



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

Date: 2/19/2021
Time: 9:00 AM

1. Call to Order by Gary Kohli
2. Roll Call
 - a. Gary Kohli – Chairman Present - Y
 - b. Angela LeForce – Secretary Not Present
 - 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
 - iii. Greg Bieczszad Not Present
3. Minutes for Approval

Mike Shadoan moved to approve the February 5 2021 Meeting Minutes.

Jack Madison seconded the motion to approve the February 5, 2021 Meeting Minutes.

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

Gary Kohli	Yes
Angela LeForce	Not Present
Jack Madison	Yes
Mike Shadoan	Yes
Judy Indorf	Yes

The motion to approve the Meeting Minutes carries.

4. Fiscal Report – No Fiscal Report
5. New Business

NEW BUSINESS MINUTES:

The board congratulated Mike Shadoan on his appointment to the TMACOG Portage River Basin Council.

Gary Kohli reported that he delivered the Letter of Support for the Park District to communicate our support for the non-motorized boat launch at the Ottawa County Fairgrounds to the Ottawa County Commissioners.

The board held a discussion regarding the updating of our by-laws. Below are the highlights of our discussion:

- The current version of the Park District of Ottawa County’s by-laws was written in 1992 and have not been amended in the interim, with much of the content out of date. Gary Kohli reviewed the content of the current by-laws.
- Noted that Gary Kohli and Judy Indorf started with Erie County Park District’s by-laws to develop our update and used our current by-laws as a reference.
- Discussion was held regarding how to most effectively communicate our meeting schedule to the public.
 - Noted that we have three types of meetings: Regular, Special and Emergency.

- The board recognized that newspaper circulation has decreased and communication via electronic means has increased. Currently the public is notified of our meeting schedule by:
 - Publishing our meeting notice in the Beacon the Wednesday before our Friday meeting
 - Posting a written notice on the exterior door of the Ottawa County Courthouse
 - Posting our notice on the Friends of Ottawa County Parks Facebook page
- The board identified the following options for notifying the public of our meeting schedule:
 - Continue to post our notice in the Beacon, a once weekly county-wide paper
 - Post our notice in the News Herald, a daily newspaper.
 - Post our notice on the Park District of Ottawa County's website.
 - Post our notice on the door of the Ottawa County Courthouse building
 - Publish an evergreen calendar on the Park District of Ottawa County's website
 - Questioned if we could/should add our meeting schedule to the Ottawa County Commissioners' calendar – appears others do this
- It was noted that most entities are posting notices electronically only, or they publish their schedule once, annually, in a newspaper at the start of the year with electronic notices only throughout the year.
- The board would like to confirm how we could retain evidence of posting if the notification is electronic. A time stamped screenshot may be adequate. Judy Indorf will continue to work with Doug Rogers to determine if evidence of posting can be obtained.

Action: *Judy Indorf to work with Doug Rogers to confirm how we could retain evidence of notifying the public of our meeting schedule if notification is done electronically through the Park District of Ottawa County's website.*

- Noted that quorum will change from two to three since the board's membership has changed from three to five and we plan to maintain five board members.
- Reviewed process for approving contract services, vendor purchases, etc.; noted that in general, the State of Ohio requires purchases of goods or services in excess of \$50,000 requires the board's approval
- Noted that when we begin to make payments for goods services, etc. we have two options:
 - Hire a Treasurer who will manage our funds directly
 - Make payments through the Ottawa County treasurer using a voucher system which may entail a fee
- While no decision was made, the general thought was that utilizing the county treasurer could be a good option initially, as we begin to grow
- Noted that regardless of the option we choose, we would be subject to a State Audit
- Gary Kohli and Judy Indorf will continue to work on the by-laws

Linda Amos reported the very sad news that Greg Bieszczad, Pogomeyer Sr. Vice President, passed away unexpectedly. Greg has participated in several of our meetings and has done very good work for the board. Linda acknowledged the thoroughness of Greg's work. The board was very sad to hear of the passing of Greg.

No discussion was held on

- Charting our Path Forward – Staff, Finances, Office Location options, Maintenance, Property Transfers
- a. Congratulations to Mike Shadoan who has been appointed to the TMACOG Portage River Basin Council by the Ottawa County Commissioners.

Linda Amos will draft a Letter of Support for the Park District to communicate support for Ottawa County Commissioners' grant application for a kayak/canoe launch point on the Portage River at the Ottawa County Fairgrounds.

DONE: Action: *Linda Amos to draft a Letter of Support on behalf of the Park District of Ottawa County for a launch point on the Portage River in the fairgrounds.*

b. The Board agreed to update our bylaws which were written in the early 1990s. Gary Kohli and Judy Indorf have completed a draft of the by-laws for the board's review. Gary will send the draft by-laws to the board in a separate email as the size of this agenda is becoming too big to send via yahoo mail.

i. 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.
 - Done - Suggestion to delete the last sentence in Section 1
 - Done - 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.
 - 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.

DONE: 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; 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; 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.
 - 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

CURRENT EFFORTS MINUTES:

Judy Indorf would like to collect all of our current website modifications and work with Doug Rogers on the full current set rather than piecemeal requests to him. Current modifications include:

- Create an email account for the Park District of Ottawa County
- Add the board members pictures and short bios – board members with outstanding bios agreed to send their bio to Judy
- Upload Meeting Minutes to the website

Noted that Greg Bieszczad updated the map for the US Bike Route 30 and State Bike Route 90 resolution for the Park District of Ottawa County to communicate support to the Ottawa County Commissioners. The intention is for the Park District to send our resolution to the Ottawa County Commissioners so they can then submit the county's resolution to ODOT.

Mike Shadoan moved to approve Resolution 2021-02 to confirm the Park District of Ottawa County's support of designation of US Bike Route 90 and State Bike Route 30.

Jack Madison seconded the motion to approve Resolution 2021-02 to confirm the Park District of Ottawa County's support of designation of US Bike Route 90 and State Bike Route 30.

A vote was held to approve Resolution 2021-02 to confirm the Park District of Ottawa County's support of designation of US Bike Route 90 and State Bike Route 30 with the following outcome:

Gary Kohli	Yes
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Angela LeForce	Not Present
Jack Madison	Yes
Mike Shadoan	Yes
Judy Indorf	Yes

The motion to approve Resolution 2021-02 to confirm the Park District of Ottawa County's support of designation of US Bike Route 90 and State Bike Route 30 carries.

It is noted that we need a Resolution log. Resolutions are being numbered with "YEAR.SEQUENTIAL NUMBER". For example, this resolution is our second in 2021, so is numbered: 2021.02

Gary Kohli noted that today is the last day for entities to respond to our Request for Qualifications. Currently we have received 8 replies.

Judy Indorf noted that the State of Ohio should be approving the new budget for the ODOT Metroparks Program. Gary Cooper, Ohio Parks and Recreation, Project Coordinator, ODOT Metroparks Program will be sending the application and information out as soon as approved. It was noted that we either need a long term easement or ownership of the Magsig Farm to apply for 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.

Action: *Gary Kohli to reach out to Andy Brown, Director, Sandusky County Park District to discuss the Magsig Farm property transfer.*

Denny Patthoff noted that Kevin Joyce of Trust for Public Land, will contact Gary regarding the property in Danbury Township they may be interested in purchasing.

Denny Patthoff asked if there was any new information regarding questions on the Marketable Title Act. Gary Kohli will follow-up on Denny's question.

- a. Website – Doug Rogers has finished making our requested changes to our website
 - i. Agreed we will add the board members' picture and short bio to the website
 - ii. Agreed we want to upload our minutes to the site – the website is a good repository for our minutes following approval
 - iii. 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.

Action: *Board members to provide a short bio to Judy for addition to the Park District's website.*

- b. Support to designate US Bike Route 30 and State Bike Route 90
 - i. Item for the board to discuss and agree on.
 - 1. 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. The board also agreed the ODOT map should be updated to reflect the actual trail route through Ottawa County. Greg Bieszczad provided an updated map which is attached below.

Attached below is the revised resolution including a revised map of the routes through Ottawa County, for review and vote for approval to support the designation of US Bike Route 30 and State Bike Route 90. Revised text is in red font for review.



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DONE: Action: *Board members to review the attached resolution for formal adoption at our February 19, 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. Item for update: 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.
 - ii. Linda Amos confirmed the TAP application has been submitted.
 - iii. Tom Bergman noted that this project could be separated into two projects if appropriate.
 - iv. 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.
 - v. Gary Kohli requested Angela LeForce be the Park District Board contact to work with Tom Bergman and Linda Amos on progressing this project.
 - vi. 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.
 - vii. West Erie Realty provided an appraisal for the Genoa to Millbury trail land.
 - viii. 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.
 - ix. 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
 - i. 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.

- ii. 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.
- iii. 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.
- iv. The preferred entrance is likely from S. Schutt Rd.
- v. 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.

Ongoing Action: *Judy to work with Gary Cooper to apply for participation in the ODOT Metroparks Program.

- 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.

MINUTES

All board members are currently bonded and no further action is needed on this item.

- a. Any actions for anyone?

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. Adjournment:

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

Next working meeting will be **March 19, 2021**