



Agenda for Regular Meeting of the Park District of Ottawa County

Date: 2/5/2021
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 |
| iii. Greg Bieszczad (Pogomeyer Design Group) | Not Present |

Note: Our Zoom connection expired after 40 minutes, just prior to adjournment. Gary Kohli, Mike Shadoan and Judy Indorf rejoined and officially adjourned the meeting. Angela LeForce and Jack Madison did not rejoin.

3. Minutes for Approval



OCPD Meeting
Minutes January 8, 2021

Mike Shadoan moved to approve the January 8, 2021 Meeting Minutes.

Angela LeForce seconded the motion to approve the January 8, 2021 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.



OCPD Meeting
Minutes Special Meet

Mike Shadoan moved to approve the January 28, 2021 Special Meeting Minutes.

Jack Madison seconded the motion to approve the January 28, 2021 Special Meeting Minutes.

A vote was held to approve the Special 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

In response to Mark Coppeler's request for a member of the Park District of Ottawa County board to fill a vacant position on the Portage River Basin Council, Mike Shadoan noted that he has worked with the Portage River Basin Council over the past several years and is interested in participating on the council. Judy Indorf indicated that she is willing to be Mike's back-up as needed.

Jack Madison moved that Mike Shadoan participate on the Portage River Basin Council and represent the Park District with Judy Indorf as a back-up as needed.

Angela LeForce seconded the motion that Mike Shadoan participate on the Portage River Basin Council and represent the Park District with Judy Indorf as a back-up as needed.

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

The motion that Mike Shadoan participate on the Portage River Basin Council and represent the Park District with Judy Indorf as a back-up as needed carries.

Linda Amos noted that she is helping the Portage River Basin Council submit a grant application for the kayak launch point in the fairgrounds. They would like a Letter of Support from the Park District. Linda will draft a Letter of Support for the board's review and approval.

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.*

The revision of our by-laws was discussed, noting that a few changes need to be made before sending them out to the full board for review.

- a. Attached below is an email the Park District received from the President of the Ottawa County Commissioners, Mark Coppeler requesting a member of the Park District replace Virginia Parks on the Portage River Basin Council.

Agree response to Mark Coppeler.

From: Mark Coppeler <mcoppeler@co.ottawa.oh.us>
Subject: Portage River Basin Council participation

Message Body:

I am chairman of the Portage River Basin Council this year and we have been updating our roster.

With Virginia Park retiring she made the decision to also take leave from the Portage River Basin Council. We feel it would be good to have someone from the Park District as a representative on the Council.

Meetings are three times per year and meetings start at 1:00 PM. The dates this year are April 13th, August 10th and November 9th.

Let me know if someone from the Park District would be willing to be on the Council. You can reach me by my cellphone number off 419 967-4628 or 419 656-6677 or call the Ottawa County Courthouse and leave me a message.

Look forward to hearing from the Park District.

Sincerely,
Mark E Coppeler
Ottawa County Commissioner

- b. The Board agreed to update our bylaws which were written in the early 1990s. 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; 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

Judy Indorf requested the board members' agreement to add a picture of each board member along with the location of their residence to the Park District's website. Linda Amos suggested we also add a short bio of each board member. All board members agreed with this addition to our website. Board members are asked to send Judy a short bio. Judy will use the pictures that were included in our PowerPoint presentation this past summer unless anyone would like to update their picture. Judy will work with Doug Rogers to make this addition to our website.

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

Board members are asked to review the resolution to confirm the Park District's support of the designation of US Bike Route 30 and State Bike Route 90. We will vote on the resolution at our February 19, 2021 meeting with the intent to send the resolution to the Ottawa County Commissioners for their information and consideration to send the county's support for the designations to ODOT.

Action: *Board members to review the attached resolution for formal adoption at our February 19, 2021 meeting.*

Linda Amos confirmed that the TAP application has been submitted to ODOT. Gary Kohli noted that we have received several responses to our Request for Qualifications for Professional Services.

Judy Indorf reported she has spoken and emailed with both Woody Woodward, Executive Director of the Ohio Parks and Recreation Association and Gary Cooper, Ohio Parks and Recreation Association, ODOT Metroparks Funding Coordinator regarding access to funds in the ODOT Metroparks Program. Gary Cooper sent several documents describing the program along with a document regarding grants for bike trails. Included in the documents Gary Cooper sent is the previous biennial term's example of the Resolution that the Park District would pass when applying for participation and funds. This term's funds and program have not yet been approved by the Ohio legislature. Gary Cooper expects the Ohio legislature will approve this term's funds and this term's resolution template would be sent to the participating park districts by the third week of February. Gary agreed to help the Park District of Ottawa County participate in the biennial term which runs from July 1, 2021 through June 30, 2023.

- a. Website – Doug Rogers has finished making our requested changes to our website
 - i. New item for the board to discuss and agree on:
 - 1. Do all board members agree with adding their picture and town/township residence to the website? Jack – yes; Angela - yes
 - 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.

- b. Support to designate US Bike Route 30 and State Bike Route 90
 - i. Item for the board to discuss and agree on.
 - 1. 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.



Resolution - Park
District of Ottawa County



Resolution -
Revised_Route_Map f

- ii. 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.
- iii. 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.
- 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. New items for the board to discuss and agree action on:

1. Confirm the TAP application has been submitted.
 2. Note that 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. Tom Bergman noted that this project could be separated into two projects if appropriate.
 - 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 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: *Linda will work with the Board to develop our TAP grant application for submission by January 31, 2021.

- e. Magsig Farm
 - i. Judy talked to Gary Cooper, OPRA ODOT Program Coordinator, regarding the ODOT Metropark Program funds. He has sent several documents to Judy 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. 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. 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.

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.
- 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:
- Mike Shadoan moved we adjourn
 - Judy Indorf seconded the motion
 - Meeting adjourned

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

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