

**Portage Park District
Board of Commissioners Regular Meeting
July 25, 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 June 27, 2022 Regular Meeting
4. Presentation and approval of Financial Statement: June, MTD and YTD Budget Report and Cash Balance Reports
5. Executive Director Update
6. Other Information/Briefing Items/Policy Updates:
 - a. Trail Lake Picnic Area plans and cost estimates
7. Old Business and approval of action items: None
8. New Business and approval of action items:
 - a. RESOLUTION: Approve June 2022 Expenditures
 - b. RESOLUTION: Appropriations Amendment 4
 - c. RESOLUTION: Authorize bid for Trail Lake picnic area
 - d. RESOLUTION: Commission Michelle Lee as Park Ranger
 - e. RESOLUTION: Authorize trespass complaint
 - f. Change August regular board meeting date from August 22 to August 29 to allow more time for design and bidding
9. Executive Session: To discuss the sale or purchase of real estate and potential litigation
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
June 27, 2022, 6:03pm**

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



Minutes

President of the Board, Commissioner Chuck Englehart called the meeting to order at 6:03 pm

1. **Roll Call:** Commissioners present: Commissioner Engelhart, Commissioner Ruehr, Commissioner Orashan. Commissioner Hrdy was absent with notice. Staff Present: Christine Craycroft, Executive Director; Craig Alderman, Operations Manager; Bob Lange, Natural Areas Steward; Andrea Metzler, Public Engagement Manager; Kevin Nietert, Chief Ranger; Denise duMaurier, Office Manager.
2. **Public Comment:** No public attended.
3. **Approve minutes of the May 23, 2022, Regular Meeting:** Upon a motion by Orashan and second by Ruehr, the minutes of May 23, 2022 were approved with the vote as follows: Commissioner Engelhart: yes; Commissioner Orashan: yes; Commissioner Ruehr: yes. **Journal Entry #2022-6-27-17.**
4. **Presentation and approval of Financial Statement: May, MTD and YTD Budget Report and Cash Balance Reports:** There was a brief mention by Andrea Metzler of the new Z Cards with Craycroft mentioning that a United Way grant helped facilitate the order of this new product which is a credit card sized fold out map of the Parks. The Board reviewed the reports as presented with questions answered by staff to satisfaction. Upon a motion by Ruehr and second by Orashan, the financial report was unanimously approved. **Journal Entry 2022-6-27-18.**
5. **Executive Director Update:** Staff addressed questions and discussed the attached monthly report.
 - a. Craycroft spoke about the recent Spelman site visit and current encroachments. She mentioned speaking with Nietert and how they're working with the Prosecutor's office to either resolve the problem or be certain it is sold "as-is", encroachments and all.
 - b. Craycroft mentioned the Shalersville Turnpike project and that she commented on the project at the request of Portage County RPC.
 - c. Craycroft mentioned Andrea Metzler's 5 year anniversary as an employee of the Portage Park District and considered other avenues of congratulations of employee anniversaries besides resolutions.
 - d. Craig Alderman announced the hiring of new employee, Dayvon Ferrell on June 16, 2022. He also spoke of getting information and prices on the Dix Park Shelter and the timing of the project. Considerations are types of shelters, costs for the concrete pad and how many

weeks out the contractors are currently booked. The requested amount of \$48,000 included contingencies but was for the shelter only; site work is a separate expense.

6. Other Information/Briefing Items/Policy Updates:

- a. Public Hearing on the Estimated 2023 Tax Budget Draft: Craycroft explained the carryover from 2022 to 2023 was estimated conservatively and will likely be more than estimated.
- b. Trail Lake Picnic Area plans and estimate: Cost estimates and latest plans were just recently received by the engineer; staff need to review before recommending bidding to Board.
- c. Dix Park proposed shelter cost estimates: Rough estimates and styles were discussed during staff reports period.
- d. Towner's Woods (Russell House) project: Additional information is needed from consultants to confirm options and costs before closing out initial design contract. A proposal was received from Peninsula Architects for next phase construction document development and construction administration.
- e. Towner's Woods Brady Switch Tower project: A proposal was received from Peninsula Architects for developing construction bid documents for immediate repairs.
- f. Bird Family Bog and Preserve: The organization will be acquiring the property soon through West Creek Conservancy.

7. Old Business and approval of action items: None

8. New Business and approval of action items:

- a. Approve May 2022 Expenditures: The Board reviewed and discussed the expenditures with staff. Upon a motion by Ruehr and a second by Orashan, attached **RESOLUTION 2022-19** was unanimously approved upon a roll call vote.
- b. Adopt 2023 Estimated Tax Budget: Craycroft presented the budget, explained she was conservative with estimates and that we are prescribed by law to adopt a budget for 2023. Upon a motion by Ruehr and second by Orashan the Board unanimously approved **RESOLUTION 2022-20** upon a roll call vote.
- c. Authorize architecture contract for Towner's Woods construction plans: Peninsula Architects is completing the preliminary design development phase of plans for the shelterhouse site. They have provided the attached proposal for \$43,600.00 for construction plan development and construction administration assistance. Upon a motion by Orashan and second by Ruehr the Board unanimously approved **RESOLUTION 2022-21**.
- d. Authorize engineering services contract for Brady Tower Improvements: Peninsula Architects had complete a structural assessment report and recommendations for improvements to repair and protect the building. PA provided an estimate for \$15,750.00 to develop bid plans and specifications for the structural repairs, new roof and new stairs to second floor. Craycroft requested authorization up to \$18,000.00 to allow for contingencies. Upon a motion by Ruehr and second by Orashan the Board unanimously approved **RESOLUTION 2022-22**.
- e. Authorize purchase of Dix Park Shelter: Estimates have been received for construction, delivery and installation of a shelter for 16' x 24' shelter at Dix Park, with final details and

costs to be confirmed. The Portage Park District Foundation has committed to donating \$30,000.00 towards the project. Based on estimates authorization is requested for up to \$48,000 including contingencies. Upon a motion by Orashan and second by Ruehr the Board unanimously approved **RESOLUTION 2022-23**.

- f. Authorize engineering services for Dix Park Trailhead and Shelter: A proposal was received for \$14,150 from Karpinski Engineering for site design and construction plans, bid specifications and administration assistance for the the Dix Park Trailhead and Shelter site. Board authorization up to \$15,000, including contingencies is requested. Upon a motion by Ruehr and second by Orashan the Board unanimously approved **RESOLUTION 2022-24**.
 - g. Authorize service fee and donation of the Bird Family Bog Preserve property: Craycroft requests authorization to enter into a Donation and Fee Agreement with West Creek Conservancy for the amount of \$50,000.00 in order for PPD to assume ownership and management of the property. Upon a motion by Ruehr and second by Orashan the Board unanimously approved **RESOLUTION 2022-25**.
 - h. Appreciation to Commissioner Scott McKinney for his may years of service. The Board expressed its gratitude for Commissioner McKinney's generous contributions to the Park District. Upon a motion by Ruehr and second by Orashan the Board unanimously approved **RESOLUTION 2022-26**.
 - i. Adjust pay ranges and job descriptions for selected positions Craycroft presented job description and salary ranges during Executive Session. Upon a motion by Orashan and second by Ruehr the Board unanimously approved **RESOLUTION 2022-27**.
9. Executive Session: To discuss the sale or purchase or real estate.and the hiring and compensation of personnel. Commissioner Ruehr motioned to enter into executive session to discuss the sale or purchase of real estate and the hiring, firing or compensation of personnel. Commissioner Orashan seconded the motion. Craycroft called the roll for vote which was as follows:

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

The Board entered executive session at 7:34 pm. **Journal Entry 2022-6-27-19**

The Commissioners exited executive session at 7:55 pm upon a motion made by Commissioner Ruehr seconded by Commissioner Orashan with the roll call vote as follows:

Commissioner Ruehr	Yes
Commissioner Engelhart	Yes
Commissioner Hrdy	Absent

Commissioner Orashan

Yes

Journal Entry #2022-6-27-20

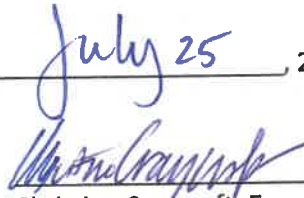
10. Adjournment: Upon a motion by Orashan and second by Ruehr, the meeting adjourned at 8:00 pm.

The next regular meeting of the Board of Commissioners is scheduled for July 27, 2022.

IN TESTIMONY WHEREOF we hereunto set our hands, July 25, 2022



Chuck Engelhart, President of the Board



Christine Craycroft, Executive Director

PORTAGE PARK DISTRICT

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

GENERAL FUND

BEGINNING AUDITOR'S CASH BALANCE May 1			\$2,676,505.17	
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	June 1 - 30 MTD ACTUAL	YTD Percentage Collected of Budget
140000 Fines & Forfeitures	0.00	0.00	0.00	#DIV/0!
152000 Contract Services	1,000.00	0.00	0.00	0.0%
15300 Fees	100.00	0.00	0.00	0.0%
160000 Gifts & Donations	0.00	10,000.00	0.00	#DIV/0!
191000 HTRAN State Grant	0.00	7,995.00	0.00	#DIV/0!
192400 State Aid/Subsidy	85,000.00	0.00	0.00	0.0%
195000 Local Grant	0.00	4,976.00	0.00	#DIV/0!
General Program Revenues subtotal	86,100.00	22,971.00	0.00	26.7%
200300 Real Estate Homestead Rollback (from State)	37,000.00	15,324.66	0.00	41.4%
200400 Manufactured Home Rollback	18,000.00	0.00	0.00	0.0%
221000 Real Estate Tax	1,724,023.00	946,128.88	0.00	54.9%
223000 Tangible Personal Property Tax	0.00	105.98	0.00	#DIV/0!
224000 Manufactured Homes Property Tax	12,000.00	6,640.86	0.00	55.3%
230000 Interest	10,000.00	5,253.89	1,353.42	52.5%
241000 Oil & Gas Leases	10,000.00	13,276.49	3,969.22	132.8%
243000 Credit Card Incentives	1,000.00	0.00	0.00	0.0%
250000 Refunds and Reimbursements	0.00	0.00	0.00	#DIV/0!
291000 Advance In	0.00	170,000.00	0.00	#DIV/0!
General Operations Revenue	1,812,023.00	1,156,730.76	5,322.64	63.8%
SUBTOTAL REVENUES	1,898,123.00	1,179,701.76	5,322.64	62.2%
2021 Cash Carryover		1,925,042.14		100.0%
TOTAL REVENUES, CARRYOVER & OTHER SOURCES	1,898,123.00	3,104,743.90	2,681,827.81	163.6%
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	June 1-30 MTD ACTUAL	YTD Percentage Expended of Budget
311200 FT Employee Salaries	566,683.00	222,627.69	35,171.20	39.3%
311300 PT Employee Salaries	118,800.00	40,562.77	7,374.88	34.1%
312100 Sick Leave Conversion	0.00	0.00	0.00	#DIV/0!
313000 Overtime	5,000.00	461.50	0.00	9.2%
314000 Retirement	80,000.00	614.84	0.00	0.8%
321010 PERS	95,932.00	36,911.22	5,956.44	38.5%
321200 Medicare	9,936.00	3,708.58	597.62	37.3%
321300 Workers Compensation	11,649.00	4,492.47	723.28	38.6%
321400 Unemployment	10,000.00	0.00	0.00	0.0%
321500 Health Benefits	259,000.00	60,173.21	9,508.88	23.2%
30 Personal Services Unit Total	1,157,000.00	369,552.28	59,332.30	31.9%
400000 Admin Contractual Services	53,000.00	5,359.63	606.90	10.1%
400100 Training, Lodging & Memberships	15,000.00	3,574.62	519.71	23.8%
400101 Registration Fees	0.00	0.00	0.00	#DIV/0!
410000 Utilities: AT&T, Dominion, Ohio Edison, Verizon	30,000.00	10,735.44	1,207.39	35.8%
412000 Advertising, Marketing & Events	15,000.00	2,559.82	1,082.43	17.1%
413000 Maintenance & Repairs	45,000.00	8,203.00	598.90	18.2%
414000 Rentals and Leases	1,000.00	0.00	0.00	0.0%
414100 Leases	1,500.00	1,347.85	104.20	89.9%
420100 Audit Services	5,000.00	0.00	0.00	0.0%
428400 Auditor/Treasurer Fee	25,000.00	12,815.54	0.00	51.3%
428500 DRETAC	10,000.00	3,652.74	0.00	36.5%
492100 Local Share	78,400.00	0.00	0.00	0.0%
40 Contractual Services Unit Total	278,900.00	48,248.64	4,119.53	17.3%

500000 Admin Materials & Supplies	15,000.00	2,641.56	661.38	17.6%
509000 Uniforms	8,000.00	3,119.65	21.80	39.0%
510000 Office Equipment & Furnishings	10,000.00	272.24	0.00	2.7%
530000 Maintenance Materials & Supplies	50,000.00	9,683.18	2,533.31	19.4%
542000 Fuel	20,000.00	5,042.78	1,779.22	25.2%
544000 Natural Areas Materials & Supplies	40,000.00	3,229.69	1,483.13	8.1%
596300 Equipment Less than \$5000	10,000.00	10.00	0.00	0.1%
596600 Furniture & Fixtures	10,000.00	0.00	0.00	0.0%
50 Materials & Supplies Unit Total	163,000.00	23,999.10	6,478.84	14.7%
610000 Land/Easement Purchase	480,000.00	0.00	0.00	0.0%
630000 Equipment	0.00	0.00	0.00	0.0%
650000 Vehicles	0.00	0.00	0.00	#DIV/0!
680000 Construction Projects	910,000.00	0.00	0.00	0.0%
683000 Engineering Projects	116,580.35	16,465.27	0.00	14.1%
683000 Engineering Projects - SRFDB - Seasons Rd Fen Design Build Restoration Project	30,000.00	564.00	0.00	0.0%
683000 Engineering Projects - TLTRL- Trail Lake Picnic Area	11,000.00	0.00	0.00	0.0%
683000 Engineering Projects - TWBLD-Townners Woods Buildings	17,800.00	0.00	0.00	0.0%
60 Capital Outlay Unit Total	1,565,380.35	17,029.27	0.00	1.1%
910000 Transfer Out	20,000.00	20,000.00	0.00	100.0%
920000 Advance Out	0.00	0.00	0.00	#DIV/0!
946720 Tax Levy Assessment	15,000.00	14,017.47	0.00	93.4%
90 Miscellaneous Expenses Unit Total	35,000.00	34,017.47	0.00	97.2%
GRAND TOTAL EXPENDITURES & OTHER USES	3,199,280.35	492,846.76	69,930.67	15.4%

ENDING AUDITOR'S CASH BALANCE June 30 (= Cash Carryover + YTD Revenues- YTD Expenses) (Also = Auditor Beginning cash balance June 1st + MTD revenues - MTD expenses)

\$2,611,897.14

HEADWATERS TRAIL FUND

8605 BEGINNING AUDITOR'S CASH BALANCE **\$29,651.66**

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	June 1 - 30 MTD ACTUAL	
REVENUES & OTHER SOURCES				
Gifts/Donations	0.00	2,000.00	0.00	#DIV/0!
State Grant	160,918.00	160,918.69	0.00	100.0%
Transfer In	0.00	0.00	0.00	#DIV/0!
Advance In	0.00	0.00	0.00	#DIV/0!
TOTAL REVENUES & OTHER SOURCES	160,918.00	162,918.69	0.00	101.2%
EXPENDITURES & OTHER USES				
Materials & Supplies Unit	0.00	0.00	0.00	0.0%
Capital Outlay-Construction Projects	0.00	0.00	0.00	#DIV/0!
Capital Outlay-Construction Projects - HWVII	0.00	0.00	0.00	#DIV/0!
Capital Outlay-Engineering Projects	0.00	0.00	0.00	#DIV/0!
Capital Outlay-Engineering Projects - HWVII	0.00	0.00	0.00	#DIV/0!
Advance Out Return	170,000.00	170,000.00	0.00	100.0%
TOTAL EXPENDITURES & OTHER USES	170,000.00	170,000.00	0.00	100.0%
ENDING AUDITOR'S CASH BALANCE				\$29,651.66

TINKERS CREEK GREENWAY FUND

8616 BEGINNING AUDITOR'S CASH BALANCE **\$21,784.02**

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	June 1-30 MTD ACTUAL	
REVENUES & OTHER SOURCES				
Gifts/Donations	0.00	0.00	0.00	#DIV/0!
State Grant	1,720,763.00	1,163,408.57	1,162,199.87	67.6%
Transfer In	20,000.00	20,000.00	0.00	100.0%
TOTAL REVENUES & OTHER SOURCES	1,740,763.00	1,183,408.57	1,162,199.87	68.0%
EXPENDITURES & OTHER USES				
Contractual Services	36,750.00	0.00	0.00	0.0%
Land Purchase	1,170,846.00	1,160,845.17	1,160,845.17	99.1%
Advance Out Return	1,210.00	0.00	0.00	0.0%
Construction Projects	531,534.00	0.00	0.00	0.0%
			0.00	#DIV/0!
TOTAL EXPENDITURES & OTHER USES	1,740,340.00	1,160,845.17	1,160,845.17	66.7%
ENDING AUDITOR'S CASH BALANCE				\$23,138.72



705 Oakwood St., Suite G-4
Ravenna, OH 44266
330-297-7728
portageparkdistrict.org

Then and Now Certificate Number July 25 2022-05 to 06

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


Portage Park District Commissioner Signature

7/25/2022
Date


Portage Park District Executive Director Signature

7.25.2022
Date

VENDOR	PO #	INV DATE	PO DATE	AMOUNT	REASON
Western Reserve Land Conservancy	123378	4/25/2022	6/6/2022	9654.32	Acquisition closing and ending costs fluctuated. WRLC kept the invoice back dated
North Canton Drain and Sewer	123584	6/8/2022	6/21/2022	2490.00	After service was rendered, discovered Co. doesn't take credit card payments
			Total	12144.32	

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

Western Reserve Land Conservancy

3850 Chagrin River Road
Moreland Hills, OH 44022

Invoice

Date	Invoice #.
4/25/2022	3165

Bill To

Portage Park District
705 Oakwood St.
Suite G4
Ravenna, OH 44266

Due Date

4/29/2022

Description**Amount**

Carrying Costs for Seasons Road Fen Project (88 days at 3.5% interest)

9,654.32

INVOICE(S) APPROVED FOR PAYMENT

PO# 123878

AMOUNT \$ 9654.32

SIGNATURE 

Please make check payable to Western Reserve Land Conservancy

Total

\$9,654.32

CS 4

NORTH CANTON

DRAIN AND SEWER CLEANING SERVICE, INC.

1110 5th NE.
CANTON, OHIO 44704

DALE POTTS

OFFICE 330-456-7163

CUSTOMERS
PURCHASE ORDER NO.

DATE

6/8/2022

JOB NAME

SEND BILL TO

PORTAGE PARK DISTRICT

JOB LOCATION

ADDRESS

705 OAKWOOD STREET #4

CITY

CITY

RAVENNA, OH 44266

PHONE

APT.

☐ CASH

☐ CHECK

☐ CHARGE

5/25

3 MEN 2 TRUCKS

1 MAN WITH EXTRA WATERS TO REFILL

PUMP - CLEAN - REFILL

PARK SEPTIC VAULTS AND DUMP

1st 2000GAL

2nd 3000GAL

TOTAL DUE \$ 2,490.00

CRAIG

INVOICE(S) APPROVED FOR PAYMENT
PO# 123584
AMOUNT \$
SIGNATURE

I hereby acknowledge the satisfactory
Completion of the above-described work:

THANK YOU!

No. 5342

TEN
(wouldnt take cc per Craig)

PORTAGE COUNTY

Auditor Treasurer Reconciliation Report

AS OF 06/01/2022				AS OF 06/30/2022			
FUND	TREASURER CASH BALANCE	- OUTSTANDING WARRANTS	= AUDITOR CASH BALANCE	AUDITOR CASH BALANCE	OUTSTANDING WARRANTS	= TREASURER CASH BALANCE	
8600 Portage Park District	2,677,803.68	1,298.51	2,676,505.17	2,611,897.14	224.59	2,612,121.73	(uncashed chks)
FUND 8600 TOTALS:	2,677,803.68	1,298.51	2,676,505.17	2,611,897.14	224.59	2,612,121.73	
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							

PORTAGE COUNTY



Auditor Treasurer Reconciliation Report

FUND	AS OF 06/01/2022			AS OF 06/30/2022		
	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	21,784.02	.00	21,784.02	23,138.72	.00	23,138.72
FUND 8616 TOTALS:	21,784.02	.00	21,784.02	23,138.72	.00	23,138.72 ✓
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:	2,748,060.98	1,298.51	2,746,762.47	2,683,509.14	224.59	2,683,733.73

PORTAGE COUNTY



Auditor Treasurer Reconciliation Report

ALL FUNDS SUMMARY THROUGH 06/30/2022

FUND	06/01/22 AUDITOR CASH BALANCE +	TOTAL RECEIPTS -	TOTAL EXPENDITURES =	ENDING AUDITOR CASH BALANCE -	OUTSTANDING ENCUMBRANCES =	UNENCUMBERED BALANCE
8600 Portage Park Distri	2,676,505.17	-5,322.64	69,930.67	✓ 2,611,897.14	201,131.77	2,410,765.3
FUND 8600 TOTALS:	2,676,505.17	5,322.64	69,930.67	2,611,897.14	201,131.77	2,410,765.3
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 06/30/2022

FUND	06/01/22 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	21,784.02	-1,162,199.87	1,160,845.17	23,138.72	10,000.00	13,138.7
FUND 8616 TOTALS:	21,784.02	1,162,199.87	1,160,845.17	23,138.72	10,000.00	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:	2,746,762.47	1,167,522.51	1,230,775.84	2,683,509.14	211,131.77	2,472,377.3

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

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 06

JOURNAL DETAIL 2022 6 TO 2022 6

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
86009091 Park General Admin PR							
8600-70-90-909-000-00-00-10-152000-	-1,000	Contract Services -1,000	.00	.00	.00	-1,000.00	.0%*
8600-70-90-909-000-00-00-10-153000-	-100	Fees -100	.00	.00	.00	-100.00	.0%*
8600-70-90-909-000-00-00-10-160000-	0	Gifts And Donations 0 -10,000.00	.00	.00	.00	10,000.00	100.0%
8600-70-90-909-000-00-00-10-191000-HTRAN	0	State Grant 0 -7,995.00	.00	.00	.00	7,995.00	100.0%
8600-70-90-909-000-00-00-10-192400-	-85,000	State Aid/Subsidy -85,000	.00	.00	.00	-85,000.00	.0%*
8600-70-90-909-000-00-00-10-195000-	0	Local Grant 0 -4,976.00	.00	.00	.00	4,976.00	100.0%
TOTAL Park General Admin PR	-86,100	-86,100 ✓	-22,971.00 ✓	.00 ✓	.00	-63,129.00	26.7%
86009092 Park General Admin OR							
8600-70-90-909-000-00-00-20-200300-	-37,000	Real Estate Homestead Rollback -37,000 -15,324.66	.00	.00	.00	-21,675.34	41.4%*
8600-70-90-909-000-00-00-20-200400-	-18,000	Manufactured H Homestead Rollb -18,000 .00	.00	.00	.00	-18,000.00	.0%*
8600-70-90-909-000-00-00-20-221000-	-1,710,303	Real Estate Tax -1,724,023 -946,128.88	.00	.00	.00	-777,894.12	54.9%*

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 06

JOURNAL DETAIL 2022 6 TO 2022 6

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
8600-70-90-909-000-00-00-20-223000-	0	Tangible Personal Property Tax 0	-105.98	.00	.00	105.98	100.0%
8600-70-90-909-000-00-00-20-224000-	-12,000	Manufactured Homes Tax -12,000	-6,640.86	.00	.00	-5,359.14	55.3%*
8600-70-90-909-000-00-00-20-230000-	-10,000	Interest -10,000	-5,253.89	-1,353.42	.00	-4,746.11	52.5%*
2022/06/000674 06/10/2022 GEN	-1,353.42	REF May-22			Interest Allocation May-22		
8600-70-90-909-000-00-00-20-241000-	-10,000	Oil Leases -10,000	-13,276.49	-3,969.22	.00	3,276.49	132.8%
2022/06/000325 06/01/2022 CRP	-703.14	REF 394246			Beck Oil and Gas, In		
2022/06/000892 06/13/2022 CRP	-108.22	REF 394839			Diversified Gas and		
2022/06/001157 06/14/2022 CRP	-3,157.86	REF 394945			Ergon Oil Purchasing		
8600-70-90-909-000-00-00-20-243000-	-1,000	Credit Card Incentives -1,000	.00	.00	.00	-1,000.00	.0%*
8600-70-90-909-000-00-00-20-291000-	0	Advance In Repayment 0	-170,000.00	.00	.00	170,000.00	100.0%
TOTAL Park General Admin OR	-1,798,303	-1,812,023 ✓	-1,156,730.76 ✓	-5,322.64 ✓	.00	-655,292.24	63.8%
86009093 Park General Admin PS							
8600-70-90-909-000-00-00-30-311200-	566,683	Employee Full Time Salaries 566,683	222,627.69	35,171.20	.00	344,055.31	39.3%
2022/06/000292 06/10/2022 PRJ	17,585.60	REF 061022			WARRANT=061022	RUN=4 PAYROLL	
2022/06/001243 06/24/2022 PRJ	17,585.60	REF 062422			WARRANT=062422	RUN=4 PAYROLL	
8600-70-90-909-000-00-00-30-311300-	118,800	Part Time/Seasonal Salaries 118,800	40,562.77	7,374.88	.00	78,237.23	34.1%
2022/06/000292 06/10/2022 PRJ	3,250.38	REF 061022			WARRANT=061022	RUN=4 PAYROLL	
2022/06/001243 06/24/2022 PRJ	4,124.50	REF 062422			WARRANT=062422	RUN=4 PAYROLL	

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 06

JOURNAL DETAIL 2022 6 TO 2022 6

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
8600-70-90-909-000-00-00-30-313000-	5,000	Employee Overtime 5,000	461.50	.00	.00	4,538.50	9.2%
8600-70-90-909-000-00-00-30-314000-	80,000	Retirement/Termination Payoff 80,000	614.84	.00	.00	79,385.16	.8%
8600-70-90-909-000-00-00-30-321010-	95,932	PERS 95,932	36,911.22	5,956.44	.00	59,020.78	38.5%
2022/06/000292 06/10/2022 PRJ	2,917.03	REF 061022			WARRANT=061022	RUN=4 PAYROLL	
2022/06/001243 06/24/2022 PRJ	3,039.41	REF 062422			WARRANT=062422	RUN=4 PAYROLL	
8600-70-90-909-000-00-00-30-321200-	9,936	Medicare 9,936	3,708.58	597.62	.00	6,227.42	37.3%
2022/06/000292 06/10/2022 PRJ	292.48	REF 061022			WARRANT=061022	RUN=4 PAYROLL	
2022/06/001243 06/24/2022 PRJ	305.14	REF 062422			WARRANT=062422	RUN=4 PAYROLL	
8600-70-90-909-000-00-00-30-321300-	11,649	Workers Compensation 11,649	4,492.47	723.28	.00	7,156.53	38.6%
2022/06/000292 06/10/2022 PRJ	354.21	REF 061022			WARRANT=061022	RUN=4 PAYROLL	
2022/06/001243 06/24/2022 PRJ	369.07	REF 062422			WARRANT=062422	RUN=4 PAYROLL	
8600-70-90-909-000-00-00-30-321400-	10,000	Unemployment 10,000	.00	.00	.00	10,000.00	.0%
8600-70-90-909-000-00-00-30-321500-	259,000	Health Benefits 259,000	60,173.21	9,508.88	.00	198,826.79	23.2%
2022/06/000292 06/10/2022 PRJ	4,754.44	REF 061022			WARRANT=061022	RUN=4 PAYROLL	
2022/06/001243 06/24/2022 PRJ	4,754.44	REF 062422			WARRANT=062422	RUN=4 PAYROLL	
TOTAL Park General Admin PS	1,157,000	1,157,000 ✓	369,552.28 ✓	59,332.30 ✓	.00	787,447.72	31.9%
86009094 Park General Admin CS							
8600-70-90-909-000-00-00-40-400000-	50,000	Contractual Services 53,000	5,359.63	606.90	7,490.23	40,150.14	24.2%
2022/06/000206 06/01/2022 API	105.00	VND 002615 VCH674875	OHIO STATE HIGHWAY P	**ORI# OH0671700			507068
2022/06/000206 06/01/2022 POL	-105.00	VND 002615 PO 119777	OHIO STATE HIGHWAY P	**ORI# OH0671700	2022		
2022/06/000647 06/08/2022 API	501.90	VND 002485 VCH675929	US BANK	**5592 8400 0101 0984			507464

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 06

JOURNAL DETAIL 2022 6 TO 2022 6

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
8600-70-90-909-000-00-00-40-400000-	Contractual Services						
2022/06/000647 06/08/2022 POL	-501.90 VND	002485 PO 119773	US BANK		**5592 8400 0101 0984	2022	
8600-70-90-909-000-00-00-40-400100-	15,000	Training & Membership 15,000	3,574.62	519.71	8,375.38	3,050.00	79.7%
2022/06/000647 06/08/2022 API	519.71 VND	002485 VCH675929	US BANK		**5592 8400 0101 0984		507464
2022/06/000647 06/08/2022 POL	-519.71 VND	002485 PO 119774	US BANK		**5592 8400 0101 0984	2022	
8600-70-90-909-000-00-00-40-400101-	0	Registration Fees 0	.00	.00	20.00	-20.00	100.0%*
8600-70-90-909-000-00-00-40-410000-	30,000	Utilities 30,000	10,735.44	1,207.39	18,764.56	500.00	98.3%
2022/06/000206 06/01/2022 API	50.13 VND	002844 VCH674873	DOMINION ENERGY OHIO	**4 4213 0033 0943			507049
2022/06/000206 06/01/2022 POL	-50.13 VND	002844 PO 119781	DOMINION ENERGY OHIO	**4 4213 0033 0943		2022	
2022/06/000206 06/01/2022 API	97.79 VND	002844 VCH674874	DOMINION ENERGY OHIO	**4 1800 1191 8407			507049
2022/06/000206 06/01/2022 POL	-97.79 VND	002844 PO 119781	DOMINION ENERGY OHIO	**4 1800 1191 8407		2022	
2022/06/000647 06/08/2022 API	277.10 VND	002875 VCH675922	OHIO EDISON	**110 139 062 985			507424
2022/06/000647 06/08/2022 POL	-277.10 VND	002875 PO 119784	OHIO EDISON	**110 139 062 985		2022	
2022/06/000647 06/08/2022 API	71.32 VND	002875 VCH675925	OHIO EDISON	**110 134 809 943			507424
2022/06/000647 06/08/2022 POL	-71.32 VND	002875 PO 119784	OHIO EDISON	**110 134 809 943		2022	
2022/06/000647 06/08/2022 API	71.01 VND	002875 VCH675928	OHIO EDISON	**110 149 150 416			507424
2022/06/000647 06/08/2022 POL	-71.01 VND	002875 PO 119784	OHIO EDISON	**110 149 150 416		2022	
2022/06/000647 06/08/2022 API	383.90 VND	002485 VCH675929	US BANK	**5592 8400 0101 0984			507464
2022/06/000647 06/08/2022 POL	-383.90 VND	002485 PO 120723	US BANK	**5592 8400 0101 0984		2022	
2022/06/001108 06/13/2022 API	105.52 VND	002875 VCH676349	OHIO EDISON	**110 122 697 896			507815
2022/06/001108 06/13/2022 POL	-105.52 VND	002875 PO 119784	OHIO EDISON	**110 122 697 896		2022	
2022/06/001108 06/13/2022 API	75.95 VND	002875 VCH676350	OHIO EDISON	**110 009 660 868			507815
2022/06/001108 06/13/2022 POL	-75.95 VND	002875 PO 119784	OHIO EDISON	**110 009 660 868		2022	
2022/06/001498 06/21/2022 API	74.67 VND	002875 VCH677050	OHIO EDISON	**110 009 208 841			508094
2022/06/001498 06/21/2022 POL	-74.67 VND	002875 PO 119784	OHIO EDISON	**110 009 208 841		2022	
8600-70-90-909-000-00-00-40-412000-	15,000	Advertising, Marketing, Events 15,000	2,559.82	1,082.43	11,440.18	1,000.00	93.3%
2022/06/000647 06/08/2022 API	1,082.43 VND	002485 VCH675929	US BANK		**5592 8400 0101 0984		507464
2022/06/000647 06/08/2022 POL	-1,082.43 VND	002485 PO 119775	US BANK		**5592 8400 0101 0984	2022	
8600-70-90-909-000-00-00-40-413000-	45,000	Maintenance & Repairs 45,000	8,203.00	598.90	8,722.00	28,075.00	37.6%
2022/06/000647 06/08/2022 API	598.90 VND	002485 VCH675929	US BANK		**5592 8400 0101 0984		507464
2022/06/000647 06/08/2022 POL	-598.90 VND	002485 PO 119776	US BANK		**5592 8400 0101 0984	2022	
2022/06/001403 06/21/2022 POE	725.00 VND	008545 PO 123582	OHIO DEPT OF NATURAL	MISC. ITEMS(DUES, FEES, ETC			

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 06

JOURNAL DETAIL 2022 6 TO 2022 6

ACCOUNTS FOR:		ORIGINAL	REVISED					PCT
8600	Portage Park District	APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	USE/COL
8600-70-90-909-000-00-00-40-413000-		Maintenance & Repairs						
2022/06/001403 06/21/2022 POE		2,500.00	VND 033051 PO 123584	NORTH CANTON DRAIN & BUILDING MAINT & REPAIR SVCS				
2022/06/001627 06/27/2022 POM		2,500.00	VND 033051 PO 123584	NORTH CANTON DRAIN & CC			2022	
8600-70-90-909-000-00-00-40-414000-		1,000	Rentals & Leases 1,000	.00	.00	.00	1,000.00	.0%
8600-70-90-909-000-00-00-40-414100-		1,500	Leases 1,500	1,347.85	104.20	1,108.91	-956.76	163.8%*
2022/06/001108 06/13/2022 API		104.20	VND 001310 VCH676348	KONICA MINOLTA BUSIN **Acct # 1283755				507805
2022/06/001108 06/13/2022 POL		-104.20	VND 001310 PO 20220340	KONICA MINOLTA BUSIN **Acct # 1283755			2022	
8600-70-90-909-000-00-00-40-420100-		5,000	Audit Services 5,000	.00	.00	2,300.00	2,700.00	46.0%
2022/06/001403 06/21/2022 POE		2,300.00	VND 031595 PO 123583	PERRY & ASSOCIATES CONSULTING SERVICES, AUDITING				
8600-70-90-909-000-00-00-40-428400-		25,000	Auditor/Treasurer Fee Expense 25,000	12,815.54	.00	.00	12,184.46	51.3%
8600-70-90-909-000-00-00-40-428500-		10,000	DRETAC 10,000	3,652.74	.00	.00	6,347.26	36.5%
8600-70-90-909-000-00-00-40-492100-		78,400	Local Share 78,400	.00	.00	.00	78,400.00	.0%
TOTAL Park General Admin CS		275,900	278,900 ✓	48,248.64 ✓	4,119.53 ✓	58,221.26	172,430.10	38.2%
86009095 Park General Admin MS								
8600-70-90-909-000-00-00-50-500000-		15,000	Admin Materials & Supplies 15,000	2,641.56	661.38	12,434.44	-76.00	100.5%*
2022/06/000647 06/08/2022 API		661.38	VND 002485 VCH675929	US BANK **5592 8400 0101 0984				507464
2022/06/000647 06/08/2022 POL		-661.38	VND 002485 PO 119767	US BANK **5592 8400 0101 0984			2022	

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 06

JOURNAL DETAIL 2022 6 TO 2022 6

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
8600-70-90-909-000-00-00-50-509000-	8,000	Uniforms 8,000	3,119.65	21.80	3,880.35	1,000.00	87.5%
2022/06/000647 06/08/2022 API	21.80 VND	002485 VCH675929	US BANK	**5592 8400 0101 0984			507464
2022/06/000647 06/08/2022 POL	-21.80 VND	002485 PO 119768	US BANK	**5592 8400 0101 0984	2022		
8600-70-90-909-000-00-00-50-510000-	10,000	Office Equipment & Furnishings 10,000	272.24	.00	4,727.76	5,000.00	50.0%
8600-70-90-909-000-00-00-50-530000-	50,000	Maintenance Materials/Supp 50,000	9,683.18	2,533.31	15,316.82	25,000.00	50.0%
2022/06/000647 06/08/2022 API	2,533.31 VND	002485 VCH675929	US BANK	**5592 8400 0101 0984			507464
2022/06/000647 06/08/2022 POL	-2,533.31 VND	002485 PO 119766	US BANK	**5592 8400 0101 0984	2022		
8600-70-90-909-000-00-00-50-542000-	20,000	Fuel 20,000	5,042.78	1,779.22	12,457.22	2,500.00	87.5%
2022/06/001498 06/21/2022 API	1,435.29 VND	004271 VCH677048	RAVENNA CITY	**Portage Park District Gasoli			508104
2022/06/001498 06/21/2022 POL	-1,435.29 VND	004271 PO 119806	RAVENNA CITY	**Portage Park District Ga2022			
2022/06/001498 06/21/2022 API	343.93 VND	004271 VCH677049	RAVENNA CITY	**Portage Park District May 20			508104
2022/06/001498 06/21/2022 POL	-343.93 VND	004271 PO 119807	RAVENNA CITY	**Portage Park District Ma2022			
8600-70-90-909-000-00-00-50-544000-	40,000	Natural Area Materials & Supp 40,000	3,229.69	1,483.13	21,770.31	15,000.00	62.5%
2022/06/000647 06/08/2022 API	1,483.13 VND	002485 VCH675929	US BANK	**5592 8400 0101 0984			507464
2022/06/000647 06/08/2022 POL	-1,483.13 VND	002485 PO 119770	US BANK	**5592 8400 0101 0984	2022		
8600-70-90-909-000-00-00-50-596300-	10,000	Equipment Less Than \$5000 10,000	10.00	.00	4,990.00	5,000.00	50.0%
8600-70-90-909-000-00-00-50-596600-	10,000	Furniture & Fixtures 10,000	.00	.00	8,000.00	2,000.00	80.0%
TOTAL Park General Admin MS	163,000	163,000 ✓	23,999.10 ✓	6,478.84 ✓	83,576.90	55,424.00	66.0%
86009096 Park General Admin CO							
8600-70-90-909-000-00-00-60-610000-	500,000	Land/Easement Purchase 480,000	.00	.00	.00	480,000.00	.0%
2022/06/000661 06/09/2022 POM	-20,000.00 VND	019522 PO 122985	WESTERN RESERVE LAND CC			2022	

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 06

JOURNAL DETAIL 2022 6 TO 2022 6

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8600 Portage Park District							
8600-70-90-909-000-00-00-60-680000-	200,000	Construction Projects 910,000	.00	.00	.00	910,000.00	.0%
8600-70-90-909-000-00-00-60-683000-	100,000	Engineering Projects 116,580	16,465.27	.00	115.08	100,000.00	14.2%
8600-70-90-909-000-00-00-60-683000-SRFDB	0	Engineering Projects 30,000	564.00	.00	29,436.00	.00	100.0%
8600-70-90-909-000-00-00-60-683000-TLTRL	0	Engineering Projects 11,000	.00	.00	11,000.00	.00	100.0%
8600-70-90-909-000-00-00-60-683000-TWBLD	0	Engineering Projects 17,800	.00	.00	17,800.00	.00	100.0%
TOTAL Park General Admin CO	800,000	1,565,380	17,029.27	.00	58,351.08	1,490,000.00	4.8%
86009099 Park General Admin ME							
8600-70-90-909-000-00-00-90-910000-	0	Transfers Out 20,000	20,000.00	.00	.00	.00	100.0%
8600-70-90-909-000-00-00-90-946720-	15,000	Tax Levy Assessment 15,000	14,017.47	.00	982.53	.00	100.0%
TOTAL Park General Admin ME	15,000	35,000	34,017.47	.00	982.53	.00	100.0%
TOTAL Portage Park District	526,497	1,301,157	-686,855.00	64,608.03	201,131.77	1,786,880.58	-37.3%
TOTAL REVENUES	-1,884,403	-1,898,123	-1,179,701.76	-5,322.64	.00	-718,421.24	
TOTAL EXPENSES	2,410,900	3,199,280	492,846.76	69,930.67	201,131.77	2,505,301.82	
PRIOR FUND BALANCE				1,925,042.14			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				686,855.00			
REVISED FUND BALANCE				2,611,897.14			

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 06

JOURNAL DETAIL 2022 6 TO 2022 6

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8605 Headwaters Trails Improve							
86059091 Headwaters Trails Impr PR							
8605-70-90-909-000-00-00-10-160000-	0	Gifts And Donations 0 -2,000.00		.00	.00	2,000.00	100.0%
8605-70-90-909-000-00-00-10-191000-	0	State Grant -160,918	-160,918.69	.00	.00	.69	100.0%
TOTAL Headwaters Trails Impr PR	0	-160,918 ✓	-162,918.69 ✓	.00 ✓	.00	2,000.69	101.2%
86059099 Headwaters Trails Impr ME							
8605-70-90-909-000-00-00-90-921000-	0	Advance Out Returns 170,000	170,000.00	.00	.00	.00	100.0%
TOTAL Headwaters Trails Impr ME	0	170,000	170,000.00	.00	.00	.00	100.0%
TOTAL Headwaters Trails Improve	0	9,082	7,081.31	.00	.00	2,000.69	78.0%
TOTAL REVENUES	0	-160,918	-162,918.69	.00	.00	2,000.69	
TOTAL EXPENSES	0	170,000	170,000.00	.00	.00	.00	
PRIOR FUND BALANCE				36,732.97			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-7,081.31			
REVISED FUND BALANCE				29,651.66			

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 06

JOURNAL DETAIL 2022 6 TO 2022 6

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8607 Breakneck Creek watershed							
86079094 Breakneck Creek Water CS							
8607-70-90-909-000-00-00-40-400000-	0	Contractual services 11,973	.00	.00	.00	11,973.00	.0%
TOTAL Breakneck Creek Water CS	0	11,973	.00	.00	.00	11,973.00	.0%
TOTAL Breakneck Creek watershed	0	11,973	.00	.00	.00	11,973.00	.0%
TOTAL EXPENSES	0	11,973	.00	.00	.00	11,973.00	
PRIOR FUND BALANCE				11,972.39			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				.00			
REVISED FUND BALANCE				11,972.39			

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 06

JOURNAL DETAIL 2022 6 TO 2022 6

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8616 Tinkers Creek Greenway Fund							
86169091 Tinkers Creek Greenway Fund PR							
8616-70-90-909-000-00-00-10-191000-	0	State Grant -1,633	-1,208.70	.00	.00	-424.30	74.0%*
2022/06/000153 06/01/2022 BUA	1,719,130.00	REF Trans					
8616-70-90-909-000-00-00-10-191000-SRFDB	0	State Grant -1,719,130	-1,162,199.87	-1,162,199.87	.00	-556,930.13	67.6%*
2022/06/000153 06/01/2022 BUA	-1,719,130.00	REF Trans					
2022/06/000694 06/08/2022 CRP	-1,354.70	REF 394694	Ohio Real Title Agen		Season Rd Fen closing		
2022/06/001612 06/24/2022 GEN	-1,160,845.17	REF Memo			Memo Entry Seasons Rd		
TOTAL Tinkers Creek Greenway Fund	0	-1,720,763	-1,163,408.57	-1,162,199.87	.00	-557,354.43	67.6%
86169092 Tinkers Creek Greenway Fund OR							
8616-70-90-909-000-00-00-20-280000-	0	Transfer In -20,000	-20,000.00	.00	.00	.00	100.0%
TOTAL Tinkers Creek Greenway Fund	0	-20,000	-20,000.00	.00	.00	.00	100.0%
86169094 Tinkers Creek Greenway Fund CS							
8616-70-90-909-000-00-00-40-400000-SRFDB	0	Contractual Services 36,750	.00	.00	.00	36,750.00	.0%
2022/06/000151 06/01/2022 BUA	36,750.00	REF Trans					
TOTAL Tinkers Creek Greenway Fund	0	36,750	.00	.00	.00	36,750.00	.0%
86169096 Tinkers Creek Greenway Fund CO							
8616-70-90-909-000-00-00-60-610000-SRFDB	0	Land Purchase 1,170,846	1,160,845.17	1,160,845.17	10,000.00	.83	100.0%

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 06

JOURNAL DETAIL 2022 6 TO 2022 6

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8616 Tinkers Creek Greenway Fund							
8616-70-90-909-000-00-00-60-610000-SRFDB							
2022/06/000151 06/01/2022 BUA	1,160,846.00	REF Trans					
2022/06/000465 06/06/2022 POE	10,000.00	VND 019522 PO 123378					
2022/06/001612 06/24/2022 GEN	1,160,845.17	REF Memo					
8616-70-90-909-000-00-00-60-680000-SRFDB							
	0	Construction Projects					
		531,534	.00	.00	.00	531,534.00	.0%
2022/06/000151 06/01/2022 BUA	521,534.00	REF Trans					
TOTAL Tinkers Creek Greenway Fund	0	1,702,380	1,160,845.17	1,160,845.17	10,000.00	531,534.83	68.8%
86169099 Tinkers Creek Greenway Fund ME							
8616-70-90-909-000-00-00-90-921000-							
	0	Advance Out Returns					
		1,210	.00	.00	.00	1,210.00	.0%
TOTAL Tinkers Creek Greenway Fund	0	1,210	.00	.00	.00	1,210.00	.0%
TOTAL Tinkers Creek Greenway Fund	0	-423	-22,563.40	-1,354.70	10,000.00	12,140.40	2970.1%
TOTAL REVENUES	0	-1,740,763	-1,183,408.57	-1,162,199.87	.00	-557,354.43	
TOTAL EXPENSES	0	1,740,340	1,160,845.17	1,160,845.17	10,000.00	569,494.83	
PRIOR FUND BALANCE				575.32			
CHANGE IN FUND BAL - NET OF REVENUES/EXPENSES				22,563.40			
REVISED FUND BALANCE				23,138.72			

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2022 06

JOURNAL DETAIL 2022 6 TO 2022 6

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	526,497	1,321,789	-702,337.09	63,253.33	211,131.77	1,812,994.67	-37.2%
** END OF REPORT - Generated by Denise Dumaaurier **							

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

	Field #	Total	Page Break	
Sequence 1	1	Y	Y	Year/Period: 2022/ 6
Sequence 2	9	Y	N	Print revenue as credit: Y
Sequence 3	0	N	N	Print totals only: N
Sequence 4	0	N	N	Suppress zero bal accts: Y
				Print full GL account: Y
				Double space: N
Report title:				Roll projects to object: N
YEAR-TO-DATE BUDGET REPORT				
				Carry forward code: 1
Print Full or Short description: F				Print journal detail: Y
Print MTD Version: Y				From Yr/Per: 2022/ 6
Print Revenues-version headings: N				To Yr/Per: 2022/ 6
Format type: 1				Include budget entries: Y
Print revenue budgets as zero: N				Incl encumb/liq entries: Y
Include Fund Balance: Y				Sort by JE # or PO #: J
Include requisition amount: Y				Detail format option: 1
Multiyear view: D				

Find Criteria

Field Name	Field Value
Fund	86*
Function	
Agency	
Department	
Sub-Depart	
Line	
Column	
Category	
Character Code	
Org	
Object	
Project	
Account type	
Account status	
Rollup Code	

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
July 25, 2022 6:00 PM



Administration/Special Projects

1. Administration

- a. Coordination with architects and engineers with ongoing projects and plans.
- b. Consultation with legal counsel on addressing encroachments and Camp Spelman bidding.
- c. Follow-up with potential acquisitions contacts
- d. Continued coordination with auditors on biennial audit

2. Human Resources

- a. Participated in interview for part-time Ranger with Chief Ranger Neitert. Made offer to Michelle Lee to serve as part-time Ranger starting August 1, pending satisfactory pre-employment screenings.
- b. Marco Ruffo hired as WWII worker, starting July 25th.
- c. Emmet Roberts and Tomas Curtis were transitioned to full time Natural Areas Specialists

Park Operations, Maintenance, Improvement

1. Maintenance

- a. 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.
- b. Continued weekly monitoring of Camp Spelman dam according to ODNR approved Operations Maintenance and Inspection manual.

2. Park Improvements

- a. Continue to assist as able in the development of the Story Walk Trail at Dix Park.
- b. Site visit to proposed Trail Lake picnic area with Director Craycroft and continued review of preliminary drawings by Karpinski Engineering.
- c. Holding for Surveyor scheduling regarding civil services proposals from Karpinski Engineering at Dix Park.
- d. Worked with NAS Lange to make trail adjustments and develop new trail at Dix Park.
- e. Secure cost estimates for Dix Park timber frame pavilion.

Public Engagement

1. Events

- a. **RIBBON CUTTING OPPORTUNITY: August 6, 11:30 a.m. arrival, 11:45 a.m.** Media will be invited. StoryWalk open house will occur 12-2 p.m. that day.
- b. PPD continues to provide support to the PPD Foundation at community events where promotional products have been purchased by PPDF to give out during events. Products: License plate covers, lanyards, drawstring bags, and stickers.

2. Education

- a. Continued variety of programs for all ages; calendar on website

- b. Continued development of Nature Play area at Dix Park with volunteers

Natural Areas Stewardship

1. Stewardship and Restoration

- a. Eagle Creek Greenway- mowing and spraying in preparation for meadow planting
- b. Seasons Road Fen project team meetings; site access verification
- c. Dix Park- meadow mowing, preparation for plantings for play area
- d. Plant surveys- Shaw, Dix, Cuyahoga Scenic River property
- e. Morgan Park, Dix Park- Reed canary grass and Canada thistle control

2. Projects/Planning

- a. Towner's Pond depth survey and pond management planning
- b. Dix Park meadow trails layout with Craig
- c. Russell house shelter planning- screening, plantings
- d. Drone purchased; Emmet Roberts obtained his commercial drone pilot license

3. Partnership/Collaboration

- a. Site prep visit to Eagle Creek Greenway with Ohio Mushroom Society

Ranger Department for the month of June

1. Patrol Activities

- a. Foot patrol miles – 20
- b. Bike patrol miles – 39.3
- c. Visitor Contacts – 85
- d. Building Checks – 9
- e. Traffic Stops, Citations, Arrests:)
- f. Warnings – 3-trespass

2. Program Support

- a. Participated in Bioblitz
- b. Traffic control for Headwaters Adventure Race

3. Administrative

- a. Attended Portage County Chiefs meeting
- b. Completed property damage report for Mill Street Trail Head kiosk plexiglass being broken
- c. Interviewed candidate for part-time Ranger position; scheduled psychological screening, made recommendation
- d. Reviewing Ranger policies and Rules and Regulations for updates
- e. Complete continuing education courses:

• Crisis Intervention (#1210425)	1	6/21/2022
• Officer Wellness Seminar (#1210415)	3	6/15/2022
• Domestic Violence Legal Updates (#1210421)	4	6/13/2022
• Biological Evidence Collection for Sexual Assaults (#1210424)	0.5	6/7/2022
• Responding to Sexual Assault (#1210426)	2.5	6/7/2022
• Sexual Assault Investigations (#1210427)	0.25	6/6/2022
• Trauma and the Brain (#1210428)	0.25	6/1/2022
• Concealed Firearm Carry Changes (#1266322)	0.5	6/1/2022
• IT: Creating Strong Passwords; Security Awareness Training; Data Breaches and You; Social Engineering; Security Awareness Foundations		

RESOLUTION # 2022-28

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

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

General Operating Fund #8600		
Description	Payee	Amount
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	\$ 59,332.30
Unit 40 Contract Services		\$ 4,119.53
Contract Services: LEADS, Volgistics volunteer database, BIB background investigations, Adobe, Record Courier subscription, USPS mailing charges.	Ohio State Highway Patrol (Leads), US Bank	\$ 606.90
Training and Membership: Bob Lange, Tomas Curtis and Emmet Roberts Ohio Rapid Assessment Method (ORAM) including training, lodging and meals.	US Bank	\$ 519.71
Utilities: Natural gas at 2 locations, electric at 6 locations, Internet at Ops Center, staff phones & devices.	Dominion Energy Ohio, Ohio Edison, US Bank	\$ 1,207.39
Advertising-Marketing: Farm and Dairy, Mitchell Media, Meta (Facebook)	US Bank	\$ 1,082.43
Maintenance & Repairs: 2016 and 2017 F-250 Super Duty service, refuse service.	US Bank	\$ 598.90
Registration Fees:		\$ -
Leases: Copier lease contract for Office copier.	Konica Minolta	\$ 104.20
Auditor Treasurer Fees	PC Auditor Treasurer	\$ -
DRETAC: share of fees to enforce property tax payment	PC Auditor/Treasurer	\$ -
Unit 50 Materials & Supplies		\$ 6,478.84
Admin. Materials & Supplies: Office copier paper, trail camera, sign and banners, milkweed.	US Bank	\$ 661.38
Office Equipment and furnishings:	US Bank	\$ -
Uniforms:- Staff uniform embroidery/screenprinting	US Bank	\$ 21.80
Maintenance Materials & Supplies: PVC, lumber, park signs, clear polycarbonate, top soil.	US Bank	\$ 2,533.31
Fuel: Gasoline and diesel	City of Ravenna	\$ 1,779.22
Natural Areas Materials & Supplies: Reflective driveway markers, fish scale, bearing kit.	US Bank	\$ 1,483.13
Tinker's Creek Greenway Fund #8616		
Description	Payee	Amount
Unit 60 Land Purchase		
Land Purchase-Season's Road Fen	Done by Memo Entry	\$ 1,160,845.17

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

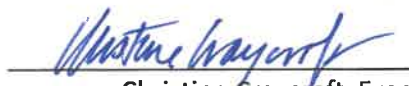
WHEREAS These specific expenditures have been approved by the Executive Director per the approved Park District annual budget and Park District bylaws, and all copies of invoices and receipts are available upon request. **NOW, THEREFORE BE IT**

RESOLVED that the Board of Commissioners of the Portage Park District hereby approves the above expenditures made in June, 2022, and the attached Then and Now Certificate for expenditures made prior to the purchase order.

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

Allan Orashan yes Tom Hrdy yes Charles Engelhart yes Kurt Ruehr absent

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on July 25, 2022


Christine Craycroft, Executive Director

RESOLUTION 2022-29

Re: 2022 Budget Appropriations Amendment 4

WHEREAS: Additional first year property taxes and assessments were greater than originally budgeted for new acquisitions, requiring additional funds in the Tax Levy Assessment budget line, Park General Admin Unit, and

WHEREAS: Funds are available in the Capital Improvements Unit, under the Acquisitions budget line, **NOW THEREFORE BE IT**

RESOLVED: that the following 2022 BUDGET APPROPRIATIONS AMENDMENT is hereby authorized:

<u>Fund</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
<u>GENERAL FUND #8600</u>			
8600 9096*	Capital Unit Acquisition/Construction	\$5,000	
<u>GENERAL FUND #8600</u>			
8600 9099*	Park General Admin Unit		\$5,000

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

Allan Orashan yes Tom Hrdy yes Charles Engelhart yes Kurt Ruehr absent

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on
July 25, 2022


Christine Craycroft, Executive Director

RESOLUTION #2022-30

Re: Authorization to bid the Trail Lake Park Picnic Area Construction

WHEREAS The Portage Park District owns and operates Trail Lake Park in Streetsboro, and

WHEREAS The park does not have a picnic area or event gathering place for groups, and

WHEREAS Karpinski Engineering was hired to develop construction plans, specifications and engineer's estimates of probable cost for two alternatives for construction to meet accessibility guidelines, and

WHEREAS The engineer's estimate of probable cost of construction including 10% contingency for the construction alternates are:

Base Bid:	Limestone surface all areas:	\$92,248
Alternate 1:	Chip and seal service yard, walk; chips and dust picnic area:	\$89,108
Alternate 2:	Concrete service yard, walk, picnic pad:	\$185,220

WHEREAS The 2022 General Fund Budget Capital Unit has adequate funds available for the project,
NOW, THEREFORE BE IT


RESOLVED by the Board of Commissioners of the Portage Park District that the Executive Director is hereby authorized to advertise for bids for the construction of the Trail Lake Park Picnic Area as shown in the attached bid plans, with the construction costs estimates as follows

for the base bid: \$92,248; Alternate 1: \$89,108; Alternate 2: \$185,220

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

Allan Orashan yes Tom Hrdy yes Charles Engelhart yes Kurt Ruehr absent

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on
July 25, 2022


Christine Craycroft, Executive Director

Bid Item No	ODOT Item No	Bid Item Description	Unit	(A)	(B)	(C)	(D) = (B + C)	(A x D)
				Estimated Quantity	Material	Labor	Total Unit Price	Total Price for Item
11	SPEC	Chip and Seal - Service Yard	Sq. Yd.	665	\$	\$	\$4.00	\$2,660.00
12	SPEC	6" #10 Chips and Dust (Picnic Pad)	Cy Yd	80	\$	\$	\$70.00	\$5,600.00
13	832	Temporary Sediment and Erosion Control	Lump	1	\$	\$	\$8,000.00	\$8,000.00
14	653	6" Topsoil Furnished and Placed	Cu. Yd.	152	\$	\$	\$50.00	\$7,600.00
15	659	Seeding and Mulching	Sq. Yd.	889	\$	\$	\$7.50	\$6,667.50
16	642	Pavement Markings	Lump	1	\$	\$	\$500.00	\$500.00
17	624	Mobilization and Permits	Lump	1	\$	\$	\$10,000.00	\$10,000.00
18	623	Construction Staking	Lump	1	\$	\$	\$2,500.00	\$2,500.00
19	SPEC	Grill	Each	1	\$	\$	\$500.00	\$500.00
Sub Total Items								\$81,008
10% Contingency								\$8,101
Grand Total Items								\$89,108

PORTAGE PARKS DISTRICT
TRAIL LAKE PICNIC AREA
Engineers Opinion of Probable Construction Cost - Base Bid
Chip and Seal Service Yard, Chips and Dust Walk and Picnic Area

Bid Item No	ODOT Item No	Bid Item Description	Unit	(A)	(B)	(C)	(D) = (B + C)	(A x D)
				Estimated Quantity	Material	Labor	Total Unit Price	Total Price for Item (PPD)
1	201	Clearing and Grubbing including brush/small trees	L.S.	1	\$	\$	\$7,500.00	\$7,500.00
2	203	Excavation (CUT)	Cu. Yd.	675	\$	\$	\$8.00	\$5,400.00
3	203	Embankment (FILL)	Cu. Yd.	189	\$	\$	\$8.00	\$1,512.00
4	203	Topsoil Stripped and Stockpiled on Site	Cu. Yd.	356	\$	\$	\$8.00	\$2,848.00
5	204	Subgrade Compaction and Proof Rolling	Sq. Yd.	924	\$	\$	\$2.00	\$1,848.00
6	SPEC	Geotextile Fabric - Subgrade Separator	Sq YD	924	\$	\$	\$4.00	\$3,696.00
7	304	10" Item 304 Aggregate Base - Service Yard	Cu. Yd.	184	\$	\$	\$60.00	\$11,040.00
8	304	4" Item 304 Aggregate Base - Walk	Cu. Yd.	12	\$	\$	\$60.00	\$720.00
9	411	2" Limestone # 411 Screenings - Service Yard	Sq. Yd.	38	\$	\$	\$60.00	\$2,280.00
10	407	Prime Coat @ 0.05 gal/SY - Service Yard	gal	34	\$	\$	\$4.00	\$136.00

Bid Item No	ODOT Item No	Bid Item Description	Unit	(A)	(B)	(C)	(D) = (B + C)	(A x D)
				Estimated Quantity	Material	Labor	Total Unit Price	Total Price for Item
11	608	4" Concrete Walk	SQ FT	1,133	\$	\$	\$8.50	\$9,630.50
12	608	6" Non Reinforced Concrete Picnic Pad	SQ FT	1,500	\$	\$	\$10.00	\$15,000.00
13	653	6" Topsoil Furnished and Placed	Cu. Yd.	73	\$	\$	\$50.00	\$3,650.00
14	659	Seeding and Mulching	Sq. Yd.	435	\$	\$	\$7.50	\$3,262.50
15	624	Mobilization and Permits	Lump	1	\$	\$	\$10,000.00	\$10,000.00
16	623	Construction Staking	Lump	1	\$	\$	\$2,500.00	\$2,500.00
17	832	Temporary Sediment and Erosion Control	Lump	1	\$	\$	\$7,500.00	\$7,500.00
18	SPEC	Gnll	Each	1			\$500.00	\$500.00
Sub Total Items								\$168,382
10% Contingency								\$16,838
Grand Total Items								\$185,220

PORTAGE PARKS DISTRICT
TRAIL LAKE PICNIC AREA
Engineers Opinion of Probable Construction Cost - Alternate #2
Concrete Service Yard, Concrete Walk and Concrete Picnic Area

Bid Item No	ODOT Item No	Bid Item Description	Unit	(A)	(B)	(C)	(D) = (B + C)	(A x D)
				Estimated Quantity	Material	Labor	Total Unit Price	Total Price for Item (PPD)
1	201	Clearing and Grubbing including brush/small trees	L.S.	1	\$	\$	\$7,500.00	\$7,500.00
2	203	Excavation (CUT)	Cu. Yd.	675	\$	\$	\$8.00	\$5,400.00
3	203	Embankment (FILL)	Cu. Yd.	189	\$	\$	\$8.00	\$1,512.00
4	203	Topsoil Stripped and Stockpiled on Site	Cu. Yd.	356	\$	\$	\$8.00	\$2,848.00
5	204	Subgrade Compaction and Proof Rolling	Sq. Yd.	924	\$	\$	\$2.00	\$1,848.00
6	SPEC	Geotextile Fabric - Subgrade Separator	Sq. Yd.	924	\$	\$	\$4.00	\$3,696.00
7	304	Item 304 4" Aggregate Base - Walk	Cu. Yd.	49	\$	\$	\$60.00	\$2,940.00
8	304	Item 304 - 6" Aggregate Base - Service Yard	Cu. Yd.	184	\$	\$	\$60.00	\$11,040.00
9	451	7" Reinforced Concrete Pavement	Sq. Yd.	665	\$	\$	\$115.00	\$76,475.00
10	SPEC	6" #10 Chips and Dust - Picnic Area	Cy Yd	44	\$	\$	\$70.00	\$3,080.00

RESOLUTION 2022 - 31

Re: Ranger Commission

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 Chief Ranger and Executive Director have interviewed and hired an employee qualified to serve as a Peace Officer, NOW THEREFORE BE IT

RESOLVED: That the Board of Commissioners of the Portage Park District hereby commissions Michelle Lee to serve as a Peace Officer in the position of Park Ranger 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.

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

Allan Orashan yes Tom Hrady yes Charles Engelhart yes Kurt Ruehr absent

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on
July 25, 2022


Christine Craycroft, Executive Director

RESOLUTION 2022- 32

Re: Authorize filing of Trespass Complaint

WHEREAS: The Portage Park District owns a 58-acre parcel of land in Franklin Township known as Camp Spelman, and

WHEREAS: A neighbor to the property, Michael Shinn, 7503 Sylvan Drive, Kent, had constructed a shed and deposited materials on the Park District property without permission and,

WHEREAS: The Park District had sent receipt-confirmed letters to Mr. Shinn requesting the shed and materials be removed, without reply or response, and

WHEREAS: The Park District has requested the assistance of the Portage County Prosecutor's Office to remedy the trespass, **NOW THEREFORE BE IT**

RESOLVED: that the Board of Commissioners of the Portage Park District does hereby authorize:

1. The Portage County Prosecutor to file the attached complaint of trespass and nuisance on behalf of the Portage Park District Board of Commissioners
2. The Executive Director to act on behalf of the Board of Commissioners in executing the complaint with the Portage County Prosecutor

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

Allan Orashan yes Tom Hrdy yes Charles Engelhart yes Kurt Ruehr absent

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on
July 25, 2022


Christine Craycroft, Executive Director

**IN THE COURT OF COMMON PLEAS
PORTAGE COUNTY, OHIO**

**BOARD OF PORTAGE PARK DISTRICT
COMMISSIONERS
705 OAKWOOD STREET STE. G-4
RAVENNA, OH 44266**

Plaintiff,

vs.

**MICHAEL K. SHINN
7503 SYLVAN DRIVE
KENT, OH 44240**

Defendant(s).

CASE NO:

JUDGE:

**COMPLAINT IN TRESPASS AND NUISANCE
SEEKING DAMAGES, DECLARATORY,
INJUNCTIVE AND OTHER EQUITABLE RELIEF**

INTRODUCTION

1. This case involves issues of Defendant's trespass(es) upon and nuisance(s) against Plaintiff's property, Camp Spelman Preserve (hereinafter, Plaintiff's "real estate") located in Portage County, Ohio.

STANDING

2. The Board of Portage Park District Commissioners (hereinafter, "Board") is a body politic and corporate and may sue and be sued pursuant to R.C. 1545.07.

VENUE

3. Pursuant to Civ. R. 3(C), venue is proper as the real estate comprising the subject of this action, the Camp Spelman Preserve, is located on Ferguson Road and within Portage County, Ohio.

STATUTE OF LIMITATIONS

4. This action is timely brought pursuant to R.C. 2305.09. Plaintiff further alleges the

continuing nature of Defendants' trespasses tolls any applicable statute of limitations.

PARTIES AND FACTS PERTINENT TO COUNTS

5. Plaintiff is and at all times relevant to this action titled owner of the real estate and entitled to full and complete possession of the same. A true and accurate copy of Plaintiff's deed is attached as Exh. A.
6. Upon information and belief, Defendant(s) owns and resides at the property 7503 Sylvan Road, Kent, OH 44240. A true and accurate copy of deeds showing his ownership in this property is attached as Exh. B.
7. Upon information and belief, Michael K. Shinn, is and at all times relevant to this Complaint, an individual and a citizen of the State of Ohio, having the address(es) set forth in the caption of this complaint.

COUNT 1 TRESPASS AND NUISANCE

8. Plaintiff repeats and realleges Paragraphs 1 through 7 of the Complaint and incorporates them by reference as though fully set forth here in full.
9. Defendant, individually and/or through agents, has placed, or caused to be placed, and subsequently allowed to remain on Plaintiff's real estate various items including but not limited to a permanent shed structure with contents presumed therein; slate roofing materials; and various and other accumulated debris, garbage and trash.
10. At no time did Plaintiff give permission to Defendant to enter, remain on or use Plaintiff's real estate for any purpose.
11. At no time did Defendant inform Plaintiff that Defendant intended to enter, remain on or utilize Plaintiff's real estate for any purpose.
12. At no time did Defendant request permission from Plaintiff to enter, remain upon or use Plaintiff's real estate for any purpose.
13. Defendants' trespasses and nuisances are intentional, willful and wanton and remain continuing and ongoing as of this Complaint. Alternatively, Defendant's trespasses are

reckless, committed in reckless disregard of Plaintiff's rights and/or otherwise negligent.

14. Defendant took all of the above-described actions with full knowledge both that 1) Defendant was trespassing on and/or committing nuisance(s) against Plaintiff's real estate; and further that 2) Plaintiff had not consented to Defendant's trespass(es) and nuisance(s).
15. Plaintiff alleges that, unless restrained by this Court, Defendant will continue to trespass upon and commit nuisances against Plaintiff's real estate.
16. Given the continuing nature of Defendants' ongoing trespassory conduct and nuisance(s) as set forth in this Complaint, Plaintiff will otherwise be required to bring multiple actions to protect Plaintiff's property interests, thereby rendering Plaintiff's remedy at law inadequate.
17. As a direct result of the wrongful, unauthorized, willful and wanton acts of Defendant, Plaintiff suffers damages in excess of \$25,000 and furthermore seeks punitive damages.

RELIEF REQUESTED

WHEREFORE, Plaintiff respectfully requests this Court grant judgment against Defendant and afford Plaintiff the following relief:

- A. Issuance of a declaratory judgment that Defendant's shed, slate building materials and other debris, garbage and trash constitute unlawful and continuing trespass(es) of and nuisance(s) against Plaintiff's real estate;
- B. Issuance of an injunction enjoining Defendant from trespassing on or committing nuisance(s) against Plaintiff's real estate including but not limited to Defendant's placement of any items or materials on Plaintiff's real estate;
- C. Issuance of an injunction permitting Plaintiff to restore its property to the natural condition in which it existed prior to Defendant's trespass(es) and nuisance(s), including but not limited to the removal of Defendant's shed, slate materials and various other accumulated debris, garbage and trash; alternatively, issuance of an injunction requiring Defendant to restore Plaintiff's property to the natural condition in which it existed prior

to Defendant's trespass(es) and nuisance(s), including the removal of said shed, slate materials and various other accumulated debris, garbage and trash;

- D. An order to Defendant to compensate Plaintiff for Plaintiff's loss of use of the real estate, the diminution in value of Plaintiff's real estate, the fair rental value of the land and any cost Plaintiff incurs to restore its real estate to the natural condition in which it existed prior to Defendant's trespass(es) and nuisance(s);
- E. An order Defendant to pay punitive damages;
- F. An order Defendants to pay the court costs of this action; and
- G. Any such other and further relief as this Court deems just and proper.

Respectfully submitted,

VICTOR V. VIGLUICCI (0012579)
Portage County Prosecuting Attorney

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