



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

Date: 12/18/2020

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 (joined at 9:11 AM) |
| c. Mike Shadoan – Treasurer | Present - Y |
| d. Judy Indorf | Present - Y |
| e. Jack Madison | Present – Y (joined at 9:05 AM) |
| f. Others: | |
| i. Linda Amos | Present - Y |
| ii. Denny Patthoff | Not Present - N |
| iii. Tom Bergman (Mayor of Genoa) | Present – Part-time |
| iv. Becky Simpson | Present - Part-time |

Buckeyegak@gmail.com

3. Minutes for Approval



OCPD Meeting

Minutes December 4,

Mike Shadoan moved to approve the December 4, 2020 Meeting Minutes

Judy Indorf seconded the motion to approve the December 4, 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.

4. Fiscal Report – no change

\$250 in Checking Account

\$ 35 in Savings Account

TOTAL \$285

5. New Business

- Noted the typo in the resolution to accept the levy results which Gary sent to the board. Gary will correct the typo.
- Gary Kohli and Jack Madison were sworn in by the Probate Judge as Park District of Ottawa County Commissioners for three more years
- Tom Bergman congratulated the board on passing the tax levy during the November 3, 2020 General Election
- The Board agreed to update our bylaws which were written in the early 1990s; Gary Kohli has sent Erie County Metroparks by-laws with some updates for our use to the board for review and comments. Board members had not yet reviewed the drafted bylaws.

Mike Shadoan moved the review of the bylaws be tabled until our next meeting on January 8, 2021

Jack Madison seconded the motion

A vote was held to approve tabling the by-law discussion with the following outcome:

07/01/21

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

The motion to table the bylaws review to the next meeting carries.

Below are comments provided on the bylaws to date:

- Gary sent the Board members Erie County Metroparks bylaws for the Board's reference and inserted the appropriate statute on the page the statute is referenced, to facilitate the Board's review.
- Sandusky County Park District has sent their Staff information and has indicated they will send their by-laws, both for our reference.
- A number of 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 by-laws and provide any comments to Gary.

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

- e. Charting our path forward
 - i. Staff

1. We have job descriptions from Erie and Sandusky County Metroparks for reference – Gary requested the board members review these.

Action: *Board members to review the job descriptions provided by Erie and Sandusky County Metroparks*

2. Agreed the primary objective for an employee, likely a director, will be to write grant requests
3. Timing of hiring staff will be 2022 as set by cashflow and numbers of employees will be based on need
4. Noted that we have two options for managing our finances:
 - a. Keep levy tax dollars in the county fund and we would write Purchase Orders to the county to pay invoices from the fund.
 - b. Establish a Park District Treasurer/Secretary and they would manage our cashflow directly
 - c. No decision needs to be made or will be made at this time; we will consider these options and review how Erie and Sandusky County Park Districts manage their cashflow

12/18/20

Judy Indorf moved to table the discussion on staffing to the future

Jack Madison seconded the motion

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 table the staffing discussion to the future carries.

ii. Finances

1. Current understanding is that we will receive tax dollars beginning in 2022
 - a. Will this be a single check or multiple checks?
 - b. Gary has confirmed that we will receive money in 2022. There is a statute which allows us to borrow or sign notes, 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.

iii. Office location options

1. Former MRDD School Building east of Oak Harbor on the river side of State Rout 163; would be charged a fee
2. Building next to Croghan Bank in Oak Harbor
3. Ottawa County Resource Center across from the fairgrounds
4. County Offices on Lake St. in Oak Harbor
5. Room in courthouse; or continue to use the conference room in the courthouse as needed
6. 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; Likely not until 2022.

- v. Gary is looking into the need for the board and board members to be bonded

Action: *Gary to determine if the board and board members need to be bonded*

vi. Property transfers

1. A number of organizations have inquired regarding the Park District's interest in receiving property and taking over management; the 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

6. Current Efforts

- a. 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.

- b. 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 Slauterbeck and the Ottawa County Commissioners,

requesting that the Commissioners communicate Ottawa County's support of this designation to ODOT.

- i. Gary confirmed the County Commissioners would like a written Resolution from the Park District 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.

*Action: *Judy to develop a written resolution and send to the Park District Commissioners for review and formal adoption at our January 8, 2021 meeting.**

c. North Coast Inland Trail/Genoa/Elmore

- i. Status of Genoa to Elmore trail opening – The rails for the trail over the Portage River have been 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 will continue to monitor.

d. North Coast Inland Trail/Genoa/Millbury

- i. Tom Bergman noted that this project could be separated into two projects if appropriate.
- ii. Tom Bergman also noted that the Village of Genoa already owns the land that the trail is proposed to follow through Genoa.
- iii. The current extension of the NCIT ends at the "back of the Genoa Park". Continuing the trail to the front of the park and routing the trail through Genoa appears to be an attractive option with viability to connect to other communities if desired.
- iv. Gary Kohli requested Angela LeForce be the Park District Board contact to work with Tom Bergman and Linda Amos on progressing this project.
- v. Gary received communication that we are eligible to apply for TAP funding for the Genoa to Millbury trail project. Linda Amos is working on filing our formal application for the funding, which is due January 31, 2021.
- vi. West Erie Realty provided an appraisal for the Genoa to Milbury trail land.
- vii. 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.
- viii. The Park District Board would like to pass a formal resolution to apply for the TAP grant at our January 8, 2021 meeting.
- ix. Discussion was held regarding the various funding options. The Park District is working with the Village of Genoa to identify the most cost effective and efficient funding option. Potential sources of funding include ODNR, Clean Ohio Trails and Recreational Trails. The potential sources have various match requirements and may have stipulations for use.

*Action: *Judy to include a formal vote on a resolution to apply for the TAP grant as an agenda item for our January 8, 2021 meeting.**

*Action: *Linda will work with the Board to develop our TAP grant application for submission by January 31, 2021.**

e. Magsig Farm

- i. Judy contacted Woody Woodward regarding access to 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.
- ii. Would like L. J. Overmeyer's ideas on entrance modifications and then will 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.
- iii. The preferred entrance is likely from S. Schutt Rd.
- iv. L. J. inquired about receiving stone/funds from ODOT. We need to ensure we do not miss applying for money from ODOT. Judy is working with Gary Cooper from OPRA on accessing these funds.

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

- f. 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.
 - g. Portage River Water Trail
 - i. Expected designation as a water trail in 2021.
 - ii. The grant request for construction of a kayak/canoe access point at the County Fairgrounds was declined.
 - h. Danbury Twp./Lafarge
 - i. No update
7. 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.

8. Adjournment:

Gary Kohli moved we adjourn

Angela LeForce seconded the motion

A vote was held to approve meeting adjournment with the following outcome:

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

The motion to adjourn the meeting carries.

Meeting adjourned

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

Next working meeting will be **January 22, 2021**

