Portage Park District
Board of Commissioners Regular Meeting
July 17, 2023 5:30 pm
PPD Operations Center
8505 Nicodemus Road
Shalersville, OH 44266

Agenda

1. Roll Call

1. Public Comment: *Note: members of the public wishing to speak are asked to sign in. Comments will be limited to two minutes per person.*

2. Approve agenda of the July 2023 Regular Meeting

3. Approve minutes of the June 2023 Regular Meeting

4. Presentation and approval of Financial Statement: June 2023 MTD and YTD Budget Report and Cash Balance Reports.

5. Executive Director/Staff Update

6. Other Information/Briefing Items/Policy Updates:
   a. Deer hunting pilot program

7. Old Business and approval of action items: None

8. New Business and approval of action items:
   a. RESOLUTION: Approve June 2023 Expenditures
   b. RESOLUTION: Authorize temporary encroachment easement Walter Preserve
   c. RESOLUTION: Authorize Resolution to Proceed ½ mill replacement and ½ mill additional levy issue for November ballot
   d. RESOLUTION: Authorize expenditure for fall program guide mailer

9. Executive Session: As needed

10. Adjourn

Portage Park District
Board of Commissioners Regular Meeting
June 26, 2023 6:00 pm
PPD Operations Center
8505 Nicodemus Road
Shalersville, OH 44266

Minutes

Vice President Tom Hrdy called the meeting to order at 6:00 pm

1. Roll Call: Commissioners present: Commissioner Charles Engelhart, Commissioner Tom Hrdy, Commissioner Renee Ruchotzke, Commissioner Allan Orashan. Commissioner Kurt Ruehr had an excused absence. Staff Present: Christine Craycroft, Executive Director; Eric Seachrist, Office Manager; Holly Stoneberg, Education Program Coordinator; Hannah Michael, Intern.

2. Public Comment: None. Craycroft used the time to introduce Hannah Michael, Kent State University Recreation Management senior, who is employed with the Park District for her full-time internship this summer. The Board welcomed Hannah, who expressed great appreciation for the opportunity.

3. Approve minutes of the May 8, 2023 Regular Meeting: Upon a motion by Orashan and second by Englehart, the minutes were approved. **(JE 2023-29)**

4. Approve agenda of the June 26, 2023 Regular Meeting: Upon a motion by Ruchotzke and second by Englehart, the agenda was approved. **(JE 2023-30)**

5. Presentation and approval of Financial Statement: May 2023 MTD and YTD Budget Report and Cash Balance Reports: Seachrist indicated that the total expenditures were below a projection of the YTD budget. He noted that some items were higher than the projected YTD budget figure for the account line, but that the overall impact on the budget unit totals were not significant. Upon a motion by Ruchotzke and second by Englehart, the May reports were approved. **(JE 2023-31).**

5. Executive Director/Staff Update: See attached.

6. Other Information/Briefing Items/Policy Updates:

    a. 2024 Estimated Tax Budget Public Hearing: Craycroft reviewed the Draft 2024 Estimated Tax Budget as it was presented and on public review. There were no questions.
    b. DRAFT resolutions Auditor/Board of Elections for levy replacement/additional: Craycroft described the procedure for the Board to place the levy issue on the ballot for the November. The Board must first pass a Resolution of Necessity which is submitted to the County Auditor who certifies the amount the proposed levy would cost the taxpayer, as well as the estimated proceeds. A Resolution to Proceed is passed subsequent to receiving the Certificate. The Park District's counsel at the Portage County Prosecutor's office has been in consultation with Board of Elections, and has drafted the Resolution of Necessity.
    c. Consideration of calendar and schedule of regular monthly Board meetings. Craycroft noted that there had been a request to consider re-scheduling the regular monthly Board meetings. The Board agreed that the third Monday each month at 5:30PM for the remainder of 2023 would work for all. Staff will ensure required legal notice of the dates.

7. Old Business and approval of action items: None

8. New Business and approval of action items:
   a. Approve May 2023 Expenditures: Upon a motion by Ruchotzke and second by Englehart, **RESOLUTION 2023-37** was unanimously approved.
   b. Approve 2023 Budget Appropriations Amendment: Upon a motion by Orashan and second by Englehart, **RESOLUTION 2023-38** was unanimously approved.
   c. Adopt the 2024 Estimated Tax Budget: Upon a motion by Ruchotzke and second by Orashan, **RESOLUTION 2023-39** was unanimously approved.
   d. Amend Resolution 2023-31 regarding the purchase of the Carlton property: Upon a motion by Englehart and second by Ruchotzke, **RESOLUTION 2023-40** was unanimously approved.
   e. Authorize Purchase and Sale Agreement with WRLC for Shalersville acquisition: Upon a motion by Englehart and second by Orashan, **RESOLUTION 2023-41** was unanimously approved.
   f. Authorize NAWCA Application and Partner Contribution Statement: Upon a motion by Ruchotzke and second by Orashan, **RESOLUTION 2023-42** was unanimously approved.
   g. Declare a Necessity to Levy Tax: Upon a motion by Ruchotzke and second by Orashan, **RESOLUTION 2023-43** was unanimously approved.
   h. Authorize a Service Fee Agreement with WRLC: Upon a motion by Ruchotzke and second by Englehart, **RESOLUTION 2023-44** was unanimously approved.
   i. Authorize License agreement with DPTA: Upon a motion by Ruchotzke and second by Englehart, **RESOLUTION 2023-45** was unanimously approved.
   j. Authorize New Job Positions and Descriptions: Upon a motion by Englehart and second by Ruchotzke, **RESOLUTION 2023-46** was unanimously approved.

9. Executive Session: None

10. Adjourn: Upon a motion by Englehart and second by Ruchotzke, the meeting was unanimously adjourned at 7:47 pm.

IN TESTIMONY WHEREOF we hereunto set our hands, 7-17-2023, 2023

Kurt Ruehr, President of the Board

Christine Craycroft, Executive Director

PORTAGE PARK DISTRICT

Month to Date and Year To Date Budget & Cash Balance Report for June 2023

GENERAL FUND

BEGINNING AUDITOR'S CASH BALANCE June 1			$	2,789,841.93
ACCOUNT DESCRIPTION	**REVISED BUDGET**	**YTD ACTUAL**	**June MTD ACTUAL**	**YTD Percentage Collected of Budget**
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	6,650.00	50,000.00	0.00	751.9%
192400 State Aid/Subsidy	85,000.00	0.00	0.00	0.0%
General Program Revenues subtotal	92,750.00	50,000.00	0.00	53.9%
200300 Real Estate Homestead Rollback (from State)	32,744.00	15,047.63	0.00	46.0%
221000 Real Estate Tax	1,791,023.00	970,510.26	0.00	54.2%
223000 Tangible Personal Property Tax	0.00	106.97	0.00	
224000 Manufactured Homes Property Tax	0.00	7,319.50	0.00	
230000 Interest	10,000.00	31,749.58	7,762.22	317.5%
241000 Oil & Gas Leases	10,000.00	9,853.72	465.17	98.5%
243000 Credit Card Incentives	1,000.00	0.00	0.00	0.0%
250000 Refunds and Reimbursements	0.00	11,813.41	0.00	
270000 Sale of Fixed Assets	0.00	310.51	0.00	
General Operations Revenue	1,844,767.00	1,046,711.58	8,227.39	56.7%
SUBTOTAL REVENUES	**1,937,517.00**	**1,096,711.58**	**8,227.39**	**56.6%**
2022 Cash Carryover		2,897,413.62		**100.0%**
TOTAL REVENUES, CARRYOVER & OTHER SOURCES	1,937,517.00	3,994,125.20	2,798,069.32	206.1%
EXPENDITURES & OTHER USES	**REVISED BUDGET**	**YTD ACTUAL**	**June MTD ACTUAL**	**YTD Percentage Expended of Budget**
311200 FT Employee Salaries	640,000.00	297,750.51	41,380.80	46.5%
311300 PT Employee Salaries	100,000.00	37,150.97	6,696.54	37.2%
312100 Sick Leave Conversion	2,000.00	0.00	0.00	0.0%
313000 Overtime	2,000.00	0.00	0.00	0.0%
314000 Retirement	50,000.00	2,643.02	0.00	5.3%
321010 PERS	103,600.00	46,886.26	6,730.83	45.3%
321200 Medicare	10,730.00	4,792.23	683.94	44.7%
321300 Workers Compensation	9,452.00	5,738.05	817.29	60.7%
321400 Unemployment	10,000.00	0.00	0.00	0.0%
321500 Health Benefits	300,000.00	50,844.22	6,740.36	16.9%
30 Personal Services Unit Total	**1,227,782.00**	**445,805.26**	**63,049.76**	**36.3%**
400000 Admin Contractual Services	120,000.00	55,093.89	27,263.07	45.9%
400100 Training, Lodging & Memberships	15,000.00	5,989.16	186.08	39.9%
400101 Registration Fees	0.00	116.00	0.00	
410000 Utilities: AT&T, Dominion, Ohio Edison, Verizon	20,000.00	11,586.39	1,555.60	57.9%
412000 Advertising, Marketing & Events	18,000.00	5,242.20	118.35	29.1%
413000 Maintenance & Repairs	30,000.00	9,450.46	2,639.72	31.5%
414000 Rentals and Leases	100.00	0.00	0.00	0.0%
414100 Leases	2,000.00	1,342.05	204.73	67.1%
428400 Auditor/Treasurer Fee	25,000.00	13,138.27	0.00	52.6%
428500 DRETAC	10,000.00	4,547.38	0.00	45.5%
492100 Local Share	98,400.00	0.00	0.00	0.0%
40 Contractual Services Unit Total	**338,500.00**	**106,505.80**	**31,967.55**	**31.5%**
500000 Admin Materials & Supplies	19,000.00	10,902.47	1,041.52	57.4%
509000 Uniforms	10,000.00	4,537.76	47.85	45.4%
510000 Office Equipment & Furnishings	5,213.00	2,640.72	339.03	50.7%
530000 Maintenance Materials & Supplies	30,000.00	7,243.09	1,126.16	24.1%
542000 Fuel	20,000.00	10,470.87	1,700.51	52.4%
544000 Natural Areas Materials & Supplies	25,000.00	5,713.27	766.56	22.9%
596300 Equipment Less than $5000	6,000.00	1,952.16	0.00	32.5%
596600 Furniture & Fixtures	8,000.00	2,234.26	0.00	27.9%
50 Materials & Supplies Unit Total	**123,213.00**	**45,694.60**	**5,021.63**	**37.1%**
610000 Land/Easement Purchase	400,000.00	0.00	0.00	0.0%
610000 Land/Easement Purchase-Bird Bog	2,501.83	0.00	0.00	0.0%
680000 Construction Projects	450,000.00	0.00	0.00	0.0%
680000 Construction Projects DXPAV	180,320.50	138,809.29	0.00	77.0%
680000 Construction Projects TLTRL	103,500.00	0.00	0.00	0.0%
680000 Construction Projects TWBLD	35,160.00	30,600.00	0.00	87.0%
680000 Construction Projects TWBRD	150,000.00	0.00	-331.15	0.0%
683000 Engineering Projects	150,000.00	0.00	0.00	0.0%
683000 Engineering Projects DXPAV	8,100.00	4,500.00	0.00	55.6%
683000 Engineering Projects - SRFDB - Seasons Rd Fen Design Build Restoration Project	28,992.00	992.00	100.00	3.4%
683000 Engineering Projects - TLTRL- Trail Lake Picnic Area	8,000.00	2,700.00	0.00	33.8%
683000 Engineering Projects - TWBRD Brady Tower	20,970.00	1,180.40	0.00	5.6%
60 Capital Outlay Unit Total	**1,537,544.33**	**178,781.69**	**-231.15**	**11.6%**
910000 Transfer Out	0.00	0.00	0.00	
920000 Advance Out	500,000.00	500,000.00	0.00	100.0%
946720 Tax Levy Assessment	36,000.00	19,076.32	0.00	53.0%
90 Miscellaneous Expenses Unit Total	**536,000.00**	**519,076.32**	**0.00**	**96.8%**
GRAND TOTAL EXPENDITURES & OTHER USES	**3,763,039.33**	**1,295,863.67**	**99,807.79**	**34.4%**
ENDING AUDITOR'S CASH BALANCE June 30 (= Cash Carryover + YTD Revenues- YTD Expenses) (Also = Auditor Beginning cash balance June 1st + MTD revenues - MTD expenses)			**$**	**2,698,261.53**

HEADWATERS TRAIL FUND				
8605 BEGINNING AUDITOR'S CASH BALANCE				$29,651.66
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	June MTD ACTUAL	
REVENUES & OTHER SOURCES				
Gifts/Donations	0.00	0.00	0.00	
Advance In	0.00	500,000.00	500,000.00	
TOTAL REVENUES & OTHER SOURCES	0.00	500,000.00	500,000.00	
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	June MTD ACTUAL	
Materials & Supplies Unit	0.00	0.00	0.00	
Capital Outlay-Construction Projects	29,651.66	0.00	0.00	0.0%
TOTAL EXPENDITURES & OTHER USES	29,651.66	0.00	0.00	0.0%
ENDING AUDITOR'S CASH BALANCE				$529,651.66

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06 JOURNAL DETAIL 2023 6 TO 2023 6

ACCOUNTS FOR: 8600 Portage Park District

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86009091 Park General Admin PR							
8600-70-90-909-000-00-00-10-152000- Contract Services	-1,000.00	-1,000.00	0.00	0.00	0.00	-1,000.00	.0%
8600-70-90-909-000-00-00-10-153000- Fees	-100.00	-100.00	0.00	0.00	0.00	-100.00	.0%
8600-70-90-909-000-00-00-10-160000- Gifts And Donations	-6,650.00	-6,650.00	-50,000.00	0.00	0.00	43,350.00	751.9%
8600-70-90-909-000-00-00-10-192400- State Aid/Subsidy	-85,000.00	-85,000.00	0.00	0.00	0.00	-85,000.00	.0%
TOTAL Park General Admin PR	-92,750.00	-92,750.00	-50,000.00	0.00	0.00	-42,750.00	53.9%
86009092 Park General Admin OR							
8600-70-90-909-000-00-00-20-200300- Real Estate Homestead Rollback	0.00	-32,744.00	-15,047.63	0.00	0.00	-17,696.37	46.0%
8600-70-90-909-000-00-00-20-221000- Real Estate Tax	-1,791,023.00	-1,791,023.00	-970,510.26	0.00	0.00	-820,512.74	54.2%
8600-70-90-909-000-00-00-20-223000- Tangible Personal Property Tax	0.00	0.00	-106.97	0.00	0.00	106.97	100.0%
8600-70-90-909-000-00-00-20-224000- Manufactured Homes Tax	0.00	0.00	-7,319.50	0.00	0.00	7,319.50	100.0%

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06 JOURNAL DETAIL 2023 6 TO 2023 6

ACCOUNTS FOR: 8600 Portage Park District

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8600-70-90-909-000-00-00-20-230000-		Interest				
-10,000.00	-10,000.00	-31,749.58	-7,762.22	0.00	21,749.58	317.5%
2023/06/000521 06/07/2023 GEN		-7,762.22 REF May-23				
8600-70-90-909-000-00-00-20-241000-		Oil Leases				
-10,000.00	-10,000.00	-9,853.72	-465.17	0.00	-146.28	98.5%
2023/06/000767 06/08/2023 CRP		-135.02 REF 909		Kreierhoff 1 royalties		
2023/06/000767 06/08/2023 CRP		-330.15 REF 909		Dix #3, Dix-Thompson #2 and 3,		
2023/06/002111 06/30/2023 CRP		-119.59 REF 909		Dix #2,3; Hahn #1-#6 wells		
2023/06/002111 06/30/2023 CRP		119.59 REF 909		Dix #2,3; Hahn #1-#6		
8600-70-90-909-000-00-00-20-243000-		Credit Card Incentives				
-1,000.00	-1,000.00	0.00	0.00	0.00	-1,000.00	.0%
8600-70-90-909-000-00-00-20-250000-		Refunds And Rembursements				
0.00	0.00	-11,813.41	0.00	0.00	11,813.41	100.0%
2023/06/002111 06/30/2023 CRP		-62.00 REF 909		Refund closing 784 Judson Rd		
2023/06/002111 06/30/2023 CRP		-141.50 REF 909		Refund closing 2264 Ravenna Rd		
2023/06/002111 06/30/2023 CRP		141.50 REF 909		Refund of closing costs		
2023/06/002111 06/30/2023 CRP		62.00 REF 909		Refund of closing costs		
8600-70-90-909-000-00-00-20-270000-		Sale Of Fixed Asset				
0.00	0.00	-310.51	0.00	0.00	310.51	100.0%
TOTAL Park General Admin OR						
-1,812,023.00	-1,844,767.00	-1,046,711.58	-8,227.39	0.00	-798,055.42	56.7%
86009093 Park General Admin PS						
8600-70-90-909-000-00-00-30-311200-		Employee Full Time Salaries				
640,000.00	640,000.00	297,750.51	41,380.80	0.00	342,249.49	46.5%
2023/06/000274 06/09/2023 PRJ		20,690.40 REF 060923		WARRANT=060923 RUN=4 PAYROLL		
2023/06/001187 06/23/2023 PRJ		20,690.40 REF 062323		WARRANT=062323 RUN=4 PAYROLL		
8600-70-90-909-000-00-00-30-311300-		Part Time/Seasonal Salaries				
100,000.00	100,000.00	37,150.97	6,696.54	0.00	62,849.03	37.2%
2023/06/000274 06/09/2023 PRJ		3,315.30 REF 060923		WARRANT=060923 RUN=4 PAYROLL		
2023/06/001187 06/23/2023 PRJ		3,381.24 REF 062323		WARRANT=062323 RUN=4 PAYROLL		

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06 JOURNAL DETAIL 2023 6 TO 2023 6

ACCOUNTS FOR: 8600 Portage Park District

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8600-70-90-909-000-00-00-30-312100-		Sick Leave Conversion				
2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	.0%
8600-70-90-909-000-00-00-30-313000-		Employee Overtime				
2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	.0%
8600-70-90-909-000-00-00-30-314000-		Retirement/Termination Payoff				
50,000.00	50,000.00	2,643.02	0.00	0.00	47,356.98	5.3%
8600-70-90-909-000-00-00-30-321010-		PERS				
103,600.00	103,600.00	46,886.26	6,730.83	0.00	56,713.74	45.3%
2023/06/000274 06/09/2023 PRJ	3,360.80 REF 060923			WARRANT=060923	RUN=4 PAYROLL	
2023/06/001187 06/23/2023 PRJ	3,370.03 REF 062323			WARRANT=062323	RUN=4 PAYROLL	
8600-70-90-909-000-00-00-30-321200-		Medicare				
10,730.00	10,730.00	4,792.23	683.94	0.00	5,937.77	44.7%
2023/06/000274 06/09/2023 PRJ	341.49 REF 060923			WARRANT=060923	RUN=4 PAYROLL	
2023/06/001187 06/23/2023 PRJ	342.45 REF 062323			WARRANT=062323	RUN=4 PAYROLL	
8600-70-90-909-000-00-00-30-321300-		Workers Compensation				
9,452.00	9,452.00	5,738.05	817.29	0.00	3,713.95	60.7%
2023/06/000274 06/09/2023 PRJ	408.08 REF 060923			WARRANT=060923	RUN=4 PAYROLL	
2023/06/001187 06/23/2023 PRJ	409.21 REF 062323			WARRANT=062323	RUN=4 PAYROLL	
8600-70-90-909-000-00-00-30-321400-		Unemployment				
10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%
8600-70-90-909-000-00-00-30-321500-		Health Benefits				
300,000.00	300,000.00	50,844.22	6,740.36	0.00	249,155.78	16.9%
2023/06/000274 06/09/2023 PRJ	3,370.18 REF 060923			WARRANT=060923	RUN=4 PAYROLL	
2023/06/001187 06/23/2023 PRJ	3,370.18 REF 062323			WARRANT=062323	RUN=4 PAYROLL	
TOTAL Park General Admin PS						
1,227,782.00	1,227,782.00	445,805.26	63,049.76	0.00	781,976.74	36.3%
86009094 Park General Admin CS						
8600-70-90-909-000-00-00-40-400000-		Contractual Services				

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06 JOURNAL DETAIL 2023 6 TO 2023 6

ACCOUNTS FOR: 8600 Portage Park District

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
30,000.00	120,000.00	55,093.89	27,263.07	11,586.51	53,319.60	55.6%

2023/06/000084	06/01/2023	API	55.00	VND 002749	VCH 714874	TREAS OF STATE	**ORI OH0671700	526027
2023/06/000084	06/01/2023	API	5.00	VND 002749	VCH 714893	TREAS OF STATE	**ORI OH0671700	526027
2023/06/000644	06/05/2023	API	350.00	VND 043857	VCH 715506	FASHBAUGH JANET	Program Guide/Annual report-PA	526283
2023/06/000644	06/05/2023	API	22,119.56	VND 031487	VCH 715489	PRINT AND SIGN	PORTAGE PARK DIST	526331
2023/06/001510	06/20/2023	API	2,350.60	VND 010539	VCH 716890	AMS TITLE AGENC	FINANCIAL SERVICES-Closing 226	1003720
2023/06/001510	06/20/2023	API	1,630.52	VND 010539	VCH 716948	AMS TITLE AGENC	FINANCIAL SERVICES - closing 7	1003720
2023/06/001589	06/25/2023	BUA	-20,000.00	REF Transf				
2023/06/001997	06/27/2023	API	752.39	VND 002485	VCH 717664	US BANK	Account 5592 8400 0101 0984	527413

8600-70-90-909-000-00-00-40-400100- Training & Membership

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
15,000.00	15,000.00	5,989.16	186.08	6,499.39	2,511.45	83.3%

2023/06/001050	06/13/2023	API	90.08	VND 052212	VCH 716461	SEACHRIST ERIC	Reimbursement - events	526746
2023/06/001997	06/27/2023	API	96.00	VND 002485	VCH 717664	US BANK	Account 5592 8400 0101 0984	527413

8600-70-90-909-000-00-00-40-400101- Registration Fees

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0.00	0.00	116.00	0.00	34.00	-150.00	100.0%

8600-70-90-909-000-00-00-40-410000- Utilities

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
20,000.00	20,000.00	11,586.39	1,555.60	9,709.44	-1,295.83	106.5%

2023/06/000084	06/01/2023	API	113.36	VND 002844	VCH 714873	DOMINION ENERGY	**Acct 4 1800 1191 8407	525991
2023/06/000644	06/05/2023	API	68.59	VND 002875	VCH 715486	OHIO EDISON	Acct No 110 149 150 416	526321
2023/06/001050	06/13/2023	API	70.04	VND 002875	VCH 716458	OHIO EDISON	Acct 110 134 809 943	526732
2023/06/001050	06/13/2023	API	207.30	VND 002875	VCH 716459	OHIO EDISON	Acct 110 139 062 985	526732
2023/06/001050	06/13/2023	API	88.53	VND 002875	VCH 716460	OHIO EDISON	Acct 110 009 208 841	526732
2023/06/001997	06/27/2023	API	943.29	VND 002485	VCH 717664	US BANK	Account 5592 8400 0101 0984	527413
2023/06/001998	06/27/2023	API	64.49	VND 002844	VCH 717660	DOMINION ENERGY	Acct 4 1800 1191 8407	527345

8600-70-90-909-000-00-00-40-412000- Advertising, Marketing, Events

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
18,000.00	18,000.00	5,242.20	118.35	3,362.80	9,395.00	47.8%

2023/06/001997	06/27/2023	API	118.35	VND 002485	VCH 717664	US BANK	Account 5592 8400 0101 0984	527413

8600-70-90-909-000-00-00-40-413000- Maintenance & Repairs

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
30,000.00	30,000.00	9,450.46	2,639.72	18,598.56	1,950.98	93.5%

2023/06/000644	06/05/2023	API	169.64	VND 008545	VCH 715487	OHIO DEPT OF NA	File No 1112-037 Trail Lake Da	526320
2023/06/001997	06/27/2023	API	390.08	VND 002485	VCH 717664	US BANK	Account 5592 8400 0101 0984	527413
2023/06/001998	06/27/2023	API	2,080.00	VND 033051	VCH 717661	NORTH CANTON DR	Pump and clean vaults PARK DIS	527378

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06 JOURNAL DETAIL 2023 6 TO 2023 6

ACCOUNTS FOR: 8600 Portage Park District

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8600-70-90-909-000-00-00-40-414000-		Rentals & Leases				
100.00	100.00	0.00	0.00	0.00	100.00	.0%
8600-70-90-909-000-00-00-40-414100-		Leases				
2,000.00	2,000.00	1,342.05	204.73	657.95	0.00	100.0%
2023/06/001050 06/13/2023 API	94.73 VND 001310 VCH 716457	KONICA MINOLTA	Cust Acct 1283755			526721
2023/06/001998 06/27/2023 API	110.00 VND 001310 VCH 800751	KONICA MINOLTA	Cust No 1316072			527367
8600-70-90-909-000-00-00-40-428400-		Auditor/Treasurer Fee Expense				
25,000.00	25,000.00	13,138.27	0.00	0.00	11,861.73	52.6%
8600-70-90-909-000-00-00-40-428500-		DRETAC				
10,000.00	10,000.00	4,547.38	0.00	0.00	5,452.62	45.5%
8600-70-90-909-000-00-00-40-492100-		Local Share				
78,400.00	98,400.00	0.00	0.00	0.00	98,400.00	.0%
2023/06/001589 06/25/2023 BUA	20,000.00 REF Transf					
TOTAL Park General Admin CS						
228,500.00	338,500.00	106,505.80	31,967.55	50,448.65	181,545.55	46.4%
86009095 Park General Admin MS						
8600-70-90-909-000-00-00-50-500000-		Admin Materials & Supplies				
15,000.00	19,000.00	10,902.47	1,041.52	8,269.53	-172.00	100.9%
2023/06/000644 06/05/2023 API	214.27 VND 001310 VCH 715488	KONICA MINOLTA	Cust No 100133250			526305
2023/06/001589 06/25/2023 BUA	4,000.00 REF Transf					
2023/06/001997 06/27/2023 API	827.25 VND 002485 VCH 717664	US BANK	Account 5592 8400 0101 0984			527413
8600-70-90-909-000-00-00-50-509000-		Uniforms				
8,000.00	10,000.00	4,537.76	47.85	4,462.24	1,000.00	90.0%
2023/06/001589 06/25/2023 BUA	2,000.00 REF Transf					
2023/06/001997 06/27/2023 API	8.85 VND 002485 VCH 717664	US BANK	Account 5592 8400 0101 0984			527413
2023/06/001998 06/27/2023 API	39.00 VND 004003 VCH 717644	PRIMAL SCREEN I	PARK DISTRICT			527390

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06 JOURNAL DETAIL 2023 6 TO 2023 6

ACCOUNTS FOR: 8600 Portage Park District

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8600-70-90-909-000-00-00-50-510000-			Office Equipment & Furnishings				
	3,000.00	5,213.00	2,640.72	339.03	2,072.28	500.00	90.4%
2023/06/001997 06/27/2023 API		339.03 VND	002485 VCH 717664	US BANK	Account 5592 8400 0101 0984		527413
8600-70-90-909-000-00-00-50-530000-			Maintenance Materials/Supp				
	30,000.00	30,000.00	7,243.09	1,126.16	12,756.91	10,000.00	66.7%
2023/06/001997 06/27/2023 API		1,126.16 VND	002485 VCH 717664	US BANK	Account 5592 8400 0101 0984		527413
8600-70-90-909-000-00-00-50-542000-			Fuel				
	20,000.00	20,000.00	10,470.87	1,700.51	7,029.13	2,500.00	87.5%
2023/06/001998 06/27/2023 API		177.36 VND	004271 VCH 717647	RAVENNA CITY	May 23 Diesel		527395
2023/06/001998 06/27/2023 API		1,523.15 VND	004271 VCH 717654	RAVENNA CITY	May Gas		527395
8600-70-90-909-000-00-00-50-544000-			Natural Area Materials & Supp				
	30,000.00	25,000.00	5,713.27	766.56	9,286.73	10,000.00	60.0%
2023/06/001589 06/25/2023 BUA		-5,000.00 REF	Transf				
2023/06/001997 06/27/2023 API		766.56 VND	002485 VCH 717664	US BANK	Account 5592 8400 0101 0984		527413
8600-70-90-909-000-00-00-50-596300-			Equipment Less Than $5000				
	5,000.00	6,000.00	1,952.16	0.00	4,047.84	0.00	100.0%
2023/06/001589 06/25/2023 BUA		1,000.00 REF	Transf				
8600-70-90-909-000-00-00-50-596600-			Furniture & Fixtures				
	10,000.00	8,000.00	2,234.26	0.00	765.74	5,000.00	37.5%
2023/06/001589 06/25/2023 BUA		-2,000.00 REF	Transf				
TOTAL Park General Admin MS							
	121,000.00	123,213.00	45,694.60	5,021.63	48,690.40	28,828.00	76.6%
86009096 Park General Admin CO							
8600-70-90-909-000-00-00-60-610000-			Land/Easement Purchase				
	250,000.00	400,000.00	0.00	0.00	29,807.50	370,192.50	7.5%
2023/06/001589 06/25/2023 BUA		150,000.00 REF	Transf				

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06 JOURNAL DETAIL 2023 6 TO 2023 6

ACCOUNTS FOR: 8600 Portage Park District

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8600-70-90-909-000-00-00-60-610000-BRDBG			Land Purchase				
	0.00	2,501.83	0.00	0.00	440.00	2,061.83	17.6%
8600-70-90-909-000-00-00-60-680000-			Construction Projects				
	100,000.00	450,000.00	0.00	0.00	0.00	450,000.00	.0%
2023/06/001589 06/25/2023 BUA		-150,000.00 REF Transf					
8600-70-90-909-000-00-00-60-680000-DXPAV			Construction Projects				
	0.00	180,320.50	138,809.29	0.00	40,586.21	925.00	99.5%
8600-70-90-909-000-00-00-60-680000-TLTRL			Construction Projects				
	0.00	103,500.00	0.00	0.00	103,500.00	0.00	100.0%
8600-70-90-909-000-00-00-60-680000-TWBLD			Construction Projects				
	0.00	35,160.00	30,600.00	0.00	4,000.00	560.00	98.4%
8600-70-90-909-000-00-00-60-680000-TWBRD			Construction Projects				
	0.00	150,000.00	0.00	-331.15	1,000.00	149,000.00	.7%
2023/06/001005 06/14/2023 APM		-331.15 VND 001207 VCH		PO CO BUILDING	**Phased approval of Switc2023		
2023/06/001589 06/25/2023 BUA		150,000.00 REF Transf					
8600-70-90-909-000-00-00-60-683000-			Engineering Projects				
	300,000.00	150,000.00	0.00	0.00	0.00	150,000.00	.0%
2023/06/001589 06/25/2023 BUA		-150,000.00 REF Transf					
8600-70-90-909-000-00-00-60-683000-DXPAV			Engineering Projects				
	0.00	8,100.00	4,500.00	0.00	7,100.00	-3,500.00	143.2%
8600-70-90-909-000-00-00-60-683000-SRFDB			Engineering Projects				
	0.00	28,992.00	992.00	100.00	28,000.00	0.00	100.0%
2023/06/001050 06/13/2023 API		100.00 VND 007942 VCH 716456		HAMMONTREE & AS	Seasons Rd Fen Restoration-PAR		526715
8600-70-90-909-000-00-00-60-683000-TLTRL			Engineering Projects				
	0.00	8,000.00	2,700.00	0.00	5,300.00	0.00	100.0%

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06 JOURNAL DETAIL 2023 6 TO 2023 6

ACCOUNTS FOR: 8600 Portage Park District

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8600-70-90-909-000-00-00-60-683000-TWBRD		Engineering Projects				
0.00	20,970.00	1,180.40	0.00	1,789.60	18,000.00	14.2%
TOTAL Park General Admin CO						
650,000.00	1,537,544.33	178,781.69	-231.15	221,523.31	1,137,239.33	26.0%
86009099 Park General Admin ME						
8600-70-90-909-000-00-00-90-910000-		Transfers Out				
500,000.00	0.00	0.00	0.00	0.00	0.00	.0%
8600-70-90-909-000-00-00-90-920000-		Advance Out				
0.00	500,000.00	500,000.00	0.00	0.00	0.00	100.0%
8600-70-90-909-000-00-00-90-946720-		Tax Levy Assessment				
20,000.00	36,000.00	19,076.32	0.00	16,923.68	0.00	100.0%
2023/06/001790 06/28/2023 BUA	16,000.00 REF Suppl					
TOTAL Park General Admin ME						
520,000.00	536,000.00	519,076.32	0.00	16,923.68	0.00	100.0%
TOTAL Portage Park District						
842,509.00	1,825,522.33	199,152.09	91,580.40	337,586.04	1,288,784.20	29.4%
TOTAL REVENUES						
-1,904,773.00	-1,937,517.00	-1,096,711.58	-8,227.39	0.00	-840,805.42	
TOTAL EXPENSES						
2,747,282.00	3,763,039.33	1,295,863.67	99,807.79	337,586.04	2,129,589.62	

PRIOR FUND BALANCE	2,897,413.62
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES	-199,152.09
REVISED FUND BALANCE	2,698,261.53

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06 JOURNAL DETAIL 2023 6 TO 2023 6

ACCOUNTS FOR: 8605 Headwaters Trails Improve

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86059092 Headwaters Trails Impr OR							
8605-70-90-909-000-00-00-20-290000-			Advances In				
	0.00	0.00	-500,000.00	0.00	0.00	500,000.00	100.0%
TOTAL Headwaters Trails Impr OR							
	0.00	0.00	-500,000.00	0.00	0.00	500,000.00	100.0%
86059096 Headwaters Trails Impr CO							
8605-70-90-909-000-00-00-60-680000-			Construction Projects				
	0.00	29,652.00	0.00	0.00	0.00	29,652.00	.0%
TOTAL Headwaters Trails Impr CO							
	0.00	29,652.00	0.00	0.00	0.00	29,652.00	.0%
TOTAL Headwaters Trails Improve							
	0.00	29,652.00	-500,000.00	0.00	0.00	529,652.00	-1686.2%
TOTAL REVENUES							
	0.00	0.00	-500,000.00	0.00	0.00	500,000.00	
TOTAL EXPENSES							
	0.00	29,652.00	0.00	0.00	0.00	29,652.00	

PRIOR FUND BALANCE	29,651.66
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES	500,000.00
REVISED FUND BALANCE	529,651.66

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06 JOURNAL DETAIL 2023 6 TO 2023 6

ACCOUNTS FOR: 8607 Breakneck Creek Watershed

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86079094 Breakneck Creek Water CS							
8607-70-90-909-000-00-00-40-400000- Contractual Services	0.00	11,973.00	0.00	0.00	0.00	11,973.00	.0%
TOTAL Breakneck Creek Water CS	0.00	11,973.00	0.00	0.00	0.00	11,973.00	.0%
TOTAL Breakneck Creek Watershed	0.00	11,973.00	0.00	0.00	0.00	11,973.00	.0%
TOTAL EXPENSES	0.00	11,973.00	0.00	0.00	0.00	11,973.00	

PRIOR FUND BALANCE	11,972.39
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES	.00
REVISED FUND BALANCE	11,972.39

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06 JOURNAL DETAIL 2023 6 TO 2023 6

ACCOUNTS FOR: 8612 Morgan Park

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86129095 Morgan Park MS							
8612-70-90-909-000-00-00-50-500000- Materials & Supplies	0.00	1,524.00	0.00	0.00	0.00	1,524.00	.0%
TOTAL Morgan Park MS	0.00	1,524.00	0.00	0.00	0.00	1,524.00	.0%
TOTAL Morgan Park	0.00	1,524.00	0.00	0.00	0.00	1,524.00	.0%
TOTAL EXPENSES	0.00	1,524.00	0.00	0.00	0.00	1,524.00	

PRIOR FUND BALANCE	1,523.27
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES	.00
REVISED FUND BALANCE	1,523.27

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06 JOURNAL DETAIL 2023 6 TO 2023 6

ACCOUNTS FOR: 8616 Tinkers Creek Greenway Fund

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86169091 Tinkers Creek Greenway Fund PR							
8616-70-90-909-000-00-00-10-191000-SRFDB State Grant	0.00	-556,931.00	0.00	0.00	0.00	-556,931.00	.0%
TOTAL Tinkers Creek Greenway Fund	0.00	-556,931.00	0.00	0.00	0.00	-556,931.00	.0%
86169094 Tinkers Creek Greenway Fund CS							
8616-70-90-909-000-00-00-40-400000- Contractual Services	0.00	13,485.00	0.00	0.00	0.00	13,485.00	.0%
TOTAL Tinkers Creek Greenway Fund	0.00	13,485.00	0.00	0.00	0.00	13,485.00	.0%
86169096 Tinkers Creek Greenway Fund CO							
8616-70-90-909-000-00-00-60-680000- Construction Projects	0.00	556,931.00	0.00	0.00	0.00	556,931.00	.0%
2023/06/001790 06/28/2023 BUA 556,931.00 REF Suppl							
TOTAL Tinkers Creek Greenway Fund	0.00	556,931.00	0.00	0.00	0.00	556,931.00	.0%
TOTAL Tinkers Creek Greenway Fund	0.00	13,485.00	0.00	0.00	0.00	13,485.00	.0%
TOTAL REVENUES	0.00	-556,931.00	0.00	0.00	0.00	-556,931.00	
TOTAL EXPENSES	0.00	570,416.00	0.00	0.00	0.00	570,416.00	

PRIOR FUND BALANCE	13,484.40
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES	.00
REVISED FUND BALANCE	13,484.40

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06 JOURNAL DETAIL 2023 6 TO 2023 6

ACCOUNTS FOR: 8617 Eagle Creek Greenway

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86179091 Eagle Creek Greenway PR							
8617-70-90-909-000-00-00-10-191000-ECGOI State Grant	0.00	-14,746.00	-14,745.70	0.00	0.00	-0.30	100.0%
TOTAL Eagle Creek Greenway PR	0.00	-14,746.00	-14,745.70	0.00	0.00	-0.30	100.0%
86179095 Eagle Creek Greenway MS							
8617-70-90-909-000-00-00-50-500000- Materials & Supplies	0.00	5,326.00	0.00	0.00	0.00	5,326.00	.0%
TOTAL Eagle Creek Greenway MS	0.00	5,326.00	0.00	0.00	0.00	5,326.00	.0%
TOTAL Eagle Creek Greenway	0.00	-9,420.00	-14,745.70	0.00	0.00	5,325.70	156.5%
TOTAL REVENUES	0.00	-14,746.00	-14,745.70	0.00	0.00	-0.30	
TOTAL EXPENSES	0.00	5,326.00	0.00	0.00	0.00	5,326.00	

PRIOR FUND BALANCE	5,325.96
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES	14,745.70
REVISED FUND BALANCE	20,071.66

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

JOURNAL DETAIL 2023 6 TO 2023 6

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL	842,509.00	1,872,736.33	-315,593.61	91,580.40	337,586.04	1,850,743.90	1.2%

** END OF REPORT - Generated by Eric Seachrist **

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	9	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Print Full or Short description: F
Print MTD Version: Y
Print Revenues-Version headings: N
Format type: 1
Print revenue budgets as zero: N
Include Fund Balance: Y
Include requisition amount: N
Multiyear view: D
Amounts/totals exceed 999 million dollars: N

Year/Period: 2023/ 6
Print revenue as credit: Y
Print totals only: N
Suppress zero bal accts: Y
Print full GL account: Y
Double space: N
Roll projects to object: N

Carry forward code: 1
Print journal detail: Y
From Yr/Per: 2023/ 6
To Yr/Per: 2023/ 6
Include budget entries: Y
Incl encumb/liq entries: N
Sort by JE # or PO #: J
Detail format option: 1

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
Board of Commissioners Regular Meeting
July 17, 2023 5:30 PM

PORTAGE PARK DISTRICT

Administration/Special Projects

1. Coordinated with Prosecutor's office and Board of Elections on resolutions required for placing levy issue on November ballot. Received Auditor's estimate of levy proceeds and Resolution to Proceed from the Prosecutor's office.
2. Hired Jennifer White as Education Outreach Manager, starting July 31st.
3. Participated on the Portage County Subdivision Regulations update committee.
4. Coordinated with Portage Park District Foundation on community outreach events in Kent, Aurora, Mantua.
5. The 'Portage Meadows' acquisition application has been submitted for funding to the USFWS by our Ducks Unlimited partner as part of the broader Lake Erie Coastal Wetlands IV project. Awards aren't expected until Spring 2024.
6. Continued review and draft revision of personnel policy.
7. Continued planning and pursuit of funding for multiple acquisitions and development projects.

Park Operations, Maintenance, and Improvement

1. Maintenance/Operations
    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 Beaver activity at Trail Lake Dam and Seneca Ponds.

2. Park Improvements
    a. The removal of the pool house at Towner's Wood's is in progress.
    b. The Project at Trail Lake has been completed but remains in review with the Park District and Engineer.
    c. C. Alderman vacation period.

Natural Areas Stewardship

Stewardship and Restoration

1. Morgan Park- woody invasive plant control ongoing; prepped and seeded plow test site
2. Eagle Creek Greenway- monitoring meadow seeding, prepping for maintenance mow.

Projects/Planning

1. Bird Family Bog Preserve Bioblitz, June 23 & 24. About 50 attendees, over 200 plant, 150 insect and 75 bird species recorded during the event.
2. Shelly property- botany work with volunteers Tomas and Fred Losi, arranging access for other biologists, continuing lake mapping with Emmet.
3. Seasons Fen- monthly meetings

Partnership/Collaboration/Training

1. CRCWMA steering meetings; participated in bioblitz at DNAP's new Solon Woods SNP.

Public Engagement and Education

1. Education team has started filling up the calendar for September-December to prepare for the Fall Mailer.
2. We attended the Community Health Improvement Plan meeting with the Board of Health. We continue to be a main source of recreation and exercise for Portage County residents. Our partnerships with University Hospitals and Sequoia Wellness are scheduled to scheduled into the fall.
3. Assisted with community event booth materials, activities preparation and staffing.
4. Continued onboarding of volunteers and development of partnerships with community groups.

Ranger Department for the Month of June

Patrol Activities
Foot patrol miles – 7 + 48.7; Bike patrol miles – 101.8 + 77.8; Visitor Contacts – 81 + 150; Warnings – Warned a lady walking her dog off leash on the HWT + Warned two people for walking dogs off leash at Seneca Ponds and one person at Berlin Trail.

Administrative
Ranger Lee – Attended E-warrants meeting, led senior hike, completed reports on damage to lights at switch tower and found property, and attended Kent Bog sneak peek and Bioblitz.

Ranger Nietert – Triple Trail Fest – ride with a ranger, hosted ride with a ranger, participated in Brimfield Touch a Truck event, attended Crisis Communication training, led senior hike, attended Bioblitz at Bird Family Bog, attended Jr. ranger bird program, and completed 3-hour online course Legal Updates as part of required Continuing Professional Training (CPT).

Portage Park District

Pilot Deer Archery Program

Purpose:
The mission of the Portage Park District is to conserve Portage County's natural heritage and provide opportunities for its appreciation and enjoyment. The Portage Park District continually plans and manages parklands to conserve and restore diverse ecosystems while providing appropriate amenities for public use and enjoyment. Protecting wildlife habitat, biodiversity and water quality requires many approaches, one of which is management of our native White-Tailed Deer population.

The goal of the Portage Park District's Pilot Deer Archery Program is consistent with the Ohio Department of Natural Resources Division of Wildlife deer management strategy *"To provide a deer population that maximizes recreational opportunities including viewing, photographing, and hunting, while minimizing conflicts with agriculture, motor travel, and other areas of human endeavor."* The Park District is a member of the Lake Erie Allegheny Partnership for Biodoversity (LEAP), and affirms its position on White-Tailed Deer Management which states:

> *As a regional alliance dedicated to conserving nature for future generations, Lake Erie Allegheny Partnership for Biodiversity (LEAP) members believe that natural communities in our region need to be actively managed and conserved based on scientific principles and best management practices. LEAP members recognize that white-tailed deer (Odocoileus virginianus) are an important component of the biodiversity within the region and have significant economic, ecological, and social value. However, when factors favor high deer populations—such as high birth output, low disease incidence, abundant food supply, and few predators—overabundant deer cause damage to ecosystems and negatively impact human safety. Conversely, in areas of the LEAP region where active, sustained deer management occurs, native vegetation flourishes, habitat quality is high, and conflicts between deer and human populations are reduced. As a result, white-tailed deer populations should be managed to 1) maintain a sustainable deer population, 2) retain the number of deer that a landscape can support while still remaining healthy over the long-term (ecological carrying capacity), and 3) minimize negative deer–human interactions (social carrying capacity).*

To manage resources, the Portage Park District is implementing a pilot Deer Archery Hunt program to allow limited controlled bow hunting at designated Park properties. Hunters will be chosen by lottery, and must complete Park District requirements, including qualifications and permit applications, before hunting on Park property.

Timeline

- August 18, 2023: Entries must be received by 4:30 PM. Click here to register. Only one entry per hunter will be entered into the drawing.
- August 21, 2023: Selected hunters will be notified by email. Please do not contact the Portage Park District office to verify if you have been selected.
- September 3, 2023: Mandatory orientation meeting for selected hunters.
- September 30, 2023: Deer season begins.

Things to Note

- Bow hunting of deer will be permitted during the hunting season as specified by the State of Ohio. Hunting areas during this pilot program will be established at Kent Bog Expansion and Morgan Preserve.
- Only one hunter will be permitted to hunt in a designated area unless accompanied by a minor (Person under 18) sharing a tree stand with the permit holder.
- Portage County residents will be given priority in lottery selection.
- If selected, hunters will attend a mandatory orientation. Failure to attend this meeting or to pass the proficiency test will result in forfeiture of the spot, and a new name will be drawn.
- Selected hunters must complete a Hunting Permit Application submitted to the Portage Park District Rangers. Selected hunters will be required to verify residency (Valid state of Ohio photo identification or driver's license and one document that contains their name and street address, i.e., utility bill, pay stub, mortgage statement, etc.) when applying for the permit and show proof of a valid Ohio hunting license.
- Permits are NOT transferable.
- Hunters must remain in designated areas. NO EXCEPTIONS. Hunters outside the designated area will have their permits revoked and will not be permitted to return to the premises.
- No fasteners will be inserted into the tree (screw in steps). Hunters must wear a safety harness when hunting from an elevated tree stand. Tree stands must be 100 feet off the property line and positioned so the hunter is hunting toward the property's interior. Hunter's name, address, and phone number must be marked on their tree stand. Hunters must remove their stands no later than one week after the end of deer hunting season.
- Hunters must harvest one Antlerless deer (doe) before harvesting an Antlered deer (buck).
  - Hunters must fill out a harvest report within 24 hours. Anyone who fails to do so or violates the Portage Park District or Ohio Division of Wildlife rules and regulations will be disqualified from future lotteries and subject to prosecution.
- Hunters must carry their permits to and from the designated hunting area. Copies are not permitted. Hunters must also display parking tags and park in designated parking areas.
  - No person shall drive into the hunting areas.
- Hunters must obey all Portage Park District Rules and Regulations and adhere to applicable ODNR rules. Ohio Hunting and Trapping Regulations
- Hunts must possess a map of property boundaries while hunting.
- Feeders are not permitted.
- Hunters must make every reasonable and legal effort to retrieve an injured animal.

Resources

- Ohio Hunting and Trapping Regulations
- Portage Park District Rules and Regulations
- LEAP position statement on White Tailed Deer

DRAFT

Portage Park District Pilot Deer Archery Program

Hunter Registration Form

This form must be completed to be entered into the lottery.

Name:

Address:

Phone Number:

Date of Birth:

Hunting License Number?

Portage Park District Pilot Deer Archery Program

Harvest Report

This form must be submitted within 24 hours of harvest.

Name:

Phone Number:

Antler/Antlerless

Location?

DRAFT

LEAP POSITION STATEMENT ON WHITE-TAILED DEER MANAGEMENT

Updated August 2016

POSITION: As a regional alliance dedicated to conserving nature for future generations, Lake Erie Allegheny Partnership for Biodiversity (LEAP) members believe that natural communities in our region need to be actively managed and conserved based on scientific principles and best management practices. LEAP members recognize that white-tailed deer (*Odocoileus virginianus*) are an important component of the biodiversity within the region and have significant economic, ecological, and social value. However, when factors favor high deer populations—such as high birth output, low disease incidence, abundant food supply, and few predators—overabundant deer cause damage to ecosystems and negatively impact human safety. Conversely, in areas of the LEAP region where active, sustained deer management occurs, native vegetation flourishes, habitat quality is high, and conflicts between deer and human populations are reduced. As a result, white-tailed deer populations should be managed to 1) maintain a sustainable deer population, 2) retain the number of deer that a landscape can support while still remaining healthy over the long-term (ecological carrying capacity), and 3) minimize negative deer–human interactions (social carrying capacity).

BACKGROUND: The geographic focus area of the Lake Erie Allegheny Partnership for Biodiversity (LEAP) encompasses the Lake Plain and glaciated lands and waters south of Canada from Sandusky Bay to the Allegheny Mountains. This includes portions of northern Ohio, western Pennsylvania, and western New York.

The white-tailed deer populations within the LEAP region share a similar history to other deer populations across North America. White-tailed deer were nearly extirpated from the region in the late 19th and early 20th centuries, at which time conservation measures were enacted to establish sustainable populations. White-tailed deer populations have recovered from historic lows, and today—with few remaining predators, high reproductive rates and survivorship, local ordinances which prohibit hunting, adaptive food habits, supplemental feeding, and low disease-related mortality—the frequency of deer-human interactions has increased in many areas. Examples of deer-human interactions include deer-vehicle accidents, damage to landscaping and garden vegetation, and damage to agricultural crops. Importantly, local deer overabundance critically affects the health of natural areas in our region.

The impacts associated with an overabundance of or excessive browsing by deer have been well-documented (Rooney, 2010):

- Impacts on Biodiversity: An abundant deer population that is out of balance with its native ecosystem has detrimental impacts by both directly and indirectly affecting native plant and wildlife populations, habitat quality, and ecosystem processes (Rooney 2003; Côté *et al.* 2004).

- Impacts on Plants: When deer become overabundant they reduce the ability of rare and once common plants to survive and reproduce. Deer browsing reduces the height, vigor, and reproduction of plants through the repeated removal of stems, leaves, and flowering parts of plants (Rooney, 2001; Russell *et al.* 2001; Knight *et al.* 2009; Waller *et al.* 2009).

- Impacts on Wildlife: Deer browsing negatively impacts wildlife that needs woodland understory for forage, nesting, and cover. Deer browsing can, for instance, significantly reduce vegetation that birds use for foraging, escaping predators, and nesting (McShea and Rappole 2000; Fuller 2001; Allombert *et al.* 2005; Chollet and Martin 2013).

- Impacts on the Economy: Deer browsing and antler rubbing cause economic losses in many agricultural operations including row crops, orchards, nurseries, tree farms, and commercial forests, as well as causing substantial damage to landscape and garden vegetation, cemeteries, golf courses, and natural areas (Conover and Kania 1995; Scott and Townsend 1985; Brown *et al.* 2004; USDA 2009).

- Impacts on Disease: Overabundant deer populations can hasten the spread of diseases that impact deer and humans (McShea *et al.* 1997).

- Deer-Vehicle Accidents: An estimated 1.5 million reported deer-vehicle accidents occur in the United States each year and result in approximately 29,000 injuries and 200 human deaths annually. However, only a fraction of actual deer-vehicle accidents are reported (Messmer and Messmer 2008).

  (https://www.ohioinsurance.org/ohio-statewide-deer-vehicle-collisions-continue-decline-but-damages-are-up-6) (Accessed August 2016)

RECOMMENDATIONS: LEAP members support the following points in regard to the management of conflicts and damage resulting from white-tailed deer:

- We recognize that white-tailed deer are an important and essential component of biodiversity within the region.

- We recognize that reducing wildlife damage is an important part of present-day wildlife management.

- We recognize that acceptable deer population levels depend on the specific situations and management objectives for a given area, and that factors such as deer herd health, ecological impacts from deer, additional threats to forest health, public safety, and social tolerance of deer. All of these factors can often contribute to determining this acceptable level.

- We recognize that when browsing by deer causes habitat deterioration, appropriate deer densities are best managed by site-specific reduction of deer numbers. Areas with low to moderate impacts to plant and animal populations may require a lower degree of herd management than areas with heavy

browsing and the appearance of a browse line.

- We believe that it is important to disseminate information to municipalities, residents, and other interested parties regarding deer management, including information on lethal and non-lethal control options.

- We believe that it is critical to develop and implement education efforts that foster an understanding of the biological, social, and economic consequences of managing deer populations including the option of no active management.

- We should encourage wildlife biologists and land managers within the region to continue to assess their deer populations and to continue to evaluate effective techniques for deer management.

- We support active control of deer populations (e.g., lethal methods including hunting) on public and private lands in accordance with state and local regulations.

- We support safe management techniques that are deemed most appropriate based on individual situations and best science currently available.

- We will encourage municipalities to work with the Ohio Division of Wildlife to develop safe and effective urban deer management plans to manage the white-tailed deer populations within their city boundaries.

- We believe that deer densities in forests and woodlands should be reduced to a level that, in combination with other appropriate forest management techniques, would allow for the reproduction of canopy tree species, and for the shrub and herbaceous understory layers to return to a healthy condition.

SUMMARY: White-tailed deer management is a critical component of a comprehensive, science-based land management strategy designed to restore a high degree of biodiversity and protect the long-term health and resilience of natural communities in the LEAP region. White-tailed deer have the potential to impact native plant and animal communities. Overabundant deer populations also result in increased numbers of deer- vehicle accidents, as well as an increased potential for disease and parasite transmission. In the absence of management, deer populations can increase beyond the capacity of habitats to support them in the long term, and the quality of habitats deteriorate significantly before any natural mechanisms take effect in limiting herd growth, thereby causing deer health and productivity to eventually suffer. Deer management programs should support an ecosystem balance that sustains a full range of native plants and provides diverse habitat for birds and other animals while also dealing with any identified deer-human interaction issues. At times it is necessary to use human intervention to manage deer population numbers at acceptable levels for desired healthy ecosystems, to reduce nuisance situations, and to increase human safety.

RESOLUTION # 2023-47

Re: Resolution approving Portage Park District expenditures for the month of June 2023

WHEREAS: The following expenditures have been made in June 2023 in the following budget categories:

General Operating Fund #8600		
Description	**Payee**	**Amount**
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	**$ 65,049.76**
Unit 40 Contract Services		**$ 31,967.55**
Contract Services: Mapping software, printing for program guide, design services, background checks, title costs, software	Treas. Of State/MARCS, Janet Fashbaugh, Print & Sign, AMS Title, US Bank (MARCS, OnX, DrU Printing, Volgistics, Adobe, BIB)	$ 27,263.07
Training & Reimbursements: training event fee, event refreshments	Seachrist reimbursement, US Bank (Wildlife	$ 186.08
Utilities: Natural gas at 2 locations, electric at 6 locations	Dominion Energy Ohio, Ohio Edison, AT&T, Spectrum, Verizon	$ 1,555.60
Advertising-Marketing: signage, legal ad	US Bank (Gannett, Lettering.com)	$ 118.35
Maintenance & Repairs: vehicle and equipment maintenance and repairs, refuse hauling	North Canton Drain, US Bank (Kimble, COIA, NAPA)	$ 2,639.72
Leases: copiers	Konica Minolta	$ 204.73
Unit 50 Materials & Supplies		**$ 5,021.63**
Admin. Materials & Supplies: office supplies, paper, Oakwood landscaping tools and supplies	Konica Minolta, US Bank (Marc's, Lowe's, Amazon)	$ 1,041.52
Uniforms: shirts	US Bank (Primal Screen)	$ 47.85
Office Equipment and furnishings: cables	US Bank (Walmart)	$ 339.03
Maintenance Materials & Supplies: small tools and parts, signage, lumber	US Bank (Ace, Quick Service Weld, Core & Main, Freedom, Montigney, Hearn, Sherwin Williams, Walmart, Tractor Supply)	$ 1,126.16
Fuel: Gasoline and diesel	City of Ravenna	$ 1,700.51
Natural Areas Materials & Supplies: hardware, plants	US Bank (Ernst, Amazon, Tractor Supply)	$ 766.56
Unit 60 Capital		**$ (231.15)**
Construction: Towner's Woods Brady Tower	Portage County Building	$ (331.15)
Engineering/Architecture Projects: Season's Road Fen	Hammontree & Assoc	$ 100.00
GENERAL FUND	**GRAND TOTAL ALL UNITS 30 THROUGH 90**	**$ 99,807.79**

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 2023.

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

A. Orashan: **Yes** T. Hrdy: **Absent** C. Engelhart: **Yes** R. Ruchotzke: **Yes** K. Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on July 17, 2023.

Christine Craycroft, Executive Director

RESOLUTION # 2023-48

RE: Authorizing a temporary encroachment easement at Walter Preserve

WHEREAS, There exists an encroachment of a portion of a building onto the Walter Preserve property, owned by the Portage Park District, 3876 ST RT 225, Palmyra Township, Portage County, with permanent parcel number 26-201-00-00-001-000, and

WHEREAS, A survey shows that an outbuilding/barn on the neighboring property to the south, 3862 ST RT 225, with permanent parcel number 26-201-00-00-003-000, was constructed partially on the on the Walter Preserve property, and

WHEREAS, The Park Districts desires to grant a non-exclusive encroachment easement across the portion of the Park District's Property onto which the Structure encroaches, for only as long as the Structure in its current size exists, and

WHEREAS, The Portage County Prosecutor's office has reviewed the attached easement and approved it to form; **NOW THEREFORE BE IT:**

RESOLVED, the Portage Park District Board of Commissioners authorizes the Executive Director to enter into the attached easement agreement with the neighboring property owner, William J. Slama.

Upon a motion by **Orashan** and second by **Englehart**, the Roll Call vote was as follows:

T. Hrdy: **Absent** C. Engelhart: **Yes** A. Orashan: **Yes** R. Ruchotzke: **Yes** K. Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on July 17, 2023.

Christine Craycroft, Executive Director

RESOLUTION # 2023-49

RE: RESOLUTION TO PROCEED WITH PLACING A REPLACEMENT AND ADDITIONAL TAX LEVY IN EXCESS OF THE TEN-MILL LIMITATION FOR THE NECESSARY REQUIREMENTS OF THE PORTAGE PARK DISTRICT

WHEREAS, on June 26, 2023 the Portage Park District Board of Commissioners passed a resolution of necessity for the purpose of (1) operating and maintaining a growing countywide park system, including Trail Lake Park, Towner's Woods Park, The Portage Hike and Bike Trail, Dix Park, Headwaters Trail, Seneca Ponds, Morgan Park, Shaw Woods (2) developing new parks and trails and providing public education and recreation programs for all ages and abilities (3) protecting our rural character and drinking water quality by acquiring and conserving forests, streams, wetlands and other natural areas to levy a Replacement and Additional Tax in excess of the ten-mill limitation at a rate of 1.00 Mill for each $1 of taxable value, which amounts to $35 for each $100,000 of the county auditor's appraised value for a ten year period; and

WHEREAS, the Portage County Auditor has certified to the Portage Park District Board of Commissioners that the dollar amount of revenue that would be generated by the Replacement and Additional Tax Levy during the first year of collection is $4,548,000, based on the current tax value of the County of $4,548,441,210; and

RESOLVED, the Portage Park District Board of Commissioners desires to proceed with the submission of the question of the Replacement and Additional Tax Levy to the electors of the County pursuant to Section 1545.21 of the Ohio Revised Code ("ORC"); and

RESOLVED, the question of the Replacement and Additional Tax Levy shall be submitted to the electors in the entire territory of Portage County at the election to be held thereon on November 7, 2023; and

RESOLVED, the Portage Park District certifies the following language to the Board of Elections, Portage County, Ohio, for placement on the ballot of November 7, 2023:

> A replacement and additional levy for the benefit of the Portage Park District for the purpose of (1) operating and maintaining a growing countywide park system, including Trail Lake Park, Towner's Woods Park, The Portage Hike and Bike Trail, Dix Park, Headwaters Trail, Seneca Ponds, Morgan Park, Shaw Woods, (2) developing new parks and trails and providing public education and recreation programs for all ages and abilities (3) protecting our rural character and drinking water quality by acquiring and conserving forests, streams, wetlands and other natural areas, that the county auditor estimates will collect $4,548,000 annually, at a rate not exceeding 1.0 mill for each $1 of taxable value, which amounts to $35 for each $100,000 of the county auditor's appraised value, for ten years, commencing in 2024, first due in calendar year 2025. An existing levy of 0.5 mills for each $1 of taxable value, which amounts to $13 for each $100,000 of the County Auditor's appraised value, expiring in 2023, will be cancelled and replaced upon passage of this levy.

RESOLVED, such replacement and additional tax levy shall be placed upon the tax list and duplicate for ten years, beginning on the 2024 tax year, first due in calendar year 2025; and

RESOLVED, the Executive Director of the Portage Park District is directed to certify a copy of this Resolution to the Board of Elections, Portage County, Ohio, before August 9, 2023, along with a copy of the Resolution of Necessity, and the current total taxable value of the county, the estimated property tax revenue that will be produced by the Replacement and Additional Tax expressed in dollars for each $100,000 of the county auditor's appraised value, as estimated by the county auditor: and

RESOLVED, that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Upon a motion by **Ruchotzke** and second by **Englehart**, the Roll Call vote was as follows:

T. Hrdy: **Absent** C. Engelhart: **Yes** A. Orashan: **Yes** R. Ruchotzke: **Yes** K. Ruehr: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on July 17, 2023.

Christine Craycroft, Executive Director

RESOLUTION #2023-50

Re: **Authorize printing services for Program Guide**

WHEREAS: The Portage Park District Bylaws require authorization from the Board of Park Commissioners for purchases over $10,000, and

WHEREAS: Park District Public Engagement and Education staff have created a Program Guide listing free Fall education programs and activities in Portage Parks and desires to distribute it directly by mail to households to increase awareness, and

WHEREAS: The Park District also desires to communicate the Park District's growth, improvements and maintenance of its park system, and report on the Park District's stewardship of public funds received through its voter-approved tax levy, and

WHEREAS: The Executive Director is requesting price quotations for the printing and mailing of the 2023 Fall Program Guide

NOW THEREFORE BE IT RESOLVED: That the Board of Commissioners of the Portage Park District does hereby authorize the Executive Director to purchase printing and mailing services including postage at an amount not to exceed $35,000 from Print and Sign Express.

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

A. Orashan: **Yes** T. Hrdy: **Absent** C. Engelhart: **Yes** K. Ruehr: **Yes** R. Ruchotzke: **Yes**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on July 17, 2023

Christine Craycroft, Executive Director