICT				
2023 BUDGET APPROPRIATIONS DRAFT				
GENERAL FUND				
	2022 Actual and Anticipated Revenues	2023 DRAFT BUDGET	2024 Est?	
REVENUES				
140000 Fines and Forfeitures				
152000 Contract Services				
153000 Fees		0	0	
160000 Gifts & Donations	55,020	50,000	0	
182400 State Aid/Subsidy (ex. ODOT road allocation fund)		0	85,000	ODOT funds for parking areas may roll into 2024
191000 State Grant Healthy Transportation grant reimburse	7,995	0	0	
195000 Local Grant	4,976	0	0	
200300 Real Estate Homestead Rollback (intergovernmental)	30,845	31,000	37,000	
200400 Manufactured H Homes Rollback (Intergovernmental)	1,591	1,500	1,500	
221000 Real Estate Tax Levy	1,761,596	1,791,023	1,800,000	
223000 Tangible Personal Property Tax	318			
224000 Manufactured Homes (taxes)	11,616	11,000	11,000	
230000 Interest	20,785	10,000	10,000	
241000 Oil & Gas Leases	25,000	10,000	10,000	
243000 Credit Card Incentives	1,385	1,000	1,000	
291000 Advance In Returns	170,000			
SUBTOTAL REVENUES	2,091,127.00	1,905,523.00	1,955,500	114,500.00
Prior Year Cash Carryover	\$ 1,925,042.14	\$ 2,378,247.14	\$ 1,536,488.14	
TOTAL REVENUES, CARRYOVER & OTHER SOURCES	4,016,169.14	4,283,770.14	3,491,988	
	2022 Actual and Anticipated Expenditures	2023 Estimated Tax Budget	2024?	
EXPENDITURES & OTHER USES				
311200 FT Employee Salaries	481,000	640,000		
311300 PT Employee Salaries	75,000	100,000		
312100 Sick Leave Conversion	1,628	2,000		
313000 Overtime	489	2,000		
314000 Retirement/Death sick time payout	4,405	50,000		Paid to retiring staff or to estate of deceased staff @ 1/4 of balance, on
321010 PERS 14%	80,000	103,600		
321200 Medicare 1.45%	8,100	10,730		
321300 Workers Compensation 1.7%	9,500	9,452		
321400 Unemployment	0	10,000		Unemployment tapped only in extreme circumstances--ex. Snow plowing
321500 Health Benefits	117,000	300,000		Varies depending on health plan (Individual/Family/etc.) chosen by employee and rates bargained by County.
30 Personal Services Unit Total	777,122.00	1,227,782.00	1,289,171.10	5% overall increase for personnel unit from 2023-2024
400000 Admin Contractual Services	15,000	30,000	30,000	Professional services; software subscriptions; HR compensation study?; Security System? Legal ads
400100 Training, Lodging & Memberships	10,000	15,000	15,000	Staff and volunteer training registration fees, travel, lodging and meal costs. Conferences, workshops, annual or one time professional organization membership fees. Professional development; First Aid, etc., including employee reimbursements
410000 Utilities	20,000	20,000	20,000	Electric, gas, phone, internet. Towners' (3 sites); Ops Center (2 sites); Eagle Creek Hiram; Office; mobile phones and devices
412000 Advertising, Marketing & Events	8,600	18,000	18,000	Online ad contracts, print and digital ad publishing, marketing and design costs, event registrations and fees
413000 Maintenance & Repairs	24,000	30,000	30,000	Vehicle and equipment repairs & maintenance, equipment rental, septic pumping; garbage collection, health district, EPA and other permits, dam inspection fees; non-capital contract repair projects; Ops Center electrical and drainage improvements
414000 Property Rentals and Leases		100	100	Property leases-Portage County owned property leased by PPD - \$3 per year, property leases-Mantua Village-HWT - \$1 per year; allocation for other optional property leases
414100 Leases	2,400	2,000	2,000	Konica Minolta contract lease for Bizhub C258 located at Morgan Ops Center; includes charges for copies
420100 Audit/Accounting Services	2,300	0	0	Ohio Auditor of State or private accounting firm fees-Biennial audits
428000 Event fees/dues				now included under Advertising Marketing Events
428400 Auditor/Treasurer Fee	24,200	25,000	25,000	Fees to Portage County Auditor and Treasurer for managing park district levy revenues, expenditures
428500 DRETAC (Delinquent tax and assessment collectio	5,000	10,000	10,000	PPD share of fees to collect delinquent taxes
492100 Local Share to County Engineer: RAVENNA ROAD	0	78,400		Owed to Portage County Engineer for trail portion of Ravenna Road Bridge. Construction postponed until 2023-2024
40 Contractual Services Unit Total	111,500.00	228,500.00	228,500.00	

500000 Administration and Programming Materials & Supplies	15,000	\$15,000	15,000	Office, event and education program materials and supplies. Office equip. under \$1000, stamps, employee materials reimbursements, copy fees at Portage County Recorder, printed materials
509000 Uniforms	9,000	8,000	8,000	Staff and volunteer uniforms and logoed thank you items.
510000 Office Equipment and Supplies	10,000	3,000	3,000	Reimbursements for such.
530000 Maintenance Materials & Supplies	20,000	30,000	30,000	Techonology; furnishings
542000 Fuel	16,000	20,000	20,000	Operations/Maintenance/Ranger--tools, signs, hardware, restroom supplies, PPE, lumber; drain pipe, aggregate, etc.
544000 Natural Areas Materials and Supplies	20,000	30,000	30,000	Currently in contract with City of Ravenna for gasoline and diesel
5963000 Operations Equipment and Tools <\$5K ea	10,000	\$5,000	5,000	Trees, seed, shrubs, tree protection, herbicide, soil amendments, specialized tools, misc.
596600 Furniture & Fixtures	0	\$10,000	10,000	
50 Materials & Supplies Unit Total	100,000.00	121,000.00	121,000.00	Park amenities: grills, tables, trash cans, bollards, etc.
610000 Land Purchase	50,500	250,000	100,000	349,500.00
630000 Equipment	0	0		NS Franklin? HWT Carlton? Clean Ohio acquisition match 2023-24
650000 Vehicles	0	0		
680000 Construction-general incl. ODOT parking lot funds	360,000	100,000	500,000	
680000 Construction-TRTRL				
683000 Engineering/Architecture Projects plus carryover	140,000	300,000	100,000	Architecture and engineering: HWT VIII; Towner's Woods; Kent Bog; Ops Center campus II
683000 Engineering SRFDB carryovercontract	30,000			Design Build engineer; to be reimbursed from WRRSP
683000 Engineering TLTRL carryover contract	11,000			Picnic site engineering
683000 Engineering TWBLD carryover contract	17,800			
60 Capital Outlay Unit Total	609,300.00	650,000.00	700,000.00	
910000 Transfer Out	20,000	500,000		Headwaters Trail Fund
920000 Advance Out				Financing from GF to be repaid
946720 Tax Levy Assessment	20,000	20,000	20,000	Annual assessments and first year property taxes
90 Miscellaneous Expenses Unit Total	40,000.00	520,000.00	20,000.00	
GRAND TOTAL EXPENDITURES & OTHER USES	1,637,922	2,747,282.00	2,358,671	
TOTAL REVENUES & OTHER SOURCES	4,016,169	4,283,770.14	4,283,770	
ANTICIPATED CASH CARRY FORWARD	2,378,247.14	1,536,488.14	1,925,099.04	

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
December 12, 2022 6:00 PM



Administration/Special Projects

Administration

1. Improvement Projects:
 - a. Administration of bidding and contracting for Dix Park and Trail Lake picnic area construction; demolition of former Russell residence structures.
 - b. Review of improvement plans and bid book for Brady Tower.
 - c. Administration of Seasons Road Fen restoration project; submitted invoices for payment on Envirosience contract through NEORS and OEPA
2. Camp Spelman: Coordination with Western Reserve Land Conservancy and Lake Spelman Preservation Society LLC on terms of conservation easement on Camp Spelman prior to transfer from Park District.
3. Acquisitions:
 - a. Crystal Lake: Presented to Ravenna City Council requesting acquisition of their property at Crystal Lake. Met with staff from The Nature Conservancy regarding donation of their parcels at Crystal Lake and land management. Negotiating purchase agreement with Thomas. Getting updated title reports and appraisals on all.
 - b. Headwaters Trail: Negotiating for acquisition of former railroad corridor from Jerry and Heather Carlton in Mantua. Getting appraisal and title report. Coordinating with First Energy real estate and engineering for trail easement east of Chamberlain Road.
 - c. Coordination with PC Prosecutor's office on transfer of Towner's Woods and Franklin Connector Trail corridor from Portage County to PPD.
4. Continued liaising with Portage Park District Foundation
5. Received notice of \$50,000 bequest to the Park District from the estate of Dennis Babareka of Mantua who passed in October.
6. Coordination with staff on 2023 plans and budget
7. Technology: Continued coordination with County IT staff on setting up new laptops, new staff accounts and troubleshooting problems. Review of Verizon account and needs.
8. Cuyahoga River Water Trail Partners: Participated in meeting regarding future coordination of group. All agreed on new leadership, and new letter of intent to participate from Partner organizations. Future areas of collaboration include updating the map brochure, installation of water gauges and signage, and continued education and awareness efforts.

Human Resources

1. Hired and onboarded Eric Seachrist as Office Manager. Eric has extensive experience with the public and private sectors in administration and financial management and had previously served on the Portage Park District Foundation Board, and as Treasurer for Citizens for Portage Park District.

2. Hired and onboarded Holly Stoneberg as Education Coordinator, starting part time- transitioning to full-time January 3. Holly has over a decade of experience as a High School Biology Teacher and has been a volunteer with the Portage Park District.
3. Reviewing Personnel Policy manual with staff for updates. Seachrist is editing the Portage County Personnel Manual and drafting a customized version for the Park District for Board consideration.

Park Operations, Maintenance, Improvement

Maintenance

1. Continue to perform routine tasks including restroom cleaning and trash removal, inventory, and supply management, building maintenance, vehicle and equipment maintenance, trail checks, trail maintenance and downed tree removal.
2. Continued weekly monitoring of Camp Spelman dam according to ODNR approved Operations Maintenance and Inspection manual.

Park Improvements

1. Daily oversight of contractors and project management for both Trail Lake Park and Dix Park.
2. Continue coordination and communication with contractors for the Towner's Woods asbestos abatement and house removal project. Anticipated start date 12/19/22.

Public Engagement and Education

1. Prepping a Know your parks guide for staff and volunteers to become better acquainted with all things PPD
2. Becca and Andrea met with new education coordinator, Holly to prepare for her onboarding and Holly has attended several programs
3. Speaking Engagements: Ravenna Rotary, Reed Memorial Library
4. Volunteer Recognition event was held in November at Morgan Operations Center
5. Working on Wild Hikes 2023 – Year of the Woodfrog
6. Andrea took and passed the Certification for Parks and Recreation Professionals exam

Natural Areas Stewardship

Stewardship and Restoration

1. Eagle Creek Greenway- prepped seed drill, mixed various seed mixes, calibrated drill and test seeded on site. Seeding to be ongoing as ground conditions allow
2. Bird Family Bog- EnviroScience in process of completing fall reforestation funded by WCC
3. Trail Lake and Shaw Woods- began fall/winter buckthorn control
4. Shaw Woods and Franklin Bog- applied cavity nest creation methods presented at Co-op symposium.
5. Completed prescribed fire in Clean OH pollinator planting at Morgan Park with NAS, Ops and Hiram College
6. Kent Bog Exp.- assessed riparian trees planted with Clean OH funds, tended cages and pruned

Projects/Planning

1. Seasons Road Fen monthly progress meeting
2. Crystal Lake- compiled and reviewed plant data, on site meeting with RC reporter

Partnership/Collaboration

1. LEAP- regular meeting; LEAP Fund meeting and scoring of grant applications

2. Curtis and Roberts gave PPD stewardship presentation to KSU Local Flora class. Lange, Curtis, Roberts and Craycroft presented to KSU Career Pathways in Biology class.
3. Assisted Geauga Park District with fall fires

Staff/Training

1. Lange- Leadership Portage County. Government Day.
2. Curtis and Roberts attended Ohio Community Wildlife Cooperative annual symposium

Ranger Department for the month of July

Patrol Activities

1. Foot patrol miles – 34.9 + 41; Bike Patrol miles- 8; Visitor Contacts – 26 + 74; Warnings-2 (dog off-leash; illegal parking of vehicles)
2. Ranger Lee led Senior Hike

Administrative Activities Chief Nietert

1. Continued investigating and addressing neighbor encroachments on park properties
2. Followed up with park user reports of trespass and concerns
3. Completed draft of Recruitment and Hiring policy
4. Attended webinar on Conservation Awareness Hunting
5. Completed Knowbe4 2022 Common Threats training

RESOLUTION 2022-45

WHEREAS: The Portage County Budget Commission has certified \$2,932,323 in the General Fund for fiscal year 2023, and

WHEREAS: The Board must appropriate its initial 2023 Budget, **NOW THEREFORE BE IT**

RESOLVED: that the following 2023 INITIAL BUDGET APPROPRIATION is hereby authorized:

GENERAL FUND #8600

86009093*	Personnel Unit	\$1,227,782
86009094*	Contract Services Unit	\$228,500
86009095*	Materials and Supplies Unit	\$121,000
86009096*	Capital Outlay Unit	\$650,000
86009099*	Misc. Unit: Financing & Taxes	\$520,000

TOTAL GENERAL FUND	\$2,747,282
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Upon a motion by **Orashan** and second by **Ruehr**, the vote was as follows:

Allan Orashan: **Yea** Tom Hrdy: **Yea** Charles Engelhart: **Yea** Kurt Ruehr: **Yea**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on
December 12, 2022



Christine Craycroft, Executive Director

RESOLUTION # 2022-46

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

WHEREAS: The following expenditures have been made in the month of Oct. 2022 in the following budget categories:

General Operating Fund #8600		
Description	Payee	Amount
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	\$ 58,512.61
Unit 40 Contract Services		\$ 6,743.47
Contract Services: MARCS, LEADS, copier, BIB BG check, Adobe	Ohio State Highway Patrol (Leads), US Bank, Konica Minolta	\$ 356.26
Training and Membership: pesticide licensing, SWM seminar, Natural area virtual conference	US Bank; Ohio State University	\$ 543.07
Utilities: Natural gas at 2 locations, electric at 6 locations, internet at Ops Center, staff phones & devices.	Dominion Energy Ohio, Ohio Edison, US Bank	\$ 1,767.92
Advertising-Marketing: digital advertising, FB ads, print ads	US Bank, National Cinemedia	\$ 2,423.83
Maintenance & Repairs: Waste hauling; garage door repair; truck service	US Bank	\$ 1,406.24
Leases: Copier lease contract for Office copier.	Konica Minolta	\$ 204.73
Auditor-Treasurer Fees:	Auditor/Treasurer	\$ 20.21
DRETAC: share of fees to enforce property tax payment	PC Auditor/Treasurer	\$ 21.21
Unit 50 Materials & Supplies		\$ 24,515.87
Admin. Materials & Supplies: office supplies	US Bank	\$ 62.13
Uniforms: Clothing: shirts, arbor-wear, badge	US Bank	\$ 689.17
Office Equipment and furnishings: Laptops, IT firewall, monitor, external hard drives	US Bank, Dell, CDW-G	\$ 8,953.36
Maintenance Materials & Supplies: lockbox; pet waste bags; glyphosphate, lumber	US Bank	\$ 1,602.08
Fuel: Gasoline and diesel	City of Ravenna	\$ 3,864.75
Natural Areas Materials & Supplies: herbicides; glyphosphate; sign posts; misc. hardware; seed	US Bank, Ohio Prairie, Ernst	\$ 9,344.38
Unit 60 Capital		\$ 1,282.17
Engineering Projects: Camp Spelman dam	EDG	\$ 92.17
Engineering/Architecture Projects: Dix Park	Karpinski Engineering	\$ 1,190.00
GENERAL FUND	GRAND TOTAL ALL UNITS 30 THROUGH 90	\$ 91,054.12

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 October 2022, and the attached Then and Now Certificate for expenditures made prior to the purchase order.

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

Allan Orashan: **Yea** Tom Hrdy: **Yea** Charles Engelhart: **Yea** Kurt Ruehr: **Yea**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on December 12, 2022.



Christine Craycroft, Executive Director

RESOLUTION # 2022-47

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

WHEREAS: The following expenditures have been made in the month of Nov. 2022 in the following budget categories:

General Operating Fund #8600		
Description	Payee	Amount
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	\$ 59,657.98
Unit 40 Contract Services		\$ 7,817.90
Contract Services: MARCS, LEADS, copier, BIB BG check, Adobe	Ohio State Highway Patrol (Leads), US Bank, Konica Minolta	\$ 299.72
Training and Membership: mileage reimbursement, OPRA memberships, conference	US Bank; Rebecca Rodhe	\$ 1,168.07
Utilities: Natural gas at 2 locations, electric at 6 locations, internet at Ops Center, staff phones & devices.	Dominion Energy Ohio, Ohio Edison, US Bank	\$ 1,844.86
Advertising-Marketing: legal ads; Meta (Facebook); Villager	US Bank	\$ 360.67
Maintenance & Repairs: septic maintenance; electric repair Ops Center; vehicle maintenance	US Bank, North Canton Drain, Speelman Electric	\$ 3,939.85
Leases: Copier lease contract for Office copier.	Konica Minolta	\$ 204.73
Unit 50 Materials & Supplies		\$ 7,792.07
Admin. Materials & Supplies: label maker, brochures, stickers, misc supplies	US Bank	\$ 1,159.78
Uniforms: Clothing; gear	US Bank, Primal Screen	\$ 1,522.66
Office Equipment and furnishings: USB adapters, web installer	US Bank	\$ 100.18
Maintenance Materials & Supplies: aggregate, cold patch, in-line fan	US Bank	\$ 1,090.85
Fuel: Gasoline and diesel	City of Ravenna	\$ 2,121.76
Natural Areas Materials & Supplies: hardware; native seed; glyphosphate	US Bank	\$ 1,796.84
Unit 60 Capital		\$ 12,822.00
Engineering/Architecture Projects: Season's Road Fen	Hammontree Engineering	\$ 222.00
Engineering/ Towner's Wood s Switch Tower	Peninsula Architects	\$ 12,600.00
Unit 90 General Admin		\$ 422.30
Tax Levy Assessment	PC Treasurer	\$ 422.30
GENERAL FUND	GRAND TOTAL ALL UNITS 30 THROUGH 90	\$ 88,512.25

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 November 2022, and the attached Then and Now Certificate for expenditures made prior to the purchase order.

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

Allan Orashan: **Yea** Tom Hrdy: **Yea** Charles Engelhart: **Yea** Kurt Ruehr: **Yea**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on December 12, 2022.



Christine Craycroft, Executive Director

RESOLUTION 2022-48

Re: Cash advances classified as permanent cash transfers

WHEREAS: The Portage Park District Board of Commissioners passed Resolutions 2018-51 and 2020-40 to partially return the \$295,000 cash advance (from Resolution 2017-31) from the Headwaters Trail Fund to the General Fund, leaving a balance of \$96,683 in unreturned cash advances in the Headwaters Trail Fund, and

WHEREAS: The Portage Park District Board of Commissioners passed Resolution 2020-55 to partially return multiple cash advances from the Tinkers Creek Greenway Fund to the General Fund, leaving a balance of \$277,051 unreturned cash advances in the Tinkers Creek Greenway Fund, and

WHEREAS: The balance of unreturned cash advances in the Tinkers Creek Greenway Fund 8616 and the Headwaters Trail Fund 8605 have either been expended for project expenses and not reimbursed with grant funds, or will be used for future capital project expenses in the respective funds, and are not needed in the General Fund, **NOW THEREFORE BE IT RESOLVED:**

That the Board of Commissioners of the Portage Park District does hereby:

- 1. Classify the balance of unreturned cash advances in the Headwaters Trail Fund in the amount of \$96,683 as a permanent cash transfer**
- 2. Classify the balance of the unreturned cash advances in the Tinkers Creek Greenway Fund in the amount of \$277,051 as a permanent cash transfer**

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

Allan Orashan: **Yea**

Tom Hrdy: **Yea**

Charles Engelhart: **Yea**

Kurt Ruehr: **Yea**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on
December 12, 2022


Christine Craycroft, Executive Director

RESOLUTION 2022-49

Re: Electing Board Officers for 2023

WHEREAS: The Board of Commissioners must elect officers annually per its bylaws, NOW
THEREFORE BE IT

RESOLVED: That the Board of Commissioners of the Portage Park District hereby elects the following
positions to serve as officers for 2023:

President: Kurt Ruehr
First Vice President: Tom Hrdy
Second Vice President: Allan Orashan

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

Allan Orashan: **Yea** Tom Hrdy: **Yea** Charles Engelhart: **Yea** Kurt Ruehr: **Yea**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on
December 12, 2022.


Christine Craycroft, Executive Director

RESOLUTION 2022-50

Re: Authorize Cost-Of-Living adjustment for all employees

WHEREAS: The Board of Commissioners of the Portage Park District wishes to adjust staff wages by an increase of 5% to combat rising inflation as a cost-of-living adjustment effective December 26, 2022, NOW THEREFORE BE IT

RESOLVED The Board of Commissioners of the Portage Park District hereby directs the Executive Director to submit Payroll Change Authorization forms increasing current wages and salaries by 5% to all employees.

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

Allan Orashan: **Yea**

Tom Hrdy: **Yea**

Charles Engelhart: **Yea**

Kurt Ruehr: **Yea**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on
December 12, 2022


Christine Craycroft, Executive Director