



Meeting Minutes for Regular Meeting of the Park District of Ottawa County

Date: 12/4/2020

Time: 9:00 AM

1. Call to Order by Gary Kohli

2. Roll Call

- | | |
|-------------------------------|--|
| a. Gary Kohli – Chairman | Present - Y |
| b. Angela LeForce – Secretary | Present - Y |
| c. Mike Shadoan – Treasurer | Present - Y |
| d. Judy Indorf | Present - Y |
| e. Jack Madison | Present - Y - exited meeting at 10:02 AM |
| f. Others: | |
| i. Linda Amos | Present - Y |
| ii. Denny Patthoff | Present - Y |

3. Gary Kohli indicated he would like to ensure the agenda includes the following items:

- Office space
- Human Resource support
- TAP funds
- Board of Election certification of levy, acceptance and approval of funds

4. Minutes for Approval



OCPD Meeting
Minutes November 20

Angela LeForce moved to approve the November 20, 2020 Meeting Minutes

Jack Madison seconded the motion to approve the November 20, 2020 Meeting Minutes

A vote was held to approve the Meeting Minutes with the following outcome:

Gary Kohli	Yes
Angela LeForce	Yes
Jack Madison	Yes
Mike Shadoan	Yes
Judy Indorf	Yes

The motion to approve the Meeting Minutes carries.

5. Confirm date of next Regular meeting; normal schedule would have meeting on January 1, 2021.

Given that our next regular meeting falls on New Year's Day, we agreed our January meeting schedule will be:

Regular Meeting: January 8, 2020

Working Meeting: January 22, 2020

6. Fiscal Report

Mike Shadoan provided a Fiscal Report. Our bank account was charged a \$5 dormant fee. Citizen Mike Shadoan donated \$50 to the account. Balances are now:

\$250 in Checking Account

\$ 35 in Savings Account

TOTAL \$285

Judy Indorf moved to approve the December 4, 2020 Fiscal Report

Jack Madison seconded the motion to approve the December 4, 2020 Fiscal Report

A vote was held to approve the Fiscal Report with the following outcome:

Gary Kohli	Yes
Angela LeForce	Yes
Jack Madison	Yes
Mike Shadoan	Yes
Judy Indorf	Yes

The motion to approve the Fiscal Report carries.

7. New Business

Held a discussion regarding the update of our bylaws:

Gary inserted the appropriate statute on the page the statute is referenced, to support the Board's review.

Gary also sent the Board members Erie County Park District's bylaws for the Board's reference. Sandusky County Park District has sent their Staff information and has indicated they will send their bylaws, both for our reference.

The following initial comments were made on the bylaws:

Mike Shadoan recommended that we publish meeting notices on social media, such as our Facebook page and website and no longer publish the notices in a hard print paper such as the Beacon. Gary Kohli noted that we need to determine what Ohio law requires regarding public meeting notices and ensure we comply with Ohio's requirements. We agreed to incorporate the appropriate change in our bylaws' revision.

Suggestion to delete the last sentence in Section 1

Suggestion to leave the board membership at 5.

Noted that the language on the last page of Section 1545.1 gives the Board the power to acquire lands but is silent on the ability to sell land. The suggestion was made to expand the language to give the Board the ability to also sell land.

Given our current experience of successfully holding meetings remotely, the suggestion was made to adjust the language to indicate presence of a meeting attendee need not be via physical attendance. Suggestion was made that meeting attendees can be present via video and audio, or just audio.

The question was raised regarding what type of entity we are. Gary is working with the county to determine if we can be a governmental entity.

The Board is asked to review the bylaws and provide any comments to Gary.

Gary has confirmed that we will begin to receive money from our levy in 2022. There is a statute which allows us to borrow or sign notes prior to receiving tax money, but it appears this is only in the year that money will be received. Gary is working to confirm this as well as look into other potential options.

In addition to the below office space options which have been identified, Gary identified an office option in the former MRDD School Building located east of Oak Harbor on the river side of State Route 163. We would be charged a fee to use space in the building. It was also noted there is a building in Oak Harbor next to Croghan Bank.

The Board agrees we should consider contracting with Sandusky County or the community in which property needing routine maintenance is located, for maintenance work. This likely will not occur until 2022 when we begin to receive funds.

- a. Agreed to update our bylaws which were written in the early 1990s; Gary Kohli has drafted updated bylaws and sent to the board for review and comments.

Action: *Board members to review revised bylaws and send comments to Gary*

- b. Charting our path forward

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- i. Staff
 - 1. We have job descriptions from Erie and Sandusky County Metroparks for reference
 - 2. Agreed the primary objective for an employee will be to write grant requests
 - 3. Timing will depend on cashflow and numbers of employees will be based on need
- ii. Finances
 - 1. Current understanding is that we will receive tax dollars beginning in 2022
 - a. Will this a single check or multiple checks?
- iii. Office location options
 - 1. Ottawa County Resource Center across from the fairgrounds
 - 2. County Offices on Lake St. in Oak Harbor
 - 3. Room in courthouse; or continue to use the conference room in the courthouse as needed
 - 4. Work from home with access to the courthouse as needed?
- iv. Maintenance
 - 1. Initially consider partnering with Sandusky County or the community in which the property requiring maintenance is located
- v. Property transfers
 - 1. A number of organizations have inquired regarding the Park District's interest in receiving property and taking over management; board will consider these opportunities, however noted our primary objective is to develop multi-purpose hiking and bike trails throughout Ottawa County as well as water trails; we do not want property maintenance and management to dominate our funds.
 - 2. Agreed we should have and maintain relationships with the various conservancy and park organizations in our area, e.g. Black Swamp, Ottawa Wildlife Refuge

8. Current Efforts

Gary reported that the response at the Port Clinton Rotary Club and Lions Club was very good, they were supportive and interested in the Park District's efforts and there were no negative responses

The rails for the trail over the Portage River are backordered, so the ribbon cutting/opening ceremony will not be held until the rails have been received and that portion of the trail completed.

We may need a written Resolution to the Ottawa County Commissioners to confirm our support of the US Bike Route 30 and State Bike Route 90 designations. It was noted that the North Coast Inland Trail is part of the US 30 Bike Route.

Gary received communication from ODOT that we are eligible to apply for TAP funding for the Genoa to Millbury trail project. Linda Amos will work on filing our formal application for the funding, which is due January 31, 2021.

Judy contacted Woody Woodward regarding access to apply for ODOT funds for developing the entrance to the Magsig Farm. Woody indicated that Gary Cooper is coordinating the applications for these ODOT funds and he will work with us to determine our eligibility and application, if eligible. Judy will follow up with Gary Cooper.

Linda reported that a 5 ft shoulder is included in the plans for the St. Rt. 2/State Rd and St. Rt. 53 roundabout and St. Rt. 53 road widening.

- a. Port Clinton Rotary Club – November 2020 – Gary Kohli will attend – Done
- b. Website – Doug Rogers has finished making our requested changes to our website

- i. Agreed we want to upload our minutes to the site – the website is a good repository for our minutes following approval
- ii. Agreed we should create an email account. Currently, the volunteer and meeting information request forms on our website are automatically forwarded to Judy's personal email address. We could reply to email senders using the Park District email. Judy will work with Doug Rogers on this effort.

Action: *Judy to work with Doug Rogers to create a Park District email account and modify the website as needed.

- c. We received a request from ODOT to pass a resolution to support the designation of US Bike Route 30 and State Bike Route 90. The board agreed to support this designation and agreed to communicate our support to Rhonda Slautebeck and the Ottawa County Commissioners, requesting that the Commissioners communicate Ottawa County's support of this designation to ODOT. Confirm this has been done.

Action: *Judy to confirm with Gary that we have communicated the board's support to the County Commissioners.

- d. North Coast Inland Trail/Genoa/Elmore
 - i. Status of Genoa to Elmore trail opening – not known

Action: *Jack will contact Ron Lajti regarding the timing of the trail opening and any opening event.

- e. North Coast Inland Trail/Genoa/Millbury
 - i. Linda wrote, incorporated comments and sent the ODOT Transportation Alternative Program funding Letter of Interest. Letters of Interest will be reviewed by ODOT during November to confirm eligibility. The TAP application link will go live December 1, 2020 and applications will be due January 31, 2021. We may be able to use Federal DNR funds for the match budget.
 - ii. West Erie Realty provided an appraisal for the Genoa to Milbury trail land.
 - iii. We have received a letter from Wood County Park District indicating their intention to work with us to develop and construct the trail as well as fund their portion of the development.
- f. Magsig Farm
 - i. Next step to contact ODOT regarding modified/upgraded entrance to the farm; Judy sent L. J. Overmeyer an email on June 1, 2020 and hasn't received a response. It was noted that L. J. is very busy with his business. We will wait until he has time to work with us on the development of the Magsig Farm.
 - ii. The preferred entrance is likely from S. Schutt Rd.
 - iii. L. J. inquired about receiving stone/funds from ODOT. We need to ensure we do not miss applying for money from ODOT.

Action: *Judy to contact Woody Woodward to obtain details of participating in this program. – Done

Action: *Judy to work with Gary Cooper to determine our eligibility and application, if eligible.

- g. Friends of Ottawa County Parks (FoOCP)
 - i. TPL continues to move forward with a possible purchase of the land north of the Rt. 269 and Rt. 163 intersection west of Fort Firelands, with the intention to have the Park District manage it. We would need to leave all but 10% of it as wetlands. Denny requested we think about a name for the land.
- h. Portage River Water Trail
 - i. Expected designation as a water trail in 2021.
 - ii. The grant request for construction of a boat access at the County Fairgrounds was declined.
- i. Rt. 163 and Englebeck Rd. Roundabout
 - i. The Public Comment Period ended September 21, 2020 for the proposed roundabout at the intersection of Rt. 163 and Englebeck Rd. We have no further action on this item. Danbury Twp. is working with ODOT.
- j. Danbury Twp./Lafarge
 - i. No update

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k. St. Rt. 2/State Rd and St. Rt. 53 Roundabout Proposal

- i. Jack Madison informed the board that ODOT has proposed to construct a roundabout at the intersection of Rt. 163 and Rt. 53. A virtual meeting regarding the roundabout is scheduled for December 2, 2020 at 4:00 PM.

9. Park District of Ottawa County Levy acceptance and certification

Gary Kohli summarized the Board of Election results of the Park District's levy vote as follows:

23,379 Total Votes

14,109 For Votes

9,270 Against Votes

Gary Kohli read the Park District of Ottawa County's Resolution to adopt the County Auditor's certification of the levy which was passed in the November 3, 2020 General Election and accept the rates and amounts indicated in the Resolution. The Resolution is attached below.



202012041017 (1).pdf

Commissioner Judy Indorf moved that the Board of Commissioners for the Park District of Ottawa County adopt the attached resolution and accept the rates and amounts certified by the County Auditor Budget Commission and indicated in the attached Resolution. Commissioner Michael Shadoan seconded the motion. A vote was taken with the following outcome:

Gary Kohli	Yes
Angela LeForce	Yes
Jack Madison	Yes
Mike Shadoan	Yes
Judy Indorf	Yes

The motion to adopt the Resolution carries. Gary Kohli will formally certify the resolution accepting the levy amounts and rates as determined by the Budget Commission.

Jack Madison exited the meeting after the Levy Resolution vote.

10. Gary Kohli is confirming that as each Park District Board Commissioner is appointed by the Probate Judge, we are bonded.

Action: *Gary to confirm that as a Park District Board Commissioner is appointed by the Probate Judge they are automatically bonded.

11. Adjournment:

Judy Indorf moved we adjourn

Angela LeForce seconded the motion

Meeting adjourned

Next working meeting will be **December 18, 2020**

Next regular meeting will be **January 8, 2021**

