

Portage Park District  
Board of Commissioners Regular Meeting

**REMOTE MEETING**

**YouTube Livestream**

**October 26, 2020 5:30 pm**

**Agenda**



1. Roll Call
2. Public Comment
3. Approve minutes of the September 28, 2020 Regular Meeting
4. Presentation of Financial Statement: September 2020 MTD and YTD Budget Report and Cash Balance Report
5. Executive Director Update
6. Other Information/Briefing Items/Policy Updates
  - a. Draft 2021 Budget Appropriations –approval on November agenda
  - b. Draft Personnel Policy amendment; PTO for part time employees
7. Old Business and approval of action items:
  - a. Award of contract for Criteria Engineer Services for Seasons Road Fen Wetlands Mitigation—*no new proposals, recommend removing from agenda until the RFP is revised and reposted*
8. New Business and approval of action items:
  - a. RESOLUTION: Approve September 2020 Expenditures
  - b. RESOLUTION: Authorize time extension amendment to agreement with WRLC for acquisition of Becker tract (seasons Road Fen WRRSP project)
  - c. RESOLUTION: Authorize LWCF grant application
9. Executive Session:
  - a. To consider the purchase of property
  - b. To consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee
10. Adjourn

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

Portage Park District  
Board of Commissioners Regular Meeting  
**REMOTE MEETING**  
**YouTube Livestream**  
September 28, 2020 5:30 pm  
Minutes



**President of the Board, Commissioner Hrdy called the meeting to order at 5:56 pm**

1. **Roll of the Board was called Becker:** Present:  
Board President Tom Hrdy  
1<sup>st</sup> Vice President Commissioner Scott McKinney  
2<sup>nd</sup> Vice President Commissioner Chuck Engelhart  
Commissioner Allan Orashan  
Executive Director Christine Craycroft  
Operations Manager Craig Alderman  
Natural Areas Steward Bob Lange  
Public Outreach Coordinator Andrea Metzler  
Education Program Coordinator Jennifer White  
Administrative Assistant Rory Becker
2. **Public Comment:** None
3. **Approve minutes of August 24, 2020 regular meeting:** Upon a motion by McKinney, and second by Engelhart, the minutes of August 24, 2020 were approved. **Journal Entry 9.28.2020-25**
4. **Presentation of Financial Statement: August MTD YTD Budget and Cash Balance Report:** Upon a motion by Engelhart and second by McKinney, the board reviewed & approved the attached report. Executive Director Craycroft noted that the second half property taxes were received and with total taxes exceeding what was originally budgeted. **Journal Entry 9.28.2020-26**
5. **Executive Director Update:** The Director's report was reviewed. Commissioner Engelhart asked why a conservation easement was being placed on the Eagle Creek Greenway property. Executive Director Craycroft explained that to hold a conservation easement on land gains extra points on grant applications. Commissioner Engelhart asked if having the easement ties the District's hands from using the land as necessary. Executive Director Craycroft answered that it didn't require additional restrictions beyond what were tied to the Clean Ohio Greenspace grant. The land would be monitored annually by the Western Reserve Land Conservancy. The WRLC's supervision of the property through the easement acts as a third party 'watchdog' to ensure that conservation values are protected. The State grant references the conservation easement, but the agreement with WRLC still needs to be approved at a later board meeting.

Discussion on Trail Lake status: three change orders for the construction project at the park have been submitted and are within the budgeted amount of up to \$800,000 for the entire project. We may need to put up more signage at the park to let people know the park is not open yet, many visitors are coming and using the park. Executive Director Craycroft showed the board the plaque

design that will be installed at the park/dock to commemorate Helen Tremaine Gregory & her contribution to the park. Commissioner Engelhart asked the cost of the plaque, Executive Director Craycroft said it was less than \$1000. Commissioner Engelhart asked about a next effort for the Design-Build RFP, Executive Director Craycroft said that she recommends tabling it for now since no proposals were received and it may require a revised RFP. Commissioner McKinney commented that the people involved in the online Conservation Awards dinner video did an amazing job and thanked everyone.

6. Old Business and approval of action items:
  - a. Award of contract for Criteria Engineer Services for Seasons Road Fen Wetlands Mitigation: The RFP was not re-advertised, no proposals were received.
7. New Business and approval of action items:
  - a. Approve August 2020 Expenditures: Upon a motion by Engelhart and second by Orashan, the Board unanimously approved the August 2020 expenditures. See attached **RESOLUTION 2020-39**
  - b. Authorize cash advance return Headwaters Trail Fund; Morgan Park Fund; Kent Bog Fund: Upon a motion by Orashan and second by Engelhart, the Board unanimously approved cash advance returns to the general fund from three park funds. See attached **RESOLUTION 2020-40**
  - c. Authorize final change order Morgan Operations Center : Upon a motion by Engelhart and second by McKinney, the Board unanimously approved the final change order to the Morgan Operations Center Renovation project contract for a total of an additional \$603.35 for a furnace circuit. See attached **RESOLUTION 2020-41**
  - d. Authorize change order Trail Lake Park Trailhead and Trails contract: Upon a motion by McKinney and second by Orashan, the Board unanimously approved change orders 1, 2 and 3 for the Woodford Excavating Contract totaling an additional \$83,518.72. Details in attached change orders. **RESOLUTION 2020-42**
8. **Executive Session:** Upon a motion by Orashan, seconded by Engelhart, the board unanimously approved to exit Regular Session and enter Executive Session to consider to consider the purchase of property and sale of property (either real or personal) by competitive bid if disclosure of the information would give a competitive advantage to the other side the vote was as follows:

Scott McKinney	<u>yes</u>	Allan Orashan	<u>yes</u>
Charles Engelhart	<u>yes</u>	Thomas Hrdy	<u>yes</u>

ES start time: 6:33pm **Journal Entry 9.28.2020-27** Regular meeting session resumed at 7:07pm

9. Adjourn: Upon a motion by Orashan and second by Engelhart the meeting adjourned at 7:07 pm  
Sunshine Law Compliance: This was an open and public meeting with notice given to, and/or advertised in the Record Courier newspaper.

The next Portage Park District Board of Commissioners Regular Meeting will be held on October 26, 2020 at 5:30pm.

IN TESTIMONY WHEREOF we hereunto set our hands, \_\_\_\_\_, 2020

\_\_\_\_\_  
Thomas Hrdy, President

\_\_\_\_\_  
Christine Craycroft, Executive Director

# PORTAGE PARK DISTRICT

## Month to Date and Year To Date Budget & Cash Balance Report for September 2020

### GENERAL FUND

BEGINNING AUDITOR'S CASH BALANCE	September 1	\$2,008,311.27		
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	September 1-31 MTD ACTUAL	YTD Percentage Collected of Budget
152000 Contract Services	1,200.00	132.26	0.00	11.0%
160000 Gifts & Donations	39,000.00	6,798.37	0.00	17.4%
192400 State Subsidies - ODOT Biennial Road Improvement Allocation	122,708.00	0.00	0.00	0.0%
195000 Local Grant NOCEG	0.00	1,500.00	1,500.00	N/A
Property Tax Levy all sources	1,751,289.00	1,757,077.25	20,183.68	100.3%
230000 Interest	15,000.00	15,689.86	2,485.30	104.6%
241000 Oil & Gas Leases	10,000.00	5,091.90	826.02	50.9%
243000 Credit Card Incentives	1,000.00	375.00	0.00	37.5%
250000 Refunds	0.00	141.48	0.00	N/A
291000 Advance In	1,111,862.00	230,311.00	230,311.00	20.7%
<b>SUBTOTAL REVENUES</b>	<b>3,052,059.00</b>	<b>2,017,117.12</b>	<b>255,306.00</b>	<b>66.1%</b>
2019 Cash Carryover	1,741,757.50	1,741,757.50		
<b>TOTAL REVENUES, CARRYOVER &amp; OTHER SOURCES</b>	<b>4,793,816.50</b>	<b>3,758,874.62</b>	<b>2,263,617.27</b>	<b>78.4%</b>
Notes:	Some funds have been received in lines that were not budgeted, and therefore percentage collected does not apply			
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	September 1-31 MTD ACTUAL	YTD Percentage Expended of Budget
311200 FT Employee Salaries	400,030.00	264,300.12	30,280.01	66.1%
311300 PT Employee Salaries	106,170.00	49,530.02	7,796.00	46.7%
313000 Overtime	5,000.00	0.00	0.00	0.0%
314000 Retirement	30,000.00	451.92	0.00	1.5%
321010 PERS	70,868.00	43,936.19	5,330.64	62.0%
321200 Medicare	7,340.00	4,360.11	530.48	59.4%
321300 Workers Compensation	8,605.00	5,342.85	647.29	62.1%
321400 Unemployment	10,000.00	0.00	0.00	0.0%
321500 Health Benefits	150,000.00	91,442.31	10,619.34	61.0%
<b>30 Personal Services Unit Total</b>	<b>788,013.00</b>	<b>459,363.52</b>	<b>55,203.76</b>	<b>58.3%</b>
400000 Admin Contractual Services	67,000.00	31,141.23	116.08	46.5%
400000 Contractual Services TCGII - Tinkers Creek Greenway Phase II project	700.00	693.75	0.00	99.1%
400100 Training, Lodging & Memberships	10,000.00	2,996.86	0.00	30.0%
410000 Utilities: AT&T, Dominion, Ohio Edison, Verizon	23,000.00	14,200.03	1,135.53	61.7%
412000 Advertising, Marketing & Events	15,000.00	5,782.12	0.00	38.5%
413000 Maintenance & Repairs	54,717.00	21,022.89	191.00	38.4%
414000 Rentals and Leases	10.00	6.00	0.00	60.0%
420100 Audit Services	5,000.00	0.00	0.00	0.0%
428400 Auditor/Treasurer Fee	25,000.00	23,742.26	0.00	95.0%
428500 DRETAC	10,000.00	4,566.28	0.00	45.7%
492100 Local Share	10,000.00	10,000.00	0.00	100.0%
<b>40 Contractual Services Unit Total</b>	<b>220,427.00</b>	<b>114,151.42</b>	<b>1,442.61</b>	<b>51.8%</b>
500000 Admin Materials & Supplies	16,000.00	7,037.68	155.78	44.0%
509000 Uniforms	5,000.00	1,992.52	0.00	39.9%
510000 Office Equipment	1,750.00	0.00	0.00	0.0%
530000 Maintenance Materials & Supplies	68,400.00	32,579.62	0.00	47.6%
542000 Fuel	20,000.00	5,537.89	1,114.14	27.7%
596300 Equipment Less than \$5000	15,000.00	4,650.00	0.00	31.0%
596600 Furniture & Fixtures	30,000.00	0.00	0.00	0.0%
<b>50 Materials &amp; Supplies Unit Total</b>	<b>156,150.00</b>	<b>51,797.71</b>	<b>1,269.92</b>	<b>33.2%</b>
610000 Land Purchase	170,000.00	192.50	0.00	N/A
610000 Land Purchase TCGII - Tinkers Creek Greenway Phase II	15,000.00	13,889.39	0.00	92.6%
680000 Construction Projects	85,000.00	0.00	0.00	0.0%
680000 Construction Projects - MRGOP - Morgan Park Operations Center Renovation Project	485,000.00	411,519.97	4,677.83	84.8%
680000 Construction Projects - TLLOT - Trail Lake Park Parking Lot & Drive Project	355,000.00	83,287.60	0.00	23.5%
680000 Construction Projects - TLTRL - Trail Lake Trails Project	800,000.00	16,026.59	2,137.50	2.0%
680000 Construction Projects - TWGAZ - Towner's Woods Gazebo Project	30,000.00	23,156.49	0.00	77.2%
683000 Engineering Projects	201,000.00	45,368.33	0.00	22.6%
683000 Engineering Projects - TLTRL - Trail Lake Park Parking Lot & Drive Project	19,000.00	10,907.78	840.76	N/A
<b>60 Capital Outlay Unit Total</b>	<b>2,160,000.00</b>	<b>604,348.65</b>	<b>7,656.09</b>	<b>28.0%</b>
700000 Miscellaneous	1,000.00	0.00	0.00	0.0%
<b>70 Other Expenses Unit Total</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
910000 Transfer Out	325,000.00	325,000.00	0.00	N/A
920000 Advance Out	0.00	0.00	0.00	N/A
946720 Tax Levy Assessment	15,000.00	6,168.43	0.00	41.1%
<b>90 Miscellaneous Expenses Unit Total</b>	<b>340,000.00</b>	<b>331,168.43</b>	<b>0.00</b>	<b>97.4%</b>
<b>GRAND TOTAL EXPENDITURES &amp; OTHER USES</b>	<b>3,665,590.00</b>	<b>1,560,829.73</b>	<b>65,572.38</b>	<b>42.6%</b>
<b>ENDING AUDITOR'S CASH BALANCE September 30 (= Cash Carryover + YTD Revenues- YTD Expenses) (Also = Auditor Beginning cash balance September 1st + MTD revenues - MTD expenses)</b>				<b>\$2,198,044.89</b>

CASH BALANCE RESTRICTED FUNDS	September 30 ACTUAL CASH BALANCE
8605 Headwaters Trail Fund	\$0.22
8607 Breakneck Creek Preserve Fund	\$11,972.39
8611 Berlin Lake Trail Fund	\$2,088.11
8612 Morgan Park Fund	\$1,023.27
8615 Kent Bog Expansion Fund	\$2,284.36
8616 Tinker's Creek Greenway Fund	\$10,948.94
8617 Eagle Creek Greenway Fund	\$326,000.00
<b>ENDING AUDITOR'S CASH BALANCE</b>	<b>\$354,317.29</b>

**PORTAGE PARK DISTRICT**

MTD YTD Budget Report for the month ending September 30, 2020

**CAPITAL IMPROVEMENT FUNDS**

<b>HEADWATERS TRAIL FUND</b>			
8605 BEGINNING AUDITOR'S CASH BALANCE			\$61,497.22
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	September 1-30 MTD ACTUAL
<b>REVENUES &amp; OTHER SOURCES</b>			
State Grant	288,750.00	35,569.69	0.00
Gifts/Donations	0.00	0.00	0.00
Transfer In	96,250.00	0.00	0.00
Advance In	288,750.00	0.00	0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>673,750.00</b>	<b>35,569.69</b>	<b>0.00</b>
<b>EXPENDITURES &amp; OTHER USES</b>			
Materials & Supplies Unit	0.00	0.00	0.00
Capital Outlay-Construction Projects	0.00	0.00	0.00
Capital Outlay-Engineering Projects	0.00	0.00	0.00
Advance Out	0.00	0.00	0.00
Advance Out Return	61,497.00	61,497.00	61,497.00
<b>TOTAL EXPENDITURES &amp; OTHER USES</b>	<b>61,497.00</b>	<b>61,497.00</b>	<b>61,497.00</b>
<b>ENDING AUDITOR'S CASH BALANCE</b>			<b>\$0.22</b>

<b>BREAKNECK CREEK PRESERVE FUND</b>			
8607 BEGINNING AUDITOR'S CASH BALANCE			\$11,972.39
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	September 1-30 MTD ACTUAL
<b>REVENUES &amp; OTHER SOURCES</b>			
Gifts/Donations	0.00	0.00	0.00
Grants	0.00	0.00	0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENDITURES &amp; OTHER USES</b>			
Materials & Supplies Unit	0.00	0.00	0.00
Contract Services Unit	11,972.39	0.00	0.00
<b>TOTAL EXPENDITURES &amp; OTHER USES</b>	<b>11,972.39</b>	<b>0.00</b>	<b>0.00</b>
<b>ENDING AUDITOR'S CASH BALANCE</b>			<b>\$11,972.39</b>

<b>BERLIN LAKE TRAIL FUND</b>			
8611 BEGINNING AUDITOR'S CASH BALANCE			\$2,088.11
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	September 1-30 MTD ACTUAL
<b>REVENUES &amp; OTHER SOURCES</b>			
Gifts/Donations	0.00	0.00	0.00
Grants	0.00	0.00	0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENDITURES &amp; OTHER USES</b>			
Contract Services Unit	2,088.11	0.00	0.00
<b>TOTAL EXPENDITURES &amp; OTHER USES</b>	<b>2,088.11</b>	<b>0.00</b>	<b>0.00</b>
<b>ENDING AUDITOR'S CASH BALANCE</b>			<b>\$2,088.11</b>

<b>MORGAN PARK FUND</b>			
8612 BEGINNING AUDITOR'S CASH BALANCE			\$149,837.27
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	September 1-30 MTD ACTUAL
<b>REVENUES &amp; OTHER SOURCES</b>			
State Grant	145,087.00	145,087.00	0.00
Local Grant	0.00	500.00	0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>145,087.00</b>	<b>145,587.00</b>	<b>0.00</b>
<b>EXPENDITURES &amp; OTHER USES</b>			
Advance Out Return	149,338.00	148,814.00	148,814.00
<b>TOTAL EXPENDITURES &amp; OTHER USES</b>	<b>149,338.00</b>	<b>0.00</b>	<b>148,814.00</b>
<b>ENDING AUDITOR'S CASH BALANCE</b>			<b>\$1,023.27</b>

<b>KENT BOG EXPANSION FUND</b>			
8615 BEGINNING AUDITOR'S CASH BALANCE			\$22,284.36
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	September 1-30 MTD ACTUAL
<b>REVENUES &amp; OTHER SOURCES</b>			
Gifts/Donations	0.00	0.00	0.00
State Grant	0.00	0.00	0.00
Local Match	0.00	0.00	0.00
Refunds	0.00	0.00	0.00
Advance In	0.00	0.00	0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENDITURES &amp; OTHER USES</b>			
Contract Services	2,285.00	0.00	0.00
Materials & Supplies Unit	0.00	0.00	0.00
Capital Outlay-Land Purchase	0.00	0.00	0.00
Advance Out Return	20,000.00	20,000.00	20,000.00
<b>TOTAL EXPENDITURES &amp; OTHER USES</b>	<b>22,285.00</b>	<b>20,000.00</b>	<b>20,000.00</b>
ENDING AUDITOR'S CASH BALANCE			\$2,284.36

<b>TINKER'S CREEK GREENWAY FUND</b>			
8616 BEGINNING AUDITOR'S CASH BALANCE			\$10,948.94
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	September 1-30 MTD ACTUAL
<b>REVENUES &amp; OTHER SOURCES</b>			
Gifts	0.00	0.00	0.00
State Grant	567,000.00	0.00	0.00
Prior Year	0.00	0.00	0.00
Advance In	0.00	0.00	0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>567,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENDITURES &amp; OTHER USES</b>			
Prior Year Correction	0.00	0.00	0.00
Advance Out Return	577,949.00	0.00	0.00
<b>TOTAL EXPENDITURES &amp; OTHER USES</b>	<b>577,949.00</b>	<b>0.00</b>	<b>0.00</b>
ENDING AUDITOR'S CASH BALANCE			\$10,948.94

<b>EAGLE CREEK GREENWAY FUND</b>			
8617 BEGINNING AUDITOR'S CASH BALANCE			\$325,000.00
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	September 1-30 MTD ACTUAL
<b>REVENUES &amp; OTHER SOURCES</b>			
Gifts	1,000.00	1,000.00	0.00
State Grant	1,143,670.00	0.00	0.00
Transfer In	325,000.00	325,000.00	0.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>1,469,670.00</b>	<b>326,000.00</b>	<b>0.00</b>
<b>EXPENDITURES &amp; OTHER USES</b>			
Contract Services	46,220.00	0.00	0.00
Contract Services ECGOI	12,500.00	0.00	0.00
Capital Outlay - Land Purchase	1,410,950.00	0.00	0.00
<b>TOTAL EXPENDITURES &amp; OTHER USES</b>	<b>1,469,670.00</b>	<b>0.00</b>	<b>0.00</b>
ENDING AUDITOR'S CASH BALANCE			\$325,000.00

# PORTAGE COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8600 Portage Park District							
<b>86009091 Park General Admin PR</b>							
86009091 152000 Contract Services	-1,200	-1,200	-132.26	.00	.00	-1,067.74	11.0%*
86009091 160000 Gifts And Donation	-2,000	-39,000	-6,798.37	.00	.00	-32,201.63	17.4%*
86009091 192400 State Aid/Subsidy	0	-122,708	.00	.00	.00	-122,708.00	.0%*
86009091 195000 NOCEG Local Grant	0	0	-1,500.00	-1,500.00	.00	1,500.00	100.0%
2020/09/000089 09/01/2020 CRP	-1,500.00 REF	362037	BRIMFIELD TOWNSHIP		NOPEC SPONSORSHI/NOPEC SPONSO		
TOTAL Park General Admin PR	-3,200	-162,908	-8,430.63	-1,500.00	.00	-154,477.37	5.2%
<b>86009092 Park General Admin OR</b>							
86009092 200300 Real Estate Homest	0	0	-36,675.50	-18,348.88	.00	36,675.50	100.0%
2020/09/000285 09/08/2020 CRP	-18,348.88 REF	362257	STATE OF OHIO		2ND HLF 2019 REAL PRO/TX RLBK		
86009092 200400 Manufactured H Hom	0	0	-1,834.80	-1,834.80	.00	1,834.80	100.0%
2020/09/000894 09/25/2020 GEN	-1,834.80 REF	2nd Hf			Mobile Home Homestead 2nd Hf		
86009092 221000 Real Estate Tax	-1,731,415	-1,751,289	-1,706,698.51	.00	.00	-44,590.49	97.5%*
86009092 224000 Manufactured Homes	0	0	-11,868.44	.00	.00	11,868.44	100.0%
86009092 230000 Interest	-15,000	-15,000	-15,689.86	-2,485.30	.00	689.86	104.6%
2020/09/000447 09/14/2020 GEN	-2,485.30 REF	AUG-20			INTEREST ALLOCATION AUG 2020		
86009092 241000 Oil Leases	-10,000	-10,000	-5,091.90	-826.02	.00	-4,908.10	50.9%*
2020/09/000902 09/23/2020 CRP	-740.87 REF	362870	ERGON OIL PURCHASING		SHAW WOODS AUG. 2020/SHWD8/20		
2020/09/000949 09/24/2020 CRP	-85.15 REF	362902	PETROX, INC.		DIX PK AND SHAW WDS G/DXSWGAS		

# PORTAGE COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

ACCOUNTS FOR: 8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
86009092 243000	Credit Card Incent	-1,000	-1,000	-375.00	.00	.00	-625.00	37.5%*
86009092 250000	Refunds And Rembur	0	0	-141.48	.00	.00	141.48	100.0%
86009092 291000	Advance In Repayme	-298,673	-1,111,862	-230,311.00	-230,311.00	.00	-881,551.00	20.7%*
2020/09/001025 09/30/2020 GEN		-20,000.00	REF Advanc			Cash Advance Return		
2020/09/001025 09/30/2020 GEN		-148,814.00	REF Advanc			Cash Advance Return		
2020/09/001025 09/30/2020 GEN		-61,497.00	REF Advanc			Cash Advance Return		
TOTAL Park General Admin OR		-2,056,088	-2,889,151	-2,008,686.49	-253,806.00	.00	-880,464.51	69.5%
<b>86009093 Park General Admin PS</b>								
86009093 311200	Employee Full Time	431,704	400,030	264,300.12	30,280.01	.00	135,729.88	66.1%
2020/09/000002 09/04/2020 PRJ		15,140.00	REF 090420			WARRANT=090420 RUN=4 PAYROLL		
2020/09/000446 09/18/2020 PRJ		15,140.01	REF 091820			WARRANT=091820 RUN=4 PAYROLL		
86009093 311300	Part Time/Seasonal	131,760	106,170	49,530.02	7,796.00	.00	56,639.98	46.7%
2020/09/000002 09/04/2020 PRJ		4,220.00	REF 090420			WARRANT=090420 RUN=4 PAYROLL		
2020/09/000446 09/18/2020 PRJ		3,576.00	REF 091820			WARRANT=091820 RUN=4 PAYROLL		
86009093 313000	Employee overtime	5,000	5,000	.00	.00	.00	5,000.00	.0%
86009093 314000	Retirement/Termina	30,000	30,000	451.92	.00	.00	29,548.08	1.5%
86009093 321010	PERS	79,585	70,868	43,936.19	5,330.64	.00	26,931.81	62.0%
2020/09/000002 09/04/2020 PRJ		2,710.40	REF 090420			WARRANT=090420 RUN=4 PAYROLL		
2020/09/000446 09/18/2020 PRJ		2,620.24	REF 091820			WARRANT=091820 RUN=4 PAYROLL		
86009093 321200	Medicare	8,243	7,340	4,360.11	530.48	.00	2,979.89	59.4%
2020/09/000002 09/04/2020 PRJ		271.49	REF 090420			WARRANT=090420 RUN=4 PAYROLL		
2020/09/000446 09/18/2020 PRJ		258.99	REF 091820			WARRANT=091820 RUN=4 PAYROLL		

# PORTAGE COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8600 Portage Park District							
86009093 321300 Workers Compensati	9,664	8,605	5,342.85	647.29	.00	3,262.15	62.1%
2020/09/000002 09/04/2020 PRJ	329.12 REF 090420				WARRANT=090420	RUN=4 PAYROLL	
2020/09/000446 09/18/2020 PRJ	318.17 REF 091820				WARRANT=091820	RUN=4 PAYROLL	
86009093 321400 Unemployment	10,000	10,000	.00	.00	.00	10,000.00	.0%
86009093 321500 Health Benefits	150,000	150,000	91,442.31	10,619.34	.00	58,557.69	61.0%
2020/09/000002 09/04/2020 PRJ	5,309.67 REF 090420				WARRANT=090420	RUN=4 PAYROLL	
2020/09/000446 09/18/2020 PRJ	5,309.67 REF 091820				WARRANT=091820	RUN=4 PAYROLL	
TOTAL Park General Admin PS	855,956	788,013	459,363.52	55,203.76	.00	328,649.48	58.3%
<b>86009094 Park General Admin CS</b>							
86009094 400000 Contractual Servic	100,000	67,000	31,141.23	116.08	26,500.77	9,358.00	86.0%
2020/09/000596 09/15/2020 API	21.35 VND 002690 VCH611163				GATEHOUSE MEDIA COPL **03-31063363, 08/31/20		476298
2020/09/000596 09/15/2020 API	94.73 VND 001310 VCH611171				KONICA MINOLTA BUSIN **1283755, 423609593		476309
86009094 400000 TCGII Contractual S	0	700	693.75	.00	.00	6.25	99.1%
86009094 400100 Training & Members	10,000	10,000	2,996.86	.00	2,878.56	4,124.58	58.8%
86009094 410000 Utilities	20,000	23,000	14,200.03	1,135.53	6,949.97	1,850.00	92.0%
2020/09/000596 09/15/2020 API	302.74 VND 002875 VCH611155				OHIO EDISON **110 139 062 985, 90246294820		476325
2020/09/000596 09/15/2020 API	67.34 VND 002875 VCH611156				OHIO EDISON **110 134 809 943, 90246294819		476325
2020/09/000596 09/15/2020 API	98.98 VND 002875 VCH611158				OHIO EDISON **110 122 697 896, 90206309467		476325
2020/09/000596 09/15/2020 API	76.72 VND 002875 VCH611159				OHIO EDISON **110 009 660 868, 90206309404		476325
2020/09/000596 09/15/2020 API	26.66 VND 003615 VCH611172				VERIZON WIRELESS **442287383-00001, 9861867724		476355
2020/09/000596 09/15/2020 API	563.09 VND 003615 VCH611173				VERIZON WIRELESS **683206894-00001, 9862014204		476355
86009094 412000 Advertising, Marke	10,000	15,000	5,782.12	.00	6,252.88	2,965.00	80.2%
86009094 413000 Maintenance & Repa	60,000	54,717	21,022.89	191.00	23,569.63	10,123.98	81.5%
2020/09/000596 09/15/2020 API	116.00 VND 028411 VCH611165				KEVIN SCOTT TRUCKING **23703 PORTAGE PARKS 26427		476307
2020/09/000596 09/15/2020 API	75.00 VND 025267 VCH611161				PORTAGE PORTABLE TOI **PORTAGE PARK DISTRICT 20021		476330

# PORTAGE COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
86009094 414000 Rentals & Leases	10	10	6.00	.00	1.00	3.00	70.0%
86009094 420100 Audit Services	25,000	5,000	.00	.00	3,500.00	1,500.00	70.0%
86009094 428400 Auditor/Treasurer	5,000	25,000	23,742.26	.00	.00	1,257.74	95.0%
86009094 428500 DRETAC	10,000	10,000	4,566.28	.00	.00	5,433.72	45.7%
86009094 492100 Local Share	0	10,000	10,000.00	.00	.00	.00	100.0%
<b>TOTAL Park General Admin CS</b>	<b>240,010</b>	<b>220,427</b>	<b>114,151.42</b>	<b>1,442.61</b>	<b>69,652.81</b>	<b>36,622.27</b>	<b>83.4%</b>
<b>86009095 Park General Admin MS</b>							
86009095 500000 Admin Materials & 2020/09/000187 09/01/2020 API	15,000	16,000	7,037.68	155.78	7,962.32	1,000.00	93.8%
	155.78 VND 001310 VCH609818		KONICA MINOLTA BUSIN	**1316072, 9007062290			475535
86009095 509000 Uniforms	8,000	5,000	1,992.52	.00	1,707.48	1,300.00	74.0%
86009095 510000 Office Equipment &	1,500	1,750	.00	.00	.00	1,750.00	.0%
86009095 530000 Maintenance Materi	85,000	68,400	32,579.62	.00	14,507.85	21,312.53	68.8%
86009095 542000 Fuel	15,000	20,000	5,537.89	1,114.14	10,962.11	3,500.00	82.5%
	132.67 VND 004271 VCH611166		RAVENNA CITY	**PORTAGE PARKS AUGUST DIESEL			476333
	981.47 VND 004271 VCH611169		RAVENNA CITY	**PORTAGE PARKS AUGUST GAS			476333
86009095 596300 Equipment Less Tha	10,000	15,000	4,650.00	.00	5,000.00	5,350.00	64.3%
86009095 596600 Furniture & Fixtur	30,000	30,000	.00	.00	5,000.00	25,000.00	16.7%

# PORTAGE COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

ACCOUNTS FOR: 8600	Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Park General Admin MS		164,500	156,150	51,797.71	1,269.92	45,139.76	59,212.53	62.1%
<b>86009096 Park General Admin CO</b>								
86009096	610000 Land/Easement Pur	200,000	170,000	192.50	.00	1,118.11	168,689.39	.8%
86009096	610000 TCGII Land Purchase	0	15,000	13,889.39	.00	.00	1,110.61	92.6%
86009096	680000 Construction Proje	100,000	85,000	.00	.00	52,699.00	32,301.00	62.0%
86009096	680000 MRGOP Construction	0	485,000	411,519.97	4,677.83	67,836.80	5,643.37	98.8%
	2020/09/000596 09/15/2020 API	4,677.83	VND 007603 VCH611164	SPEELMAN ELECTRIC IN **94349, 18254, PORTAGE PARKS				476342
86009096	680000 TLL0T Construction	0	355,000	83,287.60	.00	154,803.40	116,909.00	67.1%
86009096	680000 TLTRL Construction	0	800,000	16,026.59	2,137.50	703,169.10	80,804.31	89.9%
	2020/09/000596 09/15/2020 API	2,137.50	VND 002839 VCH611162	DAVEY TREE **BAT SURVEY TLP 102713; DRGNO				476291
86009096	680000 TWGAZ Construction	0	30,000	23,156.49	.00	.00	6,844.00	77.2%
86009096	683000 Engineering Projec	1,080,000	201,000	45,368.33	.00	35,244.67	120,387.00	40.1%
86009096	683000 TLTRL Engineering P	0	19,000	10,907.78	840.76	4,092.22	4,000.00	78.9%
	2020/09/000187 09/01/2020 API	840.76	VND 046379 VCH609816	CIVIL & ENVIRONMENTA **194-527 TLTRL 261846				475504
TOTAL Park General Admin CO		1,380,000	2,160,001	604,348.65	7,656.09	1,018,963.30	536,688.68	75.2%
<b>86009097 Park General Admin OE</b>								
86009097	700000 Miscellaneous	1,000	1,000	.00	.00	.00	1,000.00	.0%

**YEAR-TO-DATE BUDGET REPORT**

FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

ACCOUNTS FOR: 8600 Portage Park District	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Park General Admin OE	1,000	1,000	.00	.00	.00	1,000.00	.0%
<b>86009099 Park General Admin ME</b>							
86009099 910000 Transfers out	96,250	325,000	325,000.00	.00	.00	.00	100.0%
86009099 920000 Advance out	288,750	0	.00	.00	.00	.00	.0%
86009099 946720 Tax Levy Assessmen	15,000	15,000	6,168.43	.00	.00	8,831.57	41.1%
TOTAL Park General Admin ME	400,000	340,000	331,168.43	.00	.00	8,831.57	97.4%
TOTAL Portage Park District	982,178	613,531	-456,287.39	-189,733.62	1,133,755.87	-63,937.35	110.4%
TOTAL REVENUES	-2,059,288	-3,052,059	-2,017,117.12	-255,306.00	.00	-1,034,941.88	
TOTAL EXPENSES	3,041,466	3,665,590	1,560,829.73	65,572.38	1,133,755.87	971,004.53	
PRIOR FUND BALANCE				1,741,757.50			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				456,287.39			
REVISED FUND BALANCE				2,198,044.89			

**YEAR-TO-DATE BUDGET REPORT**

FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

ACCOUNTS FOR:		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
8605	Headwaters Trails Improve								
<b>86059091 Headwaters Trails Impr PR</b>									
86059091	191000 State Grant	-288,750	-288,750	-35,569.69	.00	.00	-253,180.31	12.3%*	
	TOTAL Headwaters Trails Impr PR	-288,750	-288,750	-35,569.69	.00	.00	-253,180.31	12.3%	
<b>86059092 Headwaters Trails Impr OR</b>									
86059092	280000 Transfer In	-96,250	-96,250	.00	.00	.00	-96,250.00	.0%*	
86059092	290000 Advances In	-288,750	-288,750	.00	.00	.00	-288,750.00	.0%*	
	TOTAL Headwaters Trails Impr OR	-385,000	-385,000	.00	.00	.00	-385,000.00	.0%	
<b>86059096 Headwaters Trails Impr CO</b>									
86059096	680000 Construction Proje	330,000	0	.00	.00	.00	.00	.0%	
86059096	683000 Engineering Projec	55,000	0	.00	.00	.00	.00	.0%	
	TOTAL Headwaters Trails Impr CO	385,000	0	.00	.00	.00	.00	.0%	
<b>86059099 Headwaters Trails Impr ME</b>									
86059099	920000 Advance Out	288,750	0	.00	.00	.00	.00	.0%	
86059099	921000 Advance Out Return	0	61,497	61,497.00	61,497.00	.00	.00	100.0%	
	2020/09/001025 09/30/2020 GEN	61,497.00	REF Advanc			Cash Advance Return			

**YEAR-TO-DATE BUDGET REPORT**

FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

ACCOUNTS FOR: 8605	Headwaters Trails Improve	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL	Headwaters Trails Impr ME	288,750	61,497	61,497.00	61,497.00	.00	.00	100.0%
TOTAL	Headwaters Trails Improve	0	-612,253	25,927.31	61,497.00	.00	-638,180.31	-4.2%
	TOTAL REVENUES	-673,750	-673,750	-35,569.69	.00	.00	-638,180.31	
	TOTAL EXPENSES	673,750	61,497	61,497.00	61,497.00	.00	.00	
	PRIOR FUND BALANCE				25,927.53			
	CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-25,927.31			
	REVISED FUND BALANCE				.22			

**YEAR-TO-DATE BUDGET REPORT**

FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

ACCOUNTS FOR: 8607	Breakneck Creek Watershed	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>86079094 Breakneck Creek Water CS</b>								
86079094	400000 Contractual Servic	0	11,973	.00	.00	.00	11,973.00	.0%
TOTAL Breakneck Creek Water CS		0	11,973	.00	.00	.00	11,973.00	.0%
TOTAL Breakneck Creek Watershed		0	11,973	.00	.00	.00	11,973.00	.0%
TOTAL EXPENSES		0	11,973	.00	.00	.00	11,973.00	
PRIOR FUND BALANCE					11,972.39			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES					.00			
REVISED FUND BALANCE					11,972.39			

# PORTAGE COUNTY



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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8611 Berlin Lake Trail							
<b>86119094 Berlin Lake Trail CS</b>							
86119094 400000 Contractual Servic	0	2,089	.00	.00	.00	2,089.00	.0%
TOTAL Berlin Lake Trail CS	0	2,089	.00	.00	.00	2,089.00	.0%
TOTAL Berlin Lake Trail	0	2,089	.00	.00	.00	2,089.00	.0%
TOTAL EXPENSES	0	2,089	.00	.00	.00	2,089.00	
PRIOR FUND BALANCE				2,088.11			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				.00			
REVISED FUND BALANCE				2,088.11			

# PORTAGE COUNTY



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ACCOUNTS FOR: 8612 Morgan Park	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>86129091 Morgan Park PR</b>							
86129091 191000 State Grant	0	-145,087	-145,087.00	.00	.00	.00	100.0%
86129091 195000 Local Grant	0	0	-500.00	.00	.00	500.00	100.0%
TOTAL Morgan Park PR	0	-145,087	-145,587.00	.00	.00	500.00	100.3%
<b>86129099 Morgan Park ME</b>							
86129099 921000 Advance Out Return	0	149,338	148,814.00	148,814.00	.00	524.00	99.6%
2020/09/001025 09/30/2020 GEN	148,814.00	REF Advanc			Cash Advance Return		
TOTAL Morgan Park ME	0	149,338	148,814.00	148,814.00	.00	524.00	99.6%
TOTAL Morgan Park	0	4,251	3,227.00	148,814.00	.00	1,024.00	75.9%
TOTAL REVENUES	0	-145,087	-145,587.00	.00	.00	500.00	
TOTAL EXPENSES	0	149,338	148,814.00	148,814.00	.00	524.00	
PRIOR FUND BALANCE				4,250.27			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-3,227.00			
REVISED FUND BALANCE				1,023.27			



**YEAR-TO-DATE BUDGET REPORT**

FOR 2020 09

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ACCOUNTS FOR:		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
8616	Tinkers Creek Greenway Fund								
<b>86169091 Tinkers Creek Greenway Fund PR</b>									
86169091	191000 State Grant	0	-567,000	.00	.00	.00	-567,000.00	.0%*	
	TOTAL Tinkers Creek Greenway Fund	0	-567,000	.00	.00	.00	-567,000.00	.0%	
<b>86169099 Tinkers Creek Greenway Fund ME</b>									
86169099	921000 Advance Out Return	0	577,949	.00	.00	.00	577,949.00	.0%	
	TOTAL Tinkers Creek Greenway Fund	0	577,949	.00	.00	.00	577,949.00	.0%	
	TOTAL Tinkers Creek Greenway Fund	0	10,949	.00	.00	.00	10,949.00	.0%	
	TOTAL REVENUES	0	-567,000	.00	.00	.00	-567,000.00		
	TOTAL EXPENSES	0	577,949	.00	.00	.00	577,949.00		
	PRIOR FUND BALANCE				10,948.94				
	CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				.00				
	REVISED FUND BALANCE				10,948.94				

# PORTAGE COUNTY



## YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8617 Eagle Creek Greenway							
<b>86179091 Eagle Creek Greenway PR</b>							
86179091 160000 Gifts And Donation	0	-1,000	-1,000.00	.00	.00	.00	100.0%
86179091 191000 State Grant	0	-1,143,670	.00	.00	.00	-1,143,670.00	.0%*
TOTAL Eagle Creek Greenway PR	0	-1,144,670	-1,000.00	.00	.00	-1,143,670.00	.1%
<b>86179092 Eagle Creek Greenway OR</b>							
86179092 280000 Transfer In	0	-325,000	-325,000.00	.00	.00	.00	100.0%
TOTAL Eagle Creek Greenway OR	0	-325,000	-325,000.00	.00	.00	.00	100.0%
<b>86179094 Eagle Creek Greenway CS</b>							
86179094 400000 Contractual Servic	0	46,220	.00	.00	.00	46,220.00	.0%
86179094 400000 ECGOI Contractual S	0	12,500	.00	.00	12,500.00	.00	100.0%
TOTAL Eagle Creek Greenway CS	0	58,720	.00	.00	12,500.00	46,220.00	21.3%
<b>86179096 Eagle Creek Greenway CO</b>							
86179096 610000 Land Purchase	0	1,410,950	.00	.00	.00	1,410,950.00	.0%
TOTAL Eagle Creek Greenway CO	0	1,410,950	.00	.00	.00	1,410,950.00	.0%

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JOURNAL DETAIL 2020 9 TO 2020 9

ACCOUNTS FOR: 8617 Eagle Creek Greenway	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Eagle Creek Greenway	0	0	-326,000.00	.00	12,500.00	313,500.00	100.0%
TOTAL REVENUES	0	-1,469,670	-326,000.00	.00	.00	-1,143,670.00	
TOTAL EXPENSES	0	1,469,670	.00	.00	12,500.00	1,457,170.00	
PRIOR FUND BALANCE				.00			
CHANGE IN FUND BAL - NET OF REVENUES/EXPENSES				326,000.00			
REVISED FUND BALANCE				326,000.00			

**YEAR-TO-DATE BUDGET REPORT**

FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	982,178	52,825	-733,133.08	40,577.38	1,148,540.87	-362,582.66	786.4%

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

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PORTAGE COUNTY  
Auditor Treasurer Reconciliation Report

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FUND	AS OF 09/01/2020			AS OF 09/30/2020		
	TREASURER CASH BALANCE	- OUTSTANDING WARRANTS	= AUDITOR CASH BALANCE	AUDITOR CASH BALANCE	+ OUTSTANDING WARRANTS	= TREASURER CASH BALANCE
8600 Portage Park District	2,018,587.48	10,276.21	2,008,311.27	2,198,044.89	456.56	2,198,501.45
FUND 8600 TOTALS:	2,018,587.48	10,276.21	2,008,311.27	2,198,044.89	456.56	2,198,501.45
8601 PCPD Local Community	.00	.00	.00	.00	.00	.00
FUND 8601 TOTALS:	.00	.00	.00	.00	.00	.00
8603 PCPD Towners Woods Improvement	.00	.00	.00	.00	.00	.00
FUND 8603 TOTALS:	.00	.00	.00	.00	.00	.00
8604 Portage Hike & Bike Trail	.00	.00	.00	.00	.00	.00
FUND 8604 TOTALS:	.00	.00	.00	.00	.00	.00
8605 Headwaters Trails Improve	61,497.22	.00	61,497.22	.22	.00	.22
FUND 8605 TOTALS:	61,497.22	.00	61,497.22	.22	.00	.22
8606 Dix Park Improvements	.00	.00	.00	.00	.00	.00
FUND 8606 TOTALS:	.00	.00	.00	.00	.00	.00
8607 Breakneck Creek Watershed	11,972.39	.00	11,972.39	11,972.39	.00	11,972.39
FUND 8607 TOTALS:	11,972.39	.00	11,972.39	11,972.39	.00	11,972.39
8608 PCPD Franklin Connect Trail	.00	.00	.00	.00	.00	.00
FUND 8608 TOTALS:	.00	.00	.00	.00	.00	.00
8609 PCPD FEMA	.00	.00	.00	.00	.00	.00
FUND 8609 TOTALS:	.00	.00	.00	.00	.00	.00
8610 Breakneck Creek Watershed	.00	.00	.00	.00	.00	.00
FUND 8610 TOTALS:	.00	.00	.00	.00	.00	.00
8611 Berlin Lake Trail						

10/05/2020 16:10  
mbennett

PORTAGE COUNTY  
Auditor Treasurer Reconciliation Report

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glaudtre

FUND	AS OF 09/01/2020			AS OF 09/30/2020		
	TREASURER CASH BALANCE	- OUTSTANDING WARRANTS	= AUDITOR CASH BALANCE	AUDITOR CASH BALANCE	+ OUTSTANDING WARRANTS	= TREASURER CASH BALANCE
	2,088.11	.00	2,088.11	2,088.11	.00	2,088.11
FUND 8611 TOTALS:	2,088.11	.00	2,088.11	2,088.11	.00	2,088.11
8612 Morgan Park	149,837.27	.00	149,837.27	1,023.27	.00	1,023.27
FUND 8612 TOTALS:	149,837.27	.00	149,837.27	1,023.27	.00	1,023.27
8613 Franklin Bog Park	.00	.00	.00	.00	.00	.00
FUND 8613 TOTALS:	.00	.00	.00	.00	.00	.00
8614 Red Fox Boat Access Fund	.00	.00	.00	.00	.00	.00
FUND 8614 TOTALS:	.00	.00	.00	.00	.00	.00
8615 Kent Bog	22,284.36	.00	22,284.36	2,284.36	.00	2,284.36
FUND 8615 TOTALS:	22,284.36	.00	22,284.36	2,284.36	.00	2,284.36
8616 Tinkers Creek Greenway Fund	10,948.94	.00	10,948.94	10,948.94	.00	10,948.94
FUND 8616 TOTALS:	10,948.94	.00	10,948.94	10,948.94	.00	10,948.94
8617 Eagle Creek Greenway	326,000.00	.00	326,000.00	326,000.00	.00	326,000.00
FUND 8617 TOTALS:	326,000.00	.00	326,000.00	326,000.00	.00	326,000.00
REPORT TOTALS:	2,603,215.77	10,276.21	2,592,939.56	2,552,362.18	456.56	2,552,818.74

10/05/2020 16:10  
mbennett

PORTAGE COUNTY  
Auditor Treasurer Reconciliation Report

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glaudtre

ALL FUNDS SUMMARY THROUGH 09/30/2020

FUND	09/01/20 AUDITOR CASH BALANCE +	TOTAL RECEIPTS -	TOTAL EXPENDITURES =	ENDING AUDITOR CASH BALANCE -	OUTSTANDING ENCUMBRANCES =	UNENCUMBERED BALANCE
8600 Portage Park Distri	2,008,311.27	-255,306.00	65,572.38	2,198,044.89	1,133,755.87	1,064,289.02
FUND 8600 TOTALS:	2,008,311.27	255,306.00	65,572.38	2,198,044.89	1,133,755.87	1,064,289.02
8601 PCPD Local Communit	.00	.00	.00	.00	.00	.00
FUND 8601 TOTALS:	.00	.00	.00	.00	.00	.00
8603 PCPD Towners Woods	.00	.00	.00	.00	.00	.00
FUND 8603 TOTALS:	.00	.00	.00	.00	.00	.00
8604 Portage Hike & Bike	.00	.00	.00	.00	.00	.00
FUND 8604 TOTALS:	.00	.00	.00	.00	.00	.00
8605 Headwaters Trails I	61,497.22	.00	61,497.00	.22	.00	.22
FUND 8605 TOTALS:	61,497.22	.00	61,497.00	.22	.00	.22
8606 Dix Park Improvemen	.00	.00	.00	.00	.00	.00
FUND 8606 TOTALS:	.00	.00	.00	.00	.00	.00
8607 Breakneck Creek Wat	11,972.39	.00	.00	11,972.39	.00	11,972.39
FUND 8607 TOTALS:	11,972.39	.00	.00	11,972.39	.00	11,972.39
8608 PCPD Franklin Conne	.00	.00	.00	.00	.00	.00
FUND 8608 TOTALS:	.00	.00	.00	.00	.00	.00
8609 PCPD FEMA	.00	.00	.00	.00	.00	.00
FUND 8609 TOTALS:	.00	.00	.00	.00	.00	.00
8610 Breakneck Creek Wat	.00	.00	.00	.00	.00	.00
FUND 8610 TOTALS:	.00	.00	.00	.00	.00	.00
8611 Berlin Lake Trail	2,088.11	.00	.00	2,088.11	.00	2,088.11

10/05/2020 16:10  
mbennett

PORTAGE COUNTY  
Auditor Treasurer Reconciliation Report

P 4  
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ALL FUNDS SUMMARY THROUGH 09/30/2020

FUND	09/01/20 AUDITOR CASH BALANCE +	TOTAL RECEIPTS -	TOTAL EXPENDITURES =	ENDING AUDITOR CASH BALANCE -	OUTSTANDING ENCUMBRANCES =	UNENCUMBERED BALANCE
FUND 8611 TOTALS:	2,088.11	.00	.00	2,088.11	.00	2,088.11
8612 Morgan Park	149,837.27	.00	148,814.00	1,023.27	.00	1,023.27
FUND 8612 TOTALS:	149,837.27	.00	148,814.00	1,023.27	.00	1,023.27
8613 Franklin Bog Park	.00	.00	.00	.00	.00	.00
FUND 8613 TOTALS:	.00	.00	.00	.00	.00	.00
8614 Red Fox Boat Access	.00	.00	.00	.00	.00	.00
FUND 8614 TOTALS:	.00	.00	.00	.00	.00	.00
8615 Kent Bog	22,284.36	.00	20,000.00	2,284.36	2,285.00	-.64
FUND 8615 TOTALS:	22,284.36	.00	20,000.00	2,284.36	2,285.00	-.64
8616 Tinkers Creek Green	10,948.94	.00	.00	10,948.94	.00	10,948.94
FUND 8616 TOTALS:	10,948.94	.00	.00	10,948.94	.00	10,948.94
8617 Eagle Creek Greenwa	326,000.00	.00	.00	326,000.00	12,500.00	313,500.00
FUND 8617 TOTALS:	326,000.00	.00	.00	326,000.00	12,500.00	313,500.00
REPORT TOTALS:	2,592,939.56	255,306.00	295,883.38	2,552,362.18	1,148,540.87	1,403,821.31

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

**To: Portage Park District Board of Commissioners**  
**From: Christine Craycroft, Executive Director**  
**Re: Executive Director's Staff Update and Meeting Materials**  
**Board of Commissioners Regular Meeting**  
**October 26, 2020 5:30 PM REMOTE MEETING**



1. Administration:
  - a. Continued investigations of potential land acquisitions and plans for grant applications.
  - b. Continued grant administration and acquisition due diligence for Eagle Creek Greenway.
  - c. Interviewed prospective Chief Ranger candidates.
  - d. Reviewed personnel policy options for Paid Time Off for part time employees. Portage County Personnel Policy, which the Park District has mostly adopted, currently only offers paid sick time. Full time employees receive 11 paid holidays, vacation (80 hours for the first 8 years), and 3 days of personal time. Part time employment is considered anything less than 40 hours per week, with health benefits eligible to part timers who work at least 30 hours per week on average. Proposed changed policy is attached for board consideration.
2. Park Maintenance and Improvement Projects:
  - a. Trail Lake Park: Paved trail and concrete trailhead are complete. Final restoration and installation of amenities over next 2 weeks. The site continues to get several curious visitors every day who are excited for the new park. Park map and brochure in production. Osprey Trail is ADA compliant, asphalt, 1.62 miles; Kingfisher Trail is asphalt, stone and grass, 1.48 miles. Staff constructed entrance sign, trail signs, picnic tables and kiosk.
  - b. Breakneck Creek Preserve-contract entered for burial of electric line along oil well road, and improvements to drive. This will deplete the balance of the Breakneck Creek Fund.
  - c. Berlin Lake Trail: improvements to trail to repair potholes. Material assistance from oil and gas company. This will deplete the Berlin Lake Trail Fund.
  - d. Headwaters Trail extension engineering is in progress, anticipated plans and cost estimate for November meeting.
3. Public Engagement
  - a. Producing Trail Lake introductory video to show in association with website. Preparations for ribbon cutting on November 6, 8:00 a.m. and weekend open house on the afternoons of the 31<sup>st</sup> and 1<sup>st</sup> to distribute information, answer questions, staffed by park staff, volunteers and PPD Foundation.
  - b. Ongoing virtual programs, social media, newsletters, promotion of Wild Hikes Challenge and volunteer development
  - c. Launched master plan survey
4. Natural Areas Stewardship
  - a. Continued assistance with Trail Lake planting, clearing and restoration. Staff is installing native meadow with seed drill. Volunteer assistance from Kent Roosevelt Urban Forestry Program.
  - b. Continued assistance with natural resources investigations for grant applications.
  - c. Development of Trail Lake Park map and restoration plans.

**PORTAGE PARK DISTRICT  
2021 BUDGET APPROPRIATIONS DRAFT**

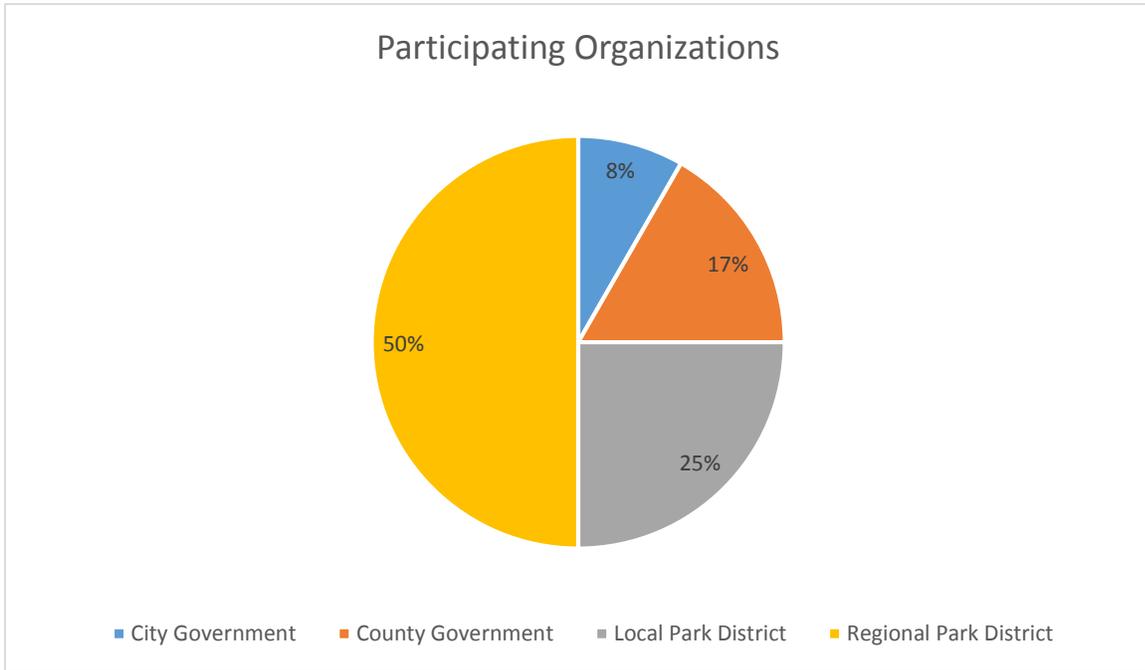
<b>GENERAL FUND</b>		
<b>REVENUES</b>	<b>2021 Estimated Revenue</b>	
152000 Contract Services	1,200.00	
160000 Gifts & Donations	2,000.00	
221000 Real Estate Tax Levy all sources	1,751,289.00	
230000 Interest	15,000.00	
241000 Oil & Gas Leases	10,000.00	
243000 Credit Card Incentives	1,000.00	
291000 Advance In HWT VII grant	288,750.00	
<b>SUBTOTAL REVENUES</b>	<b>2,069,239.00</b>	
<b>2020 Cash Carryover</b>	<b>994,195.78</b>	
<b>TOTAL REVENUES, CARRYOVER &amp; OTHER SOURCES</b>	<b>3,063,434.78</b>	
	<b>Estimated 2021 Tax Budget</b>	<b>Proposed 2021 Appropriations</b>
<b>EXPENDITURES &amp; OTHER USES</b>		
311200 FT Employee Salaries	\$448,391	\$500,062
311300 PT Employee Salaries	\$135,308	\$130,058
313000 Overtime	\$5,000	\$5,000
314000 Retirement/Separation payout	\$30,000	\$30,000
321010 PERS	\$81,718	\$88,217
321200 Medicare	\$8,464	\$9,137
321300 Workers Compensation	\$9,923	\$10,712
321400 Unemployment	\$10,000	\$10,000
321500 Health Benefits	\$275,000	\$275,000
<b>30 Personal Services Unit Total</b>	<b>1,003,803.15</b>	<b>1,058,185.77</b>
400000 Admin Contractual Services	40,000.00	40,000.00
400100 Training, Lodging & Memberships	10,000.00	10,000.00
410000 Utilities	30,000.00	30,000.00
412000 Advertising, Marketing & Events	15,000.00	15,000.00
413000 Maintenance & Repairs	40,000.00	40,000.00
414000 Rentals and Leases	1,000.00	1,000.00
420100 Audit Services	0.00	0.00
428400 Auditor/Treasurer Fee	25,000.00	25,000.00
428500 DRETAC	10,000.00	10,000.00
492100 Local Share to County Engineer: RAVENNA ROAD TRAIL	78,400.00	78,400.00
<b>40 Contractual Services Unit Total</b>	<b>249,400.00</b>	<b>249,400.00</b>
500000 Administration and Programming Materials & Supplies	15,000.00	15,000.00
509000 Uniforms	5,000.00	5,000.00
530000 Maintenance Materials & Supplies	50,000.00	25,000.00
530000 Stewardship Materials & Supplies		25,000.00
542000 Fuel	20,000.00	20,000.00
5963000 Operations Equipment and Tools <\$5K ea	20,000.00	20,000.00
596600 Furniture & Fixtures	10,000.00	10,000.00
<b>50 Materials &amp; Supplies Unit Total</b>	<b>120,000.00</b>	<b>120,000.00</b>
610000 Land Purchase	100,000.00	200,000.00
Vehicles and equipment		50,000.00
680000 Construction-shelters/other	500,000.00	400,000.00
683000 Engineering/Architecture Projects	100,000.00	100,000.00
<b>60 Capital Outlay Unit Total</b>	<b>700,000.00</b>	<b>750,000.00</b>
910000 Transfer Out HWT	96,250.00	96,250.00
920000 Advance Out HWT	288,750.00	288,750.00
946720 Tax Levy Assessment	15,000.00	15,000.00
<b>90 Miscellaneous Expenses Unit Total</b>	<b>400,000.00</b>	<b>400,000.00</b>
<b>GRAND TOTAL EXPENDITURES &amp; OTHER USES</b>	<b>2,473,203.15</b>	<b>2,577,585.77</b>
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>3,063,434.78</b>	<b>3,063,434.78</b>
<b>ANTICIPATED CASH CARRY FORWARD TO 2022</b>	<b>590,231.63</b>	<b>485,849.01</b>
		grant match; other opportunities
		UTV; Ranger vehicle/pickup
		Breakneck Creek, Shaw Woods improvements; Russell house rehab/removal
		TW/Russell; Trail Lake

<b>HEADWATERS TRAIL CAPITAL IMPROVEMENT FUND</b>		
<b>REVENUES &amp; OTHER SOURCES</b>	<b>2021 Estimated Revenue</b>	
State Grant	288,750.00	288,750.00
Gifts/Donations	0.00	0.00
Transfer In	96,250.00	96,250.00
Advance In	288,750.00	288,750.00
<b>TOTAL REVENUES &amp; OTHER SOURCES</b>	<b>673,750.00</b>	<b>673,750.00</b>
	<b>Estimated Budget Exp.</b>	<b>Proposed 2021 Appropriations</b>
<b>EXPENDITURES &amp; OTHER USES</b>		
Contract Services	0.00	0.00
Capital Outlay-Construction Projects	360,000.00	360,000.00
Capital Outlay-Engineering Projects	25,000.00	25,000.00
Advance Out Return	288,750.00	288,750.00
<b>TOTAL EXPENDITURES &amp; OTHER USES</b>	<b>673,750.00</b>	<b>673,750.00</b>

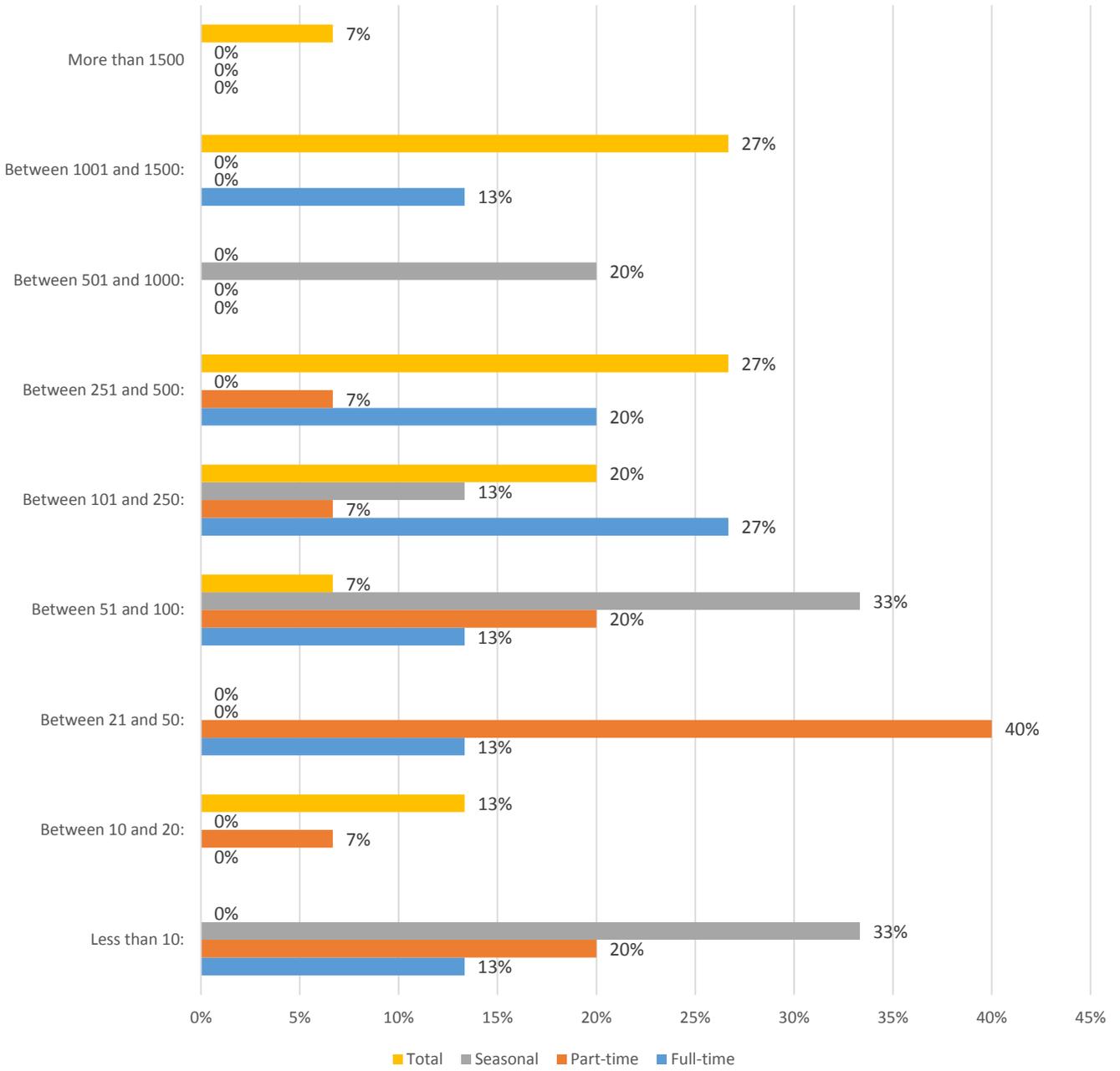


# 2017 Wage and Benefits Survey

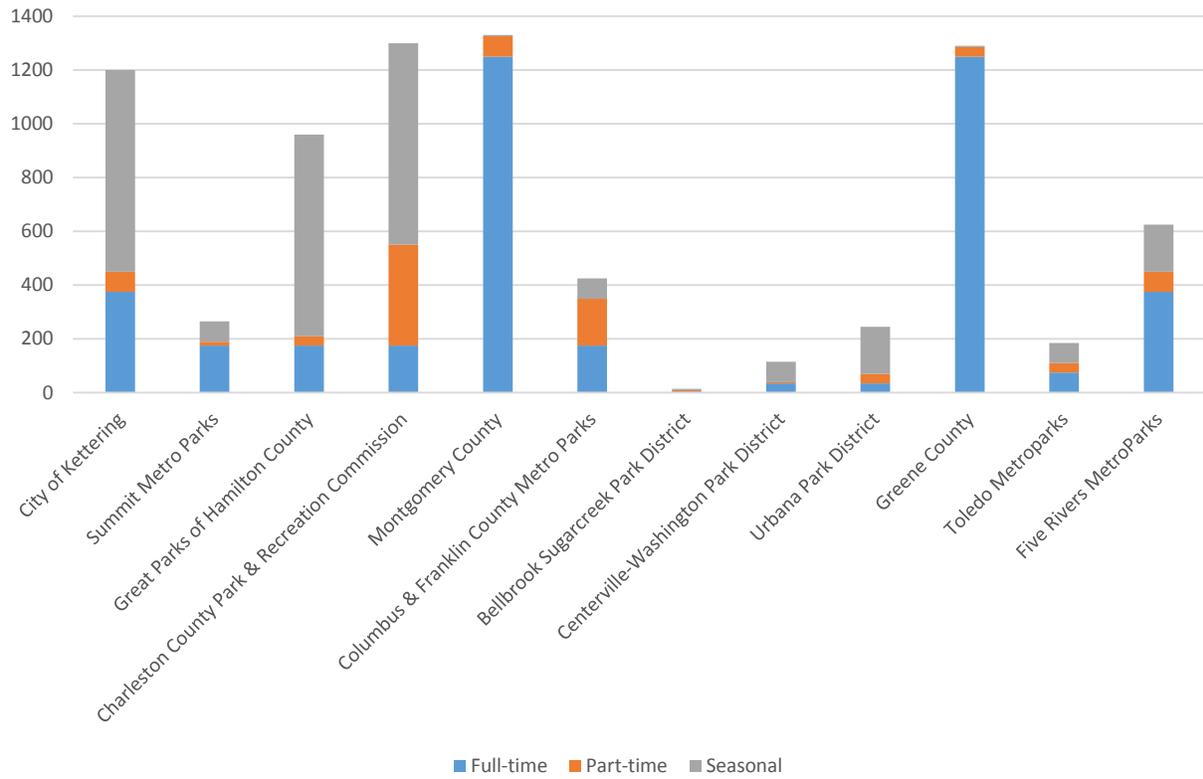


Name of Organization	Type of Organization
City of Kettering	City Government
Summit Metro Parks	Regional Park District
Great Parks of Hamilton County	Regional Park District
Charleston County Park & Recreation Commission	Regional Park District
Montgomery County	County Government
Columbus & Franklin County Metro Parks	Regional Park District
Bellbrook Sugarcreek Park District	Local Park District
Centerville-Washington Park District	Local Park District
Urbana Park District	Local Park District
Greene County	County Government
Toledo Metroparks	Regional Park District
Five Rivers MetroParks	Regional Park District

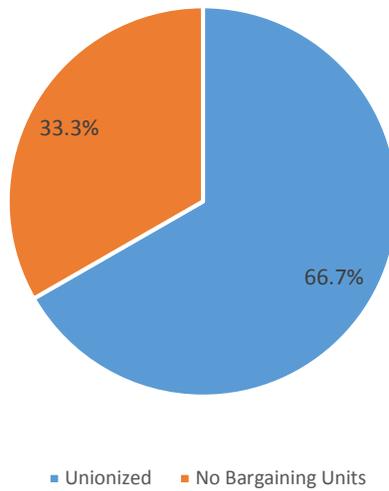
## Number of Employees



### Approximate Employee Makeup

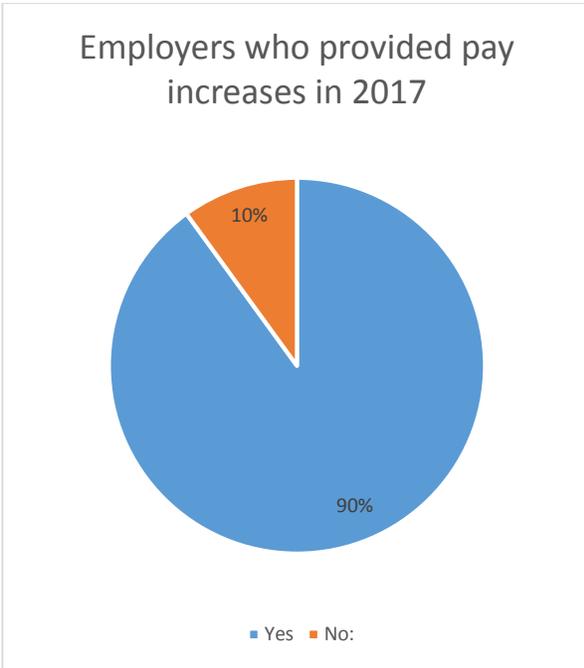


### Unionized

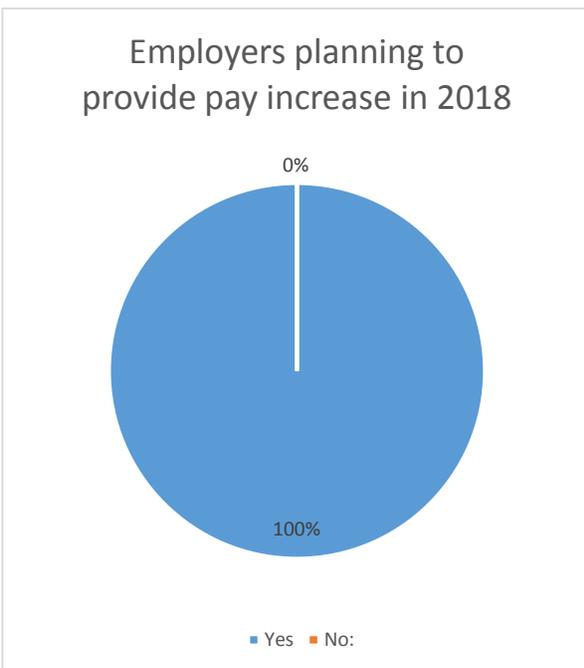


# Compensation Practices:

## PAY INCREASES

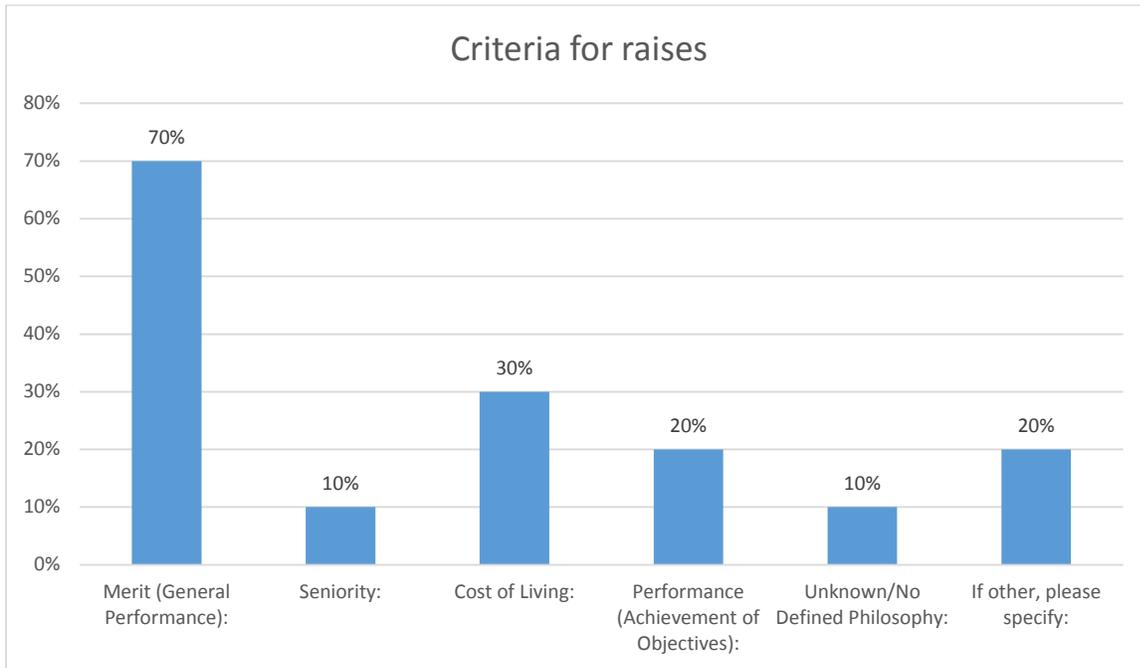


2017 Percentage Pay Increases		
Percentage Pay Increase	Respondents	
	Number	Percent
1.0% to 1.4%:	0	0%
1.5% to 1.9%:	0	0%
2.0% to 2.4%:	1	11.11%
2.5% to 2.9%:	4	44.44%
3.0 % to 3.4%:	4	44.44%
3.5% to 3.9%:	0	0%
4.0% to 4.4%:	0	0%
4.5% to 4.9%:	0	0%
5.0% to 5.4%:	0	0%
5.5% to 6.0%:	0	0%
More than 6.0%:	0	0%



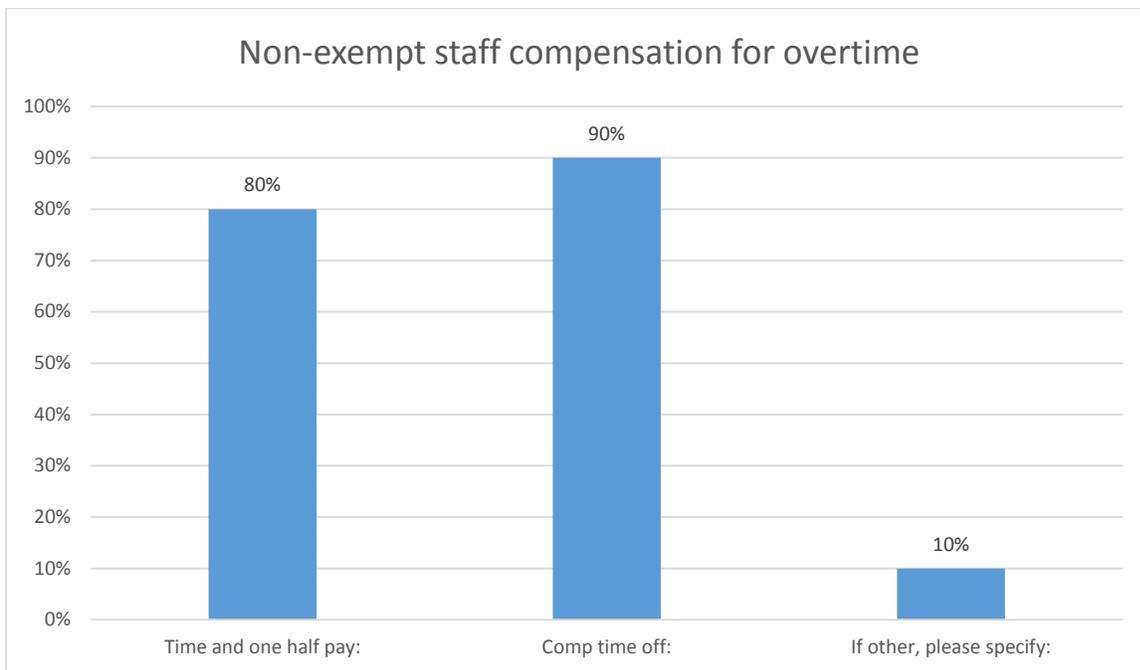
Percentage Pay Increases Planned for 2018		
Pay Raise Increase	Respondents	
	Number	Percent
1.0% to 1.4%:	0	0%
1.5% to 1.9%:	1	12.5%
2.0% to 2.4%:	1	12.5%
2.5% to 2.9%:	2	25%
3.0 % to 3.4%:	4	50%
3.5% to 3.9%:	0	0%
4.0% to 4.4%:	0	0%
4.5% to 4.9%:	0	0%
5.0% to 5.4%:	0	0%
5.5% to 6.0%:	0	0%
More than 6.0%:	0	0%

## PAY PHILOSOPHY & PRACTICES



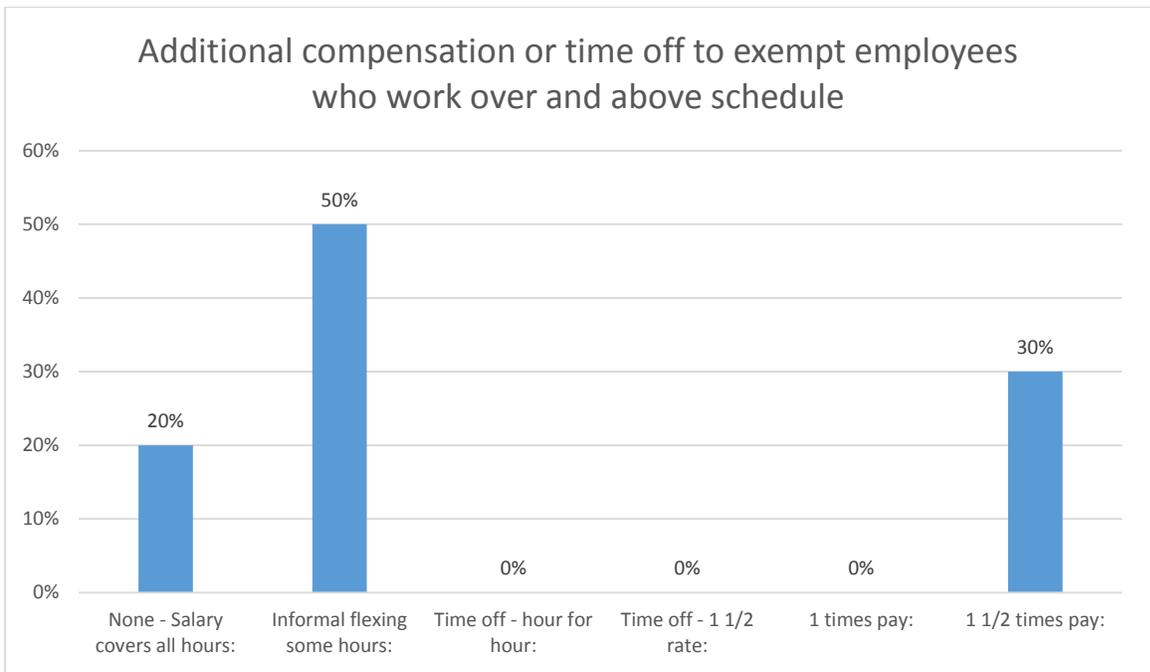
Response	If other, please specify
1	Union Contracts
2	raises are planned each year within the fiscal budgets, unsure at this point whether employees will get 2018 pay raises

## NON-EXEMPT STAFF OVERTIME & PREMIUM COMPENSATION



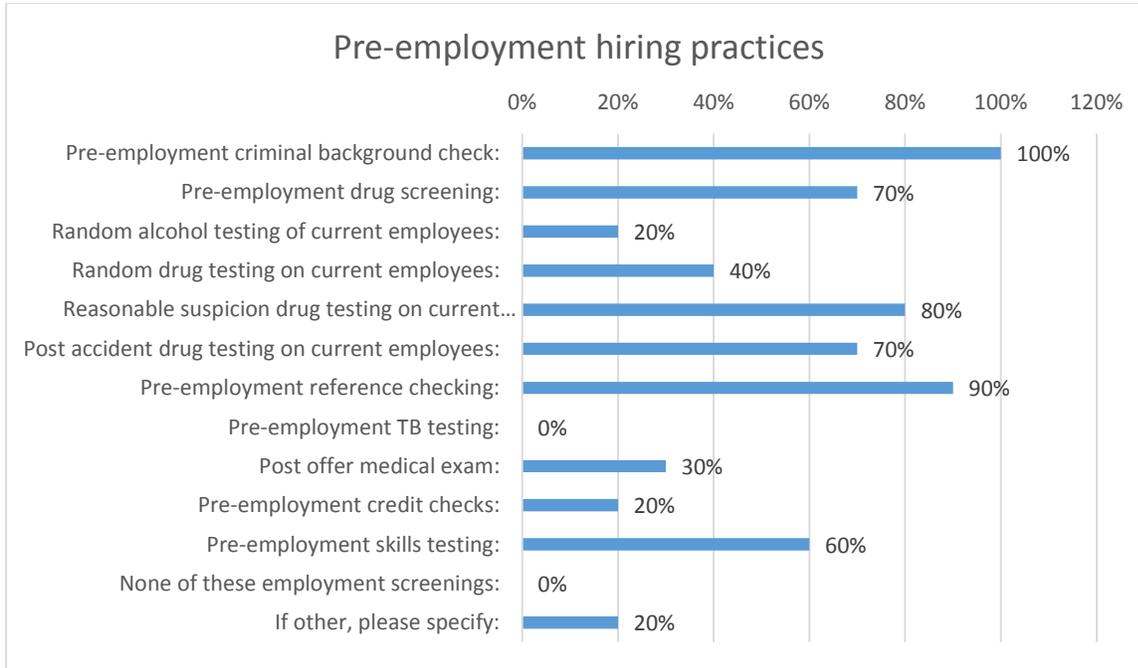
Response	If other, please specify
1	flexibility given to alter schedule within pay period to bring hours closest to 40 as possible

NON-EXEMPT PREMIUM PAY					
Weekends			Holidays		
Pay Practice	Respondents		Pay Practice	Respondents	
	Number	Percent		Number	Percent
No premium paid:	7	70%	No premium paid:	4	40%
Time and one half:	3	30%	Time and one half:	5	50%
Double time:	0	0%	Double time:	0	0%
Triple time:	0	0%	Triple time:	0	0%
Other:	0	0%	Other:	1	10%



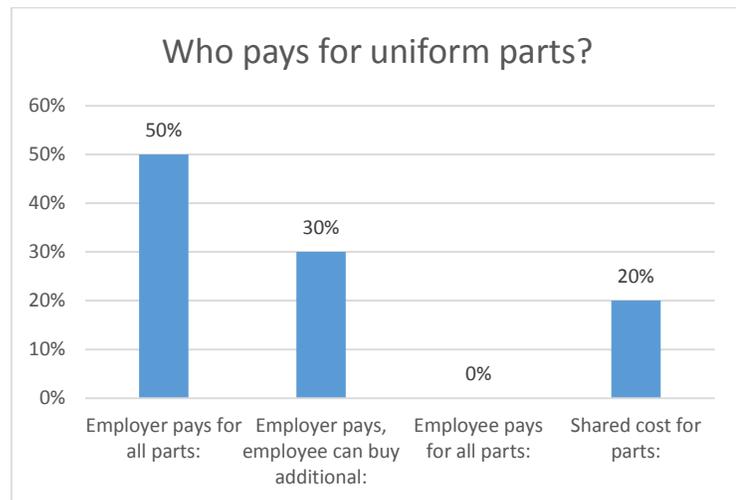
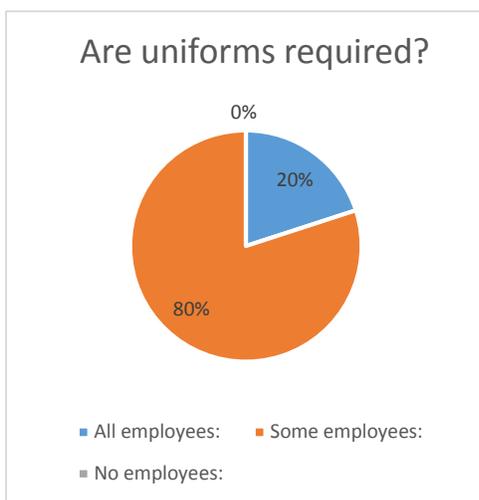
# Selection & Employment Practices:

## PRE-EMPLOYMENT

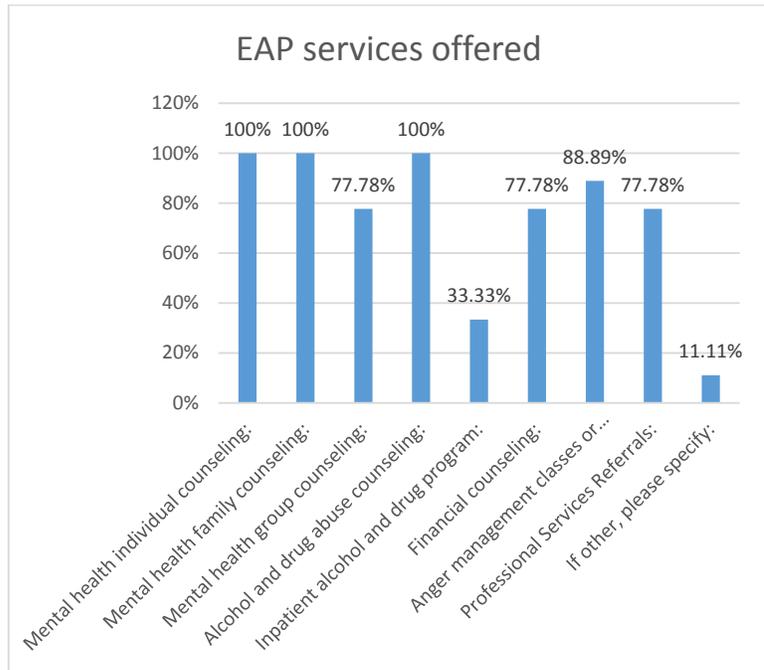
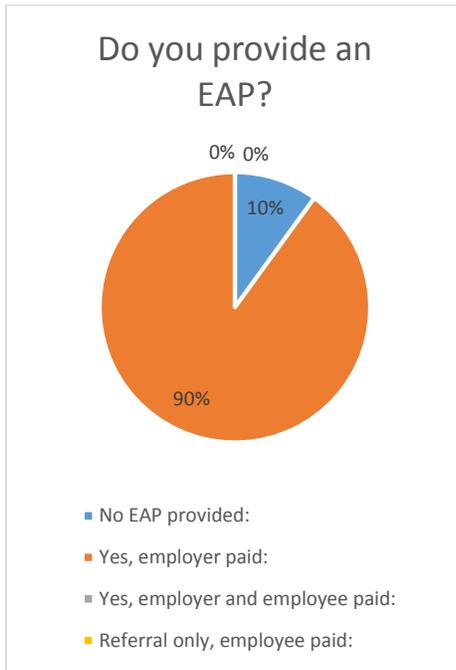


Response	If other, please specify
1	Randomized drug testing only completed with DOT licenses; reference checks completed based on management team's request
2	Pre and Post Employment Driver License Check

## UNIFORMS



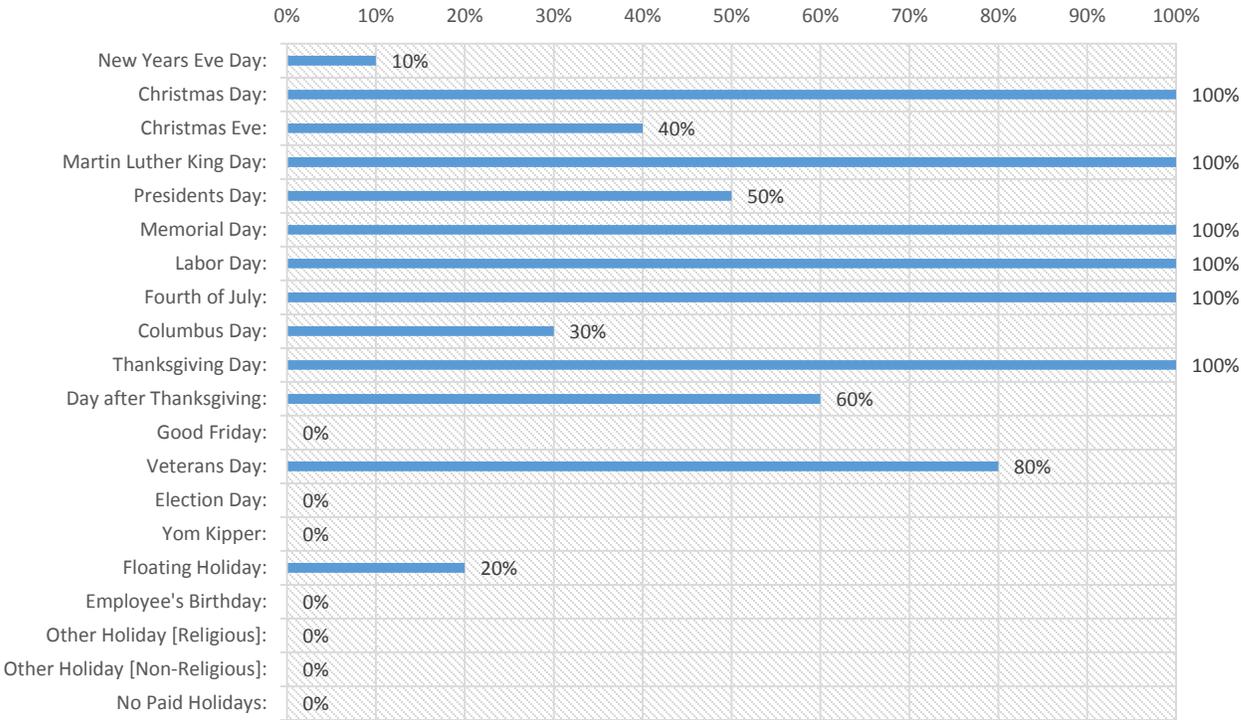
## EMPLOYEE ASSISTANCE PROGRAM (EAP)



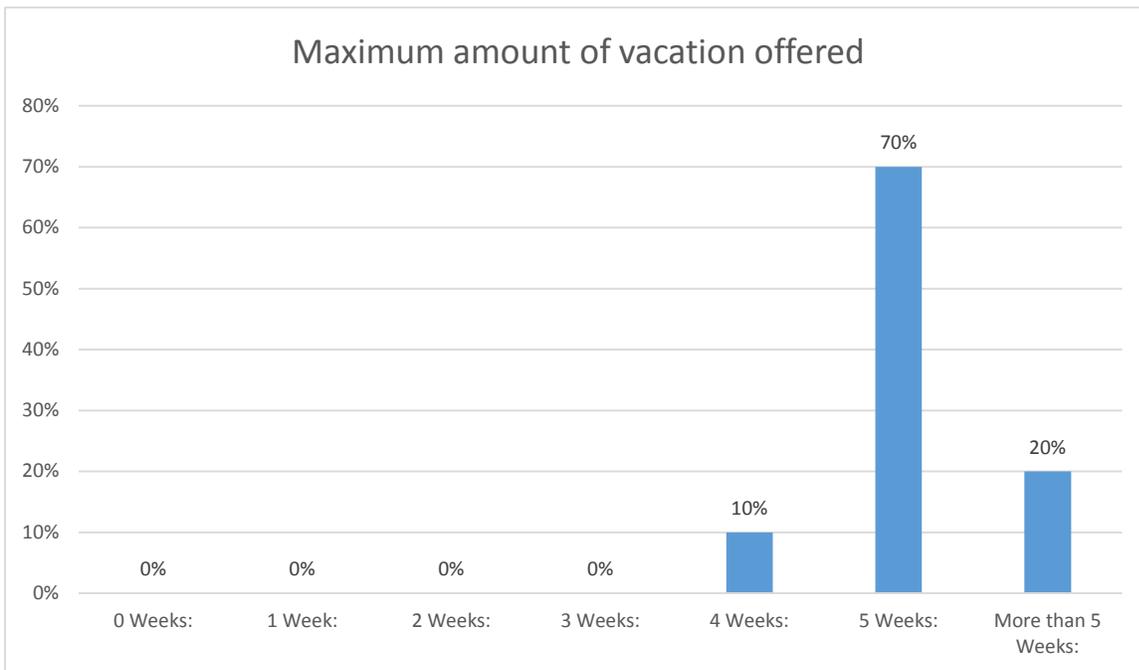
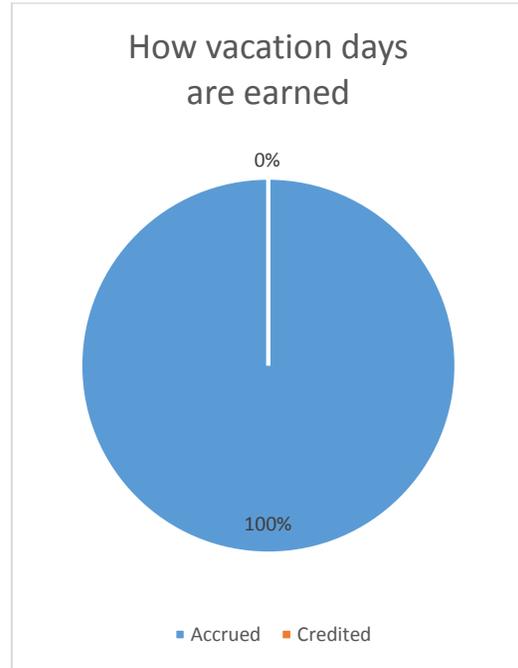
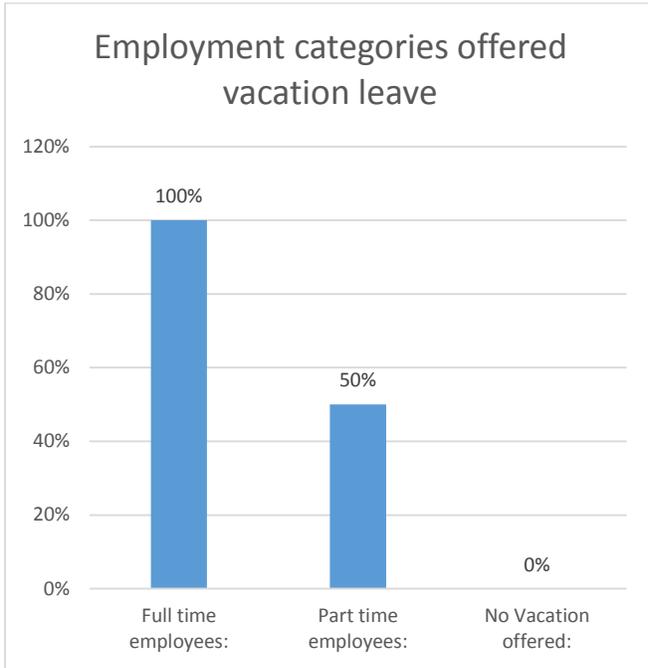
## Leave Benefits:

### HOLIDAYS:

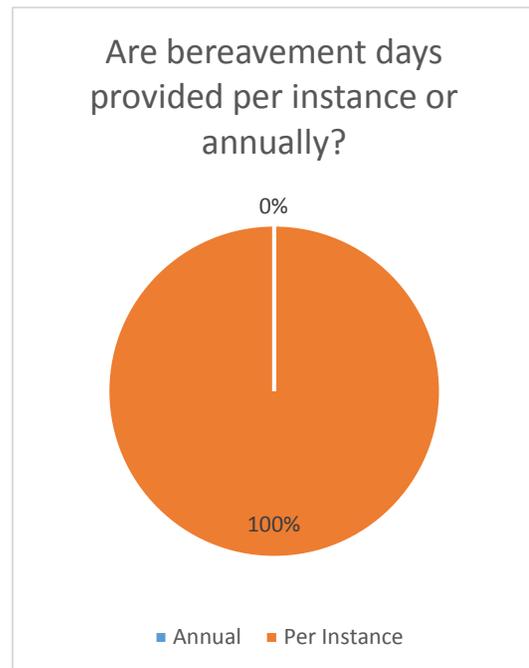
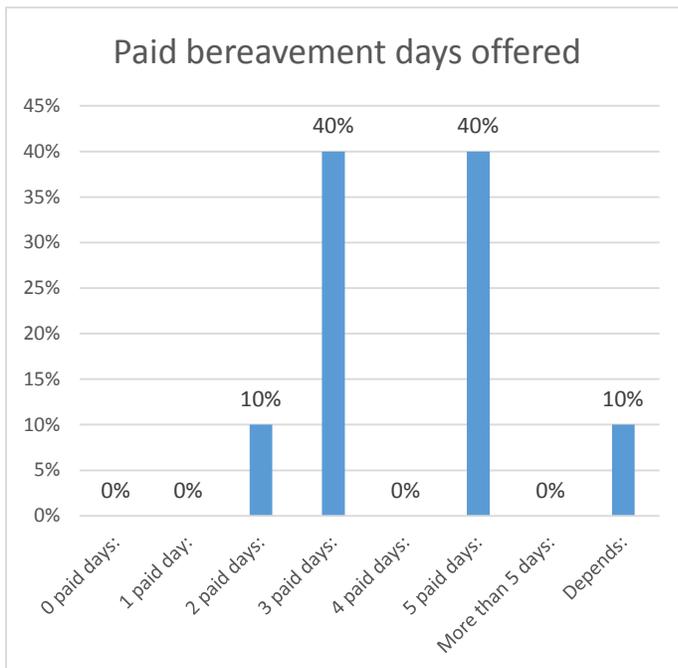
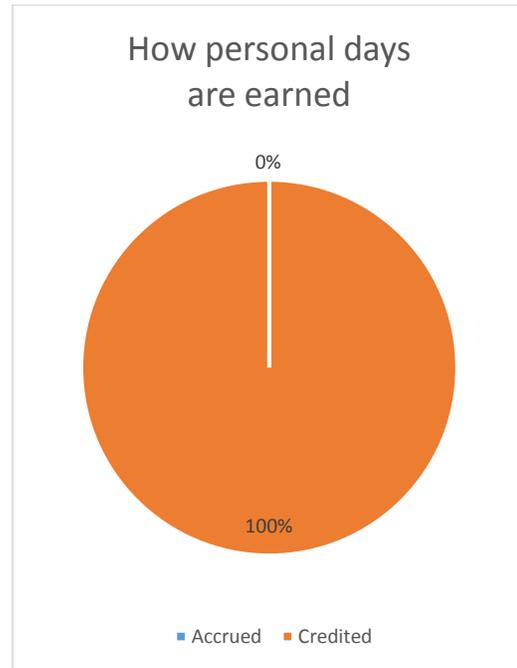
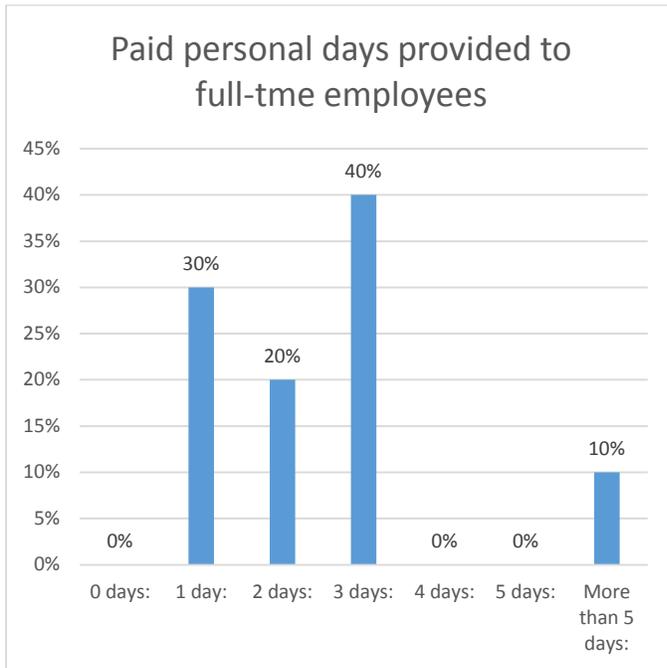
# Holidays Provided



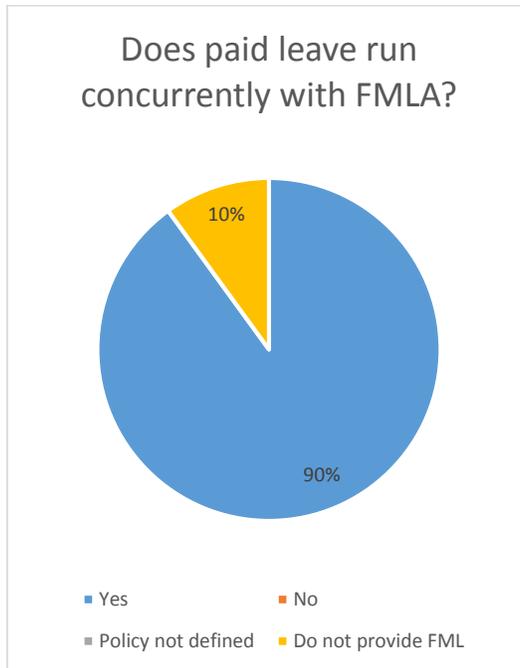
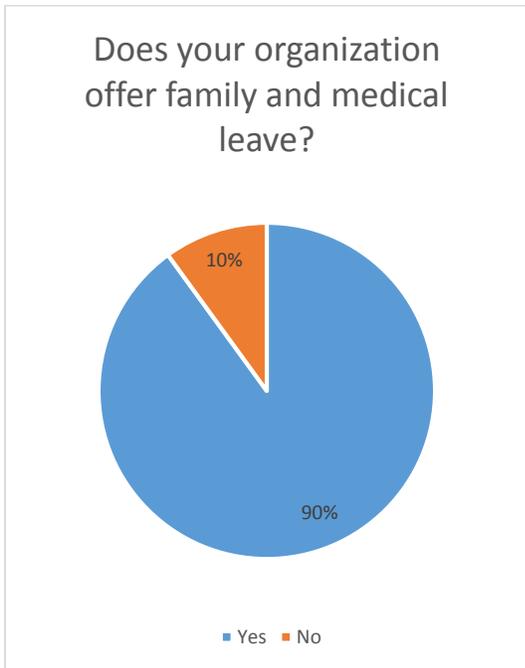
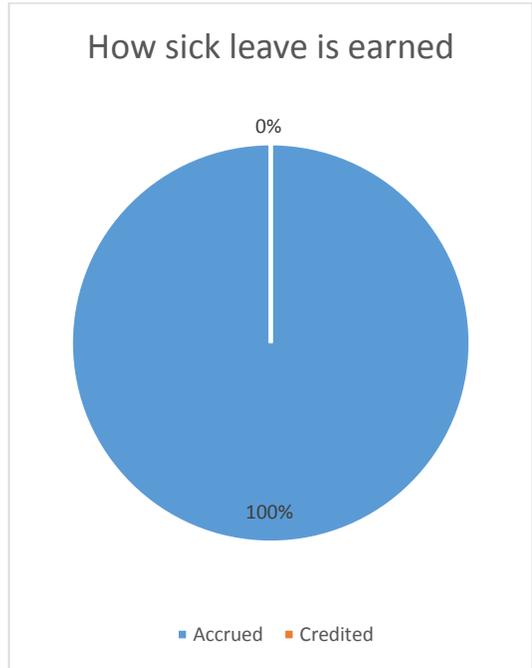
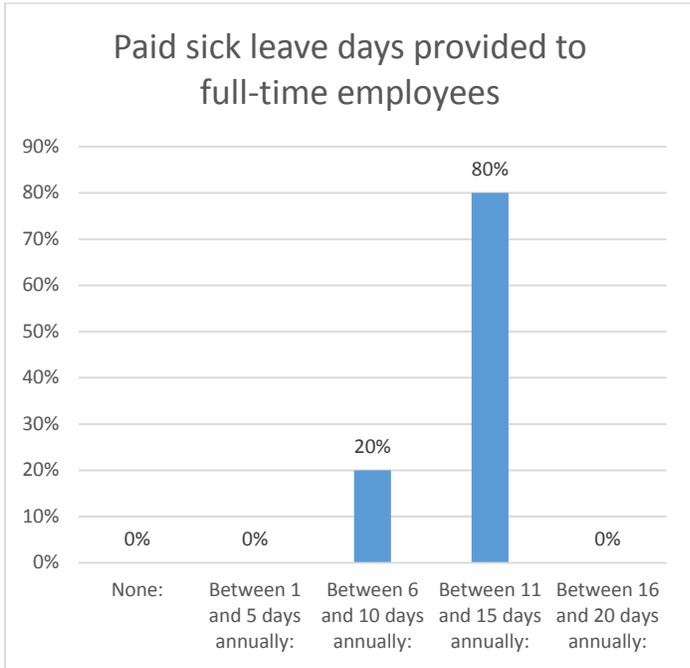
## VACATION:



## PERSONAL LEAVE:

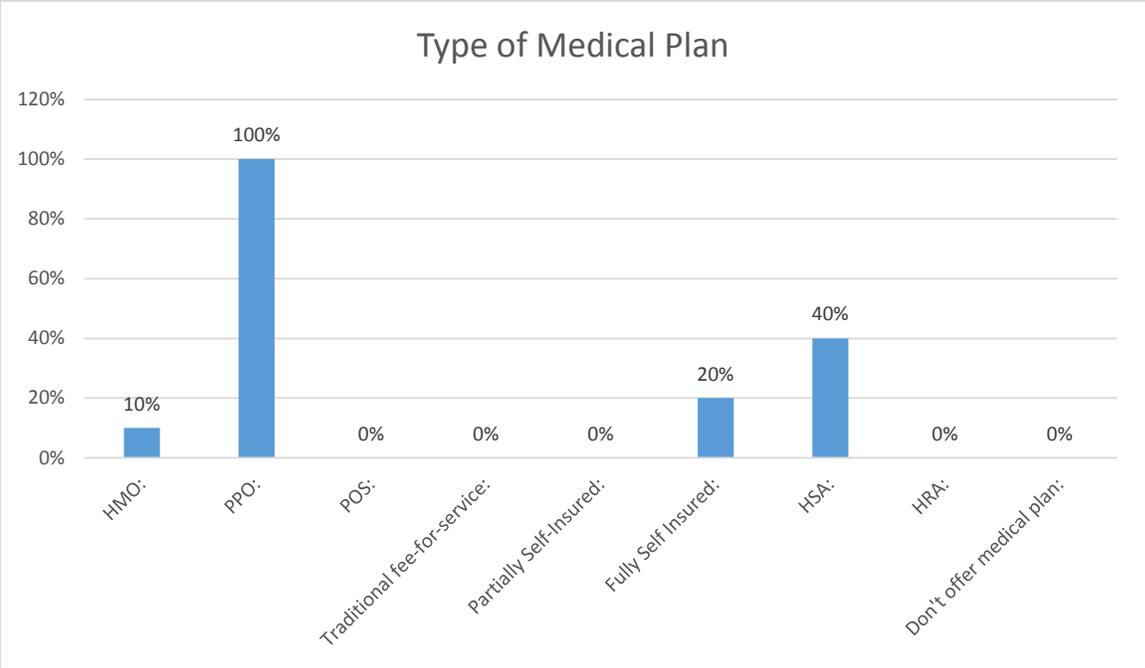
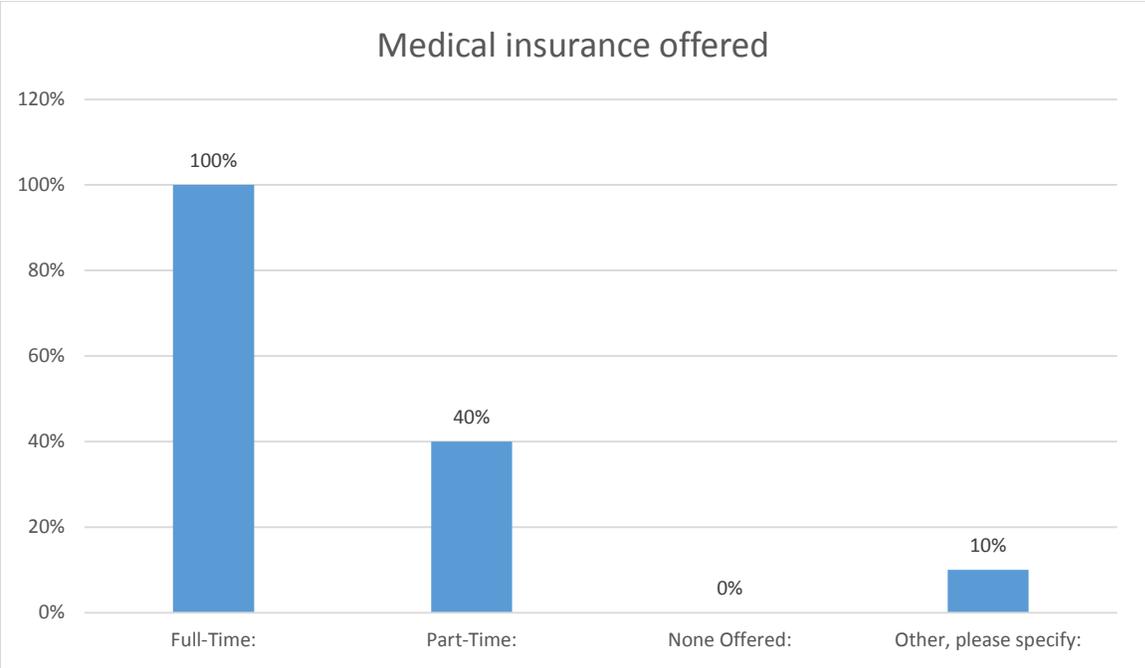


**SICK LEAVE:**

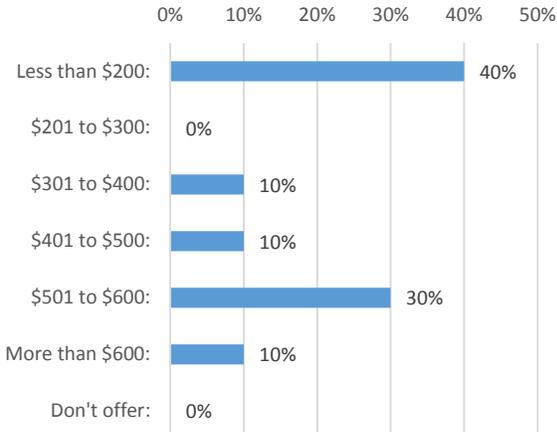


# Insurance Benefits:

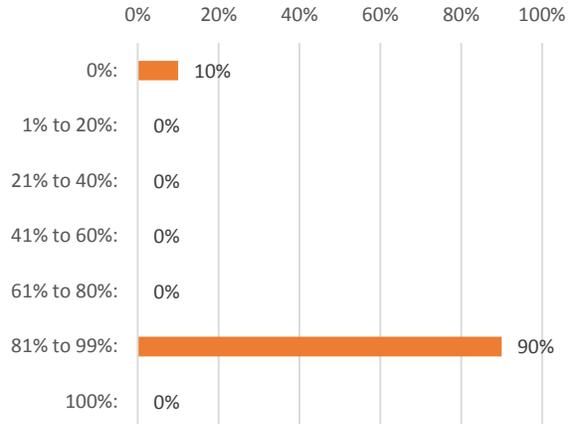
## MEDICAL INSURANCE



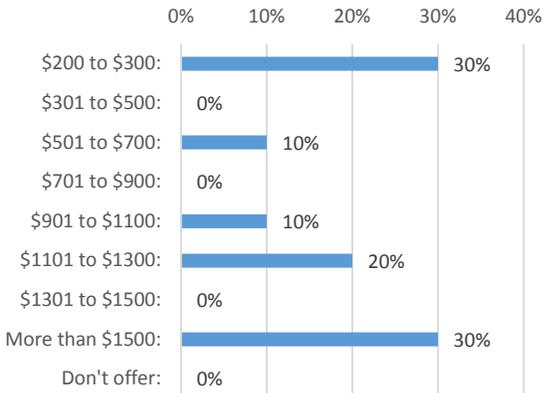
### Monthly premiums for single coverage



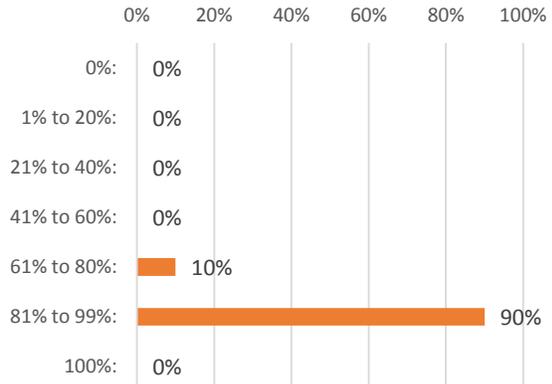
### Percent of premium paid by employer for single coverage



### Monthly premiums for family coverage



### Monthly premiums for family coverage



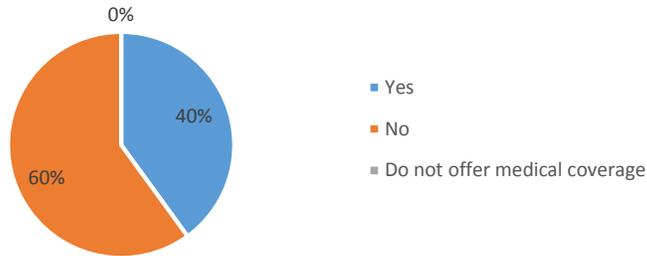
### Annual deductible for single medical plans

Deductible	Respondents	
	Number	Percent
No deductible:	1	10%
Under \$100:	0	0%
\$100 to \$299:	1	10%
\$300 to \$499:	2	20%
\$500 to \$999:	2	20%
\$1000 to \$1500:	0	0%
More than \$1500:	4	40%
Not applicable:	0	0%

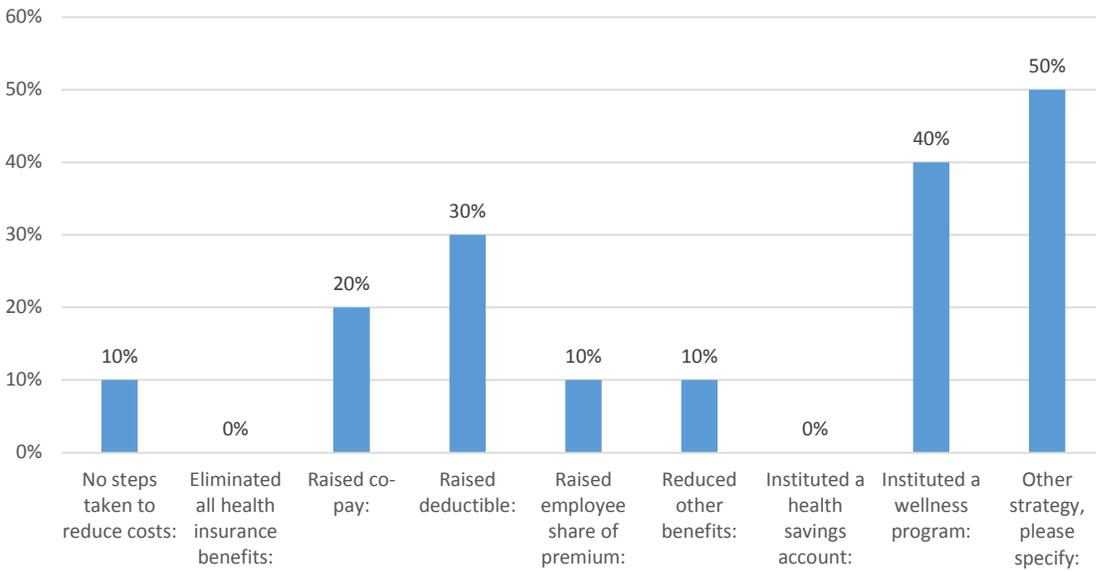
### Annual deductible for family medical plans

Deductible	Respondents	
	Number	Percent
No deductible:	1	10%
Under \$100:	0	0%
\$100 to \$299:	0	0%
\$300 to \$499:	0	0%
\$500 to \$999:	3	30%
\$1000 to \$1499:	1	10%
\$1500 to \$1999:	1	10%
\$2000 or more:	4	40%
Not applicable:	0	0%

### Cash payout or other incentive when employees do not elect medical coverage

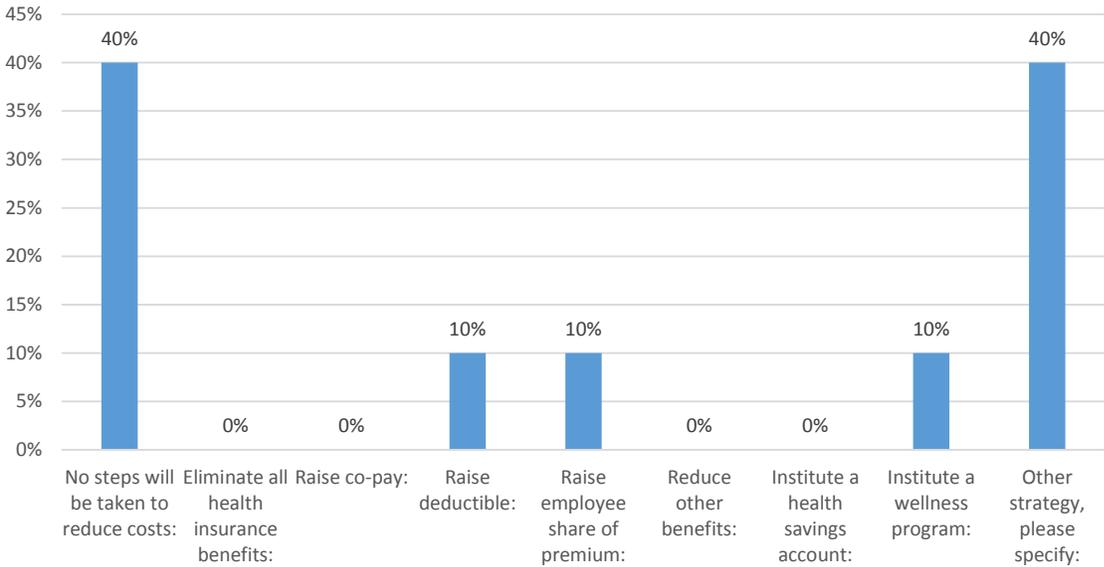


### Strategies implemented in 2017 to reduce health care costs



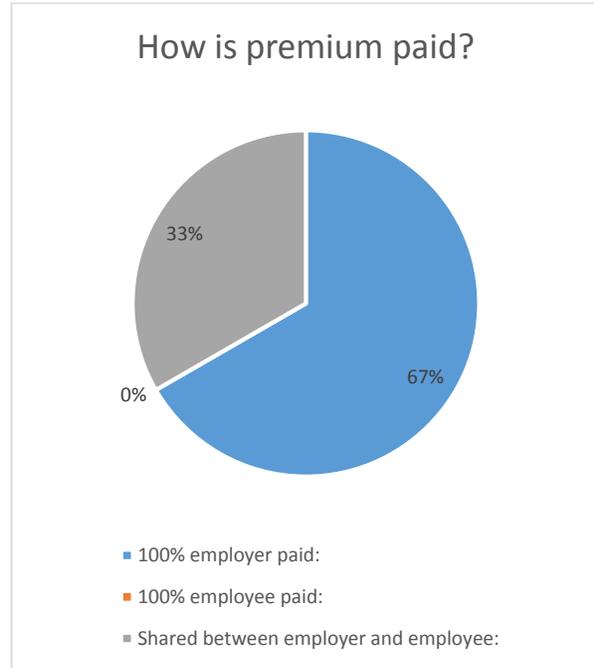
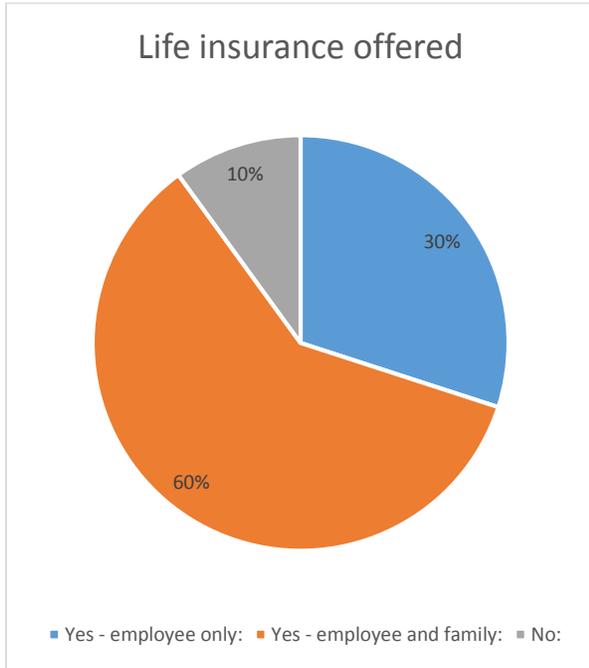
Response	Other strategy, please specify
1	Eliminated spousal coverage for those with FT employment
2	Narrowed network of providers in Tier One Lowest Cost
3	implemented tiered pharmacy programs
4	Spouse excluded from plan if offered by their employer
5	not determined at this time

### Strategies planned for 2018 to reduce health care costs



Response	Other strategy, please specify
1	unknown
2	Eliminate one of the current PPO plans.
3	won't know until we see costs
4	not determined at this time

## LIFE INSURANCE



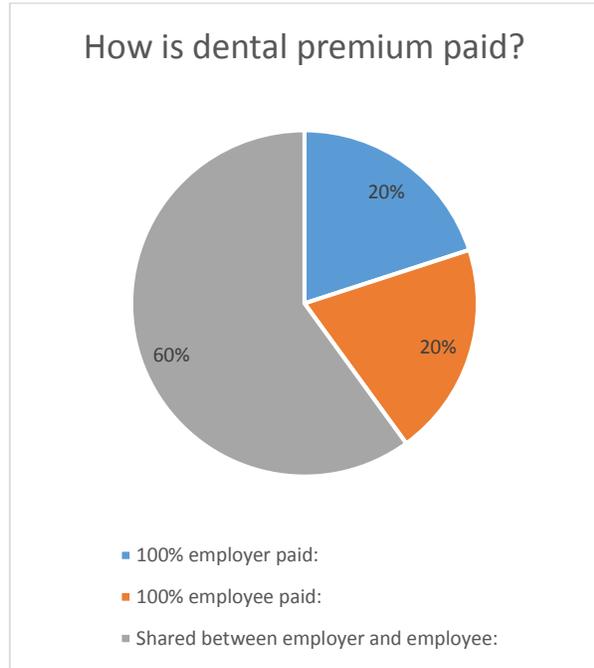
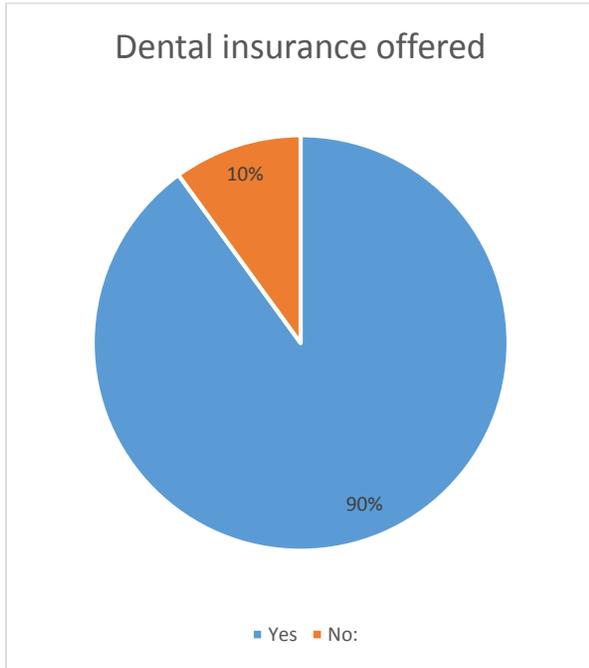
Life Insurance type	Number	Percent
Term Life – no cash value accumulation:	8	100%
Whole Life – cash value accumulation:	0	0%

## Amount of life insurance provided by employer

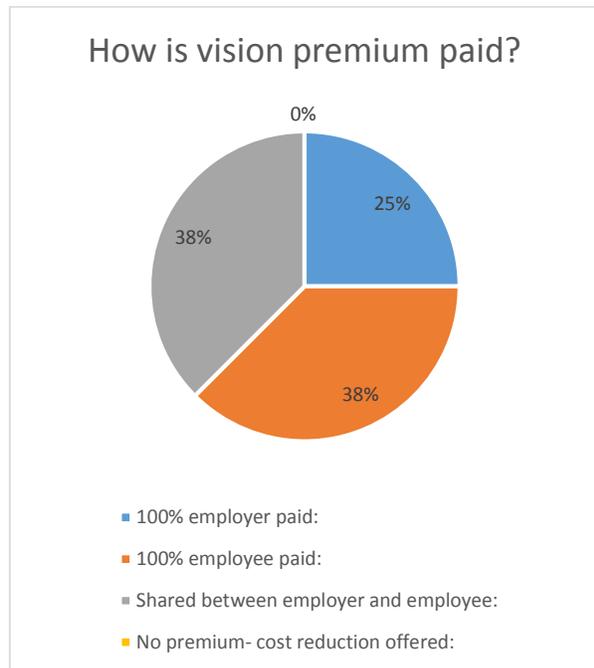
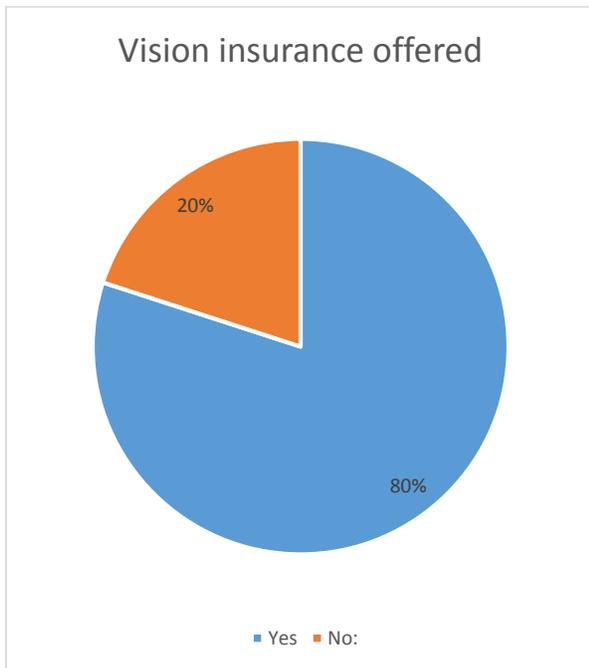
Fixed dollar amount		
Amount	Responses	
	Number	Percent
\$5,000 to under \$10,000:	1	11.11%
\$10,000 to under \$15,000:	1	11.11%
\$15,000 to under \$20,000:	0	0%
\$20,000 to under \$25,000:	1	11.11%
\$25,000 to under \$30,000:	1	11.11%
\$30,000 to under \$35,000:	1	11.11%
\$35,000 to under \$40,000:	1	11.11%
\$40,000 to under \$45,000:	0	0%
\$45,000 to under \$50,000:	3	33.33%

Fixed dollar amount		
Amount	Responses	
	Number	Percent
0%:	3	100%
1% to 10%:	0	0%
11% to 20%:	0	0%
21% to 30%:	0	0%
31% to 40%:	0	0%
41% to 50%:	0	0%
51% to 60%:	0	0%
61% to 70%:	0	0%
71% to 80%:	0	0%
81% to 90%:	0	0%
91% to 100%:	0	0%
101% to 150%:	0	0%
151% to 200%:	0	0%
Over 200%:	0	0%

## DENTAL INSURANCE



## VISION INSURANCE



# Position analysis:

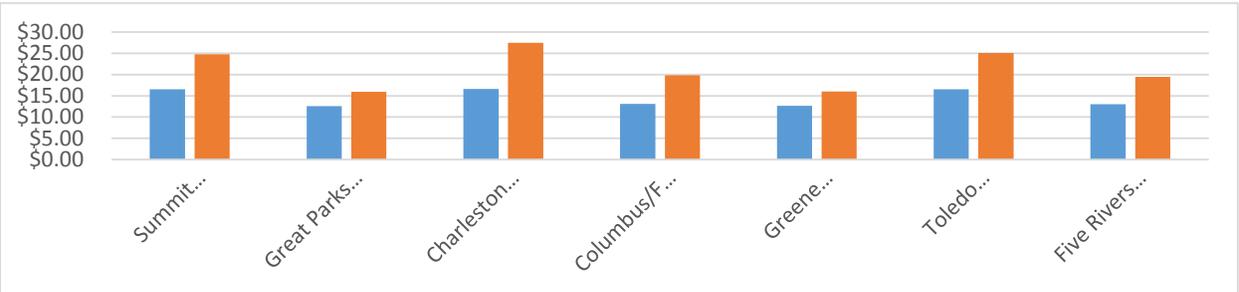
## ADMINISTRATIVE SUPPORT

### Visitor Services Representative:

Maintains responsibility for providing excellent customer service to park visitors, volunteers, vendors, and staff. Answers inbound telephone calls, determine the purpose of the calls, provides routine information and answers routine questions. Makes outbound calls, emails, social media postings, and other communications to follow up with visitor, vendor, and staff inquiries. Arranges reservations and receives payments for shelters and issues shelter and camping permits. Generally conveys the overall agency mission through telephone conversations and in-person contact with the public. Provides administrative support specific to assigned park location which may include processing mailings, maintaining calendars, stocking brochures, copying, scanning, filing, faxing and by performing other administrative duties. High school degree or GED with two years' experience in a customer service, hospitality or related field.

Organization	Hourly Rate		Scheduled Weekly Hours	Annual	
	Min	Max		Min	Max
City of Kettering					
Summit Metro Parks	\$16.54	\$24.81	40	\$34,403	\$51,605
Great Parks of Hamilton County	\$12.59	\$15.95	29	\$18,986	\$24,053
Charleston Co Park & Rec Comm.	\$16.65	\$27.47	37.5	\$32,459	\$53,557
Montgomery County					
Columbus/Franklin Co Metro Parks	\$13.09	\$19.87	40	\$27,227	\$41,330
Bellbrook Sugarcreek Park District					
Centerville-Wash Park District					
Urbana Park District					
Greene County	\$12.66	\$16.04	40	\$26,333	\$33,363
Toledo Metroparks	\$16.53	\$25.09	40	\$34,382	\$52,187
Five Rivers MetroParks	\$13.00	\$19.50	29-40	\$19,604	\$40,560

Organization	Hourly Min	Median	Hourly Max
City of Kettering			
Summit Metro Parks	\$16.54	\$20.68	\$24.81
Great Parks of Hamilton County	\$12.59	\$14.27	\$15.95
Charleston Co Park & Rec Comm.	\$16.65	\$22.06	\$27.47
Montgomery County			
Columbus/Franklin Co Metro Parks	\$13.09	\$16.48	\$19.87
Bellbrook Sugarcreek Park District			
Centerville-Wash Park District			
Urbana Park District			
Greene County	\$12.66	\$14.35	\$16.04
Toledo Metroparks	\$16.53	\$20.81	\$25.09
Five Rivers MetroParks	\$13.00	\$16.25	\$19.50

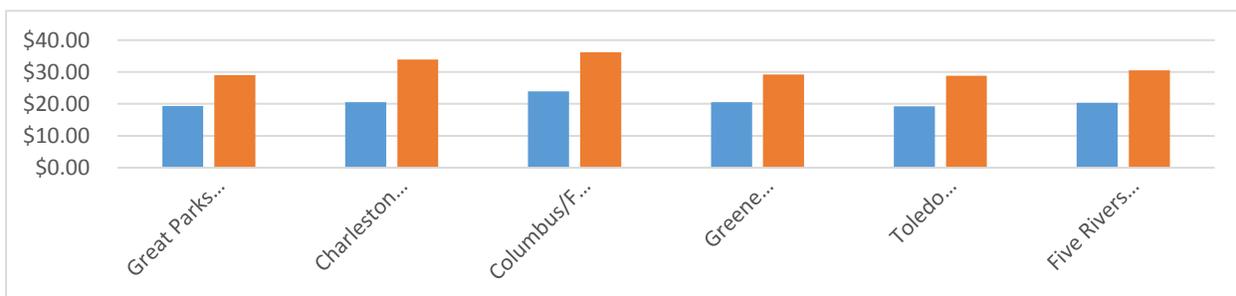


### Visitor Services Supervisor:

Oversees Visitor Services operations and supervises Visitor Service Representatives and Volunteers engaged in providing customer service to park visitors and callers. Implements visitor's services processes and procedures, monitors public relations and ensures positive visitor experiences. Develops, maintains and provides verbal and written informational tools to agency employees and volunteers in verbal, written and web-based formats. Processes rentals, oversees rental refunds and corrections and processes deposits. Associate's degree in customer services, hospitality or a related field, and three years' experience in customer service in a high volume call center, or a closely related field.

Organization	Hourly Rate		Scheduled Weekly Hours	Annual	
	Min	Max		Min	Max
City of Kettering					
Summit Metro Parks					
Great Parks of Hamilton County	\$19.3629	\$29.0443	40	\$40,275	\$60,412
Charleston Co Park & Rec Comm.	\$20.58	\$33.96	37.5	\$40,135	\$66,223
Montgomery County					
Columbus/Franklin Co Metro Parks	\$23.96	\$36.19	40	\$49,837	\$75,276
Bellbrook Sugarcreek Park District					
Centerville-Wash Park District					
Urbana Park District					
Greene County	\$20.49	\$29.19	40	\$42,619	\$60,715
Toledo Metroparks	\$19.21	\$28.85	40	\$39,957	\$60,008
Five Rivers MetroParks	\$20.33	\$30.50	40	\$42,286	\$63,440

Organization	Hourly Min	Median	Hourly Max
City of Kettering			
Summit Metro Parks			
Great Parks of Hamilton County	\$19.3629	\$24.2036	\$29.0443
Charleston Co Park & Rec Comm.	\$20.58	\$27.27	\$33.96
Montgomery County			
Columbus/Franklin Co Metro Parks	\$23.96	\$30.08	\$36.19
Bellbrook Sugarcreek Park District			
Centerville-Wash Park District			
Urbana Park District			
Greene County	\$20.49	\$24.84	\$29.19
Toledo Metroparks	\$19.21	\$24.03	\$28.85
Five Rivers MetroParks	\$20.33	\$25.42	\$30.50



**RESOLUTION # 2020-**

Re: Resolution approving Portage Park District expenditures for the month of September, 2020

**WHEREAS:** The following expenditures have been made in the month of September, 2020 in the following budget categories:

<b>General Operating Fund #8600</b>		
<u>Description</u>	<u>Payee</u>	<u>Amount</u>
<b>Unit 30 Payroll/Personal Services</b>	Portage County Auditor/Payroll	<b>\$55,203.76</b>
<b>Unit 40 Contract Services</b>		
<b>Admin. Contract Services-</b> 1 legal ad in Record Courier newspaper; monthly copier lease	Gatehouse Media; Konica Minolta	<b>\$116.08</b>
<b>Utilities-</b> electric at 4 locations; staff phones & devices	Ohio Edison; Verizon Wireless	<b>\$1,135.53</b>
<b>Maintenance &amp; Repairs-</b> portable restroom monthly fee; dumpster rental at 2 locations	Portage Portable Toilets; Kevin Scott Trucking	<b>\$191.00</b>
<b>Unit 50 Materials &amp; Supplies</b>		
<b>Admin. Materials &amp; Supplies-</b> monthly copier charges	Konica Minolta	<b>\$155.78</b>
<b>Fuel-</b> August diesel & gasoline costs	City of Ravenna	<b>\$1,114.14</b>
<b>Unit 60 Capital Outlay</b>		
<b>Construction Project- Project Code MRGOP</b> Morgan Operations Center electrical install	Speelman Electric Inc.	<b>\$4,677.83</b>
<b>Construction Project- Project Code TLTRL</b> Trail Lake Trailhead and Trails Project – Bat Survey	Davey Resource Group	<b>\$2,137.50</b>
<b>Engineering Project- Project Code TLTRL</b> Trail Lake Trailhead and Trails Project	Civil & Environmental Engineers	<b>\$840.76</b>

**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 September, 2020.

**RESOLUTION # 2020-**

Re: Resolution approving Portage Park District expenditures for the month of September, 2020

Upon a motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, the vote was as follows:

Thomas Hrdy \_\_\_\_\_

Scott McKinney \_\_\_\_\_

Allan Orashan \_\_\_\_\_

Charles Engelhart \_\_\_\_\_

I certify that the foregoing is a true copy of a resolution passed and action taken  
in an open meeting on October 26, 2020

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Christine Craycroft, Executive Director  
Secretary to the Board of Park Commissioners

**RESOLUTION #2020-**

**Re: Authorizing amendment to purchase agreement for the acquisition of the 'Seasons Road Fen' property**

**WHEREAS:** The Portage Park District Board of Commissioners had passed Resolution #2019-50 authorizing entering into a purchase agreement with the Western Reserve Land Conservancy (WRLC) for approximately 114 acres of real property, consisting of all of permanent parcel number 35-073-00-00-005-004 and a portion of 35-073-00-00-011-000 located in the City of Streetsboro, Portage County, for the purposes of and natural resources conservation and creating a public park, and

**WHEREAS:** WRLC's requested an amendment to the agreement extending the deadline for purchasing of the property to October 21, 2021, to coincide with the extension of the purchase agreement they have received from the landowner, **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 amendment with Western Reserve Land Conservancy extending the purchase deadline to October 21, 2021**

Upon a motion by \_\_\_\_\_ and second by \_\_\_\_\_ the vote was as follows:

Charles Engelhart \_\_\_\_\_ Allan Orashan \_\_\_\_\_

Scott McKinney \_\_\_\_\_ Thomas Hrdy \_\_\_\_\_

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on October 26, 2020

\_\_\_\_\_  
Christine Craycroft, Executive Director

**RESOLUTION #2020**

**Re: Authorize application to Land and Water Conservation Fund**

**WHEREAS** the State of Ohio through the Ohio Department of Natural Resources, administers financial assistance for public recreation purposes, through the federal *Land and Water Conservation Fund* program and

**WHEREAS** the Portage Park District desires financial assistance under the *Land and Water Conservation Fund*, **NOW, THEREFORE, BE IT**

**RESOLVED:**

1. That the Portage Park District Board of Commissioners hereby approves filing this application for financial assistance.
2. That the Executive Director is hereby authorized and directed to execute and file an application with the Ohio Department of Natural Resources 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 of the Land and Water Conservation Fund.

Upon a motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, the roll call vote was as follows:

Thomas Hrdy: \_\_\_\_\_ Scott McKinney: \_\_\_\_\_

Allan Orashan: \_\_\_\_\_ Charles Engelhart: \_\_\_\_\_

**CERTIFICATE OF RECORDING OFFICER**

I certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on October 26, 2020

\_\_\_\_\_  
Christine Craycroft, Executive Director