

**Portage Park District  
Board of Commissioners Regular Meeting  
July 25, 2022 6:00 pm**

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



**Agenda**

1. Roll Call
2. Public Comment: *Note: members of the public wishing to speak are asked to sign in. Comments will be limited to two minutes per person.*
3. Approve minutes of the June 27, 2022 Regular Meeting
4. Presentation and approval of Financial Statement: June, MTD and YTD Budget Report and Cash Balance Reports
5. Executive Director Update
6. Other Information/Briefing Item/Policy Updates:
7. Old Business and approval of action items: None
8. New Business and approval of action items:
  - a. RESOLUTION: Approve June 2022 Expenditures
  - b. RESOLUTION: Appropriations Amendment to move funds between units to cover property taxes
  - c. RESOLUTION: Authorize bid for Trail Lake picnic area
  - d. RESOLUTION: Commission Michelle Lee as Ranger
  - e. RESOLUTION: Authorize trespass complaint
  - f. Change August regular board meeting date from August 22 to August 29 to allow more time for design and bidding
9. Executive Session: To discuss the sale or purchase of real estate and potential litigation
10. Adjourn

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

**Portage Park District  
Board of Commissioners Regular Meeting  
June 27, 2022, 6:03pm**

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



**Minutes**

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

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

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

6. Other Information/Briefing Items/Policy Updates:

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

7. Old Business and approval of action items: None

8. New Business and approval of action items:

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

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

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

9. Executive Session: To discuss the sale or purchase or real estate.and the hiring and compensation of personnel. Commissioner Ruehr motioned to enter into executive session to discuss the sale or purchase of real estate and the hiring, firing or compensation of personnel. Commissioner Orashan seconded the motion. Craycroft called the roll for vote which was as follows:

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

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

The Commissioners exited executive session at 7:34 pm upon a motion made by Commissioner Ruehr seconded by Commissioner Orashan with the roll call vote as follows:

Commissioner Ruehr	Yes
Commissioner Engelhart	Yes
Commissioner Hrdy	Absent

Commissioner Orashan                      Yes

**Journal Entry #2022-6-27-20**

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

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

IN TESTIMONY WHEREOF we hereunto set our hands, \_\_\_\_\_, 2022

\_\_\_\_\_  
Chuck Engelhart, President of the Board

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

**DRAFT**

# PORTAGE PARK DISTRICT

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

### GENERAL FUND

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

500000 Admin Materials & Supplies	15,000.00	2,641.56	661.38	17.6%
509000 Uniforms	8,000.00	3,119.65	21.80	39.0%
510000 Office Equipment & Furnishings	10,000.00	272.24	0.00	2.7%
530000 Maintenance Materials & Supplies	50,000.00	9,683.18	2,533.31	19.4%
542000 Fuel	20,000.00	5,042.78	1,779.22	25.2%
544000 Natural Areas Materials & Supplies	40,000.00	3,229.69	1,483.13	8.1%
596300 Equipment Less than \$5000	10,000.00	10.00	0.00	0.1%
596600 Furniture & Fixtures	10,000.00	0.00	0.00	0.0%
50 Materials & Supplies Unit Total	163,000.00	23,999.10	6,478.84	14.7%
610000 Land/Easement Purchase	480,000.00	0.00	0.00	0.0%
630000 Equipment	0.00	0.00	0.00	0.0%
650000 Vehicles	0.00	0.00	0.00	#DIV/0!
680000 Construction Projects	910,000.00	0.00	0.00	0.0%
683000 Engineering Projects	116,580.35	16,465.27	0.00	14.1%
683000 Engineering Projects - SRFDB - Seasons Rd Fen Design Build Restoration Project	30,000.00	564.00	0.00	0.0%
683000 Engineering Projects - TLTRL- Trail Lake Picnic Area	11,000.00	0.00	0.00	0.0%
683000 Engineering Projects - TWBLD-Towners Woods Buildings	17,800.00	0.00	0.00	0.0%
60 Capital Outlay Unit Total	1,565,380.35	17,029.27	0.00	1.1%
910000 Transfer Out	20,000.00	20,000.00	0.00	100.0%
920000 Advance Out	0.00	0.00	0.00	#DIV/0!
946720 Tax Levy Assessment	15,000.00	14,017.47	0.00	93.4%
90 Miscellaneous Expenses Unit Total	35,000.00	34,017.47	0.00	97.2%
GRAND TOTAL EXPENDITURES & OTHER USES	3,199,280.35	492,846.76	69,930.67	15.4%
ENDING AUDITOR'S CASH BALANCE June 30 (= Cash Carryover + YTD Revenues- YTD Expenses) (Also = Auditor Beginning cash balance June 1st + MTD revenues - MTD expenses)			\$2,611,897.14	
TINKER CREEK GREENWAY FUND				
8616 BEGINNING AUDITOR'S CASH BALANCE				\$21,784.02
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	June 1-30 MTD ACTUAL	
REVENUES & OTHER SOURCES				
Gifts/Donations	0.00	0.00	0.00	#DIV/0!
State Grant	1,720,763.00	1,163,408.57	1,162,199.87	67.6%
Transfer In	20,000.00	20,000.00	0.00	100.0%
TOTAL REVENUES & OTHER SOURCES	1,740,763.00	1,183,408.57	1,162,199.87	68.0%
EXPENDITURES & OTHER USES	REVISED BUDGET	YTD ACTUAL	June 1-30 MTD ACTUAL	
Contractual Services	36,750.00	0.00	0.00	0.0%
Land Purchase	1,170,846.00	1,160,845.17	1,160,845.17	99.1%
Advance Out Return	1,210.00	0.00	0.00	0.0%
Construction Projects	531,534.00	0.00	0.00	0.0%
			0.00	#DIV/0!
TOTAL EXPENDITURES & OTHER USES	1,740,340.00	1,160,845.17	1,160,845.17	66.7%
ENDING AUDITOR'S CASH BALANCE				\$23,138.72

**To: Portage Park District Board of Commissioners**  
**From: Christine Craycroft, Executive Director**  
**Re: Executive Director's Staff Update and Meeting Materials**  
**Board of Commissioners Regular Meeting**  
**July 25, 2022 6:00 PM**



#### **Administration/Special Projects**

##### **1. Administration**

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

##### **2. Human Resources**

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

#### **Park Operations, Maintenance, Improvement**

##### **1. Maintenance**

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

##### **2. Park Improvements**

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

#### **Public Engagement**

##### **1. Events**

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

##### **2. Education**

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



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

## **Natural Areas Stewardship**

### **1. Stewardship and Restoration**

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

### **2. Projects/Planning**

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

### **3. Partnership/Collaboration**

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

## **Ranger Department for the month of June**

### **1. Patrol Activities**

- a. Foot patrol miles – 20
- b. Bike patrol miles – 39.3
- c. Visitor Contacts – 5
- d. Building Checks –
- e. Traffic Stops, Citations, Arrests.
- f. Warnings – 5 trespass

### **2. Program Support**

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

### **3. Administrative**

- a. Attended Portage County Chiefs meeting
- b. Completed property damage report for Mill Street Trail Head kiosk plexiglass being broken
- c. Interviewed candidate for part-time Ranger position; scheduled psychological screening, made recommendation
- d. Reviewing Ranger policies and Rules and Regulations for updates
- e. Complete continuing education courses:
  - Crisis Intervention (#1210425) 1 6/21/2022
  - Officer Wellness Seminar (#1210415) 3 6/15/2022
  - Domestic Violence Legal Updates (#1210421)4 6/13/2022
  - Biological Evidence Collection for Sexual Assaults (#1210424)0.5 6/7/2022
  - Responding to Sexual Assault (#1210426) 2.5 6/7/2022
  - Sexual Assault Investigations (#1210427) 0.25 6/6/2022
  - Trauma and the Brain (#1210428) 0.25 6/1/2022
  - Concealed Firearm Carry Changes (#1266322) 0.5 6/1/2022
- IT: Creating Strong Passwords; Security Awareness Training; Data Breaches and You; Social Engineering; Security Awareness Foundations

## RESOLUTION # 2022-

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

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

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

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

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

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

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

Allan Orashan \_\_\_\_\_ Tom Hrdy \_\_\_\_\_ Charles Engelhart \_\_\_\_\_ Kurt Ruehr \_\_\_\_\_

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

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