



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

Date: 11/16/2021
Time: 6:00 PM

1. 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 via cell phone 6:00 to 6:18 PM, then in person
- f. Others:
 - i. Tim Bock, Poggemeyer Design Group Present – Y
 - ii. Greg Vriezelaar – WE Realty, President Present – Y
 - iii. Janet Traub – citizen Present - Y

2. Minutes for Approval –

Meeting Minutes for November 16, 2021

Angela LeForce moved to approve the November 1, 2021 Regular Meeting Minutes

Mike Shadoan seconded the motion.

A vote was held to approve the motion with the following outcome:

Gary Kohli	Yes
Angela LeForce	Yes
Jack Madison	Present via cell phone – no vote
Mike Shadoan	Yes
Judy Indorf	Yes

The motion carries.

3. Fiscal Report – **Meeting Minutes for November 16, 2021** – Mike Shadoan reported the following invoices have been paid:

Poggemeyer Design Group - \$9255.85 for work on the Genoa to Millbury multi-use trail

Poggemeyer Design Group - \$150 retainer fee

Doug Rogers - \$260 August and September 2021 website work

Angela LeForce moved to approve the Fiscal Report

Judy Indorf seconded the motion.

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 carries.

4. Public Comment – **Meeting Minutes November 16, 2021** - No discussion

4. Executive Director’s Report(s) – not applicable at this time

5. Old Business

a. Website

Meeting Minutes for November 16, 2021 – No discussion

b. Executive Director Search

Meeting Minutes for November 16, 2021 –

Mike Shadoan moved the board move into Executive Session at 7:09 PM to discuss our Director hiring search.

Judy Indorf seconded the motion.

Linda Amos was invited into the Executive Session.

Janet Traub exited the meeting and did not want to rejoin after the Executive Session

A vote was held to approve the motion with the following outcome:

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

The motion carries.

Mike Shadoan moved the board exit Executive Session at 8:35 PM

Judy Indorf seconded the motion.

A vote was held to approve the motion with the following outcome:

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

The motion carries.

1. At the October 5, 2021 meeting the board agreed to move forward with second, in person interviews on:
 - October 19, 2021 at 4:00 PM at Catawba Island Club and
 - October 21, 2021 at 10:00 AM at Catawba Island Clubfor two of the candidates for the Executive Director position
2. Between August 20, 2021 and September 7, 2021, Woody Woodward, OPRA Executive Director, sent the Board Members and the Board Members reviewed the Executive Director candidate resumes that had been received. Board Members selected those they felt we should interview and sent their selection to Woody. Woody aggregated the selections and the Park District of Ottawa County meeting via Zoom on September 7, 2021 to review the aggregated candidate list. The set of candidates to be interviewed was agreed. The first set of interviews will be held on Sept. 28, 2021 at a Special Meeting in Executive Session, beginning at 8:30 AM and ending at 2:30 with a break for lunch in the middle. Woody reviewed the interview protocol: Woody will introduce himself and we will each introduce ourselves. Woody will ask the questions. If we have follow-up questions we can ask them following each question. After all interview questions have been asked, Woody will ask the candidate if he/she has any questions for the board. Woody will send the interview questions to us for our review and comments and he will also send us the Evaluation Tools for our review and preparation. Each interview will be 30 – 45 minutes long with a 15 min break between each interview.
3. The Executive Director role has been posted by OPRA with an application deadline of August 20, 2021. Gary Kohli reported that the Ottawa County Commissioners will not agree to allow Park District employees to participate in their medical benefits plan. Woody Woodward, OPRA Executive Director confirmed that other Park Districts had been denied participation in their county's benefit programs. In these cases, the Park Districts often purchase medical benefits for their employees from their Chamber of Commerce. Gary Kohli contacted the President of the Port Clinton Chamber of Commerce, Nicole Kochensparger. Nicole confirmed that many employee benefits, including medical benefits, are available through the Chamber. Additionally, the Chamber offers a number of business support services. Gary has a meeting scheduled with Nicole for August 24,

2021 to discuss options in detail, including costs of benefits and services. The cost to join the Chamber of Commerce is \$230/year

4. The Executive Director's salary range was discussed at our July 6, 2021 meeting and the board agreed to offer a salary of \$50,000 - \$60,000. If we do not attract a qualified person we can adjust the salary.
5. Gary Kohli confirmed that Ottawa County Prosecutor James VanEerten stated that the Park District's Executive Director will be a public employee, but not an Ottawa County employee. As a result, Park District employees will not be covered by the county's benefits, e.g. medical. It appears that most park districts contract with their county to provide benefits to their employees. Gary will determine if any other department is similar to the Park District in that its employees are not county employees and if so, how they provide benefits.
6. Woody Woodward, OPRA Director, joined our June 15, 2021 meeting and began working with us on the search for a director. Woody facilitated a discussion with the attendees to develop the job description of the Director. Below is a summary of information and desirable skills provided to Woody
 - Ottawa County has a lot of parks managed by others, locally managed, state managed, federally managed. The goals of the Park District are to construct trails to "Connect People, Places and Parks"
 - Ottawa County is very diverse ranging from a very busy vacation area at the east end, to an agricultural rural area on the west end
 - The successful candidate should:
 - Be capable of establishing a trail system from conception, including acquiring/leasing land for trail use
 - Be knowledgeable in grant writing
 - Be capable in building relationships with both community members and local government and community leaders
 - Have a working knowledge of trail construction
 - A discussion was held regarding the length of time a person typically stays in this type of role. Woody noted that during his tenure a majority of the park directors will have turned over, but also noted, many will have been in their role for many years before leaving the role. It was noted that experience and longevity in role can have positive and negative aspects. Experience and longevity bring with it knowledge and capability, but can also hinder new ideas and creativeness.
 - Woody noted that we should provide the successful candidate with a list of our contacts/people the successful candidate should meet/know, including community leaders, local government leaders, stakeholders, etc. and we should facilitate introductions as much as possible.
 - Before setting a salary, we should consider the salaries of our county government leaders, e.g. the County Engineer, County Administrator; Gary Kohli will obtain the salary levels for these positions for us to use as a guide
 - At the second or third interview, we should consider asking the candidates how they envision the board supervising them.
 - OPRA holds quarterly Director meetings which Woody believes are very helpful and effective for the Directors.
 - Woody described the expected selection process timeline:
 - Early the week of June 21, 2021, Woody will send an updated job description to the board members
 - Board members should take 3 or 4 days to review and comment on the job description

- The Board will hold a Special Meeting on June 29, 2021 where a final job description will be agreed and the final job description will then be forwarded to Woody
- Woody will post the job for ~ 1 month, with resumes of interested candidates to be received by July 23, 2021. The job will be posted on OPRA's website, the National Recreation and Parks Association site, MI, IN parks' site and Indeed
- Woody can then send as many of the resumes to the Board as we want, or he can screen the resumes first
- From the set of resumes provided to the Board members, each Board member will select their top 6
- We will then have a Zoom meeting with Woody to share our individual selections and using weighted voting select the Board's top 6 candidates to move forward with.
- Woody expects first round of interviews to be held mid-August and second round of interviews to be held in September, with a decision resulting; Woody suggested the second interview could begin at the Genoa trailhead, move to a meeting room for questions and finish with lunch
- The Board agreed to hold a Special Meeting on June 29, 2021 to review and approve the Job Description

7. Following our June 1, 2021 meeting, Gary Kohli signed the OPRA Executive Search contract and Judy Indorf returned the contract Gary signed to OPRA. Woody Woodward, Director of OPRA signed the contract on behalf of OPRA and provided the Park District with a copy of the signed contract at this meeting. We received an invoice via email for payment of half of the cost of the Executive Search. Mike Shadoan will process the payment of this invoice.

8. Our OPRA dues are now paid.

Previous minutes regarding OPRA' Executive Search - Woody explained that OPRA offers an Executive Search service. They have conducted searches for ~22 agencies, including the large and established Columbus Park District and the smaller Clermont Park District. Their service includes:

- Meeting with the Board to discuss the characteristics, needs, etc. of the Park District, and using that information to create a Job Description
- Posting the open role in Ohio, Michigan, Pennsylvania and their national network
- Collecting the resumes and helping the Board identify those to be interviewed; they will do this with as much or as little involvement of the Board as desired
- Creating interview questions
- Conduct the first round of interviews via Zoom with the Board included
- Conduct the second and final round of interviews in person with the Board included
- Supporting the Board in identifying a successful candidate, noting it is the Board's responsibility to decide on the successful candidate

To initiate this effort, we would enter into a contract with OPRA. We need to be a current member of OPRA. Woody will confirm whether our dues are current. The cost of OPRA's Executive Search will be between \$12,000 and \$16,000, likely ~\$14,000, excluding any candidate travel costs.

Timing is largely a function of the Board's availability. Woody expects:

- 7 – 10 days to create a Job Description
- 3 – 4 weeks for posting
- 2 months to conduct interviews
- Total 75 – 90 days depending on our availability to meet

OPRA conducted a state wide salary survey a couple years ago and will provide a typical salary for our role. He expects it will be ~\$80,000 without benefit costs included. We should ensure the skill set we require is based on the promises we made in our levy proposal. We confirmed that the role will have wide-ranging responsibilities, especially the ability to write grant applications.

Woody noted that OPRA is planning to hold its conference January 21 – 23, 2022 at Kalahari.

1. Judy Indorf sent an amended draft of Sandusky County's Director/Secretary role for discussion. Linda and Judy noted that this position would likely take significant time to fill, and possibly is more qualified than needed to start. Linda and Judy offered for consideration the option to hire someone who could begin working much quicker in the interim. Denny Patthoff noted that Ohio Parks and Recreation Association (OPRA) leads executive searches for a fee. Judy Indorf will contact Woody Woodward, Executive Director OPRA to discuss their service.
2. Linda Amos and Judy Indorf are the members of the Personnel Committee.
3. We have job descriptions from Erie and Sandusky County Metroparks for reference – Gary requested the board members review these.
4. Agreed the primary objective for an employee, likely a director, will be to write grant requests
5. Timing of hiring staff will be 2022 as set by cashflow; numbers of employees will be based on need – note we have since learned that we will begin receiving tax levy funds in 2021 rather than 2022.
6. 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

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

c. North Coast Inland Trail/Genoa/Elmore

Meeting Minutes for November 16, 2021 – No discussion

- i. In a telephone call with Judy Indorf, Mayor Bergman noted that he attended an August Clay Twp. Trustee meeting and the trustees would like to make the safety improvements to the Elmore to Genoa trail along Martin-Williston Rd. They have talked to Ottawa County Engineer Ron Lajti to possibly obtain some Infrastructure Bill funds for the improvements. Mayor Bergman does not expect the work to begin until Spring 2022 and he will contact the Park District when they would like our involvement/support. Jack Madison noted that he received a generic sketch of the cross section of a trail from Poggemeyer Design Group that he will forward to Mayor Bergman for the Clay Twp. Trustee use and will also forward to the board members.
- ii. Gary Kohli reported that the meeting with Genoa Bank was cancelled. If we do not hear from the bank beforehand, once we have the survey work complete and a sketch to share with the bank, we will consider reaching out to the bank.
- iii. The board discussed the safety concerns regarding the portion of the trail that is on Martin-Williston Rd. Tim Bock reported that when the trail route was being developed in December 2010, the Graymont Quarry indicated in a letter that due to safety and operational concerns, they did not want the trail to go through the quarry's property and suggested the existing route. To progress addressing the safety concerns, we agreed Judy Indorf will contact Genoa Mayor Tom Bergman to obtain the Clay Twp. Trustees meeting schedule and determine if there is a sketch of the proposed trail modifications that Poggemeyer Design Group can review. Mike Shadoan and either Angela LeForce or Judy Indorf will attend an agreed Clay Twp. Trustee meeting to discuss next steps in executing the safety improvements.

- iv. Gary Kohli reported that he talked to Rhonda Slauterbeck, Ottawa County Administrator, regarding the transfer of the Genoa to Elmore portion of the North Coast Inland Trail from the Commissioners to the Park District and learned that as of August 3, 2021 ODOT has not completed all of their work on the trail, so the trail is not ready to be transferred.
- v. Genoa Mayor Tom Bergman requested Gary Kohli attend a Genoa Bank board meeting with him to discuss with Marty Sutter, Chairman, President and CEO of Genoa Bank and the bank board the proposed trail route through Genoa, specifically the portion through the property the board is purchasing. Gary noted the Marty and the board are supportive of the trail, but would like to understand the proposed route. The initial meeting was cancelled and has not yet been rescheduled.
- vi. Angela LeForce will respond to Jennifer Fording at the Harris Elmore Library regarding their request for the Park District to support the installation of a storywalk at the Genoa and Elmore parks and suggest they wait until we hire an Executive Director and we develop our grant process.
- vii. Tom Bergman, Mayor of Genoa, joined the Park District July 6, 2021 meeting to discuss the recent accident on State Route 163 west of Martin Williston Rd. where a mother who was rollerblading with her two children was hit by a vehicle. Observers in the area have noticed that a number of bikers, walkers, etc., choose to exit the trail along Martin Williston Rd and travel west on State Route 163. Additionally, while many in Genoa and Clay Twp are very happy with the Genoa to Elmore trail extension, many have asked why the portion of the trail along Martin Williston Rd. is essentially on the shoulder of the road and not separated from the road similar to the other portions of the trail extension. Noting that the Park District was not involved in this decision, all agreed that the design along Martin Williston Rd. is not ideal. The Park District agreed to discuss options to improve this section of the trail with the Clay Township Trustees. Mike Shadoan agreed to attend the next Clay Twp. Trustee meeting with Mayor Bergman, if Mike's schedule allows. Angela LeForce will also check her availability to attend.

d. North Coast Inland Trail/Genoa/Millbury

Meeting Minutes for November 16, 2021 – Greg Vriezelar, President of WE Realty, introduced himself and his company. Greg and Tim Bock provided an update on the surveying and appraisal work on the Genoa to Millbury trail and reviewed the process that needs to be followed to apply for an ODOT grant. Both confirmed the boundary survey is complete and noted there are 8 sections all owned by Norfolk & Southern Railroad. Greg noted that WE Realty accepts the appraisal work request. It was noted the legal description still needs to be provided by Poggemeyer. Once completed, WE Realty's appraisal needs to be reviewed by a second ODOT approved appraisal. Approximately one year ago Denny Patthoff contacted David Dickey from American Property Analysts to inquire about his ability to conduct this appraisal review. Mr. Dickey sent Denny an email outlining his cost estimate to conduct the appraisal review at that time. The next step is for the board to contact David Dickey to discuss his willingness to conduct the appraisal review and update his cost estimate. Both Poggemeyer and WE Realty agreed that the appraisal and appraisal review work could be completed within 90 days.

Mike Shadoan moved a representative from the board contact David Dickey from American Property Analysts to conduct an ODOT compliant appraisal review for the property proposed for the Genoa to Millbury multi-use trail at a cost not to exceed \$20,000

Judy Indorf seconded the motion.

A vote was held to approve the motion with the following outcome:

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

The motion carries.

Gary Kohli agreed he would contact David Dickey regarding the ODOT approved appraisal review.

ACTION: *Gary Kohli to contact David Dickey to determine David's willingness and cost to conduct an ODOT approved review of WE Realty's appraisal.*

ACTION: *Harper Cromley to request a Letter of support for the Genoa to Millbury multi-use trail project from TMACOG.*

- i. Harper informed the board that ODOT has a new grant available entitled Systemic Safety Funding. This grant is meant to proactively address high risk transportation areas, e.g. areas with bike traffic on the shoulder of a road.
- ii. Harper Cromley, Poggemeyer Design Group, confirmed that our Letter of Interest for an ODOT TAP grant was submitted to ODOT on October 29, 2021 and confirmation of receipt was received from ODOT. WE Realty's boundary survey for the property proposed for the multi-use trail is complete and will be sent to both Wood County and Ottawa County engineers for approval. WE Realty would like to attend the Park District's November 16, 2021 meeting to review their plan and schedule, as requested by the board. The board noted that a letter of support for this project from TMACOG (Toledo Metropolitan Council of Governments) would be beneficial. Harper Cromley agreed Poggemeyer will request this. Harper also noted that the application for the ODOT TAP grant will go live on December 1, 2021 and is due January 31, 2022. The board agreed we should make contact with the railroad before Christmas and we should request a new Letter of Intent from them for inclusion in our grant application.
- iii. At our October 19, 2021 meeting it was noted that ODOT has ~\$11.5 million available for TAP grants. Discussions indicated that \$2 million is likely a high limit for our grant request. Options to stay within this limit were discussed, e.g. consider acquisition of the entire trail property plus construction up to the \$2 million. Poggemeyer plans to submit our Letter of Intent next Friday October 29, 2021 and the application is due January 31, 2022. WE Realty has begun researching title searches for the trail route. The board requested that WE Realty attend a board meeting in the near future to review their process and schedule. Harper will work with Tim Bock to arrange this. Harper received a draft Letter of Support from Genoa Mayor Bergman and she will follow-up with Millbury Mayor Timmons regarding a Letter of Support from Millbury
- iv. Mayor of Genoa Tom Bergman and Mayor of Millbury Michael Timmons joined our October 5, 2021 meeting so we could review Poggemeyer's work to date with them and confirm they are aligned with the trail route, particularly the ending points in their villages. Appropriate end points will enable the villages to link the Multi-Use Trail with sites in their villages. Discussions were held regarding the route and endpoints and both Mayors agree with our proposed route. Attached are the Preliminary Boundary Survey drawings from Poggemeyer.



Preliminary Boundary
Survey Norfolk South

Next steps for the Park District to send the Letter of Interest to ODOT for the TAP grant is for West Erie Realty (WE) to conduct a title search on the proposed Multi-Use Trail property and develop an appraisal. The Board would like Harper to contact WE to confirm they understand our schedule and can provide this information to meet our schedule.

Harper and Mayor Bergman noted that Genoa has applied for an ODNR RTP grant to extend the NCIT from the back of Veterans Park in Genoa to Washington Street and 6th Street. The Village was told to expect a decision regarding their grant application by the end of October or so.

Mayor Bergman agreed to provide the Letters of Intent and Support already collected to the Board for use in our TAP grant application.

Mayor Timmons noted that ODOT communicated to the village that State Route 795 will be repaved, made ~ 1 foot wider and rumble strips added in 2024.

- v. At our September 21, 2021 meeting Harper Cromley reviewed maps of the Genoa / Millbury trail route and will send PDF versions of the maps to the Board Members. Mike Shadoan indicated the trail routes need to be reviewed with both Wood County and Genoa. The survey work in Genoa should include all of the railroad property Right of Way so ownership is understood. We also want the trail to go into Millbury and not end at the village limits if possible. Harper expects to review the completed survey work with the Park District at our October 5, 2021 meeting, including owner information. The Letter of Interest for a TAP grant is due to ODOT by October 31. There is a Memorandum of Agreement between Wood County and Ottawa County regarding the trail development. Harper Cromley will confirm with Genoa that they applied for an ODNR grant.
- vi. Tim Bock reported that the surveyor requested that the survey crew obtain a few more data points to enable him/her to complete their property boundary work. Once complete, Poggemeyer will present the product to the Park District board. Tim noted that the cost estimate for the appraisal work was for 3 parcels. If the survey determines that the property includes more than 3 parcels the estimate will need to be adjusted. The Appraiser at WE will also conduct a title search.
- vii. Harper Cromley reported at our Sept 7, 2021 meeting that the preliminary survey work is complete and the survey will extend into Millbury.
- viii. Linda Amos reported that Jeff Shaner, ODOT Financial Program Manager replied to her email indicating he will be responding to our request to understand why we were not successful in our grant request and how to improve our application within the next few weeks.
- ix. Survey work began Monday August 9, 2021. The Board would like the survey work to extend into Millbury at a functional stopping point.
- x. Gary Kohli reported the Ottawa County Prosecutor James Van Eerten has approved:
 - The Poggemeyer Design Group retainer contract with the Park District
 - The Poggemeyer Design Group contract with the Park District to conduct the necessary professional engineering and survey services to assist the Ottawa County Park District with the acquisition of property along the proposed route of the North Coast Inland Trail from the Village of Millbury to the Village of GenoaAdditionally, Gary reported that the Ottawa County Auditor has confirmed the Park District has the necessary funds to pay Poggemeyer for their work.
- xi. Linda Amos continues to try to reach Jeff Shaner, ODOT TAP Project Finance Manager to discuss our ODOT TAP grant application with him.
- xii. At our June 1, 2021 meeting with Mayor of Millbury Michael Timmons, Mayor of Genoa Tom Bergman and Ottawa County Commissioner Mark Stahl, all agreed we would like to progress understanding the feasibility of purchasing the Norfolk & Southern right of way property for the trail. Participants recalled that there were a few property owners that were not supportive of the project, but also noted that we may have options to move the trail to adjacent property where the owners may be more supportive. It was noted that the previous title search by WE Realty only looked for reverter clauses. Tim Bock will obtain a cost estimate for our next meeting from WE Realty to conduct a more thorough title search, as the previous search only looked for reverter clauses.
- xiii. It was reported that unfortunately, we did not receive the grant for development of the trail from Genoa to Millbury. Judy Indorf reported that Linda Amos offered to reach out to ODOT TAP to better understand why we were not successful.

- xiv. Tim Bock, Poggemeyer Design Group, introduced himself to the Board. Tim will be working on behalf of Poggemeyer with the Park District. He will provide a contract for the Park District to enter into with Poggemeyer Design Group. Tim noted he is taking over this role from Greg Biecsad and will be getting up to speed on our projects.
 - xv. Poggemeyer Design Group has been selected to hold a two year retainer and support the Park District in projects during that two years.
 - xvi. It was agreed that from the organizations that submitted responses to our Request for Qualifications, we should select a provider to be held on retainer for two years to support our future projects. Mike Shadoan agreed to review the RFQs and make a recommendation to the Board on an organization to provide project support.
 - xvii. Gary Kohli has provided the Board members with a copy of each of the RFQs we received for Professional Services for the Board's review. Agree way forward.
 - xviii. The RFQ for Professional Services was published in the February 1, 2021 edition of the News Herald and is also posted on the Park District's website. Those responding were instructed to send five copies of their qualification statements to Gary Kohli's attention at the Ottawa County Courthouse by February 12, 2021. They were also instructed to direct any questions to Gary Kohli's email address.
 - xix. Linda Amos confirmed the TAP application has been submitted.
 - xx. Tom Bergman noted that this project could be separated into two projects if appropriate.
 - xxi. 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.
 - xxii. Gary Kohli requested Angela LeForce be the Park District Board contact to work with Tom Bergman and Linda Amos on progressing this project.
 - xxiii. 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.
 - xxiv. West Erie Realty provided an appraisal for the Genoa to Milbury trail land.
 - xxv. 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.
 - xxvi. 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.
- e. Magsig Farm
- Meeting Minutes for November 16, 2021 – no discussion; tabled until an Executive Director is in role.**
- i. The Park District of Ottawa County was allotted a total of \$28,678.25 from the OPRA/ODOT Metroparks Fund. This total includes \$28,164.61 allocated from the 2022/23 Biennium budget and \$513.64 of carryover funds from the 2020/2021 Biennium budget. As previously noted, we need to either own or have a minimum of a 15 year lease on property on which we would like to utilize this money
 - ii. Jack Madison informed L. J. Overmeyer that we submitted an application for the ODOT Metroparks grant. Jack indicated we will put this project on hold until we hire a Director. L. J. agreed with this decision.
 - iii. Gary Kohli reported that he reviewed the Magsig property deed for restriction and found only the following restrictions"
 - Allen Magsig has the right to farm land
 - Allen Magsig has th right to remove timber from the land
 - Sam Harrison has the right to remove timber from the land.No other restriction on use of the property are included in the deed.

- iv. Judy Indorf reported that the resolution we passed at our May 7, 2021 meeting to request participation in the OPRA/ODOT Metroparks Fund grant process has been sent to, received and accepted by Gary Cooper, ODOT Metroparks Fund Coordinator.
- v. Judy Indorf noted that Woody Woodward confirmed the Park District should apply for the OPRA/ODOT Metroparks grant even though we don't own any parks yet. We would not have access to the money until we own a park that has qualifying project, but applying will indicate our anticipated request for OPRA/ODOT's budget.
- vi. Gary Kohli reported that Andy Brown, Director Sandusky County Metroparks indicated that Sandusky County Metroparks is ready to transfer the Magsig Farm to the Park District of Ottawa County, however, there are items in the trust requirements we should be aware of and discuss.
- vii. Judy Indorf received an email from Gary Cooper, OPRA ODOT Program Coordinator on February 19, 2021 indicating that the Ohio Department of Transportation Budget (House Bill 74) has been introduced in the House, and although it has not yet been passed, ODOT is moving forward with the application process, as they expect the allocation to be approved. Attached is a Word Document which contains the email from Gary Cooper regarding the 2021 to 2023 program along with a Sample Resolution we must pass to participate in this program.



ODOT OPRA Email
Regarding 2021 2023

It was noted that we either need a long term easement or ownership of the Magsig Farm to receive funds. Denny Pathoff noted that the taxes for 2020, due in 2021, have been paid in full by Sandusky County. Gary Kohli will reach out to Andy Brown, Director, Sandusky County Park District to discuss the property transfer.
Discuss way forward.

- viii. Judy talked to Gary Cooper, OPRA ODOT Program Coordinator, regarding the ODOT Metropark Program funds. He has sent several documents for the Park District's use regarding the ODOT Metroparks Program along with two other unrelated documents he felt we may be interested in regarding funds for bikeways. Judy has forwarded these to the board. Gary Cooper noted that the next biennial term runs from July 1, 2021 to June 30, 2023. Included in the documents Gary Cooper sent is the previous term's Park Board Resolution template for our review and discussion. This term's funds and program have not yet been approved by the Ohio legislature. Gary agreed to help the Park District of Ottawa County participate in the upcoming term. He noted that the resolution form for the next two year term will likely be sent out in February after the Ohio Legislature has enacted the State Biennium Transportation funding act, and it has been signed into Law by the Governor. The resolution will likely be due June 1, 2021, noting that since this will be our first request, he would like to receive it prior to June 1.
- ix. Request from the Friends of Ottawa County Parks that we initiate transfer of the Magsig Farm to the Park District of Ottawa County to enable the Park District of Ottawa County to participate in the ODOT Metroparks Program to improve road access to this property.
- x. 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.
- xi. The preferred entrance is likely from S. Schutt Rd.

- xii. 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.

f. Catawba Twp Multi-Purpose Trail

Meeting Minutes for November 16, 2021 – Jack Madison reported that the Catawba Advisory Group will be holding a meeting with many of the business owners and influencers in Catawba Island Township on December 2, 2021 at 7:00 PM at Gideon Owen. The purpose of the meeting will be to review the multi-use trail plan and garner support from the group. The Advisory Group then plans to attend the December 14, 2021 Catawba Trustee meeting at 7:30 PM. It was noted that we should obtain support from TMACOG for the multi-use trail also. Jack indicated he has spoken to Mark Stahl, Ottawa County's member on TMACOG.

- i. The Catawba Advisory Group indicated they would like to continue to work toward a route through the middle of the island rather than along State Route 53. Efforts will continue to work in this direction.
- ii. At the October 5, 2021 meeting Jack Madison requested that Poggemeyer Design Group begin to look at Phase 2 of the Catawba Trail project so discussions can begin with property owners.
- iii. The Catawba Group's scheduled discussion with the John Braun Park board has been postponed until September 30, 2021. Jack Madison is planning to meet with the Park Director sometime between September 29, 2021 and October 5, 2021.
- iv. Jack Madison, Mike Shadoan and Denny Patthoff met with Zachary Porter, ODOT District 2 Bike & Pedestrian Contact and Ben Cordes, ODOT District 2 Planner in Bowling Green on Wednesday August 18, 2021. The group agreed they would like to build a relationship and agreed to meet ~quarterly. The next meeting may be prior to a December 2021 ODOT meeting and then a second meeting in late January/early February 2022. The ODOT project to repave State Route 163 through Danbury Twp. will take place in September 2024. ODOT is amenable to increasing the width of the shoulder where possible to better accommodate pedestrians and bikes. ODOT noted that inside the Village of Marblehead, the village owns the right of way, and often villages are not willing/able to fund shoulder widening. The board discussed and agreed we should have a booth similar to the booth at the Marblehead Lions Club Perch Festival at the Oak Harbor Apple Festival on October 9 & 10, 2021.
- v. Tim Bock and Harper Cromley have visited the Catawba Island Twp. trail location options and have created a sketch.
- vi. At the July 6, 2021 meeting Jack Madison reported that the Catawba Advisory Group is ready to visit residents along the proposed trails to discuss right of way options. Jack also indicated that he talked to Mike Bassett and Mike is supportive of the trails. Jack would like to talk to Zachary Porter, ODOT District 2 Transportation Engineer regarding the ROW along State Route 53 through Catawba Island Twp. Mike Shadoan agreed to contact Zachary Porter to request a meeting to discuss both the repaving of State Route 163 project in Danbury Twp. and State Route 53.
- vii. The letter the Catawba Advisory Group requested to use to discuss right of way options for property owners along the proposed trails in Catawba Island Twp. has been approved.

g. Harder-Thorne Property in Oak Harbor

Meeting Minutes for November 16, 2021 – No discussion

- i. Vicki Rae Harder-Thorne joined the Park District March 5, 2021 meeting to discuss the vision she has for approximately 80 acres of property her family owns in Oak Harbor. Her vision includes non-chemical farming and conservation practices, education, research and local economy benefits. Her parents were founding members of the Black Swamp Bird Observatory and the property has birdwatching trails. Vicki has been working with the Central State University, the Nature Conservancy, Ohio Ecological Food and Farm

Association. Vicki is inquiring whether the Park District of Ottawa County would like to be part of this effort. Vicki lives in the Chicago area and will be in Ohio in April. It was suggested that we meet and possibly tour the property when Vicki is in Ohio in April.

ACTION: *Meet with Vicki Rae Harder-Thorne regarding her family's property in Oak Harbor when she is in Ohio in April.*

h. Friends of Ottawa County Parks (FoOCP)

Meeting Minutes for November 16, 2021 – No discussion

- i. At the July 6, 2021 meeting Gary Kohli and Mike Shadoan reported that ODOT Director McCully committed to adding a “check box” to the project planning process for Ottawa County projects to check with the Park District when planning projects in Ottawa County. Mike Shadoan also indicated that Ron Lajti cannot talk about bikeways as his scope is solely roads, so we must talk to the Ottawa County Commissioners regarding a similar “checkbox” or process for county roads. Mike has sent the commissioners an email.
- ii. Denny Patthoff noted that ODOT will be repaving State Route 163 in Danbury Twp. in 2023/24 and requested that the Park District work with ODOT District 2 to improve the berm along 163. Mike Shadoan noted that we had discussed with Ottawa County Commissioner Mark Stahl at our June 1, 2021 meeting, to include making trails a part of the scope discussion in property development projects. Mike had also followed that discussion up with an email to Commissioner Stahl, forwarding material regarding the inclusion of trails when streets are constructed, entitled Complete Streets. Mike will follow-up with Commissioner Stahl and Ron Lajti regarding inclusion of widening State Route 163 during the repaving project to accommodate bikers/pedestrians.

i. Portage River Water Trail

Meeting Minutes for November 16, 2021 - No discussion

- i. Expected designation as a water trail in 2021.

j. Danbury Twp./Lafarge

Meeting Minutes for November 16, 2021 – Jack Madison indicated that he has made contact with Jake Dunfee, marina owner on North Shore Blvd. and would like to meet with him in the next several weeks. Judy agreed to set up a meeting.

- i. Contact has been made with a potential contact at Lafarge.
- ii. Jack Madison has identified a contact at Lafarge and Jack and Judy are drafting a letter to possibly be sent to the contact.
- iii. It was noted that Lakeside has a new CEO.
- iv. The Park District had an informational booth at the Lions Club Perch Festival on Saturday August 28, 2021 from 10:00 AM – 5:00 PM. The booth was visited by many attendees, and we collected 461 signatures from people who support the development of Multi-Use Trails in Ottawa County. We talked to most of these people and many were very excited about the potential and many noted the lack of trails as a gap for the area and also a safety issue.
- v. The Board agrees with the Danbury Group continuing the process of investigating the support of property owners whose property abuts the Lafarge property in Danbury Twp. in Lafarge selling the property to the Park District of Ottawa County for development of a trail. The Board would like any letters of support to be approved by the Board before use.
- vi. Judy Indorf and Denny Patthoff reported that a Marblehead Advisory Group is beginning to form and held its first meeting on June 22, 2021 with 6 attendees. The group brainstormed trail path ideas and agreed responsibility for researching the potential of the options discussed. A second meeting will be held in a few weeks

ACTION: *Judy Indorf to aggregate the levy voting results for Danbury Twp. and Marblehead to help us understand where we have a higher level of support.*

- ii. Judy Indorf noted that Jack Madison has discussed the possibility of trails in Danbury with some Danbury Twp. residents and several are very interested in supporting our efforts. Judy

will contact these residents and suggest meeting and forming a committee similar to the Catawba Island Twp. Advisory Committee.

- iii. Judy Indorf and Denny Patthoff talked to Daniel Rogers, President of Lakeside, on May 26, 2021 to introduce the Park District of Ottawa County and its vision for Ottawa County and the Marblehead Peninsula trails to him. Daniel is supportive and offered to arrange for the Park District to have a similar discussion with his leadership team and then the Lakeside community.
- iv. Judy Indorf created a presentation that could be used to engage communities in the Park District's efforts. A suggestion was made to understand the levy voting results of the precincts in Danbury Twp. and Marblehead. Judy will aggregate that data. Jack Madison noted that Rebecca Makajani, Ottawa County Auditor's Office, GIC Coordinator can help print maps for exploring potential trail routes.
- v. Gary Kohli received a letter from Kocher & Gillum LLC law firm, confirming that the Meadowlands Homeowner Association is not in favor of a trail through the subdivision. Judy Indorf suggested we ask to attend one of the HOA's meetings to amiably discuss their concerns.
- vi. In response to Denny Patthoff's question regarding the Marketability Act, Gary reviewed the last two decisions made regarding this act and described the impact the act has on deeds. Gary and Denny intend to review the deed material Denny has collected to understand the impact of the Marketability Act.

6. New Business

a. Davis Besse Railroad Opportunity

Meeting Minutes November 16, 2021 – Mike Shadoan and Judy Indorf agreed that they would develop the First Energy Real Estate Right of Way Request Form together.

- i. Mike Shadoan reported that the First Energy Real Estate Right of Way Request Form is more involved than he originally realized. He continues to work on completing it
- ii. The board approved through a motion to send the First Energy Real Estate Right of Way Request Form to First Energy at the October 5, 2021 meeting.
- iii. It appears that Davis Besse/First Energy/Energy Harbor may be willing to give ROW easements for their railroad property but will not sell the property. Mike gave the form to be completed to inquire about the Davis Besse railroad property to Denny Patthoff to complete. Judy Indorf agreed to follow-up with Denny regarding the completion but noting that the form is to be presented to the board before it is sent to Davis Besse.
- iv. Mike Shadoan noted that it appears Davis Besse/First Energy/Energy Harbor is taking their railroad into the plant out of service. We will explore this possible opportunity without contacting anyone until the Board agrees to make a contact.

b. Property/Road/Sidewalk/Trail Opportunities in the Oak Harbor area

Meeting Minutes November 16, 2021 – No discussion

DONE ACTION: *At the appropriate time, Mike Shadoan to inquire about possible interest in enhancements to a new sidewalk to the grade school.*

- i. At the appropriate time, Mike Shadoan agreed to inquire about possible interests to enhance the new sidewalk to the grade school.
- ii. At our August 17, 2021 meeting, Mike Shadoan discussed potential ideas for property/roads/sidewalks/multi-use trails in the Oak Harbor area. Mike noted that we should consider making the development of a Grant process one of the first priorities for our new Director when he/she is hired. We could then introduce the Director to various organizations and he/she could rollout the Grant process at these visits. This Grant process may be a good option for some of the ideas in the Oak Harbor area.

c. Charting our path forward

- i. Office location options

Meeting Minutes November 16, 2021 – Gary Kohli reported that the office space at the Beacon is still available and he has been informed that there is office space in the former MRDD School building. In the MRDD building we would not have our own meeting room, but would have access to schedule a communal conference room. Mike Shadoan also reported he has sent emails again requesting information on the office space options in Oak Harbor.

DONE ACTION: **Gary Kohli to continue to inquire about possible office space opportunities in Oak Harbor.**

ACTION: **Jack Madison to inquire about possible office space opportunities in Harbor Light Landing.**

ACTION: **Judy Indorf to inquire about possible office space opportunities in Marblehead.**

1. Gary Kohli and Judy Indorf toured an office option in the Beacon Office Suite. Mike Shadoan has requested information on the physical layout of an Oak Harbor option. The Beacon office space is ~ \$1/ft² and Oak Harbor office space is ~ \$0.5 - \$0.75/ft². Gary Kohli reported that the Port Clinton Chamber of Commerce is not aware of any space in Port Clinton
2. Gary Kohli confirmed with the Prosecuting Attorney that being a Commissioner on the Park Board does not present a conflict if the Park District decides to rent office space in one of their properties, however, the Commissioner cannot participate in discussions or vote when property they own is involved.
3. Gary Kohli and Mike Shadoan would like to have identification of an office location on our agenda going forward
4. Former MRDD School Building east of Oak Harbor on the river side of State Rout 163; would be charged a fee
5. Building next to Croghan Bank in Oak Harbor
6. Ottawa County Resource Center across from the fairgrounds
7. County Offices on Lake St. in Oak Harbor
8. Room in courthouse; Rhonda Slauterbeck confirmed the Park District may continue to use the conference room in the courthouse as needed; files can continue to be retained in the conference room file cabinets.
9. Work from home with access to the courthouse as needed?

ii. Maintenance

Meeting Minutes November 16, 2021 – No discussion

1. Initially consider partnering with Sandusky County or the community in which the property requiring maintenance is located; Likely not until 2022.

7. Adjournment:

Mike Shadoan moved we adjourn

Jack Madison seconded the motion

A vote was held to approve the motion with the following outcome:

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

The motion carries.

Meeting adjourned

Next regular meeting will be **December 7, 2021 at 6:00 PM at Radiant Windows Showroom**

Next working meeting will be **December 21, 2021 at 6:00 PM at Radiant Windows Showroom**

Park District of Ottawa County Action List

Park District of Ottawa County Action List				
Action Owner	Action Description	Action Timeline		Action Status
		Action Created	Suggested Deadline	
Gary Kohli	Gary Kohli to contact David Dickey to determine David's willingness and cost to conduct an ODOT approved review of WE Realty's appraisal	November 16, 2021	December 7, 2021	Open
Harper Cromley	Harper Cromley to request a Letter of support for the Genoa to Millbury multi-use trail project from TMACOG	November 1, 2021	November 16, 2021	Open
Jack Madison	Jack Madison to inquire about possible office space opportunities in Harbor Light Landing	October 19, 2021	November 2, 2021	Open
Judy Indorf	Judy Indorf to inquire about possible office space opportunities in Marblehead	October 19, 2021	November 2, 2021	Open
?	Meet with Vicki Rae Harder-Thorne regarding her family's property in Oak Harbor when she is in Ohio in April.	March 6, 2021	May 1, 2021	Open
Judy Indorf	Judy Indorf to aggregate the levy voting results for Danbury Twp. and Marblehead to help us understand where we have a higher level of support	May 18, 2021	June 1, 2021	Open