

Portage Park District
Board of Commissioners Regular Meeting
June 26, 2023 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 May 2023 Regular Meeting
4. Approve agenda for the June 2023 Regular Meeting
5. Presentation and approval of Financial Statement: May 2023 MTD and YTD Budget Report and Cash Balance Reports.
6. Executive Director/Staff Update
7. Other Information/Briefing Items/Policy Updates:
 - a. 2024 Estimated Tax Budget Public Hearing
 - b. DRAFT resolutions Auditor/Board of Elections for levy replacement/additional
 - c. Consideration of calendar and schedule of regular monthly Board meetings
8. Old Business and approval of action items: None
9. New Business and approval of action items:
 - a. RESOLUTION: Approve May 2023 Expenditures
 - b. RESOLUTION: Approve 2023 Budget Appropriations Amendment
 - c. RESOLUTION: Adopt 2024 Estimated Tax Budget
 - d. RESOLUTION: Amend Resolution 2023-31 regarding the purchase of the Carlton property
 - e. RESOLUTION: Authorize Purchase and Sale Agreement with WRLC for Shalersville acquisition
 - f. RESOLUTION: Authorize NAWCA Application and Partner Contribution Statement
 - g. RESOLUTION: Declare a Necessity to Levy Tax
 - h. RESOLUTION: Authorize a service fee agreement with WRLC
 - i. RESOLUTION: Authorize a License agreement with DPTA
 - j. RESOLUTION: Authorize new job positions and descriptions
10. Executive Session: As needed
11. Adjourn

Portage Park District
Board of Commissioners Regular Meeting
May 8, 2023 6:00 pm
PPD Operations Center
8505 Nicodemus Road
Shalersville, OH 44266



Minutes

President of the Board Commissioner Kurt Ruehr called the meeting to order at 6:01 pm

1. Roll Call: Commissioners present: Commissioner Charles Engelhart, Commissioner Tom Hrdy, Commissioner Kurt Ruehr, Commissioner Renee Ruchotzke, Commissioner Allan Orashan. Staff Present: Christine Craycroft, Executive Director; Craig Alderman, Operations Manager; Bob Lange, Natural Areas Manager; Eric Seachrist, Office Manager; Holly Stoneberg, Education Program Coordinator.
1. Public Comment: None
2. Approve minutes of the April 10, 2023 Regular Meeting: Upon a motion by Ruchotzke and second by Englehart, the minutes were approved with Ruchotzke abstaining from the vote. (JE 2023-25)
3. Presentation and approval of Financial Statement: April 2023 MTD and YTD Budget Report and Cash Balance Reports: Commissioner Ruchotzke asked if there were any items of note in the report. Seachrist indicated that overall the expenditures were well below a linear 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 Engelhart, seconded by Orashan the April reports were approved, with Commissioner Orashan abstaining from the vote. (JE 2023-26).
5. Executive Director/Staff Update:
 - a. Craycroft reported that she received the executed copy of the Carlton Purchase Agreement.
 - b. Craycroft also received a proposal from the Portage County Engineer for modifications to the Ravenna Road Bridge project.
 - c. Commissioner Hrdy asked about the resources that been expended to date on pursuing the renovation of the structure located nearby, at the former Russell Property. After some discussion, the Board agreed that it would be a better and less risky use of taxpayer dollars to conclude exploring the possibility of renovating, given the number of unknown factors. The Board agreed to proceed with the demolition of the structure.
 - d. Craycroft reported that the Portage Park District Foundation's Environmental Awards dinner was its largest and most successful to date.
 - e. Operations Manager Craig Alderman provided an update on difficulties involved in renovating the Brady switch tower, which included the need for an occupancy permit for usage by 50 or more people. Commissioner Hrdy suggested that this project could also result in the dedication of too many resources for what could be gained. Commissioners agreed that only repairs needed to preserve the structure from further deterioration will be done.
 - f. Natural Areas Manager Bob Lange reported that NA Specialist Emmett Roberts and he had been investigating the purchase of bathymetric survey equipment which would reduce

operating costs substantially. By purchasing \$2,000 in equipment the Park District is avoiding consulting fees several times that per project.

- g. Education Program Coordinator Holly Stoneberg reported that the new Program Guide for Spring/Summer 2023 was now live on the website, and would be printed and mailed soon.
- h. Stoneberg also reported that a new intern, Hannah Michael, would start May 10, requiring 450 hours of work for her degree at Kent State. Commissioner Orashan commented that some kind of pay is deserved by interns. Commissioner Ruchotzke asked if pay alternatives to an hourly rate were available. Commissioner Englehart asked if the District had seasonal employees and Craycroft answered that the Park District did not. Commissioner Ruehr noted that he did not like the idea of not paying and thereby making it difficult for a student to pursue a degree. Ruchotzke added that it could contribute to conditions of disparity. The Board agreed to discuss it more as a pay issue in Executive session.

6. Other Information/Briefing Items/Policy Updates:

- a. Craycroft noted that as Chief Ranger Nietert could not be present, she had removed the discussion of ranger policies from the agenda. She then asked the Board about their preference for handling changes in a meeting's agenda. Commissioner Ruchotzke suggested that going forward a final agenda be presented at the beginning of meetings and voted upon for approval by the Board. She then made a motion to approve the current agenda presented. Commissioner Orashan seconded the motion and it passed unanimously.

7. Old Business and approval of action items

None

8. New Business and approval of action items:

- a. Approve April 2023 Expenditures with Then and Now certificates: Seachrist noted there were no Then & Now certificates this month. Upon a motion by Orashan and second by Ruchotzke, **RESOLUTION 2023-33** was unanimously approved.
- b. Renew the MOU with the Portage Park District Foundation: Upon a motion by Hrdy and second by Orashan, **RESOLUTION 2023-34** was unanimously approved.
- c. Authorize an Engineering Scope Change to the Ravenna Road Bridge project with the Portage County Engineer: Upon a motion by Orashan and second by Englehart, **RESOLUTION 2023-35** was unanimously approved.
- d. Request Funds from ODOT and Designate Projects for the Ohio Parks District Roadwork Fund FY 2024-2025: Upon a motion by Ruchotzke and second by Orashan, **RESOLUTION 2023-36** was unanimously approved.

9. Executive Session: Hrdy motioned to enter into executive session to discuss matters of real estate. The motion was seconded by Ruchotzke. The vote was as follows:

Commissioner Engelhart	Yes
Commissioner Hrdy	Yes
Commissioner Orashan	Yes
Commissioner Ruchotzke	Yes
Commissioner Ruehr	Yes

The Board entered executive session at 7:21 pm. **(JE 2023-27)**.

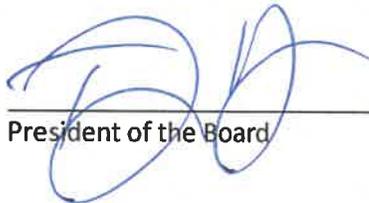
Commissioner Orashan motioned to exit executive session, seconded by Englehart. The vote was as follows:

Commissioner Engelhart	Yes
Commissioner Hrdy	Yes
Commissioner Orashan	Yes
Commissioner Ruchotzke	Yes
Commissioner Ruehr	Yes

The Commissioners exited executive session at 8:25 pm **(JE 2023-28)**.

7. Adjourn: Upon a motion by Ruchotzke and second by Engelhart, the meeting was unanimously adjourned at 8:26 pm.

IN TESTIMONY WHEREOF we hereunto set our hands, 6-26-2023, 2023



President of the Board



Christine Craycroft, Executive Director

PORTAGE PARK DISTRICT
Month to Date and Year To Date Budget & Cash Balance Report for May 2023

GENERAL FUND				
BEGINNING AUDITOR'S CASH BALANCE	May 1		\$	3,362,374.37
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	May 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	15,047.63	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	106.97	
224000 Manufactured Homes Property Tax	0.00	7,319.50	0.00	
230000 Interest	10,000.00	23,987.36	8,692.90	239.9%
241000 Oil & Gas Leases	10,000.00	9,388.55	434.59	93.9%
243000 Credit Card Incentives	1,000.00	0.00	0.00	0.0%
250000 Refunds and Reimbursements	0.00	11,813.41	261.49	
270000 Sale of Fixed Assets	0.00	310.51	0.00	
General Operations Revenue	1,844,767.00	1,038,484.19	24,543.58	56.3%
SUBTOTAL REVENUES	1,937,517.00	1,088,484.19	24,543.58	56.2%
2022 Cash Carryover		2,897,413.62		100.0%
TOTAL REVENUES, CARRYOVER & OTHER SOURCES	1,937,517.00	3,985,897.81	3,386,917.95	205.7%
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	May MTD ACTUAL	YTD Percentage Expended of Budget
311200 FT Employee Salaries	640,000.00	256,369.71	41,380.81	40.1%
311300 PT Employee Salaries	100,000.00	30,454.43	5,666.00	30.5%
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	40,155.43	6,586.56	38.8%
321200 Medicare	10,730.00	4,108.29	668.99	38.3%
321300 Workers Compensation	9,452.00	4,920.76	799.77	52.1%
321400 Unemployment	10,000.00	0.00	0.00	0.0%
321500 Health Benefits	300,000.00	44,103.86	6,740.36	14.7%
30 Personal Services Unit Total	1,227,782.00	382,755.50	61,842.49	31.2%
400000 Admin Contractual Services	140,000.00	27,830.82	14,544.22	19.9%
400100 Training, Lodging & Memberships	15,000.00	5,803.08	1,728.84	38.7%
400101 Registration Fees	0.00	116.00	66.00	
410000 Utilities: AT&T, Dominion, Ohio Edison, Verizon	20,000.00	10,030.79	2,750.60	50.2%
412000 Advertising, Marketing & Events	18,000.00	5,123.85	1,302.88	28.5%
413000 Maintenance & Repairs	30,000.00	6,810.74	1,076.17	22.7%
414000 Rentals and Leases	100.00	0.00	0.00	0.0%
414100 Leases	2,000.00	1,137.32	204.73	56.9%
428400 Auditor/Treasurer Fee	25,000.00	13,138.27	10.15	52.6%
428500 DRETAC	10,000.00	4,547.38	10.70	45.5%
492100 Local Share	78,400.00	0.00	0.00	0.0%
40 Contractual Services Unit Total	338,500.00	74,538.25	21,694.29	22.0%
500000 Admin Materials & Supplies	15,000.00	9,860.95	1,471.81	65.7%
509000 Uniforms	8,000.00	4,489.91	890.77	56.1%
510000 Office Equipment & Furnishings	5,213.00	2,301.69	37.76	44.2%
530000 Maintenance Materials & Supplies	30,000.00	6,116.93	1,079.00	20.4%
542000 Fuel	20,000.00	8,770.36	2,073.94	43.9%
544000 Natural Areas Materials & Supplies	30,000.00	4,946.71	4,414.54	16.5%
596300 Equipment Less than \$5000	5,000.00	1,952.16	1,952.16	39.0%
596600 Furniture & Fixtures	10,000.00	2,234.26	1,619.26	22.3%
50 Materials & Supplies Unit Total	123,213.00	40,672.97	13,539.24	33.0%
610000 Land/Easement Purchase	250,000.00	0.00	0.00	0.0%
610000 Land/Easement Purchase-Bird Bog	2,501.83	0.00	0.00	0.0%
680000 Construction Projects	600,000.00	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	0.00	331.15	0.00	
683000 Engineering Projects	300,000.00	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	892.00	0.00	3.1%
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	179,012.84	0.00	11.6%
910000 Transfer Out	0.00	0.00	0.00	
920000 Advance Out	500,000.00	500,000.00	500,000.00	100.0%
946720 Tax Levy Assessment	20,000.00	19,076.32	0.00	95.4%
90 Miscellaneous Expenses Unit Total	520,000.00	519,076.32	500,000.00	99.8%
GRAND TOTAL EXPENDITURES & OTHER USES	3,747,039.33	1,196,055.88	597,076.02	31.9%
Auditor Beginning cash balance May 1st + MTD revenues - MTD expenses)			\$	2,789,841.93

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 05

ACCOUNTS FOR: 8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86009091 Park General Admin PR								
8600-70-90-909-000-00-10-152000-				Contract Services	0.00	0.00	-1,000.00	.0%
		-1,000.00	-1,000.00	0.00				
8600-70-90-909-000-00-10-153000-				Fees	0.00	0.00	-100.00	.0%
		-100.00	-100.00	0.00				
8600-70-90-909-000-00-10-160000-				Gifts And Donations	0.00	0.00	43,350.00	751.9%
		-6,650.00	-6,650.00	-50,000.00				
8600-70-90-909-000-00-10-192400-				State Aid/Subsidy	0.00	0.00	-85,000.00	.0%
		-85,000.00	-85,000.00	0.00				
TOTAL Park General Admin PR					0.00	0.00	-42,750.00	53.9%
		-92,750.00	-92,750.00					
86009092 Park General Admin OR								
8600-70-90-909-000-00-20-200300-				Real Estate Homestead Rollback		0.00	-17,696.37	46.0%
		0.00	-32,744.00	-15,047.63				
8600-70-90-909-000-00-20-221000-				Real Estate Tax	0.00	0.00	-820,512.74	54.2%
		-1,791,023.00	-1,791,023.00	0.00				
8600-70-90-909-000-00-20-223000-				Tangible Personal Property Tax		0.00	106.97	100.0%
		0.00	0.00	-106.97				
8600-70-90-909-000-00-20-224000-				Manufactured Homes Tax		0.00	7,319.50	100.0%
		0.00	0.00	-7,319.50				
8600-70-90-909-000-00-20-230000-				Interest		0.00	13,987.36	239.9%
		-10,000.00	-10,000.00	-23,987.36				
8600-70-90-909-000-00-20-241000-				Oil Leases		0.00	-611.45	93.9%
		-10,000.00	-10,000.00	-9,388.55				
8600-70-90-909-000-00-20-243000-				Credit Card Incentives		0.00	-1,000.00	.0%
		-1,000.00	-1,000.00	-434.59				
8600-70-90-909-000-00-20-250000-				Refunds And Reimbursements		0.00	11,813.41	100.0%
		0.00	0.00	-11,813.41				
8600-70-90-909-000-00-20-270000-				Sale Of Fixed Asset		0.00	310.51	100.0%
		0.00	0.00	-310.51				
TOTAL Park General Admin OR					-24,543.58	0.00	-806,282.81	56.3%
		-1,844,767.00	-1,844,767.00					
86009093 Park General Admin PS								
8600-70-90-909-000-00-30-311200-				Employee Full Time Salaries		0.00	383,630.29	40.1%
		640,000.00	640,000.00	256,369.71				

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

ACCOUNTS FOR:	8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	BUDGET	% USED
8600-70-90-909-000-00-40-428500-					DRETAC					
	10,000.00		10,000.00		4,547.38	10.70	0.00	5,452.62		45.5%
8600-70-90-909-000-00-40-492100-					Local Share					
	78,400.00		78,400.00		0.00	0.00	0.00	78,400.00		.0%
TOTAL Park General Admin CS	228,500.00		338,500.00		74,538.25	21,694.29	82,125.37	181,836.38		46.3%
86009095 Park General Admin MS										
8600-70-90-909-000-00-50-500000-					Admin Materials & Supplies					
	15,000.00		15,000.00		9,860.95	1,471.81	8,111.05	-2,972.00		119.8%
8600-70-90-909-000-00-50-509000-					Uniforms					
	8,000.00		8,000.00		4,489.91	890.77	4,510.09	-1,000.00		112.5%
8600-70-90-909-000-00-50-510000-					Office Equipment & Furnishings					
	3,000.00		5,213.00		2,301.69	37.76	2,411.31	500.00		90.4%
8600-70-90-909-000-00-50-530000-					Maintenance Materials/Supp					
	30,000.00		30,000.00		6,116.93	1,079.00	13,883.07	10,000.00		66.7%
8600-70-90-909-000-00-50-542000-					Fuel					
	20,000.00		20,000.00		8,770.36	2,073.94	8,729.64	2,500.00		87.5%
8600-70-90-909-000-00-50-544000-					Natural Area Materials & Supp					
	30,000.00		30,000.00		4,946.71	4,414.54	10,053.29	15,000.00		50.0%
8600-70-90-909-000-00-50-596300-					Equipment Less Than \$5000					
	5,000.00		5,000.00		1,952.16	1,952.16	4,047.84	-1,000.00		120.0%
8600-70-90-909-000-00-50-596600-					Furniture & Fixtures					
	10,000.00		10,000.00		2,234.26	1,619.26	765.74	7,000.00		30.0%
TOTAL Park General Admin MS	121,000.00		123,213.00		40,672.97	13,539.24	52,512.03	30,028.00		75.6%
86009096 Park General Admin CO										
8600-70-90-909-000-00-60-610000-					Land/Easement Purchase					
	250,000.00		250,000.00		0.00	0.00	29,000.00	221,000.00		11.6%
8600-70-90-909-000-00-60-610000-BRDBG					Land Purchase					
	0.00		2,501.83		0.00	0.00	440.00	2,061.83		17.6%
8600-70-90-909-000-00-60-680000-					Construction Projects					
	100,000.00		600,000.00		0.00	0.00	0.00	600,000.00		.0%
8600-70-90-909-000-00-60-680000-DXPAY					Construction Projects					
	0.00		180,320.50		138,809.29	0.00	40,586.21	925.00		99.5%

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

ACCOUNTS FOR: 8000 ORIGINAL APPROP	Portage Park District REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8600-70-90-909-000-00-60-680000-TLTRL	0.00	0.00	0.00	103,500.00	0.00	100.0%
8600-70-90-909-000-00-60-680000-TWBLD	103,500.00	30,600.00	0.00	4,000.00	560.00	98.4%
8600-70-90-909-000-00-60-680000-TWBRD	35,160.00	331.15	0.00	668.85	-1,000.00	100.0%
8600-70-90-909-000-00-60-683000-	0.00	0.00	0.00	0.00	300,000.00	.0%
8600-70-90-909-000-00-60-683000-DXPV	300,000.00	4,500.00	0.00	7,100.00	-3,500.00	143.2%
8600-70-90-909-000-00-60-683000-SRFDB	0.00	892.00	0.00	28,100.00	0.00	100.0%
8600-70-90-909-000-00-60-683000-TLTRL	28,992.00	2,700.00	0.00	5,300.00	0.00	100.0%
8600-70-90-909-000-00-60-683000-TWBRD	8,000.00	1,180.40	0.00	1,789.60	18,000.00	14.2%
8600-70-90-909-000-00-60-683000-TWBRD	20,970.00	179,012.84	0.00	220,484.66	1,138,046.83	26.0%
TOTAL Park General Admin CO	1,537,544.33					
860090999-Park General Admin ME						
8600-70-90-909-000-00-90-910000-	0.00	0.00	0.00	0.00	0.00	.0%
8600-70-90-909-000-00-90-920000-	0.00	500,000.00	500,000.00	0.00	0.00	100.0%
8600-70-90-909-000-00-90-946720-	20,000.00	19,076.32	0.00	923.68	0.00	100.0%
TOTAL Park General Admin ME	520,000.00	519,076.32	500,000.00	923.68	0.00	100.0%
TOTAL Portage Park District	1,809,522.33	107,571.69	572,532.44	356,045.74	1,345,904.90	25.6%
TOTAL REVENUES	-1,904,773.00	-1,088,484.19	-24,543.58	0.00	-849,032.81	
TOTAL EXPENSES	2,747,282.00	1,196,055.88	597,076.02	356,045.74	2,194,937.71	
PRIOR FUND BALANCE					2,897,413.62	
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES					-107,571.69	
REVISED FUND BALANCE					2,789,841.93	

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT



FOR 2023 05

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

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

ACCOUNTS FOR: 8607 Breakneck Creek watershed	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
86079094 Breakneck Creek water CS							
8607-70-90-909-000-00-40-400000-	0.00	11,973.00	Contractual services	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					11,972.39		
REVISED FUND BALANCE							

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

ACCOUNTS FOR: 8612 Morgan Park ORIGINAL APPROP REVISED BUDGET YTD ACTUAL MTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET % USED

86129095 Morgan Park MS

8612-70-90-909-000-00-50-500000-

ACCOUNTS FOR	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	0.00	1,524.00	0.00	0.00	0.00	1,524.00	.0%
			Materials & Supplies				
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
CHANGE IN FUND BALANCE - NET OF REVENUES AND EXPENSES
REVISED FUND BALANCE

1,523.27
1,523.27

PORTAGE COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

ACCOUNTS FOR:	ORIGINAL APPROP	Tinkers Creek Greenway Fund REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8616-70-90-909-000-00-10-191000-SRFDB	0.00	-556,931.00	State Grant 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	0.00	13,485.00	Contractual Services 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%
TOTAL Tinkers Creek Greenway Fund	0.00	-543,446.00	0.00	0.00	0.00	-543,446.00	.0%
TOTAL REVENUES	0.00	-556,931.00	0.00	0.00	0.00	-556,931.00	
TOTAL EXPENSES	0.00	13,485.00	0.00	0.00	0.00	13,485.00	
PRIOR FUND BALANCE							13,484.40
CHANGE IN FUND BALANCE							.00
REVISED FUND BALANCE							13,484.40

PORTAGE COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

ORIGINAL APPROP REVISED BUDGET YTD ACTUAL MTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET % USED

GRAND TOTAL 842,509.00 1,299,805.33 -407,174.01 64,560.02 356,045.74 1,350,933.60 -3.9%

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



YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	Year/Period: 2023/ 5
Sequence 2	1	Y	Y	Print revenue as credit: Y
Sequence 3	9	Y	N	Print totals only: N
Sequence 4	0	N	N	Suppress zero bal accts: Y
	0	N	N	Print full GL account: Y

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

Carry forward code: 1
Print journal detail: N
From Yr/Per: 2023/ 1
To Yr/Per: 2023/ 5
Include budget entries: Y
Incl encumb/liq entries: Y
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
June 26, 2023 6:00 PM



Administration/Special Projects

1. Carlton lot split still being surveyed—need to extend closing date.
2. Brady Tower bid opening June 26.
3. Continued coordination with Natural Areas staff and WRLC staff on Shelly property acquisition and grant application planning. WRLC through their landholding company DPTA, LLC, will close on the property before then end of June. Because WRLC will incur interest on their loan until grant funds for acquisition are received, they request that the Park District cover those carrying costs up to \$100,000. Work has begun on applications for funding requests for a North American Wetlands Act (NAWCA) grant in association with Ducks Unlimited and other conservation partners, due early July, (notice of award in Spring '24) as well as a Clean Ohio Greenspace Conservation Fund grant due mid-September, (notice of award in Fall, '23). Request that the Board authorize the Purchase and Sale Agreement for \$2,700,000 plus service fee/carrying costs and additional closing costs, for a potential closing of June 2024.
4. Prepared 2024 Estimated Tax Budget; available for public review. Ongoing financial management.
5. Coordinated with Prosecutor's office and Board of Elections on resolutions required for placing issue on November ballot.
6. Craycroft, Seachrist, Stoneberg and Nietert attended a Crisis Communications seminar sponsored by Portage County.
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 Dix Park project is complete and attended the ribbon cutting ceremony.
 - c. The Project at Trail Lake has been completed but remains in review with the Park District and Engineer.
 - d. The pre bid meeting was held for the Brady Lake Switch Tower project.
 - e. Attended the Portage County Emergency Management Symposium along with Ranger Nietert.
 - f. Continue to work with Cleveland Metro Parks on the development of a trail training program.

Natural Areas Manager Bob Lange

Stewardship and Restoration

1. Dix Park- assisted with native garden clean up and procuring new plants, watering through drought.
2. Eagle Creek Greenway- plowed and prepped sites, planted trees donated by Davey.

3. Bird Family Bog- Seeded all prepared areas of native meadow, about 10 acres. TNC archaeological survey complete; disking plowed strips and seeding with cover crops. Watered bare root and container trees planted by ES Fall 2022 and spring 2023 with Hannah and Emmet.
4. Planted dogwoods and bayberry shrubs at Towner's Woods and Oakwood, watering.
5. Shaw/Towner's- garlic mustard pulls with Ed team and volunteers

Projects/Planning

1. Preparations for Bird Family Bog Preserve Bioblitz, June 23 & 24.
2. Shelly property- met with USFWS and WRLC on site to develop restoration ideas; began running transects over lakes with boat and depth finder, beginning to run data in software to develop maps. Clean OH kickoff meeting at WRLC. Gathered and processed GIS data for NAWCA.
3. Seasons Fen- monthly meetings, coordination; site meeting with ES, River Reach to review design layout and adjust.

Partnership/Collaboration/Training

1. CRCWMA steering meetings; participated in bioblitz at DNAP's new Solon Woods SNP.
2. PPD hosted a BioBlitz at Bird Family Bog with over 60 participants from conservation and park agencies across the region. This was also the occasion for acknowledging and thanking the ODNR H2Ohio contribution to West Creek Conservancy which allowed for the acquisition. ODNR Director Mary Mertz and other ODNR staff were on hand for cutting a celebratory ribbon.

Public Engagement and Education

Education Report

1. The Progress Report and Program Guide was mailed to 43,000 households, posted on the website and noticed in our newsletter. Very positive response with many expressing surprise at all that is offered.
2. Intern Hannah Michael has started and is proving to be a positive addition to the education team. She is hardworking and has adjusted well to the many different types of tasks we have asked her to do. She is appreciative of the unexpected pay you have offered her.
3. The Junior Ranger Kickoff was a great success! There were over 30 kids in attendance with many more inquiries about how to participate for those who couldn't make the event.
4. Triple Trail Fest was a fun event for the education team. We look forward to partnering next year.
5. The education, natural areas, and operations crews joined forces to spruce up the Nature Play Area for the Dix Park Pavilion Ribbon Cutting. We are opening a "Garden Ambassador" volunteer position so that these types of areas may get more focused attention like our trails.

Ranger Department for the Month of May only

Patrol Activities

Foot patrol miles – 25.47 + 41.7; Bike patrol miles – 93.9 + 43.6; Visitor Contacts – 138 + 148;

Administrative

Ranger Lee – Assisted Holly with 4H program at Dix Park and participated in Junior Ranger Program kick-off at Towners Woods.

Chief Nietert – Helped with seed bombs at Dix Park, hosted ride with a ranger, participated in Senior Hike, completed 2 hour online course Arrest, Search, and Seizure and 3 hour online course Ohio School Threat Assessment as part of required Continuing Professional Training (CPT), talked with a Daisy Troop (Field Local School District) about natural resources and conservation and took them on a hike at Kent Bog, attended PC Emergency Preparedness Symposium, and participated in Junior Ranger Program kick-off at Towners Woods.



Portage Park District
705 Oakwood St.
Suite G-4
Ravenna, Ohio 44266
www.portageparkdistrict.org
admin@portageparkdistrict.org

330-297-7728

As adopted by the Board of Commissioners on June 26, 2023 per RESOLUTION #2023-39

Portage Park District 2024 Estimated Tax Budget Notes

Organization Background

The Portage Park District was formed in 1991 as an independent political subdivision of the State of Ohio, with jurisdiction over all of Portage County, although not over other local, State or Federal parks, unless by special agreement. The Park District is governed by an unpaid 5-member Board of Park Commissioners appointed for renewable 3-year terms by the Portage County Probate Judge.

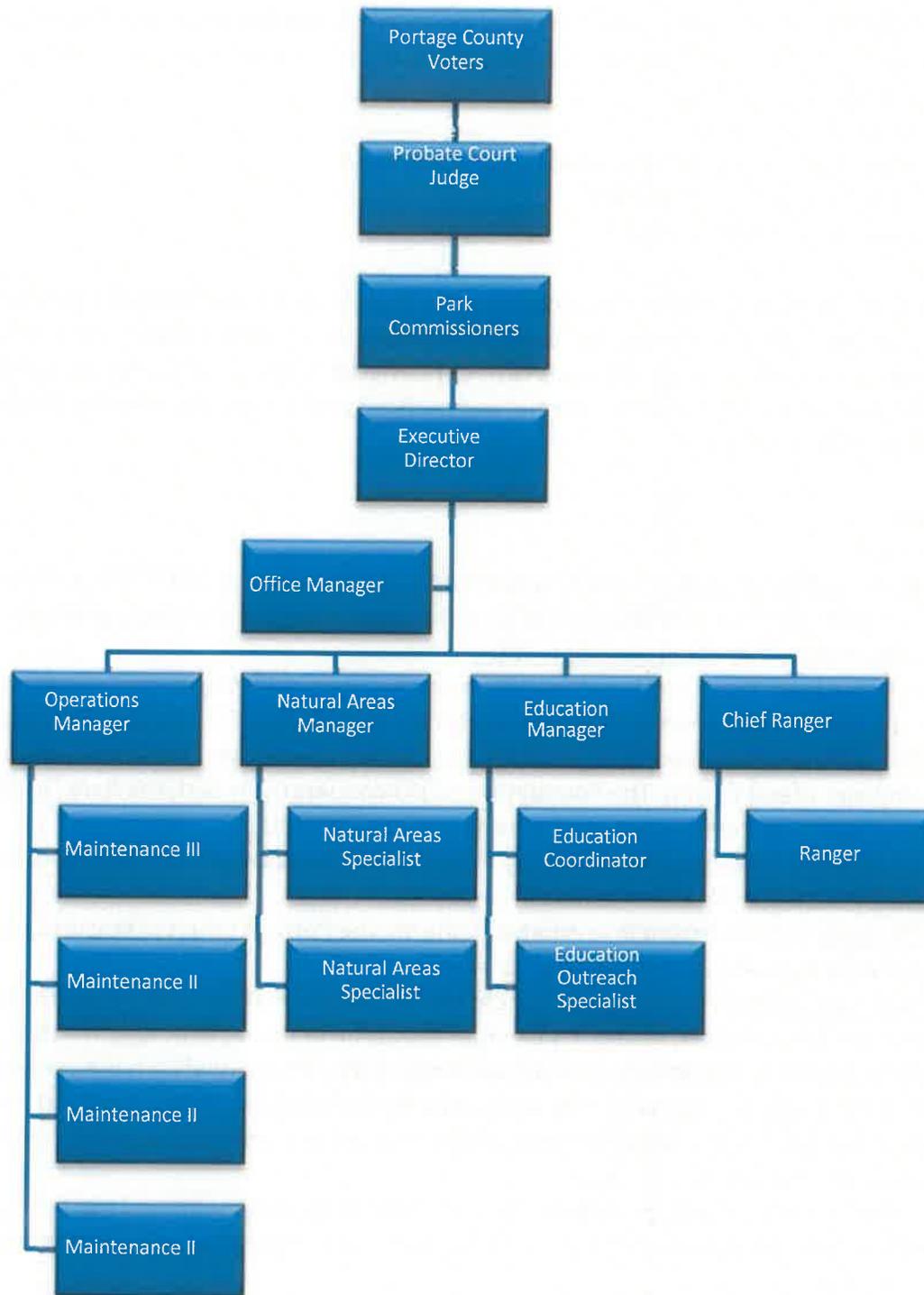
Authority is derived from Chapter 15 (Conservation of Natural Resources), section 1545 (Park Districts) of the Ohio Revised Code. The Park District's Fiscal Officer is the County Auditor, and the Treasurer is its banker. The Park District also works with and receives assistance from the County purchasing, payroll, risk management and human resources departments and the Portage County Prosecutor's Office. The Park District operates under rules and laws that govern park districts and other local governments, as well as park district bylaws established by the Board of Park Commissioners which establish authorities and controls on budgeting and purchasing, as well as meeting management.

The Park District Administrative Office is located at 705 Oakwood St. Suite G-4, Ravenna, Ohio 44266. The Operations Center, which houses offices for field staff along with workshop and equipment storage areas, is located at 8505 Nicodemus Road, Shalersville. The Park District owns and/or leases and manages over 2,700 acres of land, including eight open parks, eleven undeveloped park properties and 17 miles of multipurpose hike and bike trails.

The Budget of the Park District reflects its mission to *conserve Portage County's natural heritage and provide opportunities for its appreciation and enjoyment*. This is achieved through land and water conservation; the creation, maintenance and security of parks and trails for public use; public engagement and programming to connect people with nature and enhance the public's appreciation and understanding of these resources.

In May of 2014, the voters of Portage County passed a ½ mill 10-year property tax levy to support operations and improvements in the Park District. These revenues are augmented by grants, donations and other sources of funding. The final year of the tax is 2023, with receipts received in 2024. The Board of Park Commissioners will place an issue on the November 2023 General Election ballot to replace the existing ½ mill levy and add an additional ½ mill levy for a total of 1 mill. The resulting 1 mill levy would cost \$35.00/year per \$100,000 of Auditor's market property value and yield approximately \$4.5 million per year, first levied in 2024, payable in 2025.

Personnel: As of Summer 2023, budgeted staff includes 13 Full Time equivalent positions which is expected to remain essentially the same in 2024 with contingencies for separation payouts, compensation adjustments and healthcare.



Operations and Improvement Funds

Most of the Park District general operations, (maintenance, administration and programming) is expensed out its General Fund for staffing, contract services, supplies, utilities, fees, etc. Some capital projects not tied to restricted or grant funds are expensed out of the capital unit of the General Fund.

The Park District also currently uses five other active funds restricted for specific parks or improvements, often funded by restricted donations or grants that require a separate fund:

1. Headwaters Trail Fund
2. Breakneck Creek Fund
3. Upper Cuyahoga Bog Preserve (Morgan Park) Fund
4. Tinkers Creek Greenway Fund
5. Eagle Creek Greenway Fund

The Board of Park Commissioners appropriates the budget at the unit level; the Executive Director has been given the authority to adjust expenditure line items within the unit levels. Occasionally, the General Fund advances cash to restricted funds for the purpose of temporary cash flow of grant funded projects. Unreturned cash advances are reclassified by the Board as permanent cash transfers.

Revenues

General Fund:

One-half mill property tax levy initially approved by voters in March 2014. This is the primary source of funding for the Park District which covers personnel, maintenance, operations, park acquisitions and park and trail development.

Gifts and Donations: These funds are variable over the years, with the majority of donations to support the Park District coming through the Portage Park District Foundation, an independent nonprofit organization formed to support the mission of the Portage Park District through fundraising and friend-raising. The Foundation works cooperatively with the Park District and contributes funds for Park District programs and special projects.

Royalties: Several of the properties that the Park District owns had pre-existing oil & gas leases, some with operating wells which generate royalties.

Interest income is derived from investments made via the Portage County Treasurer based upon fund balances. All interest is posted to the General Fund.

ODOT Park District Road Improvement Funds: The Portage Park District along with other park districts in the State of Ohio, receives a biennial allocation in the state budget for the purpose of developing parking lots and roads associated with parks. These funds are not received in the park district treasury but are payments made on behalf of the park district by ODOT by either contract or purchase order. Administration of the program is in conjunction with the Ohio Parks and Recreation Association.

Grants: Program and project grants from federal, state or local agencies and nonprofits are received in either the General Fund or a park improvements fund depending on their purpose and restrictions.

Expenses

Park Improvement Funds

Expenditures from the restricted park improvement funds are related to park acquisition, development and major maintenance, and they are often dependent on intermittent grants and donations generally for purchase of property, materials and construction contracts. Occasionally, restricted donations for projects are received which may be deposited into specific funds.

General Fund

The General Operating Fund covers the day-to-day operations of the Park District for administration, routine maintenance, programming and planning. It is comprised of Expense Units, which are controlled and appropriated by the Board of Park Commissioners. Account allocations within the Units are controlled by the Executive Director.

Personnel Unit: Current staffing includes a full-time Executive Director, a full-time Office Manager, a full-time Operations Manager, four full-time Maintenance Workers, a full time Natural Areas Manager, two full time Natural Areas Specialists, a full-time Public Education Manager, a full-time Education Program Coordinator, a part-time Education and Outreach Specialist, one part-time Chief Ranger, one part-time ranger. The Personnel Unit includes a contingency for payout of unused sick and vacation leave if necessary. The health insurance budget line depends on several variables, including changing insurance agreements negotiated by Portage County, and the particular plan the employee chooses.

Contract Services Unit: Includes professional services, marketing, insurance, utilities, rent, contracted maintenance and repair services, fees and licenses.

Materials and Supplies: Office and maintenance supplies, copies, literature, uniforms, lumber, furnishings, technology, stone, fuel, tools, etc.

Capital Outlay: Capital expenditures are those with a cost over \$5,000 and include vehicles, equipment, land acquisition and construction projects. While the Park District has goals for land acquisition, the nature of the acquisition process is often tentative considering the need to work with receptive landowners and changes in opportunities available at any particular time. Likewise, grants are often sought for large capital projects, which may or may not come to fruition during a particular time period, further adding to uncertainty.

Capital expenditures anticipated for 2024 include funds for the continued improvement of Towner's Woods Park, Headwaters Trail and The PORTAGE Hike and Bike Trail, along with engineering and design for other future park improvements, some dependent on the award of grant funds. Land acquisition prospects are unconfirmed and often dependent on additional outside funding.

Taxes: The Park District pays property tax on newly acquired properties for the first year until it is declared tax-exempt. Stormwater assessment fees are paid on all properties.

PORTAGE PARK DISTRICT	
2024 ESTIMATED REVENUES	GENERAL
	OPERATING
	FUND
	FUND #8600
REVENUES	
GRANTS	
INTERGOVERNMENTAL	30,000
PROPERTY TAX LEVY Budget Commission Certification	1,823,767
FEES & FINES	0
GIFTS & DONATIONS	0
INVESTMENT INCOME	10,000
RENTAL	0
ROYALTIES	10,000
CREDIT CARD INCENTIVES	1,000
ODOT PARK ROAD IMPROVEMENT FUND	
CONTRACT SERVICES Interfund charges	
REFUNDS\REIMB	
* TRANSFERS IN	
ADVANCES IN	
TOTAL NEW REVENUES	1,874,767
ESTIMATED YEAR 2023 CARRYOVER TO 2024	1,611,824
TOTAL	3,486,591

**PORTAGE PARK DISTRICT
ORC 1545**

DETAILED BUDGET ESTIMATE FOR FISCAL YEAR 2024

		GENERAL OPERATING FUND FUND #8600
OBJECTS OF EXPENSE	EXPENSES	
UNIT: PERSONNEL--300000		
311200	SALARIES-EMPLOYEES FULL TIME	700,000
311300	SALARIES-EMPLOYEES PART TIME	150,000
321010	FRINGES -PERS	119,000
321200	FRINGES -MEDICARE	12,325
321300	FRINGES -WORK COMP & DWRF	14,450
321400	UNEMPLOYMENT CONTINGENCY	10,000
321500	FRINGES -HEALTH BENEFIT PLAN	300,000
313000	OVERTIME CONTINGENCY	2,000
314000	FULL TIME BENEFITS PAYOUT CONTINGENCY	50,000
	Subtotal	1,357,775
UNIT: SERVICES--400000		
400000	CONTRACT-SERVICES	30,000
400100	TRAINING LODGING & MEMBERSHIPS	15,000
410000	CONTRACT-UTILITIES	30,000
412000	ADVERTISING/MARKETING/EVENTS	20,000
413000	CONTRACT-MAINT & REPAIR	30,000
414000	RENTALS AND LEASES	100
414100	LEASES EQUIPMENT	2,000
420100	CONTRACT-AUDIT SERVICES	4,000
428400	AUDITOR/TREASURER FEES	28,000
428500	DRETAC FEES	10,000
492100	LOCAL SHARE	0
	Subtotal	169,100
UNIT: MATERIALS & SUPPLIES-500000		
500000	ADMINISTRATION and PROGRAMMING SUPPLIES	15,000
509000	UNIFORMS	8,000
510000	OFFICE EQUIPMENT	1,000
530000	MAINTENANCE MATERIALS AND SUPPLIES	40,000
542000	FUEL	20,000
544000	NATURAL AREAS MATERIALS AND SUPPLIES	20,000
596300	OPERATIONS EQUIPMENT AND TOOLS UNDER \$5,000	5,000
596600	PARK FIXTURES AND FURNITURE	10,000
	Subtotal	119,000
UNIT: CAPITAL--600000		
610000	LAND PURCHASE	250,000
680000	PROJECT CONSTRUCTION	500,000
683000	ENGINEERING-ARCHITECTURE	
	Subtotal	750,000
UNIT: OTHER--700000		
700000	MISCELLANEOUS	0
	Subtotal	0
UNIT: LOANS--800000		
	LOAN REPAYMENT	
	Subtotal	0
UNIT: ADVANCES OUT--900000		
91000	TRANSFERS OUT	
92000	ADVANCES OUT	
946720	TAXES, LEVIES and ASSESSMENTS	20,000
	Subtotal	20,000
	TOTAL EXPENSES	2,415,875
	REVENUES (incl est 2023 carryover)	3,486,591
	BALANCE total revenues minus expenses	1,070,716

EXHIBIT "A"					
COMPARATIVE & EST. RECEIPTS, EXPENDITURES & BALANCES					
FORMAL	2020	2021	2022	2023	2024
BUDGET REQUEST FISCAL YEAR 2023				1st half actual	
	ACTUAL	ACTUAL	ACTUAL	2nd half estimate	ESTIMATE
GENERAL OPERATING FUND #8600					
BALANCE, JANUARY 1ST	1,741,758	1,640,695	1,925,042	2,897,414	1,611,824
RECEIPTS:					
Program Revenues					
FEES and FINES		43	0	100	0
GIFTS & DONATIONS	36,798	30,000	55,020	50,000	0
INTERGOVERNMENTAL (LGF, TF, Rollbacks)	38,510	37,718	32,435	30,000	30,000
ODOT Allocation—Payment on Behalf of PPD	109,311			85,000	
LOCAL GRANT	1,500	903	4,976	0	
STATE Grant			7,995	0	
Other Revenues					
TAXES	1,718,567	1,757,214	1,773,530	1,800,000	1,823,767
INTEREST INCOME	20,935	9,229	29,251.60	40,000	10,000
RENTALS		0		0	0
ROYALTIES	6,100	28,388	24,735.19	15,000	10,000
SALES		0		310	
REFUNDS	141	464		12,000	
INSURANCE SETTLEMENT				0	
CREDIT CARD INCENTIVES	650	875	1,375	1,000	1,000
CONTRACT SERVICES	752	0		1,000	
TRANSFERS IN				0	
ADVANCES IN (upon receipt of grant funds)	808,260	0	170,000	0	
SUBTOTAL	2,741,526	1,864,833	2,099,318	2,034,410	1,874,767
TOTAL BALANCE & RECEIPTS....	4,483,283	3,505,529	4,024,360	4,931,824	3,486,591
EXPENDITURES:					
PERSONAL SERVICES	653,894	784,648	774,425	800,000	1,357,775
CONTRACT SERVICES	166,464	119,684	107,097	350,000	169,100
MATERIALS AND SUPPLIES	85,608	126,426	86,436	130,000	119,000
CAPITAL OUTLAY	1,604,639	325,518	119,041	1,500,000	750,000
TRANSFERS	325,000	40,000	20,000	0	0
ADVANCES	0	170,000		500,000	0
MISC.					0
PROPERTY TAXES	6,982	14,211	19,947	40,000	20,000
TOTAL EXPENDITURES.....	2,842,588	1,580,486	1,126,946	3,320,000	2,415,875
BALANCE, DECEMBER 31ST	1,640,695	1,925,042	2,897,414	1,611,824	1,070,716

COMPARATIVE & EST. RECEIPTS, EXPENDITURES & BALANCES						
#8605	HEADWATER'S TRAIL IMPR FUND	2020	2021	2022	2023	2024
		ACTUAL	ACTUAL	ACTUAL	1st half actual	ESTIMATE
					2nd half estimate	
	BALANCE, JANUARY 1ST	25,928	0	36,733	29,652	529,652
	RECEIPTS:					
	INTERGOVERNMENTAL Federal and State gran	35,570	0	160,919		
	INTEREST INCOME					
	GIFTS & DONATIONS		10,000	2,000		
	ALL OTHER REVENUES					
	TRANSFERS IN		40,000			
	ADVANCES IN		170,000		500,000	
	TOTAL BALANCE & RECEIPTS....	61,497	220,000	199,652	529,652	529,652
	EXPENDITURES:					
	PERSONAL SERVICES					
	CONTRACT SERVICES		0			
	MATERIALS AND SUPPLIES					
	CAPITAL OUTLAY	0	183,267			0
	LOAN PAYMENT					
	TRANSFERS					
	ADVANCES RETURNED	61,497	0	170,000		
	TOTAL EXPENDITURES.....	61,497	183,267	170,000	0	0
	BALANCE, DECEMBER 31ST	0	36,733	29,652	529,652	529,652
#8607	BREAKNECK CREEK IMPROVEMENT FUND	2020	2021	2022	2023	2024
		ACTUAL	ACTUAL	ACTUAL	1st half actual	ESTIMATE
					2nd half estimate	
	BALANCE, JANUARY 1ST	11,972	11,972	11,972	11,972	0
	RECEIPTS:					
	INTERGOVERNMENTAL					
	INTEREST INCOME					
	GIFTS & DONATIONS					
	ALL OTHER REVENUES					
	TRANSFERS IN					
	ADVANCES IN					
	TOTAL BALANCE & RECEIPTS....	11,972	11,972	11,972	11,972	0
	EXPENDITURES:					
	CONTRACT SERVICES				11,972	
	MATERIALS SUPPLIES					
	CAPITAL OUTLAY					
	LOAN PAYMENT					
	TRANSFERS					
	ADVANCES					
	TOTAL EXPENDITURES.....	0	0	0	11,972	0
	BALANCE, DECEMBER 31ST	11,972	11,972	11,972	0	0

COMPARATIVE & EST. RECEIPTS, EXPENDITURES & BALANCES						
#8611	BERLIN LAKE TRAIL FUND	2020	2021	2022	2023	2024
		ACTUAL	ACTUAL	ACTUAL	1st half actual 2nd half estimate	ESTIMATE
	BALANCE, JANUARY 1ST	2,088	0	0	0	
	RECEIPTS:					
	INTERGOVERNMENTAL					
	INTEREST INCOME					
	GIFTS & DONATIONS					
	LOCAL GRANT					
	STATE GRANT					
	TRANSFERS IN					
	ADVANCES IN					
	TOTAL BALANCE & RECEIPTS....	2,088	0	0	0	
	EXPENDITURES:					
	CONTRACT SERVICES	2,088				
	MATERIALS EXPENSES					
	CAPITAL OUTLAY					
	LOAN PAYMENT					
	TRANSFERS					
	ADVANCES					
	TOTAL EXPENDITURES.....	2,088	0	0	0	0
	BALANCE, DECEMBER 31ST	0	0	0	0	0
#8612	UPPER CUYAHOGA BOG PRESERVE FUND aka Morgan Park	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 1st half actual 2nd half estimate	2024 ESTIMATE
	BALANCE, JANUARY 1ST	4,250	1,523	1,523	1,523	0
	RECEIPTS:					
	INTERGOVERNMENTAL STATE & FEDERAL GRANTS	145,087				
	INTEREST INCOME					
	GIFTS & DONATIONS	1,000				
	Water Resource Restoration Sponsorship					
	STATE GRANT					
	TRANSFERS IN					
	ADVANCES IN					
	TOTAL BALANCE & RECEIPTS....	150,337	1,523	1,523	1,523	0
	EXPENDITURES:					
	CONTRACT SERVICES					
	MATERIALS				1,523	
	CAPITAL OUTLAY- Incl Land Acquisition					
	LOAN PAYMENT					
	TRANSFERS					
	ADVANCES RETURNED	148,814				
	TOTAL EXPENDITURES.....	148,814	0	0	1,523	
	BALANCE, DECEMBER 31ST	1,523	1,523	1,523	0	0

COMPARATIVE & EST. RECEIPTS, EXPENDITURES & BALANCES						
#8615	KENT BOG EXPANSION FUND	2020	2021	2022	2023	2024
	Established 2016	ACTUAL	ACTUAL	ACTUAL	1st half actual	ESTIMATE
					2nd half estimate	
	BALANCE, JANUARY 1ST	22,284	0	0	0	0
	RECEIPTS:					
	INTERGOVERNMENTAL					
	ADVANCES IN					
	REFUNDS					
	TOTAL BALANCE & RECEIPTS....	22,284	0	0	0	0
	EXPENDITURES:					
	PERSONAL SERVICES					
	MATERIALS					
	CONTRACT SERVICES	2,284				
	CAPITAL OUTLAY					
	LOAN PAYMENT					
	ADVANCES RETURNED	20,000				
	TOTAL EXPENDITURES.....	22,284	0	0	0	0
	BALANCE, DECEMBER 31ST	0	0	0	0	0
#8616	TINKERS CREEK GREENWAY FUND	2020	2021	2022	2023	2024
	Established 2017	ACTUAL	ACTUAL	ACTUAL	1st half actual	ESTIMATE
					2nd half estimate	
	BALANCE, JANUARY 1ST	10,949	575	575	13,484	0
	RECEIPTS:					
	GIFTS & DONATIONS					
	FEDERAL GRANT					
	STATE GRANT	567,575		1,163,409	556,931	
	TRANSFERS IN			20,000		
	ADVANCES IN					
	LOAN					
	TOTAL BALANCE & RECEIPTS....	578,524	575	1,183,984	570,415	0
	EXPENDITURES:					
	CONTRACT SERVICES			0		
	CAPITAL OUTLAY			1,170,499	570,415	
	MATERIALS					
	LOAN PAYMENT					
	LOAN INTEREST					
	LOAN FEES					
	ADVANCES RETURNED	577,949				
	TOTAL EXPENDITURES.....	577,949	0	1,170,499	570,415	0
	BALANCE, DECEMBER 31ST	575	575	13,484	0	0

#8617	EAGLE CREEK GREENWAY FUND Established 2020	2020	2021	2022	2023		2024
		ACTUAL	ACTUAL	ACTUAL	1st half actual	ESTIMATE	
					2nd half estimate		
	BALANCE, JANUARY 1ST	0.00	3,876.66	5,325.96	5,325.96		20,071.66
	RECEIPTS:						
	GIFTS & DONATIONS	1,000.00					
	FEDERAL GRANT						
	STATE GRANT		1,115,810.48		14,745.70		
	TRANSFERS IN	325,000.00					
	ADVANCES IN						
	REFUNDS		1,449.30				
	TOTAL BALANCE & RECEIPTS....	326,000.00	1,121,136.44	5,325.96	20,071.66		20,071.66
	EXPENDITURES:						
	CONTRACT SERVICES	3,600.00					
	CAPITAL OUTLAY	318,523.40	1,115,810.48				
	MATERIALS						
	ADVANCES RETURNED						
	TOTAL EXPENDITURES.....	322,123.40	1,115,810.48	0.00	0.00		0.00
	BALANCE, DECEMBER 31ST	3,876.60	5,325.96	5,325.96	20,071.66		20,071.66

RESOLUTION # 2023-37

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

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

General Operating Fund #8600		
Description	Payee	Amount
Unit 30 Payroll/Personal Services	Portage County Auditor/Payroll	\$ 61,842.49
Unit 40 Contract Services		\$ 21,694.29
Contract Services: Shipping, education software, nme tag printing, postage for program guide, insurance, background checks, appraisals/valuations, software	JT Premier Printing, Ohio Real Title, Advanced Display Systems, USPS, US Bank (FedEx, Crucial Learning, Raptor Hollow, Volgistics, Adobe, BIB)	\$ 14,544.22
Training & Reimbursements: travel, Recorder's fees, postage, refreshments	Craycroft, US Bank (Local Govt conference, Ohio Forestry Assoc)	\$ 1,728.84
Registration Fees: professional memberships	Portage Co Township Assoc, WRLC	\$ 66.00
Utilities: Natural gas at 2 locations, electric at 6 locations	Dominion Energy Ohio, Ohio Edison, AT&T, Spectrum, Verizon	\$ 2,750.60
Advertising-Marketing: sponsorships, social media, postal permit, legal ad	US Bank (KSU, Gannett, Standing Rock Arts, Google, Facebook, USPS)	\$ 1,302.88
Maintenance & Repairs: vehicle and equipment maintenance and repairs, refuse hauling, portable toilet rental	Portage Portable, US Bank (Kimble, Baker Vehicle, COIA, NAPA, Dan's Auto, ONX)	\$ 1,076.17
Leases: copiers	Konica Minolta	\$ 204.73
Auditor-Treasurer Fees:	PC Auditor/Treasurer	\$ 10.15
DRETAC: share of fees to enforce property tax payment	PC Auditor/Treasurer	\$ 10.70
Unit 50 Materials & Supplies		\$ 13,539.24
Admin. Materials & Supplies: office supplies, paper, prints and frames, food for volunteers	Konica Minolta, McKay Bricker, US Bank (Amazon, Bean & the Baker, Dunkin)	\$ 1,471.81
Uniforms: shirts, boots	US Bank (Amazon, workboot.com, 5.11, Prima! Screen)	\$ 890.77
Office Equipment and furnishings: cables	US Bank (Walmart)	\$ 37.76
Maintenance Materials & Supplies: small tools and parts, signage, lumber, stone	US Bank (Amazon, Carter Lumber, Beck Sand & Gravel, Lowes, Montigney, Lakeside Gravel, Sherwin Williams, Harbor Freight, Tractor Supply)	\$ 1,079.00
Fuel: Gasoline and diesel	City of Ravenna	\$ 2,073.94
Natural Areas Materials & Supplies: hardware, plants, trees	US Bank (Mantua, Rusty Oak Nursery, Amazon, SP Precision, ArborChem, Grainger, Ace, Tractor)	\$ 4,414.54
Equipment less than \$5,000: Ranger cycle, sonar/fish finder,	Scheels, Kent Cycle	\$ 1,952.16
Furniture and Fixtures: Dog waste stations, grills	US Bank (Pet Waste, Pilot Rock)	\$ 1,619.26
GENERAL FUND	GRAND TOTAL ALL UNITS 30 THROUGH 90	\$ 97,076.02

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 May 2023.

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

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

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on June 26, 2023.



Christine Craycroft, Executive Director

RESOLUTION 2023- 38

Re: 2023 Budget Supplemental Appropriations Amendment 2

WHEREAS The General Fund and the Tinkers Creek Greenway Fund have unappropriated budget certification, and

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

WHEREAS Appropriations must be made in the Tinkers Creek Greenway to account for expenditures made to vendors for the Seasons Road Fend Acquisition and Restoration Project, NOW THEREFORE BE IT

RESOLVED that the following 2023 SUPPLEMENTAL BUDGET APPROPRIATIONS AMENDMENT is hereby authorized:

Fund	Description	Decrease	Increase
<u>GENERAL FUND #8600</u>			
8600 9099*	Park General Admin Unit		\$16,000
<u>TINKERS CREEK GREENWAY FUND #8616</u>			
8616 9096*	Capital Unit Acquisition/Construction		\$556,931

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

C. Engelhart: YES A. Orashan: YES T. Hrdy: YES R. Ruchotzke: YES K. Ruehr: ABSENT

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on June 26, 2023.


Christine Craycroft, Executive Director

RESOLUTION 2023- 39

re: Adoption of Tax Budget for Fiscal Year 2024

WHEREAS, the 2024 Estimated Tax Budget of the Portage Park District was on display for public viewing at the offices of the Park District and Portage County Auditor prior to the public hearing; and

WHEREAS: a public hearing on the Fiscal Year 2024 Tax Budget for the Portage Park District was held after being duly publicized to a newspaper of general circulation as required by Ohio Revised Code Section 5705.30 10 days prior to the hearing and Budget adoption; NOW, THEREFORE BE IT

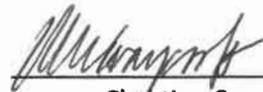
RESOLVED: that the Portage Park District Estimated Tax Budget for 2024 is hereby adopted in the total amount of \$2,415,875 in expenditures and that a copy of this resolution and two copies of the budget be forwarded to the County Auditor, and be it further

RESOLVED: that the Board of Commissioners of the Portage Park District finds and determines 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 a meeting open to the public in compliance with the law including Section 122.22 of the Ohio Revised Code.

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

A. Orashan: YES T. Hrdy: YES C. Engelhart: YES R. Ruchotzke: YES K. Ruehr: ABSENT

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on June 26, 2023.



Christine Craycroft, Executive Director

RESOLUTION #2023-40

Re: Amending RESOLUTIONS 2023-17 and 2023-31 for the acquisition of Headwaters Trail Right-Of-Way

WHEREAS: The Board of Commissioners of the Portage Park District, through the passage of resolution 2023-17 and the subsequent amending resolution 2023-31, authorized the Executive Director to enter into a Purchase and Sale Agreement for \$18,000 with Jerry and Heather Carlton for the acquisition of approximately .7 acres of land in Mantua Township for the purposes of developing the Headwaters Trail Phase VIII, and

WHEREAS: Jerry and Heather Carlton have decided to sell the larger section of land originally approved in Res. 2023-17 at a price of \$20,000 and the \$450 survey fee, and

WHEREAS: The 1.2-acre parcel will provide a viable right-of-way with the potential for additional parking for the development of the Headwaters, trail, **NOW THEREFORE BE IT**

RESOLVED: That the Board of Commissioners of the Portage Park District does hereby amend RESOLUTION 2023-31 and authorize the Executive Director to enter into a Purchase and Sale Agreement for up to \$20,000 with Jerry and Heather Carlton for the acquisition of land in Mantua Township for the purposes of developing the Headwaters Trail Phase VIII.

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

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

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on June 26, 2023.


Christine Craycroft, Executive Director

RESOLUTION #2023-41

Re: Authorizing purchase agreement for the acquisition of the Shelly Property, aka "Portage Meadows"

WHEREAS: The Portage Park District has an opportunity to acquire from DPTA, LLC approximately 550 acres of land located in Shalersville Township, Portage County ("the Shelly Property", aka "Portage Meadows"), and

WHEREAS: The property includes high quality wetlands, forest, meadows and quarry lakes in the Cuyahoga River Watershed in an area of development pressure with opportunities for a variety of recreational opportunities, and

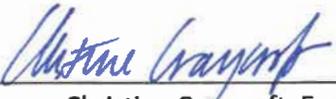
WHEREAS: The Park District desires to own, manage and administer the restoration of the property, **NOW THEREFORE BE IT**

RESOLVED: That the Board of Commissioners of the Portage Park District does hereby authorize the Executive Director to enter into the attached Purchase and Sale Agreement with DPTA, LLC for the acquisition of approximately 550 acres of land in Shalersville Township for \$2,700,000 plus closing costs, with all costs limited to those covered by grants and the proposed closing date of June 30, 2024.

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

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

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on June 26, 2023



Christine Craycroft, Executive Director

RESOLUTION #2023-42

Re: Authorizing application for grants for acquisition of the Shelly Property

WHEREAS, the United States Fish and Wildlife Service administers financial assistance to protect, enhance, restore, and manage waterfowl, other birds and other fish and wildlife, and the wetlands and other habitats upon which they depend, consistent with the North American Waterfowl Management Plan, and

WHEREAS, the Portage Park District desires financial assistance under the associated North American Waterfowl Conservation Act (NAWCA),

NOW, THEREFORE, BE IT RESOLVED by the Portage Park District as follows:

1. That the Portage Park District Board of Commissioners approves filing an application for financial assistance through the NAWCA for the acquisition of approximately 550 acres of land located in Shalersville Township, Portage County ("the Shelly Property" aka "Portage Meadows Project").
2. That Christine Craycroft, Executive Director, is hereby authorized and directed to execute and file an application with the United States Fish and Wildlife Service and any associated subgrantee organization, and to provide all information and documentation required to become eligible for possible funding assistance.
3. That the Portage Park District does agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms and conditions of the NAWCA Program, as evidenced by the attached Partner Contribution Statement.

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

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

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on June 26, 2023.



Christine Craycroft, Executive Director

RESOLUTION # 2023-43

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

WHEREAS, pursuant to Section 1545.21 “[t]he board of park commissioners, by resolution, may submit to the electors of the park district the question of levying taxes for the use of the district” and “shall declare the necessity of levying such taxes, shall specify the purpose for which such taxes shall be used, the annual rate proposed, and the number of consecutive years the rate shall be levied.”

WHEREAS, the Portage Park District is currently levying a tax for the benefit of the Portage Park District for the purpose of providing revenue to operate, maintain and improve its park system, including Towners Woods, Dix Park, Headwaters Trail, The Portage Hike and Bike Trail, Seneca Ponds and Camp Spelman; to develop and open 800 acres of existing parklands across the county and to construct trails and conserve important natural areas for wildlife habitat and water quality protection, at a rate not exceeding 0.5 mill for each \$1 of taxable value, and existing outside the ten-mill limitation, which was approved by the voters on May 6, 2014, for ten years, and first placed on the tax list and duplicate in 2014, for collection beginning in 2015; and

WHEREAS, a resolution declaring the necessity of levying a replacement and additional tax outside the ten mill limitation must be passed and certified to the Auditor of Portage County, Ohio in order to permit the Portage Park District Board of Commissioners to consider the levy of such a tax, and must request the County Auditor to certify to the Board the current taxable value of the County, the estimated property tax revenue that will be produced by such replacement and additional tax based on such total taxable value, and the amount of the replacement and additional tax expressed in dollars for each \$100,000 of the county auditor’s appraised value.

RESOLVED, pursuant to ORC 1545.21 the Portage Park District Board of Commissioners, two-thirds of all its members concurring, declares the necessity of levying a replacement and additional tax of 1.0 mill for each \$1 of taxable value to constitute a tax in excess of the ten-mill limitation for benefit of the Portage Park District; and

RESOLVED, that the proposed ballot language read as follows:

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 \$ (TBD by Auditor) annually, at a rate not exceeding 1.0 mill for each \$1 of taxable value, which amounts to (TBD by Auditor) 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 \$_____ 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, the question of the replacement and additional tax levy shall be submitted to the electors of the entire territory of Portage County at the election to be held therein on November 7, 2023; and

RESOLVED, such replacement and additional tax levy shall be placed upon the tax list and duplicate for the 2024 tax year, first due in calendar year 2025, if a majority of the electors voting thereon vote in favor thereof.

RESOLVED, the Portage Park District Executive Director is hereby authorized and directed to certify a copy of this resolution to the County Auditor. This Board hereby requests the County Auditor certify to this Board the following:

- (i) the existing 0.5 levy's rate, expressed in dollars, rounded to the nearest dollar, that is presently being generated by the 0.5 mill for each \$1 dollar of taxable value, for each one hundred thousand dollars of the county auditor's appraised value;
- (ii) the total current taxable value of the Portage Park District (i.e. Portage County);
- (iii) the dollar amount of revenue, rounded to the nearest dollar, that would be generated by a replacement an additional tax levy totaling 1 mill for each one dollar of taxable value;
- (iv) the levy's rate, expressed in dollars, rounded to the nearest dollar, that would be generated by 1 mill for each \$1 dollar of taxable value, for each one hundred thousand dollars of the county auditor's appraised value;
- (v) an estimate of the replacement and additional levy's annual collections, rounded to the nearest one thousand dollars.

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 **Orashan**, the Roll Call vote was as follows:

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

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on June 26, 2023.



Christine Craycroft, Executive Director

RESOLUTION #2023-44

Re: Authorizing a service fee agreement for the acquisition of the Shelly Property, aka "Portage Meadows"

WHEREAS: The Portage Park District has an opportunity to acquire a 550-acre property in Shalersville Township for the purposes of conservation of natural resources and creating a public park, and

WHEREAS: The property is owned by The Shelly Company and is in the process of being acquired by the DPTA, LLC, of which Western Reserve Land Conservancy (WRLC) is the sole member, and

WHEREAS: WRLC desires to work with the Park District in seeking grant funds to acquire the property, which may not cover all carrying costs and service fees incurred by WRLC and DPTA, LLC during the Purchase and Sale Agreement period, and

WHEREAS: WRLC has proposed that the Park District enter into a Service Fee Agreement with WRLC to cover costs related to acquisition, real estate and grant writing consultation services and carrying costs for the property up until the Park District takes ownership, up to \$100,000, **NOW THEREFORE BE IT**

RESOLVED: That the Board of Commissioners of the Portage Park District does hereby authorize the Executive Director to enter into a Service Fee Agreement with the Western Reserve Land Conservancy, to cover carrying costs and consulting services associated with the acquisition of the "Portage Meadows" property, for an amount up to \$100,000, payable at closing, currently scheduled for June 30, 2024.

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

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

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on June 26, 2023



Christine Craycroft, Executive Director

RESOLUTION #2023-45

Re: Authorizing a License Agreement with DPTA, LLC

WHEREAS: DPTA, LLC, a limited liability company with offices in Chesterland, Ohio, is acquiring property known as the Shelly Property, aka "Portage Meadows", located in Shalersville Township, Portage County, Ohio, and

WHEREAS: Portage Park District is entering into a Purchase and Sale agreement with DPTA, LLC, which allows for a contingency period during which time the Park District will be able to enter and inspect the property, and

WHEREAS: DPTA, LLC and the Portage Park District desire to discourage any illicit trespass and use of the property due to potential property damage and personal injury, and

WHEREAS: DPTA, LLC desires the Park District to educate community members, enforce applicable laws, rules and regulations to prevent trespassing and encroachments observed by Park District law enforcement officers to take place on the Shelly Property **NOW THEREFORE BE IT**

RESOLVED: That the Board of Commissioners of the Portage Park District does hereby authorize the Executive Director to enter into the attached License Agreement with DPTA, LLC, to permit the Park District Rangers to patrol the "Portage Meadows" property during the Purchase and Sale Agreement period, and to enforce the laws of the State of Ohio and Portage Park District as appropriate and necessary.

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

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

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on June 26, 2023


Christine Craycroft, Executive Director

RESOLUTION # 2023-46

Re: Approving job descriptions and pay scales for Education and Outreach Manager; Park Intern

WHEREAS, the Board of Commissioners of the Portage Park District desires to adopt new job descriptions and pay scales for park district employee positions, and

WHEREAS, the Executive Director has researched and drafted job descriptions and pay scales, for the positions Education and Outreach Manager (Full time), and Park Intern (part-time or full-time),
NOW THEREFORE BE IT

RESOLVED: that the Board of Commissioners of the Portage Park District hereby approves the attached job descriptions.

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

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

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on June 26, 2023.



Christine Crawford, Executive Director