



**Park District Commissioner
Guide Book**

November, 2018

**Portage Park District
705 Oakwood St. Suite G-4
Ravenna, Ohio 44266
(330) 297-7728 phone
admin@portageparkdistrict.org
portageparkdistrict.org**

**Portage Park District
Board Reference Manual**

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Re: Park District Board of Commissioners

November, 2018

Dear Prospective Board Member,

Thank you for your interest in the Portage Park District. The Portage Park District Board of Commissioners is a five member board that currently has one vacancy. Portage County Probate Judge Robert Berger will review applications and make the appointment to the Board. To apply, please complete the attached Application Form and submit it with a cover letter and resume to:

Portage Park District
705 Oakwood St. Suite G-4
Ravenna, Ohio 44266

I will forward all applications received to Judge Berger. I hope you will find the enclosed information helpful in learning more about us, our accomplishments and our potential. Please feel free to contact me or one of our current Board members if you have any questions or comments about Portage Parks; we welcome additional input, support and assistance.

Thanks again for your interest.

Sincerely,

Christine Craycroft
Executive Director

Encl. 2018 Board Application Package

*Conserving Portage County's natural heritage and
providing opportunities for its appreciation and enjoyment*

Meet Your Park Board

The Portage Park District has been fortunate to have since its inception high quality leaders to serve as Board members. The Board of Commissioners is appointed by the County Probate Judge to serve renewable 3-year terms without pay.



Charles Engelhart, Board President

Residence: Mantua

Term expires December 31, 2018

Chuck Engelhart has over 20 years experience in parks management, currently as Director of Parks with Cleveland Metroparks. He holds degrees in Biology and Interdisciplinary studies, and is a hunter, hiker and cyclist.



Allan Orashan, First Vice President

Residence: Kent

Term expires December 31, 2020

Allan was in charge of the development of Towner's Woods County park, before the Park District was formed. He brings expertise as a realtor and building renovator, and sits on the Portage County Regional Planning Commission and Kent Architectural Review Board.



Scott McKinney

Residence: Kent

Term Expires December 31, 2019

Scott is the Director of Stewardship and Fund Administration for Kent State University. He is also a member of the Kent Rotary and the Portage Foundation Board of Directors. Previously he had served as a founding member of the Portage Park District Foundation since 2010.



Thomas Hrdy

Residence: Kent

Term expires December 31, 2019

Tom is recently retired from Portage County Department of Job and Family Services and is a licensed social worker. He enjoys gardening, bee keeping, hiking and is an avid outdoorsman.



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Portage Park District Commissioner Job Description

As an appointee of the Probate Court, a Portage Park District Commissioner is a member of a five-member Board who serves as the team for the overall governance of the Park District. Park District Commissioners' authority is vested in the Ohio Revised Code Chapter 1545. The Park District Commissioner represents the District community at large and serves a 3-year, unpaid term. Board members take an oath of office and are bonded.

Park District Commissioners have the following duties:

- Develop or approve and adopt Park District regulations and policies
- Approve the annual budget, authorize contracts and land acquisitions, approve expenditures and monitor the performance of the Park District
- Prepare for and regularly attend Park Board meetings. One Regular Board meeting is scheduled per month; current regular meetings are scheduled for the third Thursday of each month at 4:30, however the schedule is amendable. Special or Emergency meetings are called as necessary.
- Plan for the Park District's short and long-term future
- Hire and evaluate the Executive Director, who also serves as Secretary to the Board. The Executive Director implements the policies of the Board, hires and supervises staff, plans for land acquisition and park development, seeks additional funding, brings agenda items to the Board and develops annual work plans and budgets
- Assist in developing partnerships, fundraising, and community outreach to further the Park District mission
- Represent the Park District to the community at events and to other organizations

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

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

The Portage Park District was established in 1991

As of November 2018:

- Over 2,000 acres of managed parkland
- 14 miles of hike and bike trail: The PORTAGE Hike and Bike Trail (trail sections outside of city boundaries); Headwaters Trail; Berlin Lake Trail
- 5 open parks: Towner's Woods, Dix Park, Seneca Ponds, Morgan Park, Shaw Woods

Current Board:

Chuck Engelhart, Allan Orashan, Thomas Hrdy, Scott McKinney

Current Staff:

Executive Director Christine Craycroft; Operations Manager Craig Alderman; Natural Areas Steward Bob Lange; Public Outreach Coordinator Andrea Metzler; Administrative Assistant Rory Locke; Maintenance Worker II Simon Bednarski; Maintenance Worker II Justin Cochrane; Part Time Maintenance Worker II Noah Rotondo; Chief Ranger Doug Shepard; Park Ranger Zachary Steele

2017 Operating Budget Revenues: \$1.7 million

2019 Plans:

- Additional Staff hiring: Education Coordinator; Maintenance Worker III
- Breakneck Creek Preserve Development
- Towner's Woods improvements
- Morgan Park Phase II Trails
- Website revision; Park RX and program offering expansion

Portage Park District Foundation:

The Foundation is an independent 501c3 non-profit organization established in 2010 to provide support for the Portage Park District. It has a 15-member Board of Trustees and sponsors two major fundraising programs: The Portage County Environmental Conservation Awards Benefit Dinner in April; the annual "Friend of Portage Parks" fundraising campaign, October-December. The Foundation provides funding for special projects as approved by the Park District.

RESOLUTION 2018-30

re: Adoption of Tax Budget for Fiscal Year 2019

WHEREAS, the 2019 Estimated Tax Budget of the Portage Park District was on display for public viewing at the offices of the Park District and Portage County Auditor prior to the public hearing; and

WHEREAS: a public hearing on the Fiscal Year 2018 Tax Budget for the Portage Park District was held after being duly publicized to a newspaper of general circulation as required by Ohio Revised Code Section 5705.30 10 days prior to the hearing and Budget adoption; now therefore be it,

RESOLVED: that the Portage Park District Tax Budget for 2019 is hereby adopted in the total amount of \$2,325,999.00 in expenditures and that a copy of this resolution and two copies of the budget be forwarded to the County Auditor, and be it further

RESOLVED: that the Board of Commissioners of the Portage Park District finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law including Section 122.22 of the Ohio Revised Code.

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

Deborah Petrone absent Charles Engelhart yes Allan Orashan yes
Scott McKinney absent Thomas Hrdy yes

We certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on July 9, 2018

Commissioner Scott McKinney

Allan Orashan
Commissioner Allan Orashan

Commissioner Deborah Petrone

Charles Engelhart
Commissioner Charles Engelhart

Thomas Hrdy
Commissioner Thomas Hrdy

Portage Park District

2019 Estimated Tax Budget Notes

Organization Background

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

Authority is derived from Chapter 15 (Conservation of Natural Resources), section 1545 (Park Districts) of the Ohio Revised Code. The Park District's Fiscal Officer is the County Auditor, and the Treasurer its banker. The Park District also works with and receives assistance from the County purchasing, payroll, human resources, departments, and the Portage County Prosecutor's Office. Thanks to a variety of partnerships, and basic support funding from the County, the Park District has secured over \$10 million in grants in donations over the years.

The Park District office is located at 705 Oakwood St. Suite G-4, Ravenna. The maintenance garage, leased from Portage County Water Resources, is located at 2296 Ravenna Rd., near Towner's Woods. The Park District owns and/or manages over 2,000 acres of land, including six open parks, a scout camp, six undeveloped park properties and 14 miles of hike and bike trail in four areas.

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

In May of 2014, the voters of Portage County passed a ½ mill 10-year property tax levy to support operations and improvements in the Park District; initial revenues were received in March, 2015. In December, 2016 the Board of Park Commissioners adopted a 10 year Master Plan that provides outline park acquisition, development and programming priorities over the next 10 years.

Operating and Improvement Funds

Most of the Park District general operations, (maintenance, administration and programming) is expensed out its General Fund for staffing, contract services, supplies, utilities, fees and taxes, etc. The Park District also administers nine other funds restricted for specific parks or improvements. These funds are: The PORTAGE Hike and Bike Trail Fund; Headwaters Trail Fund; Dix Park Fund; Breakneck Creek Fund; Berlin Lake Trail Fund; Upper Cuyahoga Bog Preserve (Morgan Preserve) Fund, Franklin Bog Fund and Red Fox Boat Access Fund, Kent Bog Expansion Fund, Tinkers Creek Greenway Fund. The Board of Park Commissioners appropriates the budget at the unit level; the Executive Director has been given the authority to transfer funds to different expenditure line items within the unit levels.

Revenues

Revenue sources for the park improvement funds usually come from grants and restricted donations. For example, the Berlin Lake Trail fund received revenues from the Clean Ohio Trail Fund Grant and donations from the Berlin Lake Association. Those funds are restricted to that trail and cannot be used on other parks, or for general administration and maintenance costs.

General Fund Revenues have fluctuated significantly over the years and currently include:

Gifts and Donations: These funds are variable over the years, with the majority of donations to support the Park District coming through the Portage Park District Foundation, a nonprofit organization formed for the purpose of fundraising to support the mission of the Portage Park District. The Foundation works cooperatively with the Park District and is planning to raise funds in support of Park District programs and capital improvements.

Royalties: Several of the properties that the Park District owns had pre-existing oil & gas leases, some with operating wells. The mineral rights with existing producing wells for Dix Park, Chagrin Headwaters Preserve, Shaw Woods and Kent Bog Expansion were transferred to the Park District. The Park District receives fluctuating royalties from these wells. Based on past production, the 2019 estimate is approximately \$10,000.

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

½ mill Property Tax Levy. This levy costs the owner of a \$100,000 property approximately \$17.50/year and yields approximately \$1.63 million/year to be used for park operations and improvement.

Expenses

Park Improvement Funds

Expenditures from the restricted park improvement funds are related to park acquisition, development and major maintenance, and they are often dependent on intermittent grants and donations generally for purchase of property, materials and construction contracts. Occasionally, restricted donations for particular projects are received which may be deposited into those specific funds. Breaks in the Fund numbering sequence represent park improvement funds which have been closed.

General Fund

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

Personnel Unit: Current staff includes one full-time Executive Director, a full-time Administrative Assistant, one full-time Operations Manager, one full-time Natural Areas Steward, one full-time Public Engagement Coordinator, two full-time Maintenance Technicians, one part-time Chief Ranger and 5 seasonal employees. The Personnel Unit includes a contingency for payout of unused sick and vacation leave if necessary. The 2018 Personnel Unit includes funds for those positions plus 2,000 hours for interns. The health insurance budget depends on several variables, including the particular plan the employee chooses.

Contract Services Unit: Includes professional services, marketing, insurance, utilities, rent, contracted maintenance and repair services, fees and licenses. Services such as site planning, surveying, engineering and design are associated with development of unopened park properties.

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

Capital Outlay: Capital expenditures are those with a cost over \$5,000 and include vehicles, equipment, land acquisition and construction projects. While the Park District has goals for land acquisition, the nature of the acquisition process is often tentative considering the need to work with receptive landowners and changes in opportunities available at any particular time. Capital outlay anticipated for 2018 includes funds for the development of Breakneck Creek Park, and improvements to Dix Park, Shaw Woods, Towner's Woods and Morgan Park. Planned Equipment acquisition includes a mini excavator and amphibious vehicle. Land acquisition prospects are unconfirmed.

Taxes: The Park District pays property tax on newly acquired properties for the first year until it is declared tax-exempt. It also pays taxes on non-exempt properties that produce income such as rented properties. Stormwater assessment fees are paid on all properties.

Ohio Department of Transportation Funds (ODOT)

The Portage Park District, along with other park districts in Ohio, receives an allocation of funds from ODOT use on park drives and parking lots. These funds are not received directly, but rather expenses are made against ODOT purchase orders and contracts, and therefore are not reflected in this Park District budget. Administrative assistance for the fund is provided through the Ohio Parks and Recreation Association. Full ODOT guidance on the Park District Road Tax Allocation program is available upon request. The balance of the current biennial allocation, and the new biennial allocation which begins in July, 2019 is expected to be approximately \$125,000 .

PORTAGE	GENERAL	THE PORTAGE Hike and Bike Trail	HEADWATER'S TRAIL	DIX PARK	BREAKNECK CREEK	Berlin Trail IMPROVEMENT	Upper Cuyahoga Bog Preserve	Franklin Bog Preserve	Red Fox Boat Access	Kent Bog Expansion	Tinkers Creek Greenway
2019	OPERATING	IMPROVEMENT	IMPROVEMENT	IMPROVEMENT	IMPROVEMENT	IMPROVEMENT	IMPROVEMENT	IMPROVEMENT	IMPROVEMENT	IMPROVEMENT	IMPROVEMENT
	FUND #8600	FUND #8604	FUND #8605	FUND #8606	FUND #8607	FUND #8611	FUND #8612	FUND #8613	FUND #8614	FUND #8615	FUND #8616
REVENUES											
TAX LEVY											
Budget	\$1,708,891										
SALES	\$0										
FEES	\$500										
GIFTS &											
INVESTMENT	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RENTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ROYALTIES	\$10,000										
REFUNDS/REIM		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
* TRANSFERS IN		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ADVANCES IN		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL NEW	\$1,734,391	\$0	\$0	\$0	\$16,132	\$0	\$0	\$0	\$0	\$10,960	\$0
YEAR 2018	\$1,677,118	\$0	\$13,957	\$0	\$16,132	\$0	\$0	\$0	\$0	\$10,960	\$0
TOTAL	\$3,411,509	\$0	\$13,957	\$0	\$16,132	\$0	\$0	\$0	\$0	\$10,960	\$0

EXHIBIT "A"									
COMPARATIVE & EST. RECEIPTS, EXPENDITURES & BALANCES									
FORMAL	2014	2015	2016	2017	2018	2019			
BUDGET REQUEST							1st half actual	2nd half estimate	ESTIMATE
FISCAL YEAR 2016	ACTUAL	ACTUAL	ACTUAL	ACTUAL					
GENERAL OPERATING FUND #8600									
BALANCE, JANUARY 1ST	\$ 13,516	\$ 17,308	\$ 567,222	\$ 1,512,729	\$ 1,192,104	\$ 1,677,117			
RECEIPTS:									
Program Revenues									
FEES	\$ 4,496	\$ 500	\$ 500	\$ 250	\$ 500	500			
GIFTS & DONATIONS	\$ 75,045	\$ 835	\$ 28,110	\$ 2,238	\$				
INTERGOVERNMENTAL (County GF, LGF, TF)	\$ 44,136	\$ 28,588	\$						
LOCAL GRANT	\$				\$ 65,900				
Other Revenues									
TAXES	\$ -	\$ 1,634,801	\$ 1,715,478	\$ 1,701,546	\$ 1,708,891	\$ 1,708,891			
INTEREST INCOME	\$ 147	\$ 9,255	\$ 13,098	\$ 21,112	\$ 15,000	\$ 15,000			
RENTALS	\$ 1,700	\$ 1,200	\$ 4,400	\$ 1,200	\$ 1,200				
ROYALTIES	\$ 6,079	\$ 9,028	\$ 7,040	\$ 9,372	\$ 8,000	\$ 10,000			
SALES	\$ 2,088	\$ 889	\$ 33	\$ -	\$				
REFUNDS	\$	\$ 126	\$ 10,596.89	\$ 6,743	\$ 250				
INSURANCE SETTLEMENT	\$	\$	\$ 26,797.18	\$ 7,500	\$				
JURY FEES	\$			\$ 278					
CONTRACT SERVICES	\$			\$ 5,094					
TRANSFERS IN									
LOANS									
ADVANCES IN			\$ 14,000.00		\$ 860,000				
TOTAL BALANCE & RECEIPTS....	\$ 148,108	\$ 1,702,310	\$ 2,387,276	\$ 3,280,561	\$ 3,859,345	\$ 3,411,508			
EXPENDITURES:									
PERSONAL SERVICES	\$ 85,917	\$ 218,350	\$ 341,260	\$ 447,541	\$ 542,725	\$ 845,777			
CONTRACT SERVICES	\$ 20,826	\$ 136,937	\$ 138,741	\$ 102,354	\$ 204,503	\$ 200,100			
MATERIALS AND SUPPLIES	\$ 16,729	\$ 16,829	\$ 53,535	\$ 88,223	\$ 64,000	\$ 63,000			
CAPITAL OUTLAY	\$ -	\$ 749,133	\$ 336,494	\$ 276,567	\$ 535,000	\$ 1,190,000			
TRANSFERS			\$ 2,572	\$ 40,000	\$ 670,000				
ADVANCES		\$ 10,000		\$ 1,130,000	\$ 150,000				
MISC.	\$ 67	\$ 888	\$ -	\$	\$ 1,000	\$ 1,000			
PROPERTY TAXES	\$ 7,280	\$ 2,951	\$ 1,944	\$ 5,782	\$ 15,000	\$ 10,000			
TOTAL EXPENDITURES.....	\$ 130,799	\$ 1,135,087.61	\$ 874,546	\$ 2,068,457	\$ 2,182,228	\$ 2,308,877			
BALANCE, DECEMBER 31ST	\$ 17,308	\$ 567,222	\$ 1,512,729.45	\$ 1,192,104.40	\$ 1,677,117	\$ 1,101,631			

	COMPARATIVE & EST. RECEIPTS, EXPENDITURES & BALANCES						
#8604	TW RAIL TRAIL IMPR FUND	2014	2015	2016	2017	2018	2019
	Name Changed in 2009	ACTUAL	ACTUAL	ACTUAL	ACTUAL	1st half actual	ESTIMATE
	(The PORTAGE Hike and Bike Trail Fund)					2nd half estimate	
	BALANCE, JANUARY 1ST	163.57	163.57	163.57	163.57	0	0
	RECEIPTS:						
	INTERGOVERNMENTAL						
	STATE GRANT						
	INTEREST INCOME						
	GIFTS & DONATIONS						
	REFUNDS						
	TRANSFERS IN						
	ADVANCES IN						
	LOAN						
	TOTAL BALANCE & RECEIPTS....	\$ 163.57	\$ 163.57	\$ 163.57	\$ 163.57	\$ -	\$ -
	EXPENDITURES:						
	PERSONAL SERVICES						
	CONTRACT SERVICES						
	MATERIALS AND SUPPLIES	0	0	163.57			
	ENGINEERING						
	CONSTRUCTION						
	LOAN PAYMENT						
	TRANSFERS						
	ADVANCES RETURNED						
	TOTAL EXPENDITURES.....	\$ -	\$ -	\$ -	\$ 163.57	\$ -	\$ -
	BALANCE, DECEMBER 31ST	163.57	163.57	163.57	0		
#8605	HEADWATER'S TRAIL IMPR FUND	2014	2015	2016	2017	2018	2019
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	1st half actual	ESTIMATE
						2nd half estimate	
	BALANCE, JANUARY 1ST	\$ 5,238.03	\$ 2,690.03	\$ 2,690.03	\$ 5,690.03	\$ 332,665.03	\$ 13,957.03
	RECEIPTS:						
	INTERGOVERNMENTAL Federal and State grants					\$ 196,820.00	
	INTEREST INCOME						
	GIFTS & DONATIONS			\$ 3,000.00			
	ALL OTHER REVENUES						
	TRANSFERS IN				\$ 40,000.00		
	ADVANCES IN				\$ 295,000.00		
	TOTAL BALANCE & RECEIPTS....	\$ 5,238.03	\$ 2,690.03	\$ 5,690.03	\$ 340,690.03	\$ 529,485.03	\$ 13,957.03
	EXPENDITURES:						
	PERSONAL SERVICES						
	CONTRACT SERVICES	2548					
	MATERIALS AND SUPPLIES	0					
	CAPITAL OUTLAY				\$ 8,025.00	\$ 315,528.00	
	LOAN PAYMENT						
	TRANSFERS						
	ADVANCES RETURNED					\$ 200,000.00	
	TOTAL EXPENDITURES.....	\$ 2,548.00	\$ -	\$ -	\$ 8,025.00	\$ 515,528.00	\$ -
	BALANCE, DECEMBER 31ST	\$ 2,690.03	\$ 2,690.03	\$ 5,690.03	\$ 332,665.03	\$ 13,957.03	\$ 13,957.03

COMPARATIVE & EST. RECEIPTS, EXPENDITURES & BALANCES							
#8606	DIX PARK IMPROVEMENT FUND	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 1st half actual 2nd half estimate	2019 ESTIMATE
	BALANCE, JANUARY 1ST	\$ 5,893.01	\$ 5,893.01	\$ 5,893.01	\$ 5,893.01	\$ 5,893.01	
	RECEIPTS:						
	INTERGOVERNMENTAL						
	INTEREST INCOME						
	GIFTS & DONATIONS						
	ALL OTHER REVENUES						
	TRANSFERS IN						
	ADVANCES IN						
	TOTAL BALANCE & RECEIPTS....	\$ 5,893.01	\$ 5,893.01	\$ 5,893.01	\$ 5,893.01	\$ 5,893.01	
	EXPENDITURES:						
	CONTRACT SERVICES	0					
	MATERIALS AND SUPPLIES	0					
	CAPITAL OUTLAY					\$ 5,893.01	
	LOAN PAYMENT						
	TRANSFERS						
	ADVANCES						
	TOTAL EXPENDITURES.....	0	0				
	BALANCE, DECEMBER 31ST	\$ 5,893.01	\$ 5,893.01	\$ 5,893.01	\$ 5,893.01	\$ -	
#8607	BREAKNECK CREEK IMPROVEMENT FUND	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 1st half actual 2nd half estimate	2019 ESTIMATE
	BALANCE, JANUARY 1ST	\$ 16,132.39	\$ 16,132.39	\$ 16,132.39	\$ 16,132.39	\$ 16,132.39	\$ 16,132.39
	RECEIPTS:						
	INTERGOVERNMENTAL						
	INTEREST INCOME						
	GIFTS & DONATIONS						
	ALL OTHER REVENUES						
	TRANSFERS IN						
	ADVANCES IN						
	TOTAL BALANCE & RECEIPTS....	\$ 16,132.39	\$ 16,132.39	\$ 16,132.39	\$ 16,132.39	\$ 16,132.39	\$ 16,132.39
	EXPENDITURES:						
	CONTRACT SERVICES						
	MATERIALS SUPPLIES					\$ -	\$ 16,132.39
	CAPITAL OUTLAY	0					
	LOAN PAYMENT						
	TRANSFERS						
	ADVANCES						
	TOTAL EXPENDITURES.....	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,132.39
	BALANCE, DECEMBER 31ST	\$ 16,132.39	\$ 16,132.39	\$ 16,132.39	\$ 16,132.39	\$ 16,132.39	\$ -

	COMPARATIVE & EST. RECEIPTS, EXPENDITURES & BALANCES						
#8611	BERLIN LAKE TRAIL FUND	2014	2015	2016	2017	2018	2019
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	1st half actual 2nd half estimate	ESTIMATE
	BALANCE, JANUARY 1ST	\$ 2,088.11	\$ 2,088.11	\$ 2,088.11	\$ 2,088.11	\$ 2,088.11	\$ -
	RECEIPTS:						
	INTERGOVERNMENTAL						
	INTEREST INCOME						
	GIFTS & DONATIONS						
	LOCAL GRANT						
	STATE GRANT						
	TRANSFERS IN						
	ADVANCES IN						
	TOTAL BALANCE & RECEIPTS....	\$ 2,088.11	\$ 2,088.11	\$ 2,088.11	\$ 2,088.11	\$ 2,088.11	
	EXPENDITURES:						
	CONTRACT SERVICES						
	MATERIALS EXPENSES	0	0	0		\$ 2,088.11	
	CAPITAL OUTLAY						
	LOAN PAYMENT						
	TRANSFERS						
	ADVANCES						
	TOTAL EXPENDITURES.....	\$ -	\$ -	\$ -		\$ 2,088.11	
	BALANCE, DECEMBER 31ST	\$ 2,088.11	\$ 2,088.11	\$ 2,088.11	\$ 2,088.11	\$ -	\$ -
#8612	UPPER CUYAHOGA BOG PRESERVE FUND aka Morgan Preserve	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 1st half actual 2nd half estimate	2019 ESTIMATE
	BALANCE, JANUARY 1ST	\$ 5,150.00	\$ 5,150.00	\$ 5,150.00	\$ -	0	
	RECEIPTS:						
	INTERGOVERNMENTAL STATE & FEDERAL GRANTS					\$ 148,814.00	
	INTEREST INCOME						
	GIFTS & DONATIONS						
	Water Resource Restoration Sponsorship						
	STATE GRANT						
	TRANSFERS IN					\$ 670,000.00	
	ADVANCES IN					\$ 150,000.00	
	TOTAL BALANCE & RECEIPTS....	\$ 5,150.00	\$ 5,150.00	\$ 5,150.00	\$ -	\$ 968,814.00	\$ -
	EXPENDITURES:						
	CONTRACT SERVICES					\$ 10,814.00	
	MATERIALS		\$ -	\$ 5,150.00		\$ 8,000.00	
	CAPITAL OUTLAY- Incl Land Acquisition					\$ 800,000.00	
	LOAN PAYMENT						
	TRANSFERS						
	ADVANCES RETURNED					\$ 150,000.00	
	TOTAL EXPENDITURES.....	\$ -	\$ -	\$ 5,150.00	\$ -	\$ 968,814.00	\$ -
	BALANCE, DECEMBER 31ST	\$ 5,150.00	\$ 5,150.00	\$ -	\$ -	\$ -	

COMPARATIVE & EST. RECEIPTS, EXPENDITURES & BALANCES					
#8615	KENT BOG EXPANSION FUND	2016	2017	2018	2019
	Established 2016	ACTUAL		1st half actual	ESTIMATE
				2nd half estimate	
	BALANCE, JANUARY 1ST	\$ -		\$ 960.32	\$ 10,960.32
	RECEIPTS:				
	INTERGOVERNMENTAL				
	INTEREST INCOME				
	GIFTS & DONATIONS		\$ 37,014.13		
	LOCAL GRANT				
	STATE GRANT		\$ 1,684,249.22	\$ 30,000.00	
	FEDERAL GRANT				
	TRANSFERS IN				
	ADVANCES IN		\$ 20,000.00		
	REFUNDS		\$ 20.00		
	TOTAL BALANCE & RECEIPTS....	\$ -	\$ 1,741,283.35	\$ 30,960.32	\$ 10,960.32
	EXPENDITURES:				
	PERSONAL SERVICES				
	MATERIALS		5177.05		
	CONTRACT SERVICES		45794.23		
	CAPITAL OUTLAY		\$ 1,689,351.75		
	LOAN PAYMENT				
	ADVANCES RETURNED			\$ 20,000.00	
	TOTAL EXPENDITURES.....	\$ -	\$ 1,740,323.03	\$ 20,000.00	\$ -
	BALANCE, DECEMBER 31ST	\$ -	\$ 960.32	\$ 10,960.32	\$ 10,960.32
#8616	TINKERS CREEK GREENWAY FUND	2017	2018	2019	
	Established 2017	ACTUAL	1st half actual	ESTIMATE	
			2nd half estimate		
	BALANCE, JANUARY 1ST	\$ -	\$ 280,461.01	\$ -	
	RECEIPTS:				
	GIFTS & DONATIONS				
	FEDERAL GRANT		\$ 300,000.00		
	STATE GRANT	\$ 1,069,869.15	\$ 1,725.00		
	TRANSFERS IN				
	ADVANCES IN	\$ 815,000.00			
	LOAN				
	TOTAL BALANCE & RECEIPTS....	\$ 1,884,869.15	\$ 582,186.01	\$ -	
	EXPENDITURES:				
	CONTRACT SERVICES	\$ 5,390.00			
	CAPITAL OUTLAY	\$ 1,599,018.14			
	MATERIALS				
	LOAN PAYMENT				
	LOAN INTEREST				
	LOAN FEES				
	ADVANCES RETURNED		\$ 582,186.01		
	TOTAL EXPENDITURES.....	\$ 1,604,408.14	\$ 582,186.01	\$ -	
	BALANCE, DECEMBER 31ST	\$ 280,461.01	\$ -	\$ -	

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FINAL DRAFT

Portage Park District Master Plan

For Fun, for Health, for Life!

Portage County, Ohio

November, 2016



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**Portage Park District Master Plan
For Fun, for Health, for Life!
Portage County, Ohio**

Probate Judge

Judge Robert Berger

Portage Park District Commissioners

Elizabeth Tomasko Garner-President
Deborah Petrone-1st Vice President
Charles Engelhart-2nd Vice President
Allan Orashan
Scott McKinney

Master Plan Steering Committee

Tom Euclide
Claudia James
Sally Kandel
Pat McCafferty
Scott McKinney
Allan Orashan

Christine Craycroft, Executive Director
Rory Locke, Administrative Assistant
Craig Alderman, Operations Manager
Bob Lange, Natural Areas Steward

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Architect's Project No. 15059
November, 2016

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GPD Group

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Leisure Vision/ETC Institute

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Chris Tatham

PORTAGE PARK DISTRICT MASTER PLAN PORTAGE COUNTY, OHIO

EXECUTIVE SUMMARY

INTRODUCTION

Located in northeastern Ohio, Portage County encompasses approximately 504 square miles of land area. The County is named for an old Native American trail called the Portage Path, now located in Summit County after that county was formed from a portion of Portage County.

Portage County has a population of 161,553 and contains 30 different jurisdictions: 5 cities, 7 villages, and 18 townships. The County's location is important because it is situated upstream of rivers and streams that supply water to large numbers of residents of northeastern Ohio. These characteristics make the planning of the area and preservation of land and water resources of critical importance.

The Portage Park District formed in 1991 as an independent political subdivision with jurisdiction over the entirety of Portage County. An unpaid Board of Park Commissioners governs the Portage Park District. The Park Commissioners are appointed by the Portage County Probate Judge. The Board oversees the Executive Director and is responsible for setting policy, developing rules and regulations, and approving the budget.

The Park District's oldest property, Towner's Woods, was acquired in phases by Portage County in the 1970's as a potential water supply, prior to the establishment of the Park District. The park opened to the public in 1975 and was dedicated in 1976. The operation of the property was turned over to the Portage Park District upon its formation.



The Park District has continuously added properties to its inventory, primarily through

donations and using funding from grants. The Park District inventory consists of 17 properties encompassing 1,782 acres, including three trail corridors or linear parks. Nine of these properties (representing 1,219 acres) were not open for public use at the beginning of this process but two have since opened (Shaw Woods and Morgan Park).

THE NEED FOR A PLAN

Over the past 15 years, the Portage Park District has received over \$9 million worth of grants and donations. The Park District has historically received funding from the Portage County General Fund with the approval of the Portage County Commissioners.

Starting in 2015, the majority of funds for Portage Park District operations and improvement come from a ½ mill property tax approved by voters in 2014. The levy will generate approximately \$1.6 million per year for 10 years.

With the passage of this levy, the Park District needs a plan to make informed decisions on the use of these public funds. A plan is also needed to determine the role of the Park District in the provision of parks and recreation services in Portage County. Several cities, villages, and townships provide local, close-to-home and more active recreation areas, and the State of Ohio and other non-profit organizations offer both parks, preserves, and other land for recreation and conservation. Changes to the makeup of the population also have implications to both the current and future needs for parks and recreation in Portage County.

Recognizing that the needs of the population should be assessed, the Board of Park Commissioners and staff of the Park District determined that a comprehensive process should be completed to determine the needs of the County over the next 10 years, leading to the authorization of this Master Plan. The Board appointed a Steering Committee to guide the planning process.

THE IMPORTANCE OF PARKS

The development of a plan for the Portage Park District is important because parks

EXECUTIVE SUMMARY

provide a number of benefits and services to the community. Additionally, the Park District has a responsibility to manage parkland in an efficient manner that is consistent with the health, safety, and welfare of the community. The Portage Park District Master Plan will assist and direct the management of these lands and facilities.

The quality of the local parks and recreation system is one indicator of the overall quality of life of a community. Natural areas like those provided in Portage Park District properties provide many benefits to the residents of Portage County. Woodlands, for example, provide space for recreational opportunities such as hiking, bird watching, camping, fishing, and hunting that improve quality of life by reducing stress and helping residents remain active.

Woodlands provide many other benefits, including improvements to air quality, soil stability, and the local climate (blocking winds and providing shade). Wooded areas also reduce stormwater runoff, and provide food, habitat, and shelter for wildlife. Wetlands absorb precipitation, trap sediment, slow runoff, and recharge groundwater.



Parks provide numerous benefits to the health and wellness of a community. For example, parks can be an effective component of a strategy to address issues such as poor nutrition, hunger, obesity, and physical inactivity. Studies also indicate that a connection to nature can relieve stress, improve interpersonal relationships, and improves mental health.

Finally, parks are important because they can serve as gathering places for the community and can help cultivate community ties, leading to a sense of connectedness that

promote a more livable and desirable community.

A CITIZEN DRIVEN PLAN

The purpose of this plan is to address the needs of the community, so a primary focus of the planning process was to identify those needs. A number of methods were utilized to determine the needs and desires of Portage County residents for parks, recreation, open space, and trails. The public was involved in the process through the following methods:

1. Two public workshops to kick-off the process (over 50 attendees)
2. A statistically valid Parks and Recreation Survey conducted by ETC Institute that was completed by 527 households
3. A web-based and handout survey that was completed by 160 residents
4. An active Parks District Master Plan Steering Committee
5. Meetings with over 20 stakeholder groups
6. An online engagement website, Portage Park District Strategic Master Plan, powered by mySidewalk
7. Presentations of the public input findings

WHAT PORTAGE COUNTY RESIDENTS SAID

The information gathered from the various public input methods was used to identify the needs of Portage County residents. A summary of the findings from the public input process is provided below.

Statistically Valid Mail Survey

1. Seventy-one percent (71%) of residents visited a park offered by the Portage Park District over the past year, and 44% of these residents visited parks more than 11 times.
2. The PORTAGE Hike and Bike Trail was the most visited facility (49% reporting visiting), followed by Towner's Woods (35%).
3. The top reasons for not using parks more often included:
 - Do not know what is offered (50%)
 - Do not know location of facilities (34%)
 - Program or facility not offered (25%)
4. The improvements households would most like to see to existing parks included:
 - Improve/add restrooms (53%)

EXECUTIVE SUMMARY

- Improve hiking/walking trails (41%)
- Expand trails (36%)
- Bike trails (35%)
- Drinking fountains (32%)

5. Eighty-one percent (81%) of households are either "very supportive" or "somewhat supportive" of Park District actions to upgrade older parks and recreation facilities. Other actions with very high levels of support included:

- Provide opportunities to connect children with nature (78%)
- Develop new recreational trails and connect existing trails (77%)

Web Survey respondents were generally more supportive of all potential actions.

6. The most needed parks and recreation facilities for households were:

- Walking and hiking trails (70%)
- Paved bike trails (57%)
- Natural areas/nature parks (56%)
- Picnic shelters/picnic areas (51%)

The largest number of households had unmet needs for the following facilities: walking and hiking trails, paved bike trails, a sled hill, and natural areas/nature parks.

7. The most needed recreation programs for households were:

- Adult fitness and wellness (43%)
- Cycling (39%)
- Concerts (34%)
- Fishing (33%)
- 50+ programs (32%)

The largest number of households had unmet needs for the following programs: adult fitness and wellness programs, concerts, 50+ programs, heritage and history programs, and nature education programs.

8. Respondents were asked how they would allocate \$100 among different types of parks and recreation facility improvements in Portage County. The top responses ranked as follows:

- Improve/maintain existing parks
- Develop new walking and biking trails
- Conserve land for wildlife habitat and water quality protection

Portage Park District Strategic Master Plan Website (powered by mySidewalk)

1. Walking or hiking was by far the highest ranked option for how respondents utilize the parks (95%), followed by bike riding (69%) and enjoying nature (64%).
2. The top features users included in a vision of the future were:
 - Extend and connect existing trails
 - Mountain biking trails
 - More hiking trails

Public Workshop and Stakeholder Groups

Reoccurring themes included:

- Trail connections to destinations inside and outside the County
- Trail amenities – signage, restrooms, pavilions
- Closed parks open to the public
- Water trails developed and enhanced
- Development of equestrian trails and an equestrian park
- Nature education programs offered
- Partnerships utilized to maximize efforts
- Cooperation between local and regional organizations
- Set an example of land stewardship and protection
- Greater awareness of Park District parks and programs by Portage County residents



The input gathered from all of the methods yielded similar results. Several common themes appeared in all methods of public input. Residents would like to see upgrades to existing facilities, more trails, and more program offerings.

NEEDS ANALYSIS

The needs analysis portion of this Master Plan examined level of service guidelines, land

EXECUTIVE SUMMARY

conservation priorities, and the geographic distribution of parks in Portage County.

Level of Service Guidelines

The services offered by the Portage Park District are best accomplished through targeted acquisitions based on resources, but acreage standards can be useful to set targets for acquisitions (both countywide and in various county regions).

Two commonly used methods of analyzing parkland service levels in a community are included in this plan: acres per population and percentage of total land area. The guidelines presented in Chapter IV use 20 acres per 1,000 population and 1% of total land area as 10-year targets for the Portage Park District.

The acreage targets, which are derived in part from the benchmarking survey of other park districts, are intended to serve as a realistic and feasible acquisition goal for the Portage Park District over the next 10 years. The approximately 1,500 additional acres necessary to meet these targets would put the Park District near the median of the comparison districts, assuming those districts acquired no additional land over the next 10 years.

Facility level of service guidelines are also included in this Master Plan. These guidelines are based on the desires of Portage County residents and indicate needs for a variety of facilities, most notably trails of all types.

Conservation Priorities

As a conservation focused agency, the Portage Park District must prioritize the conservation value of any potential acquisition over other considerations. The Western Reserve Land Conservancy Model provides a method of evaluating the probability of conservation value for land in Portage County. This model, in conjunction with data for specific natural resources, provides a resource for identifying potential acquisition.

An analysis of vacant parcels in Portage County indicates nearly 300 parcels (covering over 18,000 acres) that likely contain land with high conservation value, based on the Western Reserve Land Conservancy Model.

Geographic Distribution

Analysis of the geographic distribution of parks and facilities indicates that most Portage

County residents live within a short drive of some park amenities.

The most notable areas outside of the service areas for parks are portions of Hiram and Randolph Townships, although smaller gaps are apparent throughout Portage County. Gaps are also apparent throughout Portage County for trail access, playgrounds, and, to a lesser extent, picnic shelters.

STRATEGIC PLAN

Vision Statement

The Portage Park District conserves important natural areas and is a leader in promoting the sustainable use of land and resources for current and future generations. By creating and managing a countywide system of parks and inter-connected trails, the Park District protects native plants, wildlife, water quality and scenic landscapes. It provides opportunities for public use; education, and enjoyment; improving quality of life; and yielding health, economic, and social benefits that the public values and supports.



Values

Residents and visitors will encounter the following characteristics in Portage Park District facilities, programs, and interactions with staff.

1. Integrity
2. Stewardship/Sustainability
3. Service
4. Fiscal Responsibility
5. Reverence for the Environment

EXECUTIVE SUMMARY

Mission Statement

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

Guiding Principles

We accomplish our mission through services and programs as follows:

1. Conservation Program

- Planning in cooperation with other local and regional governments and partners to identify important conservation areas and methods.
- Acquiring naturally significant properties that protect air and water quality, wildlife habitat, native plants, and scenic landscapes
- Preserving, restoring and stewarding natural resources
- Serving as an expert consultant in developing land use policies, regulations, and conservation options for private and public entities.

2. Community Engagement and Education Program

- Providing the public with learning opportunities about Portage County's natural heritage
- Increasing community awareness of and appreciation for the benefits of environmental conservation and the methods to achieve it
- Providing opportunities for public participation through planning and volunteer programs
- Increasing public understanding of and support for the value provided by the Portage Park District
- Developing partnerships with educational institutions in Portage County to further research and education

3. Park Development and Maintenance Program

- Creating parks and trails with facilities that allow for appropriate use, enjoyment, and healthy recreation by all ages and abilities
- Developing parks and trails using materials, methods and designs that are environmentally, socially, and economically sustainable

- Maintaining safe, clean facilities in a way that enhances visitor experience, while reducing negative impacts on natural resources

4. Administration Program

- Developing policies and best practices guidelines for all areas of development and management
- Creating and sustaining valuable partnerships
- Pursuing a variety of funding opportunities
- Instilling a positive culture of competence and friendly professionalism with both paid and volunteer staff

Goals and Objectives

This Master Plan includes five goals each with a series of objectives that further describe how the Portage Park District will invest time, energy, and resources over the next ten years. The goals and objective are provided in the ensuing text. Strategies represent the concrete, specific actions the District will take to accomplish each of these objectives. These 178 actions follow directly from the vision and can be found in the Action Plan (Chapter X).

GOAL 1: Acquire, Develop and Maintain High Quality Sustainable Properties and Facilities

Objectives:

- 1.1. Develop a Comprehensive Strategic Park System Master Plan
- 1.2. Continue to acquire significant trail corridors and natural areas
- 1.3. Appropriately develop properties to facilitate public use and enjoyment with minimal negative impact
- 1.4. Continue to emphasize the conservation, restoration, and stewardship of natural resources as a principal purpose of the Portage Park District
- 1.5. Implement the levy campaign promises
- 1.6. Develop a short and long-term maintenance plan

GOAL 2: Strengthen community awareness and active support for the Portage Park District

Objectives:

- 2.1. Develop a comprehensive outreach/marketing plan

EXECUTIVE SUMMARY

- 2.2. Develop and support a strong stakeholder or "friends" group
- 2.3. Produce and distribute outreach materials

GOAL 3: Establish administrative functions to support the Park District

Objectives:

- 3.1. Demonstrate and practice Fiscal Responsibility
- 3.2. Create and implement a Human Resources Plan that supports the Park District Strategic Master Plan
- 3.3. Utilize ongoing training to ensure highly proficient and passionate staff, Board, and volunteers, consistent with the community expectation of excellence for the Park District
- 3.4. Continue to represent the Park District through professional affiliations and regional partnerships
- 3.5. Establish solid general administrative practices to support PPD growth and development
- 3.6. Establish and develop facilities to support the functions of the Park District

GOAL 4: Deliver High Quality Programs and Services

Objectives:

- 4.1. Develop a two and five-year education plan to promote awareness, understanding and appreciation of the natural environment
- 4.2. Develop citizen science and educational research programs
- 4.3. Develop a two and five-year recreation program to promote safe, healthy recreation related to parks and trails for all ages and abilities

Goal 5: Enhance the Relationship between the Portage Park District Foundation and Portage Park District

Objectives:

- 5.1. Clarify and formalize the relationship between the Park District and the Foundation
- 5.2. Assure regular and open communication between organizations
- 5.3. Assist with Fundraising Activities

DISTRICT-WIDE RECOMMENDATIONS

The ensuing text presents the overall recommendations for the Portage Park District for the next ten years. Key concepts are listed first followed by specific strategies for operations, programs, land acquisition, and facility development.

Key Concepts

The key concepts are organized by the guiding principles established in the Strategic Plan.

1. Conservation Program

- Conserve, manage, and restore high priority natural resource assets.
- Develop a maximum of 10% of Park District lands for public use.
- Attain a goal of an additional 1,500 acres of Park District land in ten years.

2. Community Engagement and Education: Connecting People with Nature

- Establish stronger relationships with partners for research, land acquisition, nature education, healthy lifestyle initiatives, and much more.
- Offer a range of programming at sites that can best support each program and support the Mission and Vision of the Portage Park District.

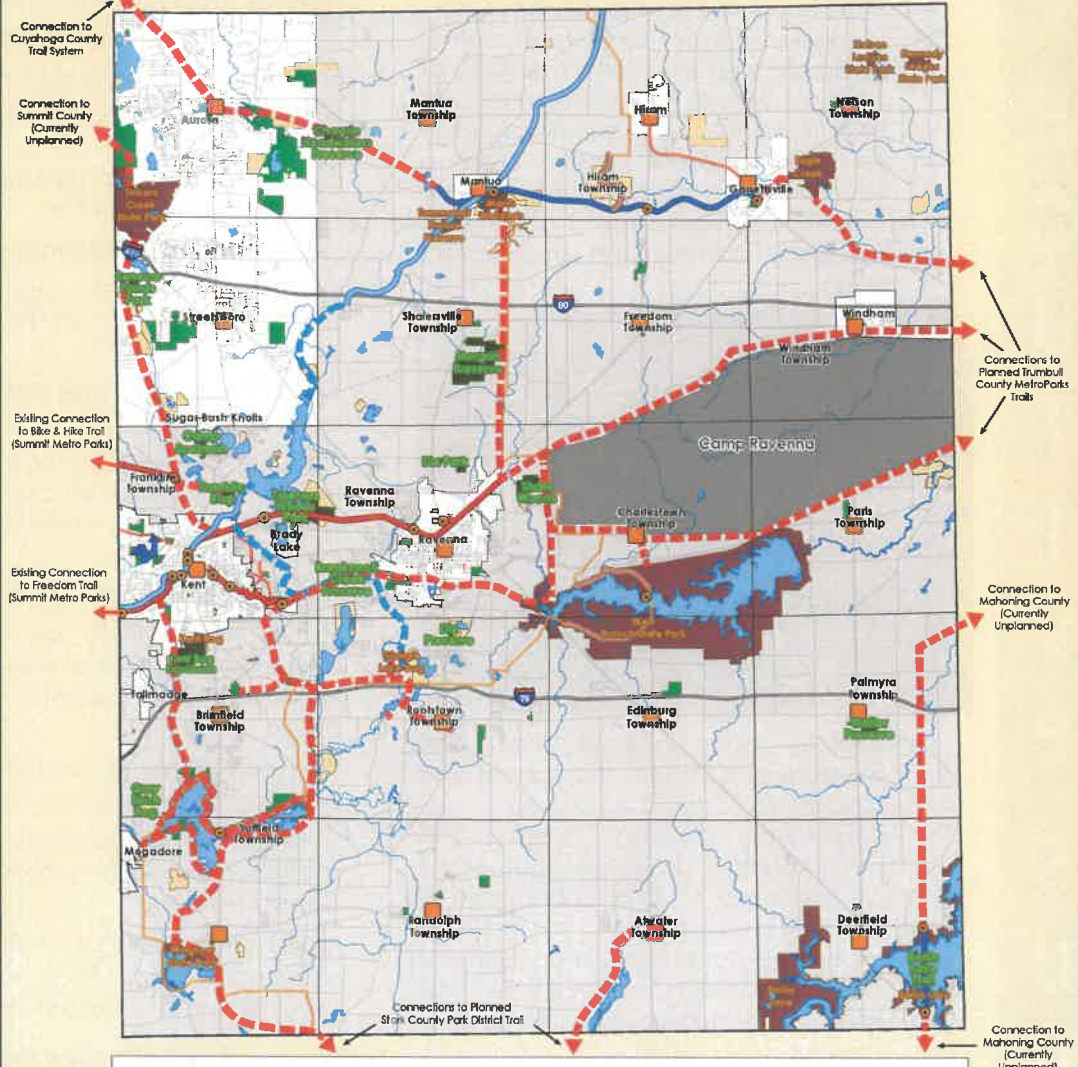
3. Park Development and Maintenance Program

- Open up the Park District's current properties for public use within the next ten years.
- Provide trail connections to destinations inside and outside of the County with a trailhead within a ten-minute drive of every Portage County household (see the Potential Future Trail Routes map - right).



Potential Future Trail Routes

Portage Park District Master Plan
Portage County, Ohio



Legend

Potential Trail Routes

- Potential Multi-Use Trail
- Potential Water Trail
- Historic Centers

Existing Trails

- Asphalt/Concrete
- Crushed Stone
- Natural Surface
- Bike Lane
- Bike Route (Buckeye Trail)
- Water Trail

Parks

- Existing Trailheads
- Portage Park District
- Municipal Park
- State Park/Preserve
- Other Open Space



Portage Park District



BRANDSTETTER
CARROLL INC.



0 1 2 4 Miles

EXECUTIVE SUMMARY

- Provide a variety of trail use opportunities throughout the County.
- Improve water trail opportunities on Breakneck Creek and the Cuyahoga River.
- Provide camping at Breakneck Creek Preserve, Morgan Park, and Camp Spelman, with long term camping at Towners Woods when the Hike and Bike Trail continues to several states.
- Provide additional passive oriented facilities such as picnic shelters, nature based playgrounds, reservable meeting facilities, and small event venues.



- Update and improve trail and wayfinding signage throughout the County.
- Implement planning, design, and maintenance practices that serve as examples of best management practices.
- Practice natural areas management and stewardship to maintain and improve the quality of the resources.
- Develop and open only those park properties appropriate for public use.

4. Effective and Efficient Administration

- Develop a headquarters, visitor center, operations center, and program venue for the District.
- Increase partnerships for programming, conservation, and park and trail creation and use.
- Expand the role of volunteers.
- Practice fiscal responsibility.

Operations Recommendations

1. Establish a volunteer program to help raise funds and implement this Master Plan
2. Seek grants and partnerships for additional

3. Expand awareness of programming opportunities
4. Encourage professional and career development plans for all staff

Program Recommendations

1. Ensure the availability of program offerings for all residents regardless of age or ability level
2. Expand program offerings to include a wide variety of activities

Land Acquisition Recommendations

1. Place the highest emphasis on the acquisition of properties with high conservation value
2. Consider service gaps when evaluating potential acquisitions
3. Acquire property suitable for facilities that are unsuitable at current properties (outdoor theater, mountain bike trails, etc.)

Facility Development Recommendations

1. Focus initial efforts on opening and developing facilities at existing properties, including those currently closed to the public
2. Plan and begin to implement a county-wide system of trails (see map)
3. Develop future properties to include facilities currently unavailable to Portage County residents
4. Develop Master Plans for existing and future properties to ensure design is consistent with public preferences

INDIVIDUAL PARK RECOMMENDATIONS

The following lists focus on the key recommendations for each Portage Park District property. Concept plans are provided for each property in Chapter IX. All parks need signage and support facilities which are not included in these lists. Chapter IX of this Master Plan includes cost estimates and detailed descriptions of the outlined improvements.

1. Breakneck Creek Preserve

- Hiking Trail
- Small Shelter
- Fishing Dock
- Kayak/Canoe Launch

EXECUTIVE SUMMARY

- Observation Tower
- Parking Lot

2. Camp Spelman

- Accessible Trail
- Hiking Trail
- Three Season Shelter
- Kayak/Canoe Launch
- Primitive Camping Area
- Permanent Tent Structures
- Parking Lot



3. Chagrin Headwaters Preserve

- Accessible Trail
- Hiking Trail
- Parking Lot
- Small Shelter

4. Dix Park

- Accessible Trail
- Native Restoration
- Hiking Trail
- Parking Lot Expansion
- Large Shelter
- Nature Play and Picnic Area

5. Dix Preserve

- Small Shelter
- Accessible Trail
- Hiking Trail
- Native Restoration

6. Franklin Bog

- Hiking Trail
- Native Restoration
- Parking Lot
- Fishing Dock

7. Gray Birch Bog

- Bog Kiosk
- Boardwalk (foot bridge)
- Hiking Trail

8. Kent Bog

- Bog Kiosk
- Hiking Trail

9. Morgan Park

- Accessible Trail
- Hiking Trail
- Bridge
- Shelter
- Native Orchard & Arboretum
- Primitive Camping Area
- Native Restoration



10. Seneca Ponds Park

- Picnic Area
- Accessible Trail
- Native Restoration
- Parking Lot
- Fishing Dock
- Stone Treatment at Pond



11. Shaw Woods

- Equestrian/Accessible Trail
- Equestrian/Hiking Trail
- Native Restoration (utility corridor)
- Multi Seasonal Shelter
- Overlook with Kiosk
- Bridge

12. Towner's Woods

- Accessible Trail
- Hiking Trail
- Pavilion Replacement
- Brady Tower Welcome Center
- Picnic Area
- Hike and Bike Trail relocation
- Birdwatching Kiosk/Bird Blind
- Primitive Camping Area
- West Knoll Shelter Replacement

13. Waller Preserve

- Accessible Trail
- Hiking Trail
- Native Restoration
- Parking Lot

IMPLEMENTATION

Cost estimates for the individual properties in Chapter IX include recommendations for phasing in order to prioritize improvements and spread the costs over the 10-year timeframe of this Master Plan. The implementation and maintenance costs for these and other recommendations of the plan are also included in Chapter VII.

The recommendations in this plan would lead to the development of approximately 150 additional acres of parkland within the Portage Park District properties. This development would yield a developed percentage of approximately 5% of Park District land if the District acquired 1,500 additional acres as recommended in this plan. This developed percentage would be safely within the goal of developing a maximum of 10% of Park District lands for public use.

The development of additional facilities, combined with the acquisition of land and the development of additional programs will require the expansion of the Portage Park District staff. These new staff members will represent approximately 6 additional employees (compared to the 2016 staffing level).

The cost to implement the recommendations of this Master Plan and operate the resulting facilities is in excess of the Park District's roughly \$1.6 million annual budget. As a result, the realization of the vision of this Master Plan will take more than 10 years and will likely require the expansion of funding, collaboration with local jurisdictions and regional organizations, and significant volunteer efforts by motivated members of the community.

Portage Park District does the important work of conserving these precious natural areas and creating parks and trails for your use and enjoyment. We strive to improve our community's sense of identity and quality of life by making a place for our citizens to train, heal, learn, laugh, connect and dream.

Now more than ever, people need the opportunity to experience and understand nature. We're fortunate to live in Portage County, an area of natural beauty, scenic landscapes and interesting historic sites.



Portage Parks are your Community Treasure!

Find Your **Adventure** in Portage Parks!

PARK MAP INSIDE



portageparkdistrict.org



About Your Park District
The Portage Park District is an independent political subdivision of the State of Ohio formed in 1991 with its jurisdiction covering all of Portage County. Although it is independent of County government, the Park District utilizes the services of the Portage County Auditor, Treasurer and Prosecutor. It is governed by an unpaid five-member Board of Park Commissioners appointed by Portage County Probate Judge according to Ohio Revised Code Section 1545.

Growing your Parks
Portage Park District works to acquire properties that will protect and preserve important natural areas and provide recreational opportunities for the citizens of Portage County.

Conserving & Improving
Outdoor recreation is a part of our way of life. Protecting our natural areas will ensure that we still have places to hike, bike, fish, see wildlife, or just enjoy the quiet and peace of nature.

Natural Areas Stewardship
Natural areas stewardship is the long-term management of land and water to sustain natural heritage resources, restore and enhance habitat conditions suitable for rare species, and sustain the inherent biodiversity and beauty of natural communities.

Public Engagement
Engagement with the Portage Park District builds a sense of community and improves quality of life. Park provide places for people to connect and interact in a shared environment. Portage Parks volunteers assist with special events, trail cleanups, invasive species control and more.

Your Portage Park District focuses on:



Over 2,000 ACRES of Adventure



Your Portage Park District For Fun, For Health, For LIFE!

Enjoy the beautiful natural areas conserved by the Portage Park District and create your own adventure. Portage Parks offer activities and recreation for any age: hiking, running, paddling, picnicking, cross-country skiing, educational programs, fishing, horseback riding and more. Experience the beauty of Portage Parks year-round **for Fun, for Health, for LIFE!**



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



Support Your Portage Parks

Become a volunteer or make a donation

There are many ways that you can help support the Portage Park District in our mission to conserve Portage County's natural resources. You can volunteer and give of your time, donate land to leave a legacy of conservation, or donate funds to the Portage Park District Foundation. Your generous contributions will help build and maintain our park system for future generations.

Get involved today!

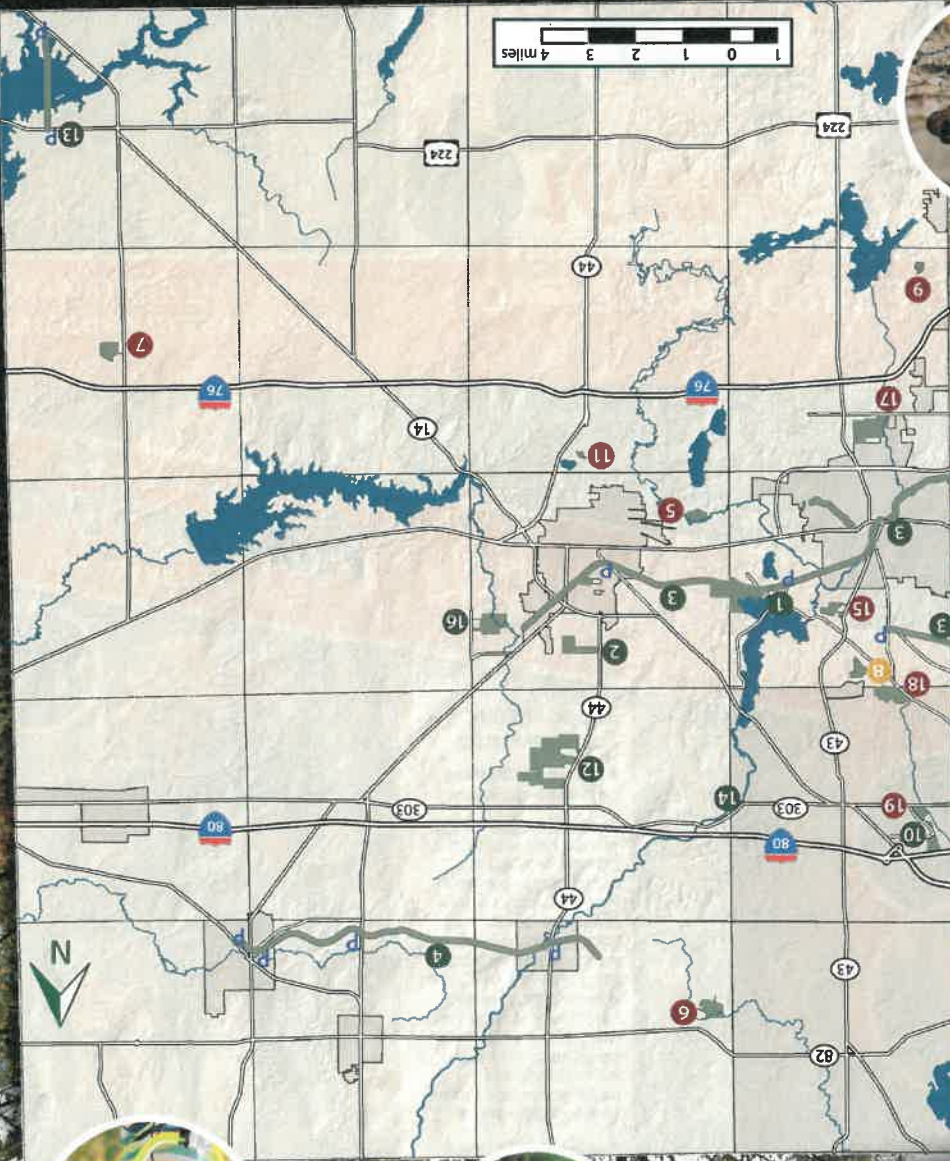


Learn more about your parks, programs and events at portageparkdistrict.org

Portage Park District

705 Oakwood St., Suite G-4, Ravenna, OH 44266
330.297.7728 • admin@portageparkdistrict.org

- 1 **TOWNER'S WOODS PARK**
2264 Ravenna Rd., Franklin Twp. - 242 acres of woods and wetlands with hiking trails.
- 2 **DIX PARK**
7318 ST RT 44, Ravenna Twp. - 103 acres of woods and wetlands with hiking trails.
- 3 **THE PORTAGE HIKE AND BIKE TRAIL**
535 Cleveland Rd., Ravenna; 1557 Lake Hockwell Rd., Franklin Twp.; 784 Judson Rd., Franklin Twp. Managed in Partnership with the City of Kent, Ravenna Parks & Recreation, and Kent State University.
- 4 **HEADWATERS TRAIL**
4633 Mill St., Mantua Village; 10480 ST RT 700, Hiram Twp.; 10487 Freedom St., Garrettsville Village; 10482 South St., Garrettsville Village.
- 5 **BREAKNECK CREEK PRESERVE**
Lakewood Rd., Ravenna Twp. Open only for guided hikes.
- 6 **CHAGRIN HEADWATERS PRESERVE**
Chamberlain Rd., Mantua Twp. - 95 acres of wetlands and streams. Open only for guided hikes.
- 7 **WALTER PRESERVE**
SR 225 Palmyra Twp. - 80 acres of woods and wetlands. Open only for guided hikes.
- 8 **CAMP SPELMAN**
Ferguson Rd., Franklin Twp. - 58 acres of wetlands and a lake. Open only by permit for civic group camping.
- 9 **GRAY BIRCH BOG PRESERVE**
Brimfield Twp. - 22 acre sphagnum birch bog. Open only for guided hikes.
- 10 **SENECA PONDS PARK**
515 Mondial Pkwy, Streetsboro - 48 acres of woods, wetlands and ponds for hiking and fishing.
- 11 **DIX PRESERVE**
SR 44, Rootstown Twp. - 10 acres next to Crystal Lake. Open only for guided hikes.
- 12 **MORGAN PARK**
8828 ST RT 44, Shalersville Twp. - 504 acres of woods, wetlands, fields and streams. 1.2 miles of trail.
- 13 **BERLIN LAKE TRAIL**
10228 ST RT 224, Deerfield Twp. - 2.1 mile hike and bike trail.
- 14 **RED FOX BOAT ACCESS - UPPER CUYAHOGA STATE SCENIC RIVER**
9263 Pice Rd., Shalersville Twp. Takeout and fishing access only.
- 15 **FRANKLIN BOG PRESERVE**
Franklin Twp. - 58 acres of woods and wetlands, including a kettle hole lake and sphagnum peat bog. Open only for guided hikes.
- 16 **SHAW WOODS**
7075 Beery Rd., Ravenna Twp. - 145 acres of woods & the West Branch of the Mahoning River. 4 hike & equestrian trails.
- 17 **NEW PARKS IN PROGRESS**
Open only for guided hikes.
- 18
- 19



- Park Reminders**
- Observe posted park hours.
 - Please pick up after your pet and keep all dogs on a leash.
 - Alcohol, other intoxicants and illegal substances are not allowed on park grounds.
 - Motor vehicles are prohibited.
 - Visitors must stay on designated trails.
 - Removing or disturbing vegetation and hunting or harming wild animals is prohibited.
 - Do not add or remove anything from the parks.

- Hike and Bike Trails**
- Open
 - Not yet open
 - By reservation
 - Multi-purpose
 - trail parking

Find Your
Adventure
in Portage Parks!



PORTAGE PARK DISTRICT

2017 ANNUAL REPORT



Heliopsis helianthoides
(Early/False Sunflower),
The PORTAGE Hike and Bike Trail



THANK YOU

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

Dear Park Friends,

2017 was another exciting year of growth for your Portage Parks! Thanks to grants, donations and partners that leverage our levy dollars, we've increased our managed parklands by over 25% with the addition of three properties in Kent, Brimfield and Streetsboro that have critical conservation value, (bringing our total to over 2,000 acres). We've acquired over a mile of additional trail right of way for a future extension of the Headwaters Trail in Mantua.

Our park family is growing too. In 2017 we welcomed two new full time staff, three seasonal staff and one intern along with a new Park Commissioner on our governing board. Our primary partner in park support, the all-volunteer Portage Park District Foundation, continues to raise friends and funds on our behalf, and of course we still rely on dozens of volunteers and partners--we couldn't do it without you!



Besides the new acquisitions, we're improving our parks and trails in various locations, including a couple of special projects by Eagle Scouts and their troops. 2018 will be just as dynamic, as we create plans for our new parks, build more trails, replace old structures and energize our public education and recreation program offerings. The occasional growing pain is worth it as we witness people of all ages and abilities enjoying our parks and know that we're all making a priceless contribution to our community. For Fun, For Health, For LIFE! That's what it's all about.

Hope to see you on the trail!

Christine Craycroft
Executive Director



Portage Park District Board of Commissioners
L to R: Scott McKinney, Deborah Petrone, Allan Orashan, Thomas Hrdy, and Charles Engelhart. The board is appointed by Judge Robert Berger, Portage County Probate Court.

FINANCIAL STATEMENT 2017 ALL FUNDS

Beginning Cash Balance	\$1,542,696		
REVENUES		EXPENDITURES	
Levy (1/2 mil property tax levy)	\$1,701,546	Personnel	\$447,541
Donations	\$39,307	Contract Services	\$153,539
Grants	\$2,754,118	Materials & Supplies	\$71,563
Interest	\$21,112	Land Purchase	\$3,417,464
Rentals & Royalties	\$10,572	Construction	\$70,315
Fees & Sales	\$5,344	Equipment & Vehicles	\$85,174
Refunds & Insurance Settlements	\$7,040	Property Assessments	\$5,782
TOTAL	\$4,539,039	TOTAL	\$4,251,377
		Ending Cash Balance	\$1,830,358

ABOUT PORTAGE PARK DISTRICT

OVER 2,000 ACRES

16
PARKS & PRESERVES

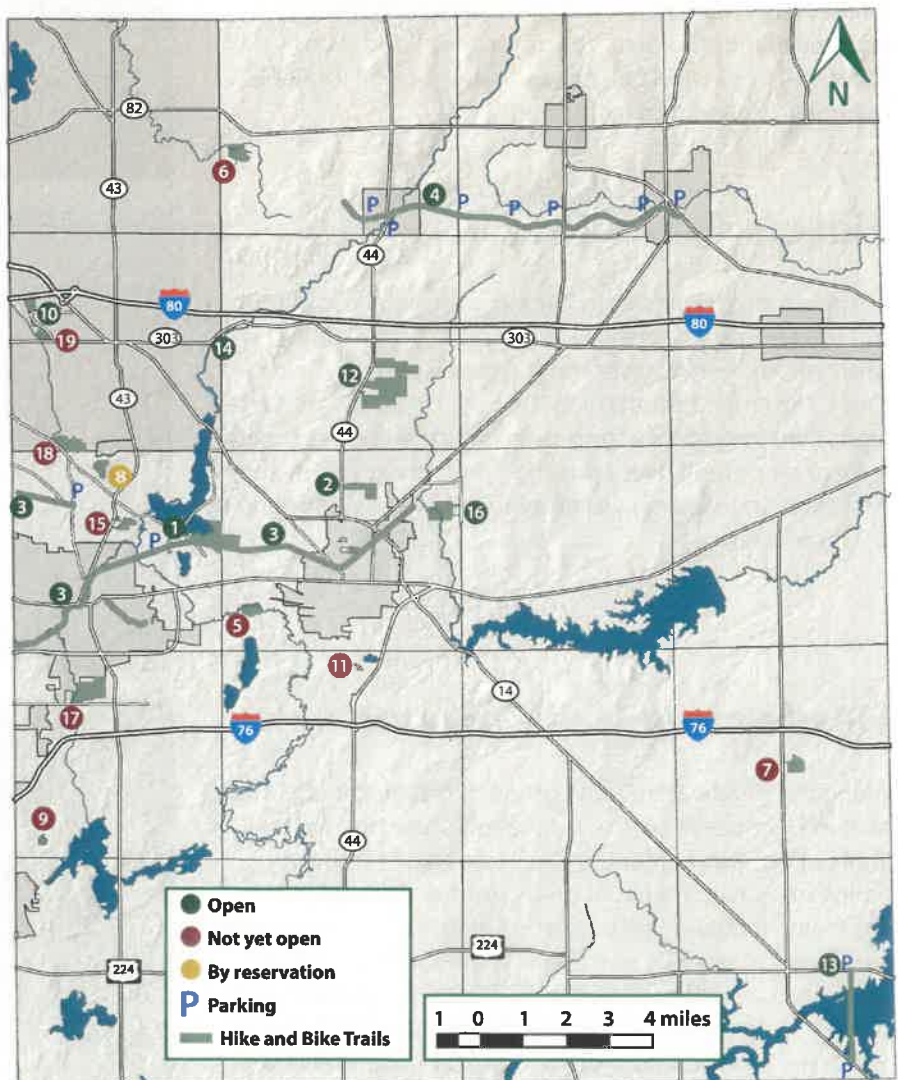


9 MILES
OF EQUESTRIAN TRAILS



14 MILES
OF HIKE & BIKE TRAILS

- 1 **TOWNER'S WOODS PARK**
2264 Ravenna Rd., Franklin Twp.
- 2 **DIX PARK**
7318 ST RT 44, Ravenna Twp.
- 3 **THE PORTAGE HIKE AND BIKE TRAIL**
535 Cleveland Rd., Ravenna; 1557 Lake Rockwell Rd., Franklin Twp.; 784 Judson Rd., Franklin Twp.
- 4 **HEADWATERS TRAIL**
4633 Mill St., Mantua Village; 10480 ST RT 700, Hiram Twp.; 10647 Freedom St., Garrettsville Village; 10482 South St., Garrettsville Village
- 5 **BREAKNECK CREEK PRESERVE**
Open only for guided hikes
- 6 **CHAGRIN HEADWATERS PRESERVE**
Open only for guided hikes
- 7 **WALTER PRESERVE**
Open only for guided hikes
- 8 **CAMP SPELMAN**
Open only by permit for group camping or special events
- 9 **GRAY BIRCH BOG PRESERVE**
Open only for guided hikes
- 10 **SENECA PONDS PARK**
515 Mondial Pkwy, Streetsboro
- 11 **DIX PRESERVE**
Open only for guided hikes
- 12 **MORGAN PARK**
8828 ST RT 44, Shalersville Twp.
- 13 **BERLIN LAKE TRAIL**
10228 ST RT 224, Deerfield Twp.; 232 Kirkbride Rd., Deerfield Twp.
- 14 **RED FOX BOAT ACCESS - UPPER CUYAHOGA STATE SCENIC RIVER**
9263 Price Rd., Shalersville Twp., Parking and safe access for paddlers
- 15 **FRANKLIN BOG PRESERVE**
Open only for guided hikes
- 16 **SHAW WOODS**
7075 Beery Rd., Ravenna Twp.
- 17 18 19 **NEW PARKS IN PROGRESS**
Open only for guided hikes



Visit portageparkdistrict.org for more information on park amenities and accessible trails.



Property Acquisitions

Portage Park District works to acquire properties that will protect and preserve important natural areas and provide recreational opportunities for the citizens of Portage County. In 2017, over 425 acres were acquired for conservation and recreation.

Kent Bog Expansion*

Adjacent to the Tom S. Cooperrider Kent Bog State Nature Preserve, Portage Parks acquired 215 acres spanning Kent and Brimfield protecting over 50 acres of high quality sphagnum peat bog. This property features old fields, mature woods, and over a ½ mile of Plum Creek, a tributary to the Cuyahoga River. Park staff, interns and KSU students have already been at work with conservation research and tree planting projects to restore the floodplain. Potential uses include hiking and mountain biking trails, natural play areas and picnicking.



Tinkers Creek Greenway*

In Streetsboro, 189 acres in 2 tracts were acquired within the Tinkers Creek Greenway, a complex system of high quality bogs, fens, forests and the headwaters to Tinkers Creek, the largest tributary to the Cuyahoga. The protected lands help to buffer existing state nature preserves but also have great potential for education and recreation, including accessible trails, primitive camping, fishing and paddling on a 30 acre lake.



Photo: Brad Bolton

Headwaters Trail Corridor*

Along the Headwaters Trail Corridor, Portage Park District acquired properties with 1.2 miles of future Headwaters Trail right of way in Mantua. The Headwaters Trail is a limestone-paved trail built on the former Cleveland-Mahoning Railroad line between Mantua and Garrettsville which provides a safe and scenic route for hikers, bikers and horseback riders. It passes by beautiful farmland and forests, steep ravines and wetlands, including State Nature Preserves and the Upper Cuyahoga State Scenic River.



Photo: Steve Chapman

* Park names are not official until approved by the Board of Commissioners. These properties have not been officially named.



CONSERVING & IMPROVING



Volunteers help to clear an area at a new property on National Public Lands Day.



Volunteers clean up Morgan Park on Celebrate Portage Day.



Brady Interlocking Switch Tower at Towner's Woods

Outdoor recreation is a part of our way of life. Protecting our natural areas will ensure that we still have places to hike, bike, fish, see wildlife, or just enjoy the quiet and peace of nature.

In 2017, Portage Park District completed these projects:

- **Shaw Woods:** Created a river side viewing area along the Meander Trail where horse and rider can exit the trail, dismount and enjoy a few minutes by the waters edge.
- **Seneca Ponds:** In conjunction with an Eagle Scout Project, the District improved the complete trail system within the park, which included resurfacing of trails, and the replacement of bridges and boardwalks. Drainage issues were addressed and the parking area was improved.
- **Franklin Connector Trail:** Repaired and replaced approximately 3,900 square feet of asphalt trail that had been damaged by tree roots.
- **Headwaters Trail:** Continued trimming and ditching along 8 miles of the Headwaters Trail in preparation for a 2018 trail resurfacing project.
- **District wide:** Treated approximately 40,000 square feet of paved surface with a vegetable oil based rejuvenator to extend the life of our parking lots and trails.
- **Brady Interlocking Switch Tower at Towner's Woods:** Cleaned and painted the interior of the Switch Tower, completed electrical upgrades and installed new lighting fixtures.

EAGLE SCOUT PROJECTS

Life Scout Mason Seachrist, Troop 252 of Kent **Project location: Seneca Ponds**

Mason's project was to identify a section of the trail and determine material types and amounts needed to adequately resurface the section. Once he completed his assessment, Mason obtained and installed the materials. Mason used 90 tons of gravel to resurface the trail. He also constructed and installed a section of boardwalk along the trail.



Life Scout Chad Angermeier, **Troop 4262 of Garrettsville** **Project location:**

Headwaters Trail at State Route 700

Chad's project began early in the summer and involved bringing the memorial for the Jeddo railroad station back to life for visitors to enjoy. Chad researched, rehabbed the site and installed a historically correct interpretive plaque at the location.



NATURAL AREAS STEWARDSHIP

Natural areas stewardship is the long-term management of land and water to sustain natural heritage resources, restore and enhance habitat conditions suitable for rare species, and sustain the inherent biodiversity and beauty of natural communities.

Portage Park District 2017 stewardship projects included:

Non-Native Invasive Plant Management

- Invasive plants were managed on 325 acres
- A total of 17 different species were controlled
- More than 1 ton of garlic mustard (*Alliaria petiolata*) was pulled and removed from high quality woodlands by staff and volunteers

Reforestation

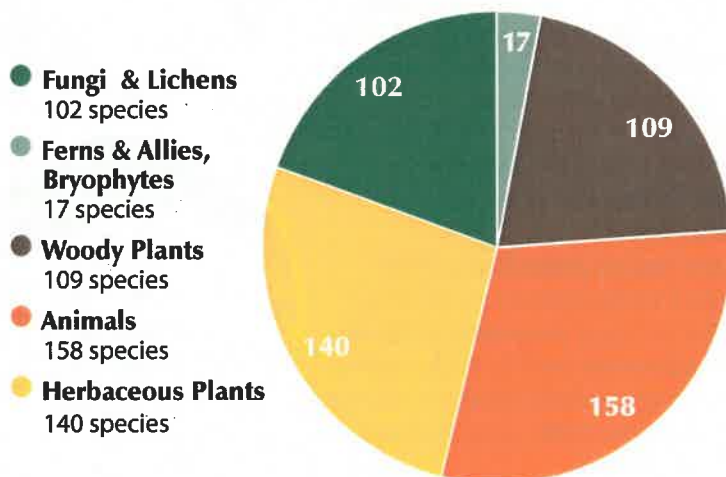
- 410 tree seedling and saplings were planted in three locations
 - » 250 tree saplings were planted along Plum Creek in an effort to restore riparian habitat at the Kent Bog Expansion property
 - » 120 tree seedlings were planted at Seneca ponds
 - » 40 pawpaw saplings and seedlings were planted at Shaw Woods

KSU Conservation Biology Students

Students began conducting numerous research projects at the Kent Bog property in 2017. Projects included the study of mature forests, riparian reforestation, stream quality, wetland evaluation and nature interpretation opportunities. Kent State University students and staff have completed many research projects on Portage Park District lands over the years. This work is invaluable to the management of our natural resources and future park development.

Kent Bog Expansion Bioblitz

- Over 50 people participated including partner agencies, academia, volunteers and staff
- 526 total living species documented to date



Volunteers pull invasive Garlic Mustard on Earth Day.



Tomas Curtis and Lindsay Leightner, Portage Park District seasonal staff planting trees at the Kent Bog.



PUBLIC ENGAGEMENT



Engagement with the Portage Park District builds a sense of community and improves quality of life. Parks provide places for people to connect and interact in a shared environment. Portage Park District took great steps in 2017 to grow public engagement opportunities.

Portage Park District Hires Public Engagement Coordinator

The Portage Park District brought on Public Engagement Coordinator, Andrea Metzler in June 2017. Metzler brings 14 years of experience in the nonprofit industry with emphasis on marketing, fundraising and volunteer management. Metzler's responsibilities include coordinating public communications, programming, special events, volunteers and community partnerships.

Formal Volunteer Program Launched

Portage Parks launched a formal volunteer program in November complete with a handbook, database for recruiting and scheduling volunteers, and orientations. So far over 50 volunteers have been recruited and more than half of those volunteers are now active. Volunteers help Portage Parks complete their mission by assisting with special events, trail cleanups, invasive species control, administrative tasks and more.

Volunteers recruited: 54

Active volunteers: 34

Total volunteer hours: over 240

WILD HIKES CHALLENGE

Over 380
wild hikers
since 2013!

RANGER PATROL

Part-time Ranger, Chief Doug Shepard connected with 385 people enjoying Portage County parks in his 162 hours of work in 2017.

OWLBERT Mascot Introduced

Portage Park District welcomed Owlbert to its public engagement team to share the mission of the parks and make friends all over Portage County. Owlbert's first event was the Portage County Randolph Fair followed by the Ravenna Balloon A-Fair. He is happy to share with the community what a HOOT it is to spend time in the parks.



KSU Marine officer training and patrol group with Chief Shepard at Towner's Woods.





Your Portage Park District For Fun, For Health, For LIFE!

The Portage Park District is an independent political subdivision of the State of Ohio formed in 1991 with its jurisdiction covering all of Portage County. Although it is independent of County government, the Park District utilizes the services of the Portage County Auditor, Treasurer and Prosecutor. It is governed by an unpaid, three to five-member Board of Park Commissioners appointed by Portage County Probate Judge according to Ohio Revised Code Section 1545.

Portage Park District

**705 Oakwood St., Suite G-4, Ravenna, OH 44266
330.297.7728 | admin@portageparkdistrict.org**

**portageparkdistrict.org
Sign up for our newsletter!**



YOUR PORTAGE PARK DISTRICT FOUNDATION

Who We Are and What We Do

The Portage Park District Foundation was established in 2010 as a non-profit organization, with the sole purpose of supporting the Park District's mission to conserve Portage County's natural heritage and provide opportunities for its appreciation and enjoyment.

It is governed by a Board of Trustees who volunteer their time to raise funds and funds to create a parks legacy for the future. The Foundation sponsors the annual "Friends of Portage Parks" giving campaign and special fundraising events, including the annual Portage County Environmental Conservation Awards Dinner and the Headwaters Adventure Race.

Think of the Possibilities

- Trails extended to connect communities across the county and across the state
- Guided hikes and education programs to connect more kids of all ages with the natural world
- Safe, clean parks close to home for healthy outdoor recreational activities
- Clean water, healthy ecosystems, peaceful places



Headwaters Trail



Towner's Woods



Cuyahoga River



Portage Hike and Bike Trail

HOW YOU CAN HELP

Every contribution makes a difference!

- Become a Friend of Portage Parks
- Make a cash donation
- Donate stocks or property
- Give a gift in honor of someone
- Remember the Portage Park District Foundation in your will
- Volunteer your time and talents

The Portage Park District Foundation is a non-profit 501(c)(3) organization, and donations are tax-deductible to the extent allowable by law.



**Portage Park District
FOUNDATION**

705 Oakwood Street, Suite G4 • Ravenna, Ohio 44266
330.297.7728 • www.portageparkdistrict.org

YOUR PORTAGE PARKS

1. **Towner's Woods Park**
234 acres of woods, wetlands and meadows with sledding hills and hiking trails. 2290 Ravenna Rd, Franklin Twp.
2. **Dix Park**
103 acres of woods and wetlands with hiking trails. 7318 SR 44, Ravenna Twp.
3. **The PORTAGE Hike and Bike Trail**
Multipurpose trail between Kent, Franklin Twp and Ravenna. Parking at Lake Rockwell Rd, Towner's Woods & Cleveland Rd. Franklin Connector Trail, parking at Judson Rd & Tenney Trailhead, Hudson Rd.
4. **Headwaters Trail**
Former railroad corridor. Innesstone. Parking at Garrettsville Village Park, SR 700 between Hauke Rd & Pioneer Trail, Hiram Twp, & Mantua Village Park on East High St.
5. **Breakneck Preserve***
66 acres of forest, wetlands and creek. Lakewood Rd, Ravenna Twp.
6. **Chagrin Headwaters Preserve***
95 acres of woods and streams. Chamberlain Rd, Mantua Twp.
7. **Walter Preserve***
80 acres of woods and wetlands. SR 225, Palmyra Twp.
8. **Camp Spelman***
58 acres of wetlands, woods, lake. Ferguson Rd, Franklin Twp.

♻️ Printed on responsible sourced recycled paper

9. **Gray Birch Bog Preserve***
22 acre sphagnum peat bog. Brimfield Twp.
10. **Seneca Ponds Park**
48 acres of woods, wetlands and ponds for hiking and fishing. 515 Mondial Pkwy, Streetsboro
11. **Dix Preserve***
10 acres next to Crystal Lake. SR 44, Rootstown Twp.
12. **Morgan Preserve***
504 acres of woods, wetlands, fields and streams. SR 44 & Nicodemus Rd, Shalersville Twp.
13. **Berlin Lake Trail**
2.1 miles of hike and bike trail at Berlin Lake, Deerfield Twp.
14. **Red Fox Boat Access**
Parking and safe access for non-motorized boats on the Upper Cuyahoga Scenic River Water Trail. Shalersville Twp.
15. **Franklin Bog Preserve***
58 acres of woods and wetlands. Including a kettlehole lake and sphagnum peat bog. Franklin Twp.
16. **Shaw Woods***
145 acres of forest, wetlands, hiking and horse trails. Beery Road, Ravenna Twp.

* These properties are open only by special permit or for guided hikes until park planning and development are completed.

JOIN!

Yes. I will become a Friend of Portage Parks!

Here's my contribution to support the work of the Portage Park District:

- ☐ TRAILBLAZER \$1000+
- ☐ EXPLORER \$500-\$999
- ☐ ADVENTURER \$250-\$499
- ☐ NATURE GUIDE \$100-\$249
- ☐ FRIEND \$25-\$99
- ☐ STUDENT \$5-\$24

- ☐ I want to volunteer my time.
Please contact me.
- ☐ Please contact me in order to discuss
other giving opportunities.
- ☐ Please send me occasional emails about
Park programs and activities.

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

E-mail: _____

Return this form and your check payable to:

Portage Park District Foundation
705 Oakwood Street, Suite G4
Ravenna, Ohio 44266

You may also donate securely online using PayPal,
located at our website: www.portageparkdistrict.org



**Portage Park District
FOUNDATION**

BE A FRIEND SUPPORT PORTAGE PARKS!



FOR FUN, FOR HEALTH, FOR LIFE!

CONSERVING OUR PAST

Creating Parks for Life

Our Portage Parks conserve beautiful landscapes with high quality streams, lakes, wetlands, forests and fields with a diverse abundance of wildlife. Our educational programs help connect thousands of people of all ages to the wonders of nature and year-round access to our parks and trails for healthy outdoor activities and relaxation.

Thanks to support from many sources, including over \$10 million in grants and donations, we've been able to conserve over 1,500 acres of land, operate three parks and construct 14 miles of hike and bike trails.

Moving Portage Parks Forward, with Your Help

Thanks to stable income from our 1/2 mill levy approved in 2014, the District can now move ahead to address long-overdue maintenance, increase programming, improve parks and open some of the 1,000 acres of parkland that we already own. But to continue conserving land and extending trails, we'll still need help from our friends to stretch those tax dollars further.

"Treat the Earth well.

It was not given to you by your parents.
It was loaned to you by your children."

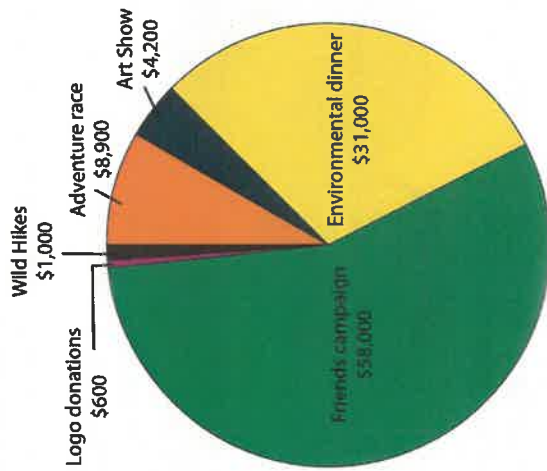
—Native American Proverb



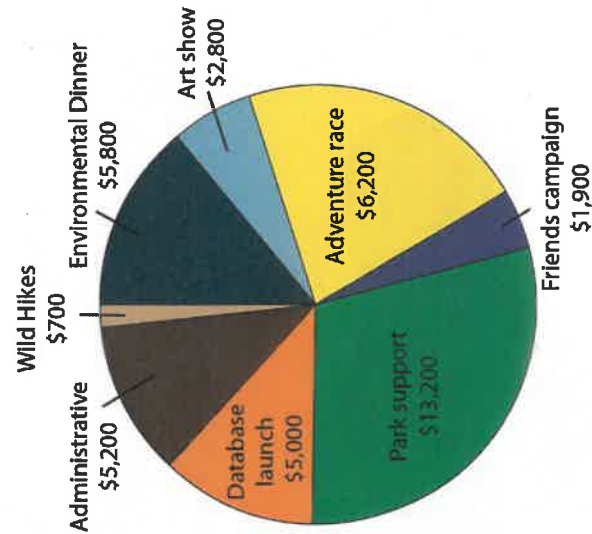


2017 Financial Report

Revenue - \$103,700



Expenses - \$44,500



Portage Park District Foundation Board

Sally Kandel, President
 Beth Buchanan, Vice President
 Linda Seeman, Secretary
 Bill Graham, Treasurer
 George Rose, Assistant Treasurer
 Jeff Bennett
 Emily Collins
 Claudia James
 Kristi Kato
 Greg Kiskadden
 Jane Preston Rose
 Kurt Ruehr
 Nancy Stillwagon
 Steve Zabor
 Christine Craycroft, Ex-officio



Portage Park District
FOUNDATION

Annual Report 2017



The Portage

Park District Foundation
 was founded in 2010. The
 Foundation promotes the
 growth and development of the
 Portage Park District and its
 mission. It is an independent,
 501(c)(3) organization, governed
 by a 14 member volunteer
 Board of Trustees.





Portage Park District Foundation Focus

Since the successful passage of the levy in 2014, the Portage Park District Foundation has been able to focus on special projects and grant matches that extend the range of normal park expenditures for operations and growth. Foundation support strengthens the Park District's ability to obtain grant funds. Taking the Park District's master plan as its direction, the Foundation is actively evaluating projects for future investment.



Projects in 2017

- Contributions to grant matches for property acquisition and trail extensions
- Support of a youth project to improve trails at Seneca Pond
- Support of the Portage Park's bird watching program
- Implementation of a CRM program to manage relationships with donors and prospective donors.



2017 Awardedees

Environmental Conservation Awards Dinner

This premier event provides an opportunity for friends to gather to honor those who are dedicated to protecting the environment and to raise funds to support the parks. In 2017, over \$20,000 was raised at this celebration.



Nature's Store Art Sale

The Foundation's second art sale, held in December, featured the work of over 30 artists whose pieces were inspired by nature. This event was made possible with the support of the Kent State University School of Art.

Leave a legacy

Please keep the Portage Park District Foundation in mind when planning your will. It will be a lasting gift for future generations to enjoy. A legacy gift for the sustainability of the parks can also be made in honor of a loved one.



The Headwaters Adventure Race

This run-bike-paddle race through beautiful northern Portage County starts and ends in historic Mantua Village. The 2017 race attracted 144 participants from both within and outside the county, a 15% increase over the previous year.



Over 380
Wild Hikers
since 2013!

Wild Hikes Challenge

Hikers enjoy our Portage Parks while getting fit! Walk eight of our designated "Wild Hikes" trails within a year and earn a locally made hiking staff and brass medallion provided by the Foundation. Participants may hike on their own or join group hikes led by the Portage Trail Walkers. Most of the designated trails are rated easy, ranging from 1-4 miles. A wheelchair accessible version is also available. Enjoy the beauty of the parks in all seasons!

Ohio Revised Code Chapter 1545: PARK DISTRICTS

1545.01 Park districts created.

Park districts may be created which include all or a part of the territory within a county, and the boundary lines of such district shall be so drawn as not to divide any existing township or municipal corporation within such county.

Effective Date: 10-01-1953

1545.02 Application to probate judge.

Application for the creation of a park district shall be made to the probate judge of the county within which the district is to be located. Such application shall either be signed by a majority of the electors residing within the proposed district as determined by the number of electors voting at the most recent general election within such territory, or, in lieu thereof, shall be authorized by resolution adopted by the board of county commissioners, any board of township trustees, or legislative authority of any municipal corporation within such proposed district. Such application shall state the name of the proposed district, shall contain an accurate description of the territory to be included, and shall be accompanied with an accurate map or plat thereof.

Effective Date: 08-22-1995

1545.03 Notice and hearing.

Upon the filing of the application provided for in section [1545.02](#) of the Revised Code, the probate judge shall fix a time for the hearing of such application which shall not be less than twenty nor more than forty days subsequent to the date of the filing of the application. Such judge shall publish notice of the filing of such application and the date of hearing thereof in two newspapers of general circulation within such district, or if there is but one newspaper of general circulation within such district, in such newspaper. If there is no newspaper of general circulation within such proposed district, then such judge shall post such notice in five of the most public places within such proposed district. Such notice shall be published or posted for a period of not less than fifteen days prior to the date fixed for the hearing. The hearing may be adjourned from time to time upon good cause shown.

Effective Date: 10-01-1953

1545.04 Evidence - argument - judgment.

At a hearing on an application for the creation of a park district, evidence may be taken as in other civil cases in the probate court, and the probate judge shall hear all arguments for and against the creation of such district. If he finds that such application is signed or authorized as provided in section [1545.02](#) of the Revised Code, and that the creation of such district will be conducive to the general welfare, he shall enter an order creating the district under the name specified in the application.

The judge may amend or change the limits of the territory described in the application at the time of the hearing, provided that in no case shall he increase the limits or size of said district. In case any of the original territory is eliminated from the district as finally established, the boundary lines of the district as finally ordered by the court shall not divide any existing township or municipal corporation.

Effective Date: 10-01-1953

1545.041 Conversion of township park district - resolution.

(A) Any township park district created pursuant to section [511.18](#) of the Revised Code that includes park land located outside the township in which the park district was established may be converted under the procedures provided in this section into a park district to be operated and maintained as provided for in this chapter, provided that there is no existing park district created under section [1545.04](#) of the Revised Code in the county in which the township park district is located. The proposed park district shall include within its boundary all townships and municipal corporations in which lands owned by the

township park district seeking conversion are located, and may include any other townships and municipal corporations in the county in which the township park district is located.

(B) Conversion of a township park district into a park district operated and maintained under this chapter shall be initiated by a resolution adopted by the board of park commissioners of the park district. Any resolution initiating a conversion shall include the following:

- (1) The name of the township park district seeking conversion;
 - (2) The name of the proposed park district;
 - (3) An accurate description of the territory to be included in the proposed district;
 - (4) An accurate map or plat of the proposed park district. The resolution may also include a proposed tax levy for the operation and maintenance of the proposed park district. If such a tax levy is proposed, the resolution shall specify the annual rate of the tax, expressed in dollars and cents for each one hundred dollars of valuation and in mills for each dollar of valuation, and shall specify the number of consecutive years the levy will be in effect. The annual rate of such a tax may not be higher than the total combined millage of all levies then in effect for the benefit of the township park district named in the resolution.
- (C) Upon adoption of the resolution provided for in division (B) of this section, the board of park commissioners of the township park district seeking conversion under this section shall certify the resolution to the board of elections of the county in which the park district is located no later than four p.m. of the seventy-fifth day before the day of the election at which the question will be voted upon. Upon certification of the resolution to the board, the board of elections shall make the necessary arrangements to submit the question of conversion of the township park into a park district operated and maintained under Chapter 1545. of the Revised Code, to the electors qualified to vote at the next primary or general election who reside in the territory of the proposed park district. The question shall provide for a tax levy if such a levy is specified in the resolution.

(D) The ballot submitted to the electors as provided in division (C) of this section shall contain the following language:

"Shall the (name of the township park district seeking conversion) be converted into a park district to be operated and maintained under Chapter 1545. of the Revised Code under the name of (name of proposed park district), which park district shall include the following townships and municipal corporations:

(name townships and municipal corporations)

Approval of the proposed conversion will result in the termination of all existing tax levies voted for the benefit of (name of the township park district sought to be converted) and in the levy of a new tax for the operation and maintenance of (name of proposed park district) at a rate not exceeding (number of mills) mills for each one dollar of valuation, which is (rate expressed in dollars and cents) for each one hundred dollars of valuation, for . . . (number of years the millage is to be imposed) years, commencing on the (year) tax duplicate.

FOR THE PROPOSED CONVERSION

AGAINST THE PROPOSED CONVERSION

(E) If the proposed conversion is approved by at least a majority of the electors voting on the proposal, the township park district that seeks conversion shall become a park district subject to Chapter 1545. of the Revised Code effective the first day of January following approval by the voters. The park district shall have the name specified in the resolution, and effective the first day of January following approval by the voters, the following shall occur:

- (1) The indebtedness of the former township park district shall be assumed by the new park district;
- (2) All rights, assets, properties, and other interests of the former township park district shall become vested in the new park district, including the rights to any tax revenues previously vested in the former township park district; provided, that all tax levies in excess of the ten mill limitation approved for the benefit of the former township park district shall be removed from the tax lists after the February

settlement next succeeding the conversion. Any tax levy approved in connection with the conversion shall be certified as provided in section [5705.25](#) of the Revised Code.

(3) The members of the board of park commissioners of the former township park district shall be the members of the members of the board of park commissioners of the new park district, with all the same powers and duties as if appointed under section [1545.05](#) of the Revised Code. The term of each such commissioner shall expire on the first day of January of the year following the year in which his term would have expired under section [511.19](#) of the Revised Code. Thereafter, commissioners shall be appointed pursuant to section [1545.05](#) of the Revised Code.

Effective Date: 10-05-1987

1545.05 Park commissioners.

(A) Upon the creation of a park district, the probate judge shall appoint three commissioners who shall take office immediately and whose terms shall expire one, two, and three years, respectively, from the first day of January next after the date of their appointment. Thereafter, their successors shall be appointed by the probate judge for terms of three years. Before entering upon the performance of the duties of the office, each commissioner shall take an oath to perform faithfully the duties of the office and shall give bond for that faithful performance in the sum of five thousand dollars. The bond shall be approved by and filed with the county auditor. The commissioners shall serve without compensation, but shall be allowed their actual and necessary expenses incurred in the performance of their duties.

(B) Any board of park commissioners of a park district may elect to expand the membership of the board from three members to five members upon a majority vote of the board. Upon such a vote, the board shall certify to the probate judge a resolution requesting the judge to appoint two additional members to the board. The probate judge shall appoint those additional members, and they shall take office immediately upon their appointment. One member shall be appointed to a term that expires on the first day of January of the year following the year of that member's appointment, and one member shall be appointed to a term that expires on the first day of January of the second year following the year of that member's appointment. Thereafter, their successors shall be appointed by the probate judge for terms of three years.

Effective Date: 10-01-1953; 04-11-2005

1545.06 Removal of park commissioners - vacancy.

Any park commissioner may be removed at the discretion of the probate judge, either upon complaint filed with such judge or upon his own motion. No such removal shall be made without giving such commissioner not less than ten days' notice and a full opportunity to be heard in his own behalf in a public hearing. The order removing such commissioner shall state the reasons therefor and shall be entered upon the records of the probate court. In case of such removal, or in case of other vacancy in the office of commissioner, the vacancy shall be filled by the judge by appointment for the unexpired term.

Effective Date: 10-01-1953

1545.07 Board of park commissioners - employees.

The commissioners appointed in accordance with section [1545.05](#) or pursuant to section [1545.041](#) of the Revised Code shall constitute the board of park commissioners of the park district. Such board shall be a body politic and corporate, and may sue and be sued as provided in sections [1545.01](#) to [1545.28](#) of the Revised Code. Such board may employ a secretary and such other employees as are necessary in the performance of the powers conferred in such sections. The board may appoint a treasurer to act as custodian of the board's funds and as fiscal officer for the park district. For the purposes of acquiring, planning, developing, protecting, maintaining, or improving lands and facilities thereon under section [1545.11](#) of the Revised Code, and for other types of assistance which it finds necessary in carrying out its duties under Chapter 1545. of the Revised Code, the board may hire and contract for professional, technical, consulting, and other special services, including, in accordance with division (D) of section

[309.09](#) of the Revised Code, the legal services of the prosecuting attorney of the county in which the park district is located, and may purchase goods. In procuring any goods with a cost in excess of fifty thousand dollars, the board shall contract as a contracting authority under sections [307.86](#) to [307.91](#) of the Revised Code, to the same extent and with the same limitations as a board of county commissioners. In procuring services, the board shall contract in the manner and under procedures established by the bylaws of the board as required in section [1545.09](#) of the Revised Code.

Amended by 129th General Assembly File No. 141, HB 509, §1, eff. 9/28/2012.

Effective Date: 05-08-1996

1545.071 Group insurance.

The board of park commissioners of any park district may procure and pay all or any part of the cost of group insurance policies that may provide benefits for hospitalization, surgical care, major medical care, disability, dental care, eye care, medical care, hearing aids, or prescription drugs, or sickness and accident insurance or a combination of any of the foregoing types of insurance or coverage for park district officers and employees and their immediate dependents issued by an insurance company duly authorized to do business in this state.

The board may procure and pay all or any part of the cost of group life insurance to insure the lives of park district employees.

The board also may contract for group health care services with health insuring corporations holding a certificate of authority under Chapter 1751. of the Revised Code provided that each officer or employee is permitted to:

(A) Choose between a plan offered by an insurance company and a plan offered by a health insuring corporation and provided further that the officer or employee pays any amount by which the cost of the plan chosen by the officer or employee exceeds the cost of the plan offered by the board under this section;

(B) Change the choice made under division (A) of this section at a time each year as determined in advance by the board.

Any appointed member of the board of park commissioners and the spouse and dependent children of the member may be covered, at the option and expense of the member, as a noncompensated employee of the park district under any benefit plan described in division (A) of this section. The member shall pay to the park district the amount certified to it by the benefit provider as the provider's charge for the coverage the member has chosen under division (A) of this section. Payments for coverage shall be made, in advance, in a manner prescribed by the board. The member's exercise of an option to be covered under this section shall be in writing, announced at a regular public meeting of the board, and recorded as a public record in the minutes of the board.

The board may provide the benefits authorized in this section by contributing to a health and welfare trust fund administered through or in conjunction with a collective bargaining representative of the park district employees.

The board may provide the benefits described in this section through an individual self-insurance program or a joint self-insurance program as provided in section 9.833 of the Revised Code.

Amended by 130th General Assembly File No. 25, HB 59, §101.01, eff. 9/29/2013.

Amended by 129th General Assembly File No. 28, HB 153, §101.01, eff. 6/30/2011.

Effective Date: 06-04-1997

1545.072 Board may authorize use of park district credit card.

(A) The board of park commissioners may authorize an officer, employee, or appointee of the board to use a credit card held by the park district to pay for expenses related to park district business. The debt incurred as a result of the use of a credit card under this section shall be paid from park district funds.

(B) Misuse of a credit card held by the board by an officer, employee, or appointee of a board of park commissioners is a violation of section [2913.21](#) of the Revised Code.

(C) An officer, employee, or appointee, in a civil action, may be found personally liable to the park district for the officer's, employee's, or appointee's unauthorized use of the park district credit card.

(D) Any officer, employee, or appointee who is authorized to use a credit card held by the board of park commissioners and who suspects the loss, theft, or possibility of another person's unauthorized use of the credit card shall notify the board of park commissioners of the suspected, loss, theft, or possible unauthorized use immediately in writing. The officer, employee, or appointee may be held personally liable for unauthorized debt resulting from such loss, theft, or unauthorized use, in the amount of fifty dollars or the amount charged to the credit card as a result of the loss, theft, or unauthorized use, whichever is less.

Effective Date: 07-01-1996

1545.08 Reports of board of park commissioners.

The board of park commissioners shall compile and publish reports and information relating to the park district and to the proceedings and functions of the board. The board shall keep an accurate and permanent public record of all its proceedings.

Effective Date: 11-25-1971

1545.09 Bylaws and rules.

(A) The board of park commissioners shall adopt such bylaws and rules as the board considers advisable for the preservation of good order within and adjacent to parks and reservations of land, and for the protection and preservation of the parks, parkways, and other reservations of land under its jurisdiction and control and of property and natural life therein. The board shall also adopt bylaws or rules establishing a procedure for contracting for professional, technical, consulting, and other special services. Any competitive bidding procedures of the board do not apply to the purchase of benefits for park district officers or employees when such benefits are provided through a health and welfare trust fund administered through or in conjunction with a collective bargaining representative of the park district employees, as authorized in section [1545.071](#) of the Revised Code. Summaries of the bylaws and rules shall be published as provided in the case of ordinances of municipal corporations under section [731.21](#) of the Revised Code before taking effect.

(B)

(1) As used in division (B)(2) of this section, "similar violation under state law" means a violation of any section of the Revised Code, other than division (C) of this section, that is similar to a violation of a bylaw or rule adopted under division (A) of this section.

(2) The board of park commissioners may adopt by bylaw a penalty for a violation of any bylaw or rule adopted under division (A) of this section, and any penalty so adopted shall not exceed in severity whichever of the following is applicable:

(a) The penalty designated under the Revised Code for a violation of the state law that is similar to the bylaw or rule for which the board adopted the penalty;

(b) For a violation of a bylaw or rule adopted under division (A) of this section for which the similar violation under state law does not bear a penalty or for which there is no similar violation under state law, a fine of not more than one hundred fifty dollars for a first offense and not more than one thousand dollars for each subsequent offense.

(3) A summary of any bylaw adopted under division (B)(2) of this section shall be published as provided in the case of ordinances of municipal corporations under section [731.21](#) of the Revised Code before taking effect.

(C) No person shall violate any bylaws or rules adopted under division (A) of this section. All fines collected for any violation of this section shall be paid into the treasury of such park board.

Amended by 129th General Assembly File No. 28, HB 153, §101.01, eff. 9/29/2011.

Effective Date: 08-08-1980; 2008 SB220 09-30-2008

1545.10 Contract with corporation or association maintaining museum of natural history.

The board of park commissioners may contract for a term not exceeding three years, upon such terms as the board deems expedient, with any private corporation or association not for profit maintaining a museum of natural history in any county within which the park district is located in whole or in part, or which has for its object the promotion of interest in or the conservation and preservation of the flora or fauna in any portion or all of the territory comprising the district for the purpose of obtaining for such district such services and assistance as can be rendered by such corporation or association.

Effective Date: 10-01-1953

1545.11 Board of park commissioners - power to acquire lands.

The board of park commissioners may acquire lands either within or without the park district for conversion into forest reserves and for the conservation of the natural resources of the state, including streams, lakes, submerged lands, and swamplands, and to those ends may create parks, parkways, forest reservations, and other reservations and afforest, develop, improve, protect, and promote the use of the same in such manner as the board deems conducive to the general welfare. Such lands may be acquired by such board, on behalf of said district, (1) by gift or devise, (2) by purchase for cash, by purchase by installment payments with or without a mortgage, by entering into lease-purchase agreements, by lease with or without option to purchase, or, (3) by appropriation. In furtherance of the use and enjoyment of the lands controlled by it, the board may accept donations of money or other property, or may act as trustees of land, money, or other property, and use and administer the same as stipulated by the donor, or as provided in the trust agreement. The terms of each such donation or trust shall first be approved by the probate court before acceptance by the board.

In case of appropriation, the proceedings shall be instituted in the name of the board, and shall be conducted in the manner provided in sections [163.01](#) to [163.22](#), inclusive, of the Revised Code.

This section applies to districts created prior to April 16, 1920.

Effective Date: 10-20-1972

1545.12 Sale or lease of lands - notice - approval by probate court.

(A) Except as provided in division (B) of this section, if the board of park commissioners finds that any lands that it has acquired are not necessary for the purposes for which they were acquired by the board, it may sell and dispose of the lands upon terms the board considers advisable. The board also may lease or permit the use of any lands for purposes not inconsistent with the purposes for which the lands were acquired, and upon terms the board considers advisable. No lands shall be sold pursuant to this division without first giving notice of the board's intention to sell the lands by publication once a week for four consecutive weeks in a newspaper of general circulation in the district or as provided in section [7.16](#) of the Revised Code. The notice shall contain an accurate description of the lands and shall state the time and place at which sealed bids will be received for the purchase of the lands, and the lands shall not thereafter be sold at private sale for less than the best and highest bid received without giving further notice as specified in this division.

(B)

(1) After compliance with division (B)(2) of this section, the board of park commissioners may sell land upon terms the board considers advisable to any park district established under section [511.18](#) or Chapter 1545. of the Revised Code, any political subdivision of the state, the state or any department or agency of the state, or any department or agency of the federal government for conservation uses or for park or recreation purposes without the necessity of having to comply with division (A) of this section.

(2) Before the board of park commissioners may sell land under division (B)(1) of this section, the board shall offer the land for sale to each of the following public agencies that is authorized to acquire, develop, and maintain land for conservation uses or for park or recreation purposes: each park district established under section [511.18](#) or Chapter 1545. of the Revised Code or political subdivision in which the land is located, each park district that is so established and that adjoins or each political subdivision that adjoins a park district so established or political subdivision in which the land is located, and each

agency or department of the state or of the federal government that operates parks or conservation or recreation areas near the land. The board shall make the offer by giving a written notice that the land is available for sale, by first class mail, to these public agencies. A failure of delivery of the written notice to any of these public agencies does not invalidate any proceedings for the sale of land under this division. Any public agency that is so notified and that wishes to purchase the land shall make an offer to the board in writing not later than sixty days after receiving the written notice.

If there is only one offer to purchase the land made in that sixty-day period, the board need not hold a public hearing on the offer. The board shall accept the offer only if it determines that acceptance of the offer will result in the best public use of the land.

If there is more than one offer to purchase the land made in that sixty-day period, the board shall not accept any offer until the board holds a public hearing on the offers. If, after the hearing, the board decides to accept an offer, it shall accept the offer that it determines will result in the best public use of the land.

(C) No lands shall be sold under this section at either public or private sale without the approval of the probate court of the county in which the lands are situated.

Amended by 129th General Assembly File No. 28, HB 153, §101.01, eff. 9/29/2011.

Effective Date: 10-26-1999

1545.13 Park commission employees designated as law enforcement officers.

(A) As used in this section, "felony" has the same meaning as in section [109.511](#) of the Revised Code.

(B) The employees that the board of park commissioners designates for that purpose may exercise all the powers of police officers within and adjacent to the lands under the jurisdiction and control of the board or when acting as authorized by section [1545.131](#) or [1545.132](#) of the Revised Code. Before exercising the powers of police officers, the designated employees shall comply with the certification requirement established in section [109.77](#) of the Revised Code, take an oath, and give a bond to the state in the sum that the board prescribes, for the proper performance of their duties in that respect. This division is subject to division (C) of this section.

(C)

(1) The board of park commissioners shall not designate an employee as provided in division (B) of this section on a permanent basis, on a temporary basis, for a probationary term, or on other than a permanent basis if the employee previously has been convicted of or has pleaded guilty to a felony.

(2)

(a) The board of park commissioners shall terminate the employment of an employee designated as provided in division (B) of this section if the employee does either of the following:

(i) Pleads guilty to a felony;

(ii) Pleads guilty to a misdemeanor pursuant to a negotiated plea agreement as provided in division (D) of section [2929.43](#) of the Revised Code in which the employee agrees to surrender the certificate awarded to the employee under section [109.77](#) of the Revised Code.

(b) The board shall suspend from employment an employee designated as provided in division (B) of this section if the employee is convicted, after trial, of a felony. If the employee files an appeal from that conviction and the conviction is upheld by the highest court to which the appeal is taken or if the employee does not file a timely appeal, the board shall terminate the employment of that employee. If the employee files an appeal that results in the employee's acquittal of the felony or conviction of a misdemeanor, or in the dismissal of the felony charge against the employee, the board shall reinstate that employee. An employee who is reinstated under division (C)(2)(b) of this section shall not receive any back pay unless that employee's conviction of the felony was reversed on appeal, or the felony charge was dismissed, because the court found insufficient evidence to convict the employee of the felony.

(3) Division (C) of this section does not apply regarding an offense that was committed prior to January 1, 1995.

(4) The suspension from employment, or the termination of the employment, of an employee under division (C)(2) of this section shall be in accordance with Chapter 119. of the Revised Code.

Effective Date: 01-01-2004

1545.131 Mutual aid contracts.

The board of park commissioners of a park district may enter into contracts with one or more townships, township police districts, joint police districts, municipal corporations, or county sheriffs of this state, with one or more township park districts created pursuant to section [511.18](#) of the Revised Code or other park districts, with one or more state universities or colleges, as defined in section [3345.12](#) of the Revised Code, or with a contiguous political subdivision of an adjoining state, and a township, township police district, joint police district, municipal corporation, county sheriff, township park district, other park district, or state university or college may enter into a contract with a park district upon any terms that are agreed to by them, to allow the use of the park district police or law enforcement officers designated under section [1545.13](#) of the Revised Code to perform any police function, exercise any police power, or render any police service on behalf of the contracting entity that the entity may perform, exercise, or render.

Chapter 2744: of the Revised Code, insofar as it applies to the operation of police departments, applies to the contracting entities and to the members of the police force or law enforcement department when they are rendering service outside their own subdivisions pursuant to that contract.

Members of the police force or law enforcement department acting outside the political subdivision in which they are employed, pursuant to that contract, shall be entitled to participate in any indemnity fund established by their employer to the same extent as while acting within the employing subdivision. Those members shall be entitled to all the rights and benefits of Chapter 4123. of the Revised Code, to the same extent as while performing service within the subdivision.

The contracts entered into pursuant to this section may provide for the following:

(A) A fixed annual charge to be paid at the times agreed upon and stipulated in the contract;

(B) Compensation based upon the following:

(1) A stipulated price for each call or emergency;

(2) The number of members or pieces of equipment employed;

(3) The elapsed time of service required in each call or emergency.

(C) Compensation for loss or damage to equipment while engaged in rendering police services outside the limits of the subdivision that owns and furnishes the equipment;

(D) Reimbursement of the subdivision in which the police force or law enforcement department members are employed for any indemnity award or premium contribution assessed against the employing subdivision for workers' compensation benefits for injuries or death of its police force or law enforcement department members occurring while engaged in rendering police services pursuant to the contract.

Amended by 129th General Assembly File No. 28, HB 153, §101.01, eff. 9/29/2011.

Effective Date: 05-08-1996

1545.132 Providing police service without contract.

The police force or law enforcement department of any park district may provide police protection to any county, municipal corporation, township, township police district, or joint police district of this state, to any other park district or any township park district created pursuant to section [511.18](#) of the Revised Code, or to a governmental entity of an adjoining state without a contract to provide police protection, upon the approval, by resolution, of the board of park commissioners of the park district in which the police force or law enforcement department is located and upon authorization by an officer or employee of the police force or department providing the police protection who is designated by title

of office or position, pursuant to the resolution of the board of park commissioners, to give the authorization.

Chapter 2744: of the Revised Code, insofar as it applies to the operation of police departments, shall apply to any park district and to members of its police force or law enforcement department when those members are rendering police services pursuant to this section outside the park district by which they are employed.

Police force or law enforcement department members acting, as provided in this section, outside the park district by which they are employed shall be entitled to participate in any pension or indemnity fund established by their employer to the same extent as while acting within the park district by which they are employed. Those members shall be entitled to all rights and benefits of Chapter 4123. of the Revised Code to the same extent as while performing services within the park district by which they are employed.

Amended by 129th General Assembly File No. 28, HB 153, §101.01, eff. 9/29/2011.

Effective Date: 07-31-1992

1545.14 Agreement with other public authorities to assume control of parks.

A board of park commissioners may by agreement with the legislative or other public authority in control of parks or park lands either within or without the park district, assume control of all or a portion of any existing parks or park lands or otherwise contract or cooperate with such public authority in connection with the use, development, improvement, and protection of parks or park lands. In such event, such parks or park lands may be developed, improved, and protected as in case of lands otherwise acquired by said board. This section does not authorize said board to acquire or control any park, park lands, parkways, playgrounds, other lands, or boulevards owned or controlled by any other public authority except by agreement as provided in this section.

Effective Date: 08-04-1961

1545.15 Annexation procedure.

When conducive to the general welfare, any territory adjacent and contiguous to an existing park district, whether located within or without the county in which such district was created, may be annexed to such district. When a petition is filed with the board of park commissioners requesting such annexation, containing an accurate description of the territory proposed to be annexed, accompanied by an accurate map or plat of such territory, and signed either by a majority of the electors residing within such territory or by not less than fifty such electors, the board shall determine whether it is advisable that such annexation should be made. If the board determines in favor of such annexation, it shall make application to the probate court of the county in which such territory is located, setting forth the fact of the filing of such petition and the reasons why it is advisable that such territory should be annexed to such district. Any such board may of its motion file such petition in such court. Upon the filing of such petition, like proceedings shall be had as are provided in sections [1545.03](#) and [1545.04](#) of the Revised Code upon application for the creation of a park district, except that the territory so annexed may include a part only of an existing township or municipal corporation.

Effective Date: 10-01-1953

1545.16 Powers of budget commissioners, auditors, and treasurers in relation to park districts.

In the event of the annexation to a park district of territory located in a county other than the county in which such district was created, the budget commissioners of the county in which such annexed territory is located shall exercise, with reference to such annexed territory, the powers conferred upon budget commissioners by section [1545.20](#) of the Revised Code, and the county auditor and county treasurer of the county in which such annexed territory is located shall exercise, with reference to taxes levied and collected by the board of park commissioners upon such annexed territory, the powers conferred upon auditors and treasurers by section [1545.22](#) of the Revised Code.

Effective Date: 10-01-1953

1545.17 Improvement of public highway.

When a public highway extends into or through a park area, or when a public highway forms all or part of a suitable connection between two or more park areas, and it is deemed advisable to make alterations in the route or width of such highway, or to grade, drain, pave, or otherwise improve such highway, boards of park commissioners may enter into agreements with the public authorities in charge or control of so much of said highway as lies within such park area or which forms the whole or part of a connecting link between two or more park areas, providing for the doing of any of such things, under the procedure authorized by law in case of such public authorities, and for the payment by such boards of so much of the cost thereof as is agreed upon. This section does not affect the legal status of such highway.

Effective Date: 10-01-1953

1545.18 Assessment of cost of improvement - collection.

In the development and improvement of the lands acquired by a board of park commissioners, such board may assess such portion of the cost of such development or improvement as it deems equitable, not to exceed fifty per cent of such total cost, upon abutting, contiguous, adjacent, or otherwise specifically benefited lands, in an amount not in excess of and in proportion to the special benefits conferred upon such lands by such development or improvement. Such assessment shall be payable in not to exceed ten equal annual installments, and said board may borrow money in anticipation of the collection of such special assessments. The proceedings had in the levying and collection of such special assessments, including the issue of bonds of the park district in anticipation of the collection of deferred assessments, shall be as provided in case of the levy and assessment of special assessments for street improvements in municipal corporations, insofar as such proceedings are applicable. If any such assessment is twenty-five dollars or less, or whenever the unpaid balance of any such assessment is twenty-five dollars or less, such assessment shall be paid in full, and not in installments, at the time when the first or next installment would otherwise become due and payable.

Effective Date: 10-30-1969

1545.19 Assessment may be increased with consent of property owners.

In case of any development or improvement, the assessments authorized by section [1545.18](#) of the Revised Code shall not in the aggregate exceed the cost of a development or improvement sufficient only to serve that need of the property to be assessed, unless the development or improvement has been petitioned for by the owners of not less than sixty per cent, both in foot frontage and in tax valuation, of the property to be assessed, consenting to a larger assessment than provided for in this section and section [1545.18](#) of the Revised Code, in which event such larger assessment may be levied to the extent specified in such petition.

Any owner of property to be assessed in accordance with section [1545.18](#) of the Revised Code may appeal to the probate court in the county in which such property is located from the action of the board of park commissioners in the matter of the determination of the aggregate amount to be assessed for any given development or improvement or in the matter of the determination of the assessment against any specific property, or both, in the manner provided in sections [6117.01](#) to [6117.40](#), inclusive, of the Revised Code, and the court may review and modify the action of the board with respect to such assessments.

Effective Date: 10-01-1953

1545.20 Tax levy.

A board of park commissioners may levy taxes upon all the taxable property within the park district in an amount not in excess of one-half of one mill upon each dollar of the district tax valuation in any one year, subject to the combined maximum levy for all purposes otherwise provided by law. After the budget commission of the county in which the district is located certifies such levy, or such modification thereof as it considers advisable, to the county auditor, he shall place it upon the tax duplicate. The

board may then borrow money in anticipation of the collection of such tax, and issue the negotiable notes of such board therefor in an amount not in excess of fifty per cent of the proceeds of such tax, based upon the amount of the current tax valuation. Such notes shall not be issued for a period longer than one year, and shall be payable out of the proceeds of such levy. To the extent of such notes and the interest which accrues thereon such levy shall be exclusively appropriated to the payment of such notes. Any portion of such notes remaining unpaid through any deficiency in such levy shall be payable out of the next ensuing levy which shall be made by said board in the next ensuing year in an amount at least sufficient to provide for the payment of said notes, but not in excess of one half of one mill in accordance with section [133.17](#) of the Revised Code.

Effective Date: 10-30-1989

1545.21 Tax levy for use of district - submission to electors - bonds.

The board of park commissioners, by resolution, may submit to the electors of the park district the question of levying taxes for the use of the district. The resolution shall declare the necessity of levying such taxes, shall specify the purpose for which such taxes shall be used, the annual rate proposed, and the number of consecutive years the rate shall be levied. Such resolution shall be forthwith certified to the board of elections in each county in which any part of such district is located, not later than the ninetieth day before the day of the election, and the question of the levy of taxes as provided in such resolution shall be submitted to the electors of the district at a special election to be held on whichever of the following occurs first:

(A) The day of the next general election;

(B) The first Tuesday after the first Monday in May in any calendar year, except that if a presidential primary election is held in that calendar year, then the day of that election. The ballot shall set forth the purpose for which the taxes shall be levied, the annual rate of levy, and the number of years of such levy. If the tax is to be placed on the current tax list, the form of the ballot shall state that the tax will be levied in the current tax year and shall indicate the first calendar year the tax will be due. If the resolution of the board of park commissioners provides that an existing levy will be canceled upon the passage of the new levy, the ballot may include a statement that: "an existing levy of ... mills (stating the original levy millage), having ... years remaining, will be canceled and replaced upon the passage of this levy." In such case, the ballot may refer to the new levy as a "replacement levy" if the new millage does not exceed the original millage of the levy being canceled or as a "replacement and additional levy" if the new millage exceeds the original millage of the levy being canceled. If a majority of the electors voting upon the question of such levy vote in favor thereof, such taxes shall be levied and shall be in addition to the taxes authorized by section [1545.20](#) of the Revised Code, and all other taxes authorized by law. The rate submitted to the electors at any one time shall not exceed two mills annually upon each dollar of valuation unless the purpose of the levy includes providing operating revenues for one of Ohio's major metropolitan zoos, as defined in section [4503.74](#) of the Revised Code, in which case the rate shall not exceed three mills annually upon each dollar of valuation. When a tax levy has been authorized as provided in this section or in section [1545.041](#) of the Revised Code, the board of park commissioners may issue bonds pursuant to section [133.24](#) of the Revised Code in anticipation of the collection of such levy, provided that such bonds shall be issued only for the purpose of acquiring and improving lands. Such levy, when collected, shall be applied in payment of the bonds so issued and the interest thereon. The amount of bonds so issued and outstanding at any time shall not exceed one per cent of the total tax valuation in such district. Such bonds shall bear interest at a rate not to exceed the rate determined as provided in section [9.95](#) of the Revised Code.

Amended by 129th General Assembly File No. 117, HB 508, §1, eff. 9/6/2012.

Amended by 129th General Assembly File No. 105, SB 295, §1, eff. 8/15/2012.

Amended by 129th General Assembly File No. 40, HB 194, §1 Made subject to referendum in the Nov. 6, 2012 election. The version of this section thus amended was repealed by 129th General Assembly File No. 105, SB 295, §1, eff. 8/15/2012

Amended by 128th General Assembly File No. 29, HB 48, §1, eff. 7/2/2010.

Effective Date: 08-16-1999

1545.211 Anticipation notes.

In addition to the authority conferred by section [1545.21](#) of the Revised Code, in anticipation of the collection of current revenues in and for any fiscal year, the board of park commissioners may borrow money and issue notes therefor in anticipation of the receipt of taxes for debt charges or current expenses to the extent necessary to meet such charges or expenses, but not in excess of the estimated receipts for the current tax year, less all advances. The sums so anticipated shall be deemed appropriated for the payment of such notes at maturity. The notes shall not run more than one year, nor bear interest at a rate exceeding the rate provided in section [9.95](#) of the Revised Code, and the proceeds therefrom shall be used only for the purposes for which the anticipated taxes were levied. No board shall borrow money or issue notes in anticipation of such taxes before the first day of January of the year of such tax receipts.

Effective Date: 05-13-1981

1545.22 Depositories for funds - duties of county treasurer and county auditor.

(A) If a treasurer is appointed by a board of park commissioners pursuant to section [1545.07](#) of the Revised Code, the accounts of the board shall be kept by that treasurer. The treasurer shall be an ex officio officer of the board. No contract of the board shall become effective until the treasurer certifies that there are funds of the board sufficient to provide for that contract.

(B) If no treasurer is appointed by the board pursuant to section [1545.07](#) of the Revised Code:

(1) All funds under the control of a board of park commissioners shall be kept in depositories selected in the manner provided for the deposit of county funds, insofar as such proceedings are applicable, and such deposits shall be secured as provided in the case of county funds. The county treasurer of the county in which the park district is located shall be the custodian of the funds of the board and shall be an ex officio officer of the board. He shall pay the funds out upon the warrant of the county auditor of the county in which the district is located. Interest earned on all funds under the control of the board of park commissioners shall be credited to such funds.

(2) The county auditor shall be an ex officio officer of the board, and no contract of the board involving the expenditure of money shall become effective until the auditor certifies that there are funds of the board in the custody of the county treasurer and otherwise unappropriated sufficient to provide therefor. The auditor shall draw warrants on the treasurer to disburse the funds of the board upon order of the board, evidenced by the certificate of its secretary.

(3) Any such board of park commissioners may select a depository for the funds of the district, in the manner provided in sections [135.01](#) to [135.21](#) of the Revised Code, upon the adoption of a resolution declaring such intent. The resolution shall be certified to the board of county commissioners and to the treasurer in the counties in which the district is located. The board of park commissioners shall thereupon become the governing board for such district with respect to the deposit of funds of such district.

(C) If no deposits to or expenditures from the funds of a park district have been made for a period of five years, the county auditor or the treasurer appointed by the board shall send written notice to the probate court of the county.

Effective Date: 10-05-1987

1545.23 Disposition of proceeds from sale or lease of park mineral rights.

If a park district enters into an agreement for the sale or lease of mineral rights regarding a park within the district, any royalties or other moneys resulting from the sale or lease shall be deposited into a

special fund that the board of park commissioners shall create. The fund shall be used exclusively for maintenance of parks within the district and for the acquisition of new park lands.

Added by 130th General Assembly File No. 25, HB 59, §101.01, eff. 9/29/2013.

1545.24 Issuance of bonds.

The board of park commissioners of any park district may issue bonds pursuant to Chapter 133. of the Revised Code for the purpose of acquiring and improving lands as authorized by section [1545.11](#) of the Revised Code. The board may secure the payment of such bonds by pledge or deed of trust of any of its revenues and receipts resulting from rentals, concessions, licenses, and permits. The board shall not pledge the credit or taxing power of the district for the payment of any such bonds, nor shall any of the bonds issued under this section be deemed to be an indebtedness of the district.

Effective Date: 10-30-1989

1545.25, 1545.26 [Repealed].

Effective Date: 10-30-1989

1545.27 Bonds are lawful investments.

Park district revenue bonds are lawful investments of banks, trust companies, trustees, the boards of trustees of the sinking funds of municipal corporations, school districts, and counties, the administrator of workers' compensation, the state teachers retirement system, the public employees retirement system, and the school employees retirement system, and also are acceptable as security for the deposit of public moneys.

Effective Date: 09-01-1995

1545.28 Replacement fund.

The board of park commissioners may establish and maintain a replacement fund, and for that purpose may set aside annually out of its revenue such sum as it may determine necessary. In case of total or partial destruction of or injury to any of the property of the park district from any cause, or in case it becomes necessary to demolish part or to repair or replace the same, in whole or in part, because of the unfitness of such property, such replacement fund may be used to rebuild on the original site or elsewhere, or to restore, repair, or improve such property.

Such replacement fund may be invested by such district in bonds of the United States, the state, or of a county, municipal corporation, school district, or township of this state, and when necessary for the purposes of such funds such securities may be disposed of by such district.

Effective Date: 10-01-1953

1545.29, 1545.30 [Repealed].

Effective Date: 07-01-1989

1545.35 Dissolution of active park district.

An active park district created under this chapter and to which no territory has been annexed under section [1545.15](#) of the Revised Code may be dissolved under section [1545.36](#) or [1545.37](#) of the Revised Code. An active park district to which territory has been annexed under section [1545.15](#) of the Revised Code may be dissolved only under the applicable provisions of section [1545.37](#) of the Revised Code. A park district that has been inactive for five years may be dissolved under section [1545.38](#) of the Revised Code.

Effective Date: 10-05-1987

1545.36 Petition for dissolution of district.

(A) When the board of elections of the county in which a park district is located has had filed with it a petition calling for the dissolution of the district, and determines that the petition meets the requirements of this section and section [3501.38](#) of the Revised Code, the board shall place the issue of the dissolution on the ballot at the next special election to be held on the day of a general or primary election. Written notice of the filing of the petition shall be sent immediately to the board of park commissioners and the probate court that created the district.

(B) The petition shall:

(1) Be filed with the board no less than ninety days before the next election;
(2) Be supported by the signatures of at least twenty-five per cent of the number of voters in the district who voted in the preceding gubernatorial election.

(C) If the petition as filed does not have the required number of signatures and the time for filing has elapsed, the board shall declare it invalid. No further petition for dissolution shall be received until after the next election is completed. On determination of these findings, the board shall send written notice of them to the principal circulator.

(D)

(1) If a majority of the votes cast support the dissolution, the board shall immediately send written notice of the vote, citing the number of votes for and against the issue, to the probate court, to the board of park commissioners, and to the principal circulator. No park district shall be applied for within the dissolved district for a period of four years following the election in which the issue was supported.

(2) If the issue fails to obtain a majority of the votes cast, the board shall receive no further petition for dissolution until the fourth year following that in which the election failed, and shall send written notice of these results to the principal circulator and the board of park commissioners.

Amended by 128th General Assembly File No. 29, HB 48, §1, eff. 7/2/2010.

Effective Date: 03-23-1981

1545.37 Application for hearing on dissolution.

(A) An application for a hearing on dissolution may be filed with the probate court of the county that created the district at any time not prohibited by this section and shall meet the requirements of this section.

(B) The application shall:

(1) Bear the signatures of at least twenty-five per cent of the number of voters in the district who voted in the preceding gubernatorial election;

(2) Bear the name, address, and telephone number of at least one voter registered in the district to be designated the applicant of record. Each applicant of record and the board of park commissioners shall be named parties to the proceedings.

(3) Be accompanied by a complete statement of the issues to be heard, signed by applicant of record. Failure to list completely the issues to be heard may, in the discretion of the court, be grounds for dismissal of the application.

(C) Each page of the application:

(1) Being circulated for signatures shall clearly state the purpose for which it is being circulated and at least one reason supporting that purpose. Each page lacking either statement shall be declared invalid.

(2) Shall be circulated by and signed in the presence of a voter registered in the district and bear a certification signed by him that this requirement has been met. Failure to certify or a false certification shall invalidate the page.

(D) Each signatory shall sign his name as recorded by the board of elections together with his current address and the date. Failure to comply with this division shall invalidate the signature.

(E) The original of the application and statement of issues shall be filed with the court and, concurrently, a copy of each shall be served on the board of park commissioners. Failure to timely serve these documents on the board are [is] grounds for denial of the application.

(F) Upon receipt of the application, the court shall determine its validity in terms of the requirements of divisions (B) to (E) of this section, and may on its own assess the application for validity of the signatures or forward it to the county board of elections for that assessment. Immediately upon determining the state of the application's validity, the court shall send written notice of its findings to each party. If the application is valid, the court shall forthwith set a date for hearing, not less than twenty days nor more than forty days from the date of its findings, and include the date in its notice to each party. Notice of

the hearing shall be published in at least one daily newspaper of general circulation within the district for not less than five consecutive days, the period to end no less than ten days before the hearing. Failure to meet the requirement of notice to any party shall not invalidate the proceedings but shall postpone the time of hearing. A corrected notice shall be sent to each party with a new date of hearing set not less than twenty days nor more than forty days from the date of corrected notice, unless each party and the court agree to an earlier date. If the application is found to be invalid, the court shall send written notice to each party that the application is denied and has been impounded by the court. The court shall not receive any further application for hearing on dissolution for two years from the date of original filing.

On motion, any applicant may be named as a party at the discretion of the court. Any party may be heard on his own or through counsel. On motion by any party made at least five days before the hearing, evidence based on the statement of issues filed with the application shall be heard in accordance with the Rules of Civil Procedure. At the hearing, evidence may be heard at the discretion of the court. Argument for and against the dissolution shall be heard by the court, and may be limited at its discretion. A verbatim record of the hearing shall be taken. Upon completion of the hearing, the court shall issue its findings together with its reasons therefor to all parties. No more than thirty days shall pass between the adjournment of the hearing and the issuing of the findings. If the court finds that dissolution is conducive to the public welfare, no other park district shall be created within the same jurisdiction or part of it pursuant to sections [1545.01](#) to [1545.04](#) or [1545.15](#) of the Revised Code for four years from the date of finding. If the court finds that dissolution is not conducive to the public welfare, it shall find against it. Upon a finding against dissolution, the court shall impound the application, and advise each party that no further application for hearing on dissolution shall be received for four years from the date of finding.

(G) A park district that includes territory annexed under section [1545.15](#) of the Revised Code shall only be dissolved by order of the probate court that created the district on compliance with this division and divisions (A) to (F) of this section. Pages of the application bearing signatures of registered voters of each annexed territory shall be filed for assessment of their validity with the probate court of the county in which the territory is located. The number of signatures needed to establish validity shall be a majority of the number of voters residing within the annexed territory who voted in the preceding gubernatorial election. Upon determination of its assessment, and in no case more than fifteen days after filing, the probate court of the county in which the annexed territory is located shall forward the pages of the application together with its findings to the probate court that created the district. The probate court that created the district shall incorporate these findings with its assessment of the application filed with it in accordance with division (F) of this section in reaching its determination of the entire application's validity and proceed in accordance with applicable provisions of division (F) of this section.

Effective Date: 09-06-1979

1545.38 Proceedings for dissolution of inactive district.

On receipt of written notice from the county auditor that no deposits to or expenditures from the funds of a park district have been made for a period of five years, the probate court shall immediately serve written notice on the board of park commissioners and the auditor of a date for hearing on the dissolution of the district. The notice shall also order the board to forward to the court a complete, current financial statement of the assets and liabilities of the district, an inventory of its real and personal property, available deeds to, maps or plats for, and other records of real property of the park district, and copies of any available plans of the district for park acquisition and development, or capital improvements. A copy of the notice shall be served on each party. The court shall publish notice of the hearing for five consecutive days in a daily newspaper of general circulation within the district, ending no less than fifteen days before the hearing. The issue of dissolution shall be heard and determined by

the court in accordance with the applicable provisions of division (F) of section [1545.37](#) of the Revised Code. If the court finds for dissolution, it shall as applicable proceed in accordance with section [1545.40](#) of the Revised Code.

Effective Date: 09-06-1979

[1545.39 Ceasing activity pending determination on petition.](#)

On receipt of notice of the filing of a petition with the county board of elections or an application for hearing or a notice of hearing from the probate court, the board of park commissioners shall cease all acquisition of land and the development of existing land unless valid options or contracts for which funds have been committed have been previously signed. No activity shall be resumed until the board of elections or the court determines, respectively, that the petition or application is invalid and the issue will not be voted on or heard, or the issue fails election, or the court finds against dissolution, whichever is earlier.

Effective Date: 09-06-1979

[1545.40 Dissolution.](#)

On dissolution of a park district, the board of park commissioners is dissolved and all of its duties and responsibilities shall be exercised by the probate court until all of the board's business is completed and all of its property disposed of. The court may retain special counsel and another person who in the court's discretion are qualified to assist it in the closing out of business and disposal of property and any employee of the district the court determines is necessary to closing out the business or to maintaining the property of the district in good order until it is disposed of. Any employee not retained by the court shall be terminated within ten working days of the board's dissolution and paid one month's base salary or for one hundred seventy-three hours, whichever is applicable, in addition to all other pay and allowances due him. The same shall be paid to any employee retained by the court upon his termination.

The court shall send the director of natural resources notice of the dissolution together with an inventory of the district's real property, any personal property of the district that he considers to be functionally related to the use or management of the real property, and a full and accurate statement of any indebtedness that is secured by the real property. The director shall, within sixty days of receipt of such notice, notify the court of his acceptance or rejection of any such real property and its related personal property and indebtedness. If the director accepts, the court shall convey the real property to the state, subject to any deed or other restrictions placed upon use of the real property as a condition of receiving federal or state assistance for its acquisition or development, and transfer the related personal property to the department of natural resources. If the director rejects, the court shall convey any real property of the district and transfer any related personal property to any other agency of the state or any political subdivision or instrumentality of the state located within the former park district or within a county in which territory that was annexed to the district is located, that is interested in acquiring the real property for parks and recreation, conservation, or other public purposes, in that order of priority, and that is willing to assume any related indebtedness and fulfill any deed restrictions and any other restrictions placed upon use of the real property as a condition of receiving federal or state assistance for its acquisition or development.

If no state agency, political subdivision, or instrumentality of the state is willing to accept the real property and related personal property and indebtedness, the court shall convey such property to the board of county commissioners of the county in which the property is located. The board of county commissioners may sell, lease, or transfer such property in accordance with sections [307.09](#) to [307.12](#) of the Revised Code. If there is any outstanding indebtedness on such property sold or leased, the proceeds from the sale or lease shall be paid into the fund from which payments are made to extinguish the indebtedness on such property and the proceeds shall be used for that purpose; otherwise the proceeds shall be paid into the general fund of the county. The budget commission shall continue to levy

and collect taxes necessary for the payment of any outstanding indebtedness of the district for which tax revenues of the district were pledged and that is not otherwise assumed.

Except as otherwise provided in this section, upon dissolution of a park district, the probate court shall order the budget commission of each county affected to terminate the tax levies of the park district, levied under section [1545.20](#) or [1545.21](#) of the Revised Code, and the assessments levied under section [1545.18](#) of the Revised Code and divide the net indebtedness of the district among the state, political subdivisions, and instrumentalities that acquire the district's real property on the basis of the market value of the real property that each acquires. Upon disposal of the district's real property, the court shall notify the budget commission, which shall transfer the remaining funds of the district to the proper authorities.

Effective Date: 09-06-1979

[1545.99 Penalty.](#)

Whoever violates division (C) of section [1545.09](#) of the Revised Code shall be punished as follows:

(A) Except as otherwise provided in division (B) of this section, the offender shall be fined not more than one hundred fifty dollars for a first offense and not more than one thousand dollars for each subsequent offense .

(B) If the board of park commissioners that adopted the bylaw or rule that the offender violated and that was the basis of the offender's violation of division (C) of section [1545.09](#) of the Revised Code has adopted a penalty for the violation under division (B) of that section, the offender shall be penalized in accordance with the penalty so adopted for the violation.

Effective Date: 10-01-1953; 2008 SB220 09-30-2008

RESOLUTION 2018- 16

Re: Amendment of Portage Park District Bylaws

- WHEREAS:** The Ohio Revised Code, section 1545.09 permits Park Districts to establish rules and bylaws: "The board of park commissioners shall adopt such bylaws and rules as the board considers advisable for the preservation of good order within and adjacent to parks and reservations of land, and for the protection and preservation of the parks, parkways, and other reservations of land under its jurisdiction and control and of property and natural life therein. The board shall also adopt bylaws or rules establishing a procedure for contracting for professional, technical, consulting, and other special services", and
- WHEREAS:** The Portage Park District is a political subdivision of the State of Ohio operating under Ohio Revised Code section 1545, and
- WHEREAS:** The proposed Bylaws changes are intended to describe Board operating procedures and procurement authorities and procedures for purchasing, including contracting for professional, technical, consulting, and other special services, and
- WHEREAS:** The Portage Park District Board of Commissioners has reviewed the draft of the proposed Rules and Regulations changes at its March 19, 2018 public meeting and legal counsel has reviewed and approved the draft changes, NOW THEREFORE BE IT
- RESOLVED:** That the Board of Commissioners of the Portage Park District does hereby approve the following Bylaws, effective immediately upon publishing as required by section 1545.09, and hereby rescinds all previous versions of Bylaws.

PORTAGE PARK DISTRICT
BY-LAWS

ARTICLE 1. STATEMENT OF PURPOSE

Portage Park District was established in accordance with Chapter 1545 of the Ohio Revised Code to conserve the natural resources of the State, including forests, fields, streams, lakes and wetlands, and the organisms which live in these habitats. The mission of the Portage Park District is to conserve Portage County's natural heritage and provide opportunities for its appreciation and enjoyment. Infrastructure and amenities may be developed on parklands to enhance public use, education and enjoyment when not in conflict with the objectives of natural resource protection and conservation.

ARTICLE 2. BOARD OF PARK COMMISSIONERS

Section 1. Board of Park Commissioners. Commissioners, appointed in accordance with Section 1545.05 of the Ohio Revised Code (ORC), will constitute the Board of Park Commissioners of the Portage Park District (the "Board") and shall have all of the powers and responsibilities enumerated in ORC Chapter 1545. The Board is comprised of five Commissioners appointed to staggered 3-year terms.

Commissioners will serve without compensation, but will be allowed their actual and necessary expenses incurred in the performance of their duties pursuant to ORC §1545.05.

Section 2. Officers and Appointments of the Board. The officers of this Board shall consist of a President, 1st Vice President and 2nd Vice-President who shall be elected by the Board annually at the first meeting in January, each to serve until his or her successor is elected. Board members may serve in the same officer position for only two consecutive years.

Pursuant to ORC §1545.07, an Executive Director shall be chosen by the Board, to serve at the pleasure of the Board.

- a. The Executive Director shall serve as the Secretary to the Board pursuant to ORC §1545.07. The Executive Director shall make an accurate and permanent record of the proceedings of the Board, affix his/her signature thereto along with the President of the Board after the proceedings have been approved, shall certify all vouchers for payment, and shall sign, as authorized, all legal documents for and on behalf of the Board. In the event that the Executive Director is absent from the office as documented by a written statement, his/her designee shall serve in the place of the Executive Director. The Executive Director shall have the responsibility of approving operational and administrative policies and procedures which have been developed and updated by the Executive Director and staff. These policies shall govern day-to-day operations, and shall be consistent with the policies adopted by the Board.
- b. The Portage County Treasurer shall be an ex officio officer of the Board and serve as custodian of its funds pursuant to ORC Section 1545.22. The Portage County Auditor shall be an ex officio officer of the Board and serve as its fiscal agent pursuant to ORC §1545.22.

Section 3. Board Business:

- a. Policies: The Board shall be responsible for approving and adopting policies of the District, including Personnel, Land Acquisition, Park Development and Management, Finance, Records Retention and others. The Board shall review and update policy as needed. New Board policies shall have two public readings before being voted upon and adopted by the Board.
- b. Park District Bylaws and Rules: The Board shall adopt and amend as necessary Bylaws to control the operations of the Board and District, along with Rules and Regulations that are numbered laws or decrees in accordance with ORC 1545.09. Bylaws and Rules and Regulations shall be reviewed by the County Prosecuting Attorney and/or other legal counsel providing services to the Park District, and submitted to the Board for adoption by an affirmative vote of a majority of members of the Board at any regular meeting, provided that the amendment has been submitted in writing at the previous regular meeting.
- c. Budgets: The Board shall be responsible for approving and adopting its annual Estimated Tax Budget and for appropriating any funds under its control.
- d. Land Acquisition and Disposal: The Board shall authorize the acquisition of land, including by lease, easement, or title, as well as the lease or sale of land in accordance with ORC 1545.12

- e. Master Planning: The Board may adopt Strategic and Master Plans as necessary to guide the direction of the Park District and to prioritize the allocation of resources to meet its mission.
- f. Legal Disputes: The Board shall be responsible for authorizing the initiation or settlement of lawsuits.

ARTICLE 3. MEETINGS OF THE BOARD

Section 1. Meetings. As used herein, "meeting" shall be defined as any prearranged discussion of the public business of the Board by a majority of its members. Every meeting of the Board shall be open to the public, unless an Executive Session is held pursuant to applicable state law.

Section 2. Quorum. A majority of currently appointed members constitute a quorum of the Board for any meeting. Actions of the Board may be by motion or resolution with affirmative votes of a majority of present members necessary in order to adopt any motion or resolution. The President may move, second, comment and vote on any action.

Section 3. Time and Place of Meetings. Regular or special meetings of the Board will be determined by the Board. The meetings will be held at such times and places as the Board will from time to time designate. Notice of the date, time and place of regularly scheduled meetings will be determined annually no later than the first meeting of the calendar year, subject to change at the Board's sole discretion, and that schedule will be advertised in the legal ads of the newspaper of general county circulation, posted on the District's website and in the Administrative Offices.

Notice of any change in date, time, or place of a regular meeting shall be posted on the Board's website and in the Administrative Offices at least 72 hours in advance of such meeting, with notice given to the newspaper of general county circulation by email or phone. The time, place and purpose of a special meeting shall be posted on the Board's website and in the Administrative Offices with notice given to the newspaper of general county circulation by email or phone at least twenty-four hours in advance of such meeting, except in the case of an emergency meeting.

Notice of emergency meetings of the Board requiring immediate official action will be given to the newspaper of general county circulation by email or phone.

Any person, upon request, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Advance notification will be given by mail or email to all such requesters. Postal mail notifications shall be given to those requesters who have provided self-addressed, stamped envelopes.

Section 4. Special Meetings. Special meetings of the Board shall be held upon call of any two members of the Board, by the President of the Board or by the Executive Director. Notices of special meetings shall be mailed to each member at least twenty-four hours before the time of such meetings or given by telephone, e-mail or personally served on each member at least three hours before the time of such meeting. If any member of the Board is unavailable for a period of at least twenty-four hours before such special meeting, failure of such member to receive notice of a special meeting shall not invalidate such meeting or any of its proceedings.

Section 5. Minutes of the Board. An accurate and permanent record of the proceedings and minutes of all meetings, regular and special, shall be kept and entered in a book to be known as the Proceedings of the Board and the record of each meeting, shall be and constitute the only evidence of the acts of the Board at such meeting, when signed at the end of the record of such meeting by the presiding officer and Executive Director. The Board may act by Motion or Resolution. Approved Motions of the Board shall be numbered and recorded as Journal Entries. The Resolutions shall be numbered and properly indexed. The Executive Director, acting as secretary to the Board, shall be the official custodian of all the records of the Board and shall be the proper person to certify any action of the Board.

Section 6. Minutes for Public Inspection. The minutes of the Board shall be open for public inspection and recorded after they have been read and approved by the Board. The minutes need only reflect the general subject matter of discussions in Executive Sessions which have been called and held pursuant to and in compliance with the applicable law.

Section 7. Business for Consideration of the Board. All petitions, applications and communications intended for the consideration of the Board (other than those presented by the members of the Board) must be in writing and shall not be considered nor acted upon by the Board unless placed in the hands of the Executive Director at least ten (10) days before the meeting of the Board; provided, however, that the Board may grant exceptions to such requirement in its sole discretion. Public comment at board meetings is at the sole discretion of the Board and, if permitted, shall be received in a manner prescribed by the Board President.

Section 8. Absence of President. The President shall preside at all meetings. In the absence or disability of the President, a Vice President shall perform this duty. "Robert's Rules of Parliamentary Procedure" shall guide the proceedings of the Board when not expressly covered or provided for herein.

Section 9. Order of Meeting Business. The order of business of the meeting's agenda will generally be considered as follows, but may be amended at the discretion of the Board President

- a. Roll call.
- b. Public Comment
- c. Presentation of Minutes of previous meeting(s) for approval or amendment.
- d. Presentation of Financial Statement for approval
- e. Presentation of Executive Director and Staff Reports
- f. Information/Briefing Items/Policy Updates
- g. Old Business and approval of action items
- h. New Business and approval of action items
- i. Adjournment

ARTICLE 4. ETHICS

The Board and all of its employees are bound by Ohio's Ethics Laws as codified in Chapters 102 and 2921 of the Ohio Revised Code and as interpreted by the courts of Ohio and by the Opinions of the Ohio Ethics Commission and shall act in full compliance therewith. Additionally, the Board and all of its employees shall not violate any other provision of Ohio Law including, but not limited to, bribery and theft prohibitions. To assist with compliance of the Ethics Laws, the Board and employees shall disclose to the Executive Director any potential conflicts of interest as they become known.

ARTICLE 5. EMPLOYEES

The Board shall set the salary of the Executive Director. The Board shall approve all job descriptions and also fix the compensation range for all employees, and no person shall be employed in any position unless the compensation range has been fixed for such position. The Executive Director shall be responsible for all hiring, promotions, demotions or terminations and shall establish the rate of pay for any individual employee who is hired, promoted or demoted. The establishment of a new position or a restructuring that affects managerial or supervisory employees shall first be discussed with the Board prior to implementation by the Executive Director. The Board, in its discretion, may review the appointments of senior staff positions, prior to the person's employment. Appointment of Ranger personnel shall be in conformance with ORC §1545.13.

ARTICLE 6. COMMITTEES

The Board of Park Commissioners may create committees for specific purposes. Appointments to committees shall be by an affirmative vote of a majority of the Board of Park Commissioners. Committees so appointed shall be considered public bodies and shall abide by the Ohio Public Records and Open Meetings laws.

ARTICLE 7. PROCUREMENT

Section 1. Contracting Authority: In procuring any goods, services or public improvement, the Board shall contract as a contracting authority under ORC §§307.86 to 307.912 and ORC §§9.33 to 9.334 or 153.65 to 153.71, inclusive.

Section 2. Procurement Authority

a. Executive Director Authorization of Contracts and Purchases up to \$10,000

- i. The Executive Director is authorized to enter into contracts and contract amendments for construction, change orders, and to purchase equipment, goods and services, without prior approval of the Board in each instance, unless otherwise required under ORC §§ 153.12 to 153.14, 9.33 to 9.334, or 153.65 to 153.71, inclusive, if the cost of the contract or contract amendment, for any single project, or the amount of the purchase, does not exceed \$10,000. The Executive Director shall first consider the competence, availability, past performance and fees of the person or entity who could perform the contract, and the product quality and purchase price of a product, and report such contracts and purchases to the Board at its next regularly scheduled meeting.

b. Board Authorization of Contracts and Purchases with a cost over \$10,000

- i. If the cost of the purchase or the contract or contract amendment for any single purchase exceeds \$10,000 but does not exceed \$50,000, unless otherwise required under any of ORC §§9.33 to 9.334 or 153.65 to 153.71, inclusive, the Executive Director shall first present to the Board no fewer than three written quotes for the product or service, along with a statement of the quality of the product or the competence, ability and availability of the person or entity providing the services. After consideration of the quotes and recommendation from the Executive Director, the Board may authorize the purchase or contract.

- ii. In procuring any goods or contracting for construction with a cost in excess of \$50,000 the board shall act as a contracting authority under sections 307.86 to 307.92 of the Revised Code, to the same extent and with the same limitations as a board of county commissioners.
 - iii. In contracting for services, including professional, technical, consulting, or other special services with a cost over \$50,000, unless otherwise required under any of ORC §§9.33 to 9.334 or 153.65-153.71, inclusive, the Executive Director shall issue a Request for Proposal (RFP), Request for Qualifications (RFQ), Request for Information (RFI) or other competitive process to evaluate the competence, ability, experience, past performance and availability of any person or entity and provide a recommendation to the Board of Commissioners.
- c. **Emergencies.** All goods and services must be procured in accordance with Section 2 a and b of this Article 7, except that when, due to an emergency beyond the control of the Board or any of its officers, employees or agents, the Executive Director determines that the delay in utilizing the bidding or proposal process would create a real and present danger to the health, safety or well-being of the public, Board employees, or significant resources, the Executive Director shall be deemed authorized, after considering the competence, ability, availability and price of any person, firm, or corporation, with respect to any services or goods, including without limitation services and goods, to hire the person, firm, or corporation and to execute a contract with such person, firm or corporation, provided that the Executive Director shall report such actions to each member of the Board by telephone, e-mail or facsimile transmission within one workday of such actions and by written summary of such actions containing the determination and the reasons therefore at the next meeting of the Board for ratification of the emergency contract by the Board.
- d. **Concession Operations or Special Services:**
 - i. The Executive Director may approve a concession agreement for a "new concession operation" on a trial, or pilot, basis to last no longer than three (3) years without conducting a RFP, RFQ, RFI or other competitive process. A "new concession operation" is defined as a concession operation the Board has not contracted for in the immediately preceding five (5) years at that location. After the trial or pilot period; an RFP, RFQ, RFI or other competitive process which evaluates multiple criteria (i.e., including, but not limited to, quality, consistency with the Park District mission, level of revenue generated, etc.) shall be utilized to identify the person or entity to conduct the concession operation that has completed a trial or pilot time period.
 - ii. The Executive Director shall issue a Request for Proposals, Request for Qualifications, Request for Information or other competitive process for all concession operations that do not qualify as a "new concession operation," to evaluate the competence, ability and availability of any person or entity, and upon the recommendation of the Executive Director the Board, -may hire any such person or entity and authorize a contract therewith. Contracts for concession operation or other special services under Section 2(c)(ii) may be for a period of years not to exceed five years, except where substantial capital improvements to be paid by the concessionaire are involved. Any such contracts may be renewed by the Board on one or more occasions, but the total number of years of all such renewals combined

may not exceed the number of years of the initial contract period. Thereafter, any consideration of a further contract for the same service must first be advertised, new bids or proposals received, and then accepted by the Board.

Section 3. Disposal of Personal Property. Personal property that is obsolete or of no value or use for Park purposes, the estimated value of which is less than \$10,000, may be sold upon approval by the Executive Director at public auction or by informal quotations to the highest informal bidder. Personal property not needed for Park purposes, the estimated value of which is \$10,000 or greater, may be sold upon approval by the Board at public auction or by informal quotations to the highest informal bidder. Personal Property which has an estimated value of less than \$250.00 may be donated to a nonprofit organization or other government agency, recycled or disposed of at an appropriate facility. All disposal of personal property shall be reported to the Board at the next regular meeting.

ARTICLE 8. PERMANENT FILES

No papers or documents belonging to the permanent files of the Board shall be taken out of the office of the Board, except upon approval of the Board, or upon legal process.

Upon a motion by Orashan and seconded by Petrone, the vote was as follows:

Thomas Hrdy yes

Scott McKinney yes

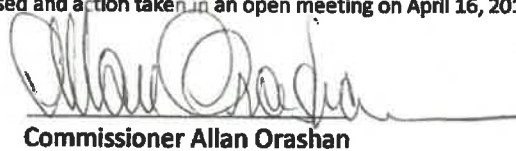
Allan Orashan, yes

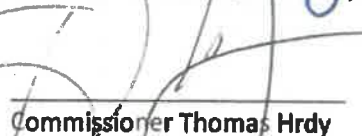
Deborah Petrone yes

Charles Engelhart yes

We certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on April 16, 2018


Commissioner Scott McKinney


Commissioner Allan Orashan


Commissioner Thomas Hrdy


Commissioner Deborah Petrone


Commissioner Charles Engelhart

RESOLUTION 2018-15

Re: Replacement of Portage Park District Rules and Regulations

- WHEREAS:** The Ohio Revised Code, section 1545.09 permits Park Districts to establish rules and bylaws: "The board of park commissioners shall adopt such bylaws and rules as the board considers advisable for the preservation of good order within and adjacent to parks and reservations of land, and for the protection and preservation of the parks, parkways, and other reservations of land under its jurisdiction and control and of property and natural life therein" and
- WHEREAS:** The Portage Park District is a political subdivision of the State of Ohio operating under Ohio Revised Code section 1545, and
- WHEREAS:** The proposed Rules and Regulations changes are intended to clarify language and intent, provide additional information on permitting and add new rules as necessary, and
- WHEREAS:** The Portage Park District Board of Commissioners has reviewed the draft of the proposed Rules and Regulations changes at its March 19, 2018 public meeting and legal counsel has reviewed and approved the draft changes, NOW THEREFORE BE IT
- RESOLVED:** That the Board of Commissioners of the Portage Park District does hereby approve the following Rules and Regulations, effective immediately upon publishing as required by section 1545.09, and hereby rescinds all previous versions of Rules and Regulations.

The Rules and Regulations of Portage Park District have been established in accordance with the following State of Ohio statutes:

§ 1545.09, REVISED CODE, STATE OF OHIO

No person shall violate any of such bylaws or rules. All fines collected for any violation of this section shall be paid into the treasury of such park board.

§ 1545.13, REVISED CODE, STATE OF OHIO

(B) The employees that the Board of Park Commissioners designates for that purpose may exercise all the powers of police officers within and adjacent to the lands under the jurisdiction and control of the board or when acting as authorized by section 1545.131 or 1545.132 of the Revised Code. Before exercising the powers of police officers, the designated employees shall comply with the certification requirement established in section 109.77 of the Revised Code, take an oath, and give a bond to the state in the sum that the board prescribes, for the proper performance of their duties in that respect.

DEFINITIONS

"Board" means the Board of Park Commissioners of Portage Park District.

"Aircraft" means any contrivance used or designed for navigation or flight in the air.

"Executive Director" means the Executive Director of Portage Park District.

"Conservation Area" means any areas preserved, managed, and safeguarded to protect public safety and natural park features to include topography, soil conditions, archaeological sites, plant and animal species, wildlife habitats and wetlands, including, but not limited to, any areas subject to a conservation easement.

"Motor Vehicle" means any vehicle that is propelled or drawn by power other than muscular power.

"Other Power Driven Mobility Devices" ("OPDMDs") as defined in 28 Code of Federal Regulations Part 35, Regulation Section 35.104, means any mobility device powered by batteries, fuel, or other engines – whether or not designed primarily for use by individuals with mobility disabilities – that is used by individuals with mobility disabilities for the purpose of locomotion, including golf carts/cars, electronic personal assistance mobility devices ("EPAMDs"), such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair within the meaning of this section. "Wheelchair" means a manually operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor, or of both indoor and outdoor locomotion.

"Park" means any park, parkway, trail, preserve, conservation area, or land owned, supervised, or controlled by the Board of Park

Commissioners of Portage Park District.

"Person" includes any individual, company, partnership, corporation, association, club, firm, society, or any combination of individuals, or any employee, agent, or officer thereof.

"Rules and Regulations" means the Rules and Regulations of Portage Park District.

"Vehicle" or "Vehicular" means everything on wheels or runners.

"Watercraft" means anything used or capable of being used for transportation on the water.

"Waters" means any lake, pond, river, reservoir, stream, channel, lagoon, or other body of water, whether natural or artificial, located in or adjoining land owned or controlled by the Board of Park Commissioners of Portage Park District.

SECTION 1. ENFORCEMENT

1.1 Failure to Obey: No person shall fail or refuse to comply with any reasonable order relating to these Rules and Regulations or any other order lawfully given by a Ranger or other commissioned officer of Portage Park District, or willfully resist, obstruct, or abuse any officer or other official in the execution of their office.

1.2 Interfering with Park Functions: No person shall threaten, resist, intimidate, or intentionally interfere with an employee or authorized agent of Portage Park District, engaged in an official duty, or on account of the performance of an official duty. Nor shall any person purposefully prevent, obstruct, delay, hamper, or impede the performance of any official business of the Portage Park District in violation of section 2921.31 of the Ohio Revised Code.

1.3 Ejection from Park: Rangers or other commissioned officers of Portage Park District may order any person violating any of the provisions of these Rules and Regulations to leave the Park and no person shall fail to obey such a lawful order.

1.4 Loss of Park Privileges: Any person repeatedly violating these Rules and Regulations may lose the privilege of entering the Park for a reasonable period of time as designated by the Executive Director.

1.5 Fines: Whoever violates these Rules and Regulations promulgated pursuant to section 1545.09 of the Ohio Revised Code, shall be subject to such fines that are legally and reasonably established by the Board of Park Commissioners pursuant to the Ohio Revised Code or any amendments thereto. Portage Park District reserves the right to assess fines under Section 2901.02 of the Ohio Revised Code or any amendments thereto and under any other applicable sections of the Ohio Revised Code.

1.6 Prosecution: Persons who violate any federal, state, or municipal law or ordinance by acts committed in or against the Park will be reported to the appropriate law enforcement authorities for prosecution to the fullest extent of the law.

SECTION 2. PRESERVATION OF PROPERTY AND NATURAL FEATURES

2.1 Destruction of Park Property: No person shall knowingly injure, deface, disturb, or destroy any part of the Park, including but not limited to any tree, flower, shrub, rock, building, sign, archeological or historical artifact, equipment or any other property found therein.

2.2 Removal of Natural Features: No person shall collect, remove, or otherwise disturb any part of the Park, including but not limited to any tree, flower, shrub, fungi, rock, soil, sand, gravel, mineral, or fossil. Persons seeking to collect materials, other than fallen leaves, for educational or research purposes must submit a written application for a permit to the Executive Director.

2.3 Introduction of Natural Features: No person shall bring or leave within the Park any plant, fungi, rock, soil, mineral or fossil without first obtaining written permission from the Executive Director.

2.4 Barricades, Signs, and Warning Lights: No person shall destroy, remove, damage or extinguish any barricade, sign, or warning light that has been placed in the Park by employees or other authorized representatives of Portage Park District for the protection of the public.

2.5 Rappelling and Rock Climbing: No person shall engage in rappelling or any type of rock climbing activity within the confines of the Park except in areas and in manners posted otherwise, or under the authority of a written permit granted by the Executive Director.

SECTION 3. DISPOSAL OF REFUSE

3.1 Garbage and Debris: No person, without obtaining a written permit from the Executive Director, shall leave behind, or dump in any part of the Park, garbage, ashes, sewage, refuse, waste, earth, or debris of any kind, other than such materials which are used in or result from a picnic, camp, or other permitted activity and which are deposited in such places and within such receptacles as are provided for such purposes. Nor shall any person bring hazardous or noxious materials into the Park.

3.2 Preservation of Park Waters: No person shall place or permit to be placed in any river, brook, stream, ditch, or drain that flows into or through the Park, any materials which may render Park waters harmful or detrimental to the public health or to animal, vegetative, or aquatic life, or which may prevent, limit, or interfere with the use of such waters for domestic, industrial, or agricultural purposes, or which may unreasonably lessen the use and enjoyment of such waters for recreational or other Park uses.

SECTION 4. HUNTING, FISHING AND HARMING WILDLIFE

4.1 Hunting: No person shall hunt, pursue with dogs, trap, or in any other way harm any wild bird or animal within the Park, unless authorized by a written permit granted by the Executive Director to do so for wildlife management or other lawful purposes, and provided that such activity is done in accordance with the Ohio Revised Code and wildlife orders then in effect.

4.2 Bird Nests and Eggs: No person shall knowingly injure any bird nest or remove or injure any bird egg within the Park, unless authorized by a written permit granted by the Executive Director to do so for wildlife management or other lawful purposes, and provided that such activity is done in accordance with the Ohio Revised Code and wildlife orders then in effect.

4.3 Fishing: Fishing is not permitted in Park waters, except in areas and in manners posted otherwise, or under the authority of a written permit granted by the Executive Director. No person may fish in Park waters without first obtaining a valid license issued by the State of Ohio pursuant to section 1533.32 of the Ohio Revised Code. Nor may any person fish in Park waters in a manner or at a time prohibited by Chapter 1533 of the Ohio Revised Code as it is now in effect or is hereafter amended. The use of traps, spears,

gigs, bows, arrows, or unattended hooks for fishing is prohibited.

4.4 Feeding of Animals: No person, except employees or other authorized representatives of Portage Park District shall feed, place or distribute feed materials within the Park without first obtaining a written permit from the Executive Director. The term "feed materials" shall include, but is not limited to: bread, table scraps, manufactured pet or wildlife foods, grains and seeds.

SECTION 5. FIRES AND SMOKING

5.1 Starting Fires: No person shall build, start, maintain, or use a fire in the Park, except for (a) small charcoal fires for culinary purposes in grills provided by the Park and in such other places provided by the Park for those purposes; (b) small campfires in fire rings provided by the Parks by registered campers during their reservation at designated park campgrounds; (c) in fireplaces during a lodge/ shelter reservation; (d) if authorized to do so by a written permit issued by the Executive Director for resource management or other lawful purposes.

5.2 Fire Restrictions: Fires may be prohibited for limited periods of time at any Park location or for any purpose when deemed necessary for the protection of the Park, Park visitors, or employees of Portage Park District. No person shall build, start, maintain, or use a fire in the Park during this restricted time.

5.3 Smoking Restrictions: No person shall use tobacco or vapor products inside public buildings, lodges, open air shelters and gated swim areas, and during public programs. No person shall throw or place upon the ground or within lakes and waterways any lighted match, cigar, cigarette or other burning substance.

5.4 Putting Out Fires: All fires shall be put out by the person starting or using the fire before said person leaves the immediate vicinity of the fire. No person shall dump hot charcoal, ashes, or fire onto any grass or plants, trash receptacle or any other area not designed for this purpose.

5.5 Importation of Firewood: No person may import firewood into the Park except to be used by registered campers during their reservation at a designated camp site, or unless otherwise approved by a written permit from the Executive Director. Importation of firewood may be prohibited for limited periods of time when deemed necessary for the protection of the Park.

SECTION 6. WEAPONS, FIREARMS AND FIREWORKS

6.1 Weapons and Firearms: The unlawful possession, use or discharge of firearms, as defined by section 2923.11 of the Ohio Revised Code, is prohibited within the Park. Only Park Rangers, other certified peace officers of Portage Park District, or other persons authorized by the Ohio Revised Code may carry firearms within the Park. No person except duly authorized Portage Park District employees, law enforcement officers, or persons engaged in hunting in accordance with Section 4.1 of these Rules, shall discharge or otherwise use a firearm of any description within the Park without a permit issued by the Park District. Persons possessing a valid license issued in accordance with the Ohio Revised Code may carry a concealed firearm within the Park except inside any government building located in the Park which is not used primarily as a shelter, restroom, parking facility for motor vehicles or rest facility, and subject to any other restrictions imposed by law.

6.2 Fireworks: No person shall possess or discharge fireworks on the lands or waters of the Park without first obtaining a written permit from the Executive Director and a valid fireworks exhibitor license from the State of Ohio. Persons so authorized to possess or discharge fireworks on the lands or waters of the Park must act in accordance with sections 3743.50 to 3743.55 of the Ohio Revised Code. The term "fireworks" shall include all devices and substances subject to Chapter 3743 of the Ohio Revised Code.

SECTION 7. CAMPING

7.1 Camps and Temporary Lodging Places: No person shall establish or maintain any tent, camp, or other temporary lodging place in the Park without obtaining a written permit from the Executive Director or by obtaining a reservation of a designated camp site through the Portage Park District's website or in person at Portage Park District headquarters.

7.2 Persons engaged in 'leave no trace' camping must leave the conditions of the areas in which they camp as they found them and all campers must follow any and all other regulations governing camping posted at the camp sites or on the Portage Park District's website, which are incorporated by reference herein.

SECTION 8. PERSONAL CONDUCT

8.1 Disorderly Conduct: No person shall recklessly cause inconvenience, annoyance, or alarm to another within the Park by doing any of the following:

- (a) engaging in fighting, in threatening harm to persons or property, or in violent or turbulent behavior;
- (b) making unreasonable noise or an offensively coarse utterance, gesture, or display or communicating unwarranted and grossly abusive language to any person;
- (c) insulting, taunting, or challenging another, under circumstances in which that conduct is likely to provoke a violent response;
- (d) hindering or preventing the movement of persons on a parkway, public street, road, highway, or right-of-way, or to, from, within, or upon public or private property, so as to interfere with the rights of others, and by any act that serves no lawful and reasonable purpose of the offender;
- (e) creating a condition that is physically offensive to persons or that presents a risk of physical harm to persons or property, by any act that serves no lawful and reasonable purpose to the offender;
- (f) engaging in any active game endangering other persons in the Park;
- (g) committing any act that is defined as disorderly conduct by section 2917.11 of the Ohio Revised Code or any amendment thereto.

8.2 Audio Disturbances: Except in connection with a public assembly or event for which a permit has been issued pursuant to Sections 11 and 16 of these Rules and Regulations, no person shall operate or play an audio device in the Park, including without limitation, radios, televisions, musical instruments, amplifiers, or public address systems, in a manner:

(a) that can be heard from a distance of 100 feet away from the audio device; or, if below that level, nevertheless;
(b) that makes noise which is unreasonable, considering the nature and purpose of the person's conduct, location, time of day or night, purpose for which the area was established, impact on Park users, and other factors that would govern the conduct of a reasonably prudent person under the circumstances.

8.3 Beer and Intoxicating Liquor: No person shall bring into, have, keep, carry, serve or drink beer or any other intoxicating liquor within the Park except in areas and in manners posted otherwise, or under the authority of a written permit granted by the Executive Director. Nor shall any person be drunk or under the influence of beer or any other intoxicating liquor within the Park. The terms beer and intoxicating liquor shall be defined as contained in section 4301.01 of the Ohio Revised Code.

8.4 Controlled Substances: No person shall bring into, have, keep, carry, distribute, use, or be under the influence of any type of narcotic drug, opiate, hallucinogen, controlled substance, marijuana, or harmful intoxicant as defined in Chapters 2925 and 3719 of the Ohio Revised Code, nor possess, use, or distribute any instrument or equipment that is customarily or primarily used for administering such drugs or substances, within the Park, except as otherwise provided in sections 2925.11 and 2925.12 of the Ohio Revised Code or any amendment thereto.

8.5 Gambling: No person shall solicit or procure participants for, engage in, or promote any game of chance within the Park which is played for money or other thing of value except in areas and in manners posted otherwise, or under the authority of a written permit granted by the Executive Director.

8.6 Public Indecency and Nudity: Persons appearing on Park lands, waters, beaches, or facilities managed and/or controlled by the Portage Park District shall not intentionally or recklessly do any of the following under circumstances in which his or her conduct is likely to be viewed by and affront others, not members of his or her household:

(a) Appear in a state of nudity or expose his or her private parts (Nudity means, without limitation, the showing, representation, or depiction of human genitals, public area, buttocks, or the areola or lower portion of the female breast with less than a full opaque covering);

(b) Engage in any actual sexual conduct, as defined by section 2907.01 of the Ohio Revised Code, or masturbation or conduct that to an ordinary observer would appear to be sexual conduct or masturbation;

(c) Violate any Ohio Revised Code provisions related to nudity and/or public indecency including, but not limited to sections 2907.01 (H), 2907.07, and 2907.09 of the Ohio Revised Code or any amendment thereto.

SECTION 9. VEHICULAR TRAFFIC

9.1 Reckless Operation of Vehicles: No person shall operate any vehicle within the Park in wilful or wanton disregard of the safety of persons or property, including, but not limited to peeling out or squealing of tires.

9.2 Commercial Vehicles: No person shall drive, propel, or park, or cause to be driven, propelled, or parked within the Park, any vehicle weighing more than 5,000 pounds. The provisions of this section shall not be applicable to school buses and emergency vehicles.

9.3 Parking Limited to Designated Areas: No person shall park any motor vehicle, bicycle, OPDMD, wagon, or other vehicle within the Park, except in places designated for such purpose.

9.4 Trailer Parking: No person shall park any trailer, unattached or attached to a motor vehicle, within the Park except in areas and in manners posted otherwise, or under the authority of a written permit granted by the Executive Director.

9.5 Parking Hours: No person shall park any motor vehicle, bicycle, wagon, or other vehicle within the Park, between the hours of 11 p.m. and 6 a.m., without first obtaining a written permit from the Executive Director.

9.6 Lights on Vehicles: The laws of the State of Ohio relating to lights on vehicles shall apply to all vehicles within the Park.

9.7 Travel Limited to Designated Areas: No portion of the Park shall be used for purpose of vehicular traffic, except drives, roadways, walks and trails designated for such purpose. Trails established for pedestrian, bicycle, or OPDMD travel, and bridle trails established for horseback riders shall not be used for vehicular travel. Nor shall vehicles be driven on any Park drive, roadway, walk, or trail that has been temporarily or permanently closed by the posting of signs or placement of barricades.

9.8 All-Terrain and All-Purpose Vehicles: No person shall drive or propel, or cause to be driven or propelled, any all-terrain vehicle, or other all-purpose vehicle (as defined by section 4519.01 of the Ohio Revised Code), within the Park, except upon parkways, roads or drives established for vehicular travel.

9.9 Bicycles: No person shall operate a bicycle except on paved roads, or in areas or on trails designated for such purpose. Nor shall any person operate a bicycle in a reckless manner so as to endanger the operator or any other person or any property. Bicycle operators shall comply with the requirements of all sections of the Ohio Revised Code pertaining to motor vehicles, operators, and bicycles while using Park roads.

9.10 Applicability of Ohio Traffic Laws: All motor vehicles and operators of motor vehicles within the Park shall comply with each and every requirement of the Ohio Revised Code pertaining to motor vehicles, vehicular traffic, operators of motor vehicles, and licensing.

9.11 Other Power Driven Mobility Devices: Portage Park District's regulation of OPDMDs for persons with mobility disabilities in the Park are in accordance with Revised Final Title II Regulation of the Americans with Disabilities Act of 1990 (42 U.S.C. 1213). The use of wheelchairs, motorized wheelchairs and manually-powered mobility aids by individuals with mobility disabilities is permitted in all areas open to pedestrian use. The use of OPDMD by individuals with mobility disabilities is permitted in all areas open to pedestrian use subject to the following requirements:

(a) OPDMDs may not have a width greater than thirty six (36) inches or a weight greater than 550 pounds;

(b) OPDMDs must be electric powered with a noise level that shall not exceed 70dB measured on the A-weighted scale at 50 feet

(c) OPDMDs must remain on trails and may not cause unnecessary damage to the trail surface;

(d) OPDMDs must be operated at a safe speed, not exceeding the average speed of other trail users and be capable of maneuvering to safely negotiate trail features and obstacles, such as steps and boardwalks, with the ability to turn around without leaving the

trail ;

- (e) Park District staff may make seasonal use restrictions on OPDMDs based on current or anticipated levels of user activity on trails; or based on weather and trail conditions;
- (f) Battery powered OPDMDs must be safely maintained and protected from leakage;
- (g) Specific trail features like boardwalks or bridges may be posted against OPDMD use based upon their design or capacity;
- (h) OPDMDs are not permitted in Park indoor facilities except Park restrooms;
- (i) Internal combustion engine OPDMDs are not permitted on trails or open spaces of the Park.

SECTION 10. PEDESTRIAN AND OTHER TRAFFIC

10.1 Pedestrian Travel Limited to Designated Areas: No person shall walk, run, or hike in areas of the Park that are not designated for pedestrian or vehicular traffic. Persons seeking access to off-trail environments for educational, research, or any other purpose must submit a written application for a permit to the Executive Director. This Section shall not apply to mowed areas of the Park with grass less than 8 inches in length.

10.2 Horses: No person shall ride any horse or other animal within the Park, except upon bridle trails established for horseback riders. Nor shall any person ride a horse in such a manner as to endanger the rider, horse, or any other person or property. Horseback riders shall yield right-of-way to pedestrians and motorists in the Park where bridle trails intersect with foot trails, roads, drives, and parkways. In areas along hike and bike trails which allow horses, horses must be ridden only on the trail shoulder. Horses shall not be left unattended.

10.3 Winter Sports: No person shall operate a snow mobile or engage in sledding, ice fishing, skiing, or ice skating in the Park except in areas and at times designated by the Executive Director.

10.4 Swimming and Watercraft: No person shall swim, bathe, wade, enter into, or use personally owned water craft in any Park waters except in areas and at times designated by the Executive Director.

10.5 Aircraft: No person shall operate or use aircraft on lands or waters within the Park, nor deliver or retrieve a person or object in the Park by parachute, paraglider, helicopter, or other airborne means without first obtaining a written permit from the Executive Director. Nor shall any person intentionally operate or use aircraft in the Park in a manner which harms animals or persons, or which prevents, obstructs, delays, hampers, or impedes the performance of any official business of the Portage Park District in violation of section 2921.31 of the Ohio Revised Code. The provisions of this section shall not be applicable to official government business; emergencies involving public health, safety, or serious property loss; emergency landings due to circumstances beyond the control of the operator; or as such operation is otherwise authorized by the regulations of the Federal Aviation Administration or the State of Ohio.

10.6 Toy Vehicles: No person shall operate or use any toy missiles, rockets, airplanes, drones, gliders, boats, trucks or cars within the Park that are propelled or drawn by power other than muscular power, except in areas and in manners posted otherwise, or under the authority of a written permit granted by the Executive Director.

SECTION 11. SIGNS, DISTRIBUTION OF PRINTED MATTER AND PUBLIC ASSEMBLIES

11.1 Activities Requiring a Permit: Engaging or participating in any of the following activities within the Park is prohibited without first obtaining a written permit from the Executive Director:

- (a) Exposing, displaying, distributing, projecting, or placing any sign, advertisement, banner, emblem, design, or electronic image of same within the Park, other than a permanent sign on a vehicle.
- (b) Selling or distributing printed matter, including but not limited to: leaflets, circulars, notices, advertisements and petitions.
- (c) A public assembly, parade, picnic, meeting, gathering, exhibition, competition, demonstration, or other organized event of twenty five (25) or more persons.

SECTION 12. COMMERCIAL ENTERPRISES

12.1 Sales: No person shall sell or offer for sale any article, thing, privilege, or service within the Park without first obtaining a written permit from the Executive Director. Commercial transportation businesses and boat liveries may come onto park properties to pick up or deliver park users.

SECTION 13. PHOTOGRAPHY, VIDEO AND AUDIO RECORDING

13.1 Photography and Recording Requiring a Permit:

Persons may take still photographs or video or audio recordings within the Park without first obtaining a written permit from the Executive Director unless any of the following apply:

- (a) The photographs or recordings are being taken for the purpose of advertising a product or service;
- (b) The project involves professional casts, props, models, or crews, other than in the case of bona fide news media personnel covering a breaking news event that cannot be covered at any other time or at any other location;
- (c) The project requires access to an area that is closed or restricted to general public use;
- (d) The project carries substantial risk of damaging Park resources, disrupting Park visitors, disrupting Park operations, or compromising public health and safety regulations.

13.2 Breaking news exception: Coverage or filming of breaking news by bona fide news media personnel does not require a permit, but such personnel may not damage Park resources, disrupt Park visitors, or compromise public health and safety regulations. "Breaking news" is defined as an event that cannot be covered at any other time or at any other location.

13.3 Voyeurism: No person shall secretly or surreptitiously videotape, film, photograph, or otherwise record another person within the Park under or through the clothing being worn by that other person for the purpose of viewing the body of, or the undergarments worn by, that other person.

SECTION 14. DOGS, CATS AND OTHER ANIMALS

14.1 Restricted Areas and Leashes: Except for guide or other dogs used by blind, deaf, or mobility impaired persons, no person shall bring any dog, cat, other domesticated animal, wild animal or any animal destructive to wildlife to any building in the Park. Dogs and cats are permitted in other areas of the Park if they are controlled at all times on a leash held in hand and do not unreasonably disturb the use and enjoyment of the Park by other Park visitors. Leashes shall not be longer than eight feet.

14.2 Releasing of Animals: No person shall bring any domestic or wild animal into the Park for the purpose of releasing or abandoning said animal, nor shall any person release or abandon any animal within the Park, without written permission from the Executive Director.

14.3 Grazing: No person shall herd, graze, drive or permit to run at large within the Park any cattle, horse, mule, donkey, goat, swine, sheep, or other animal, or any poultry or other fowl.

SECTION 15. HOURS OF OPERATION

15.1 Presence in the Park During Restricted Hours Forbidden: No person shall enter, stop, or remain in the Park, except at posted times, unless otherwise authorized by a written permit issued by the Executive Director.

15.2 Schedule of Hours of Operation: The Executive Director is authorized to maintain a schedule of hours of operation for the Park.

15.3 Temporary Closure of Facilities: Consistent with the laws of the State of Ohio, employees of Portage Park District who have duly authorized management, public safety or law enforcement authority may temporarily close specific areas within the Park to all visitors upon a determination that such action is necessary for reasons of weather, resource protection or management, scientific research, equitable allocation of use of facilities, avoidance of conflict among visitor activities, law enforcement, or other situations involving public health, safety, or welfare. Maintenance personnel employed by Portage Park District may temporarily close specific areas within the Park for construction, reconstruction, or maintenance purposes.

15.4 Public Notice Required for Temporary Closure of Facilities: Except in emergency situations, whenever specific areas within the Park are temporarily closed pursuant to Section 15.3 of these Rules and Regulations, the public shall be notified by one or more of the following methods:

(a) Signs posted at conspicuous locations, such as normal points of entry and reasonable intervals along the boundary of the affected Park locale;

(b) Maps available in the office of the Executive Director and other places of convenience to the public;

(c) Publication in a newspaper of general circulation in the affected area; Other appropriate methods, such as the use of electronic media, brochures, maps, or handouts;

(d) Physical barriers such as barricades, barriers, fences and locks which actually limit or bar access to the area.

15.5 Trespass: When use of the Park or areas within the Park is restricted to certain persons, purposes, modes, or hours of operation, including temporary closure of facilities described in Section 15.3 of these Rules and Regulations, and such restriction is actually communicated to persons, or is posted on signs in conspicuous locations, or when access is restricted or prevented by fences, gates or other barriers, no person shall violate such restrictions. Any person who violates this Section or who remains in the Park after lawfully being ordered to leave by a Ranger or other commissioned officer of the Portage Park District commits an act of criminal trespass under section 2911.21 of the Ohio Revised Code.

15.6 Employee Presence in the Park: Employees of the Portage Park District may enter or remain on Park lands, waters, or premises as necessary, for the performance of their duties.

SECTION 16. PERMITS

16.1 Written Application: Prior to engaging in any activity for which a permit is required in any of the above sections of the Rules and Regulations, a person must submit a written application for a permit to the Executive Director on a form that may be obtained from the Executive Director. A person who is seeking a permit to display a sign or to sell or distribute printed matter within the Park must also submit a copy of same to the Executive Director for approval.

16.2 Review of Application: The Executive Director will grant or deny an application for a permit within fourteen (14) days of its receipt, unless by written notice to the applicant, the Executive Director extends the period for review for an additional fourteen (14) days. Applications for permits will be reviewed in order of receipt.

16.3 Grounds for Denial of Permit: The Executive Director's denial of a permit must clearly set forth in writing the grounds for denial and, where feasible, must propose measures to cure defects in the application or suggest alternative times and places for the activity. The Executive Director may deny an application for a permit on any of the following grounds:

(a) the applicant or the person on whose behalf the application was made has on prior occasions made material misrepresentations regarding the nature or scope of an event or activity previously permitted or has violated the terms of prior permits issued to or on behalf of the applicant; the application for permit (including any required attachments and submissions) is not fully completed and executed;

(b) the applicant has not tendered the required application fee with the application or has not tendered the required user fee, indemnification agreement, insurance certificate, or security deposit within the times prescribed by the Executive Director;

(c) the application for permit contains a material false hood or misrepresentation;

(d) the applicant is legally incompetent to contract or to sue and be sued;

(e) the applicant or the person on whose behalf the application for permit was made has on prior occasions damaged Park property and has not paid in full for such damage, or has other outstanding and unpaid debts to the Portage Park District;

(f) fully executed prior application for permit for the same time and place has been received, and a permit has been or will be granted to a prior applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the Park or part thereof;

(g) the use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the

- Portage Park District and previously scheduled for the same time and place;
- (h) the proposed use or activity is prohibited by or inconsistent with the classifications and uses of the Park or part thereof that have been properly designated and/ or posted pursuant to any of the above sections of these Rules and Regulations;
 - (i) the use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant, or other users of the Park, of the public, or of employees of the Portage Park District;
 - (j) the applicant has not complied or cannot comply with applicable licensure requirements, ordinances, laws or regulations of the State of Ohio or of the Portage Park District concerning the sale or offering for sale of any goods or services;
 - (k) the use or activity intended by the applicant is prohibited by law, by these Rules and Regulations, or by other policies or regulations properly adopted by the Board of Park Commissioners and promulgated by the Executive Director.
- 16.4 Appeal of Denial of Permit: A person who has unsuccessfully applied for a permit has seven (7) days to file a written appeal to the Board, which must act upon the appeal within fourteen (14) days of receipt.

SECTION 17. EMPLOYEE EXEMPTION

17.1 Limited Exemption for Park Employees and Representatives: Acts of employees and duly authorized representatives of Portage Park District, to the extent necessary for the performance of their authorized duties or in furtherance of programs or events organized and conducted by the Portage Park District, shall be exempt from the provisions of these Rules and Regulations.

The above Rules & Regulations were adopted by the Portage Park District Board of Park Commissioners per RESOLUTION 2018-15 on April 16, 2018 became effective on May 15, 2018 and replace any prior version

Upon a motion by McKinney and seconded by Petrone, the vote was as follows:

Thomas Hrdy yes Scott McKinney yes

Allan Orashan, yes Deborah Petrone yes Charles Engelhart yes

We certify that the foregoing is a true copy of a resolution passed and action taken in an open meeting on April 16, 2018

Scott McKinney
Commissioner Scott McKinney

Allan Orashan
Commissioner Allan Orashan

Thomas Hrdy
Commissioner Thomas Hrdy

Deborah Petrone
Commissioner Deborah Petrone

Charles Engelhart
Commissioner Charles Engelhart

