



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

Date: 1/8/2021
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
- f. Others:
 - i. Linda Amos Present - Y
 - ii. Denny Patthoff Present – y (joined at 9:09 AM)
 - iii. Greg Bieszczad (Pogomeyer Design Group) Present - Y

3. Minutes for Approval



OCPD Meeting
Minutes December 18

Comment to amend minutes to indicate that Tom Bergman noted that **potentially** the Village of Genoa already owns the land that the bike trail is proposed to follow through Genoa.

Judy Indorf moved to approve the December 18, 2020 Meeting Minutes with the above noted revision.

Mike Shadoan seconded the motion to approve the December 18, 2020 Meeting Minutes with the above noted revision.

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 with the above noted revision carries.

4. Fiscal Report – no change

\$250 in Checking Account

\$ 35 in Savings Account

TOTAL \$285

5. New Business

Gary Kohli confirmed that the resolution to accept the levy results has been submitted to the Ottawa County Auditor.

Gary Kohli noted that Rhonda Slauterbeck confirmed the Conference Room in the Ottawa County Courthouse is still available for our use. Our files may continue to be retained in the file cabinets in this room.

Agreed that Gary Kohli and Judy Indorf will develop a draft set of by-laws for the Board to review for comment and eventual approval.

- a. Confirm the resolution to accept the levy results has been submitted.

- b. 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. 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: *Gary Kohli and Judy Indorf will develop a draft set of by-laws for the Board to review for comment and eventual approval.*

c. 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

ii. Finances

1. Current understanding is that we will receive tax dollars beginning in 2022
 - a. Will this 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.

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

Greg Bieszczad from Pogomeyer will provide a map with the planned bike route through Ottawa County which is different from ODOT's map that shows the bike route following roadways. We will add this revised map with appropriate related verbiage to the resolution to support designation of US Bike Route 30 and State Bike Route 90. The amended resolution will be reviewed for approval at our next meeting.

Linda Amos and Greg Bieszczad will discuss the railroad property relating to the Genoa-Millbury trail with the railroad next Tuesday January 12, 2021 via phone. Linda Amos, Jack Madison and either Angela LeForce or Gary Kohli will meet with Mayor Bergman to discuss this project on Wednesday January 13, 2021 at 3:00 PM at the Genoa Village Hall. The resolution attached below to formally confirm the Park District of Ottawa County's approval for the Park District to apply for an ODOT Transportation Alternative Program grant was reviewed by the Park District Board. It was noted that the cost estimates included in the resolution may change as the project scope is developed. The Board agreed that the resolution could still be approved by the Board since the resolution is to confirm Board approval to apply for an ODOT Transportation Alternative Program grant.

Jack Madison moved to approve the resolution confirming the Board's agreement that the Park District apply for a grant from ODOT's TAP program, noting that the cost estimates in the resolution may change as the scope of the project is developed.

Mike Shadoan seconded the motion confirming the Board's agreement that the Park District apply for a grant from ODOT's TAP program, noting that the cost estimates in the resolution may change as the scope of the project is developed.

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 confirming the Board's agreement that the Park District apply for a grant from ODOT's TAP program, noting that the cost estimates in the resolution may change as the scope of the project is developed carries.

- 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 will work with Linda and Greg to amend the resolution for inclusion of the updated map and appropriate related verbiage and Judy will provide the amended resolution for review by the Park Board and formal adoption at our January 22, 2021 meeting.*

Attached below is the resolution for review and vote for approval to support the designation of US Bike Route 30 and State Bike Route 90. Also attached for reference and discussion is ODOT's map of the two bike routes which is referenced in the resolution.

Discuss approval of map as drawn or request a revision to more accurately reflect the route through Ottawa County



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ODOT Ottawa Co
Map USBR 30 SBR 90.

- 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 potentially 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.

DONE: 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.*

Attached below is the resolution for the board to confirm agreement that the Park District apply for a grant from ODOT's TAP program.



Resolution - Park
District of Ottawa Co

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.

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.

Gary confirmed that Commissioners need to arrange for bonding upon appointment. Bonding paperwork should be provided to Gary.

Gary also noted that Jack Madison should provide his Commissioner re-appointment paperwork to Gary also.

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

8. The Park District of Ottawa County congratulated Mike Shadoan and the Oak Harbor Development Group in receiving a \$500,000 grant for development of the Portage River Front.

9. Adjournment:

Judy Indorf moved we adjourn

Jack Madison seconded the motion

Meeting adjourned

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

Next regular meeting will be **February 5, 2021**