



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

Date: 4/2/2021
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; Exited meeting at 9:23 AM |
| c. Mike Shadoan – Treasurer | Present - Y |
| d. Judy Indorf | Present - Y |
| e. Jack Madison | Present - Y |
| f. Others: | |
| i. Linda Amos | Present – Y; Exited meeting at 10:28 AM |
| ii. Denny Patthoff | Present – Y; Exited meeting at 10:20 AM |
| iii. Michele Mueller,
Director of Development, Magruder Hospital Foundation | Present – Y; Exited meeting at 9:20 AM |

3. Minutes for Approval – March 19, 2021 Meeting Minutes sent in a separate email
 Jack Madison moved to approve the March 19, 2021 Meeting Minutes.
 Judy Indorf seconded the motion to approve the March 19, 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 March 19, 2021 Meeting Minutes carries.

4. Fiscal Report – by Mike Shadoan - no change;
 \$250 in Checking Account
 \$ 35 in Savings Account
 \$285 TOTAL

Gary Kohli spoke with Rhonda Slauterbeck, Ottawa County Administrator/Clerk, regarding setting up our budget ledger with line items consistent with the county’s line items, to which we would then appropriate funds. To use those funds, we would fill out a form to request the County Auditor team to make a payment using the funds we have appropriated. It was agreed that Gary Kohli and Mike Shadoan would meet with Rhonda Slauterbeck Tuesday April 6, 2021 at 9:00 AM to develop our ledger line items. Gary suggested that Judy Indorf also understand the payment process and serve as a back-up. (Note, after this meeting, a time conflict arose for Mike, so Judy Indorf agreed to meet in his place with Gary and Rhonda on Tuesday April 6, 2021.)

Mike Shadoan agreed to continue in his role as Treasurer.

It was noted we have an outstanding invoice to Gannett for the RFQ Public Notice in the News Herald and the Beacon for our meeting notices.

5. Public Comment – Michele Mueller, Director of Development, Magruder Hospital Foundation, joined our Zoom call to tell the Park District about the walking trail that they have constructed on the Magruder Hospital property. The trail is open to staff, patient visitors, patients permitted to use the trail and community members. The trail needs a bridge to be installed to connect two different portions of the trail together. Board members informed Michele that a grant may be available from AARP, US Bank or Ottawa County Community Foundation for construction of the bridge. Michele indicated they had used a grant from the

Ottawa County Community Foundation for the trail. Michele invited board members to tour the trail with her. Judy Indorf and Jack Madison agreed to visit and walk the trail with Michele.

Action: **Judy Indorf and Jack Madison to meet Michele Mueller and walk the trail by Magruder Hospital with her.**

6. Executive Director's Report(s) – not applicable at this time

7. Old Business

Minutes for April 2, 2021 – The Board discussed the option to meet in person to develop our plan going forward, our priorities for the use of our funds for trails, land, locations, staffing, etc. along with possible timing of priorities. All Board members agreed to meet in person. Gary Kohli will discuss this option with the Ottawa County Commissioners and request their agreement.

Action: **Gary Kohli to discuss the option for the Park District Board Members to meet in person at the courthouse and if possible work with the Board Members to identify a time for this meeting.**

DONE Action: **Judy Indorf to add an agenda item on our April 2, 2021 meeting for the Board to discuss our priorities for the use of our funds for trails, land, locations, etc. along with possible timing.**

a. Website

Minutes for April 2, 2021 – Judy Indorf reported that Doug Rogers has already made some changes to the Park District website and is working on adding the Board Member bios and uploading our minutes to the website. Judy also noted that she sent the Park District of Ottawa County email address and password to the Board Members.

- 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.

b. North Coast Inland Trail/Genoa/Elmore

Minutes for April 2, 2021 – Gary Kohli noted that an Elmore citizen who lives adjacent to the trail on State Route 105 in Elmore called Gary to ask questions regarding signage on the portion of the trail near his property, rules and regulations, who is responsible for the trail and who he should contact in the future with problems. Currently Ottawa County holds the title for the property that the trail is on, with the intention to transfer the title to the Park District once we are established. Linda Amos noted that The Villages of Elmore and Genoa agreed to share in the maintenance of the trail, although this could change once the Park District is established.

- i. Angela LeForce received an email from Jennifer Fording, Director, Elmore-Harris Public Library indicating the library would like to construct a storywalk along the Genoa/Elmore bike trail. Angela has replied acknowledging receipt of Jennifer Fording's email. The Board agreed that the grants the Park District will be offering could be a good source of funding for the Storywalk.
- ii. 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.

c. North Coast Inland Trail/Genoa/Millbury

Minutes for April 2, 2021 – Mike Shadoan recommended that the Park District select Poggemeyer Design Group to be held on retainer to provide support for the Park District's future projects.

Mike Shadoan moved that the Park District of Ottawa County select Poggemeyer Design Group to be held on retainer for the next two years to provide support for our projects.

Judy Indorf seconded the motion that the Park District of Ottawa County select Poggemeyer

Design Group to be held on retainer for the next two years to provide support for our projects.

A vote was held to approve the selection of Poggemeyer Design Group by the Park District of Ottawa County to be held on retainer for the next two years to provide support for our projects.

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

The motion to approve the selection of Poggemeyer Design Group by the Park District of Ottawa County to be held on retainer for the next two years to provide support for our projects carries.

- i. 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.
 - ii. 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.
 - iii. 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.
 - iv. Linda Amos confirmed the TAP application has been submitted.
 - v. Tom Bergman noted that this project could be separated into two projects if appropriate.
 - vi. 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.
 - vii. Gary Kohli requested Angela LeForce be the Park District Board contact to work with Tom Bergman and Linda Amos on progressing this project.
 - viii. 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.
 - ix. West Erie Realty provided an appraisal for the Genoa to Milbury trail land.
 - x. 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.
 - xi. 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.
- d. Magsig Farm
- Minutes for March 19, 2021** - 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.

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

Action: *Gary Kohli to discuss our need for a lawyer to support this transfer with the Ottawa County Prosecutor.*

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

- i. To progress applying for the OPRA ODOT Metroparks Program money, Judy Indorf noted that we need to have either ownership or a 15 year lease on the park.
- ii. 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 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.

Discuss way forward.

- iii. 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.
 - iv. 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.
 - v. 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.
 - vi. The preferred entrance is likely from S. Schutt Rd.
 - vii. 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.
- e. Trust for Public Land Opportunity in Danbury Twp.
- [Mike Shadoan moved that the board, along with Linda Amos and Denny Patthoff, move into Executive Session to discuss our discussions with Trust for Public Land.](#)
- [Judy Indorf seconded the motion for the board, along with Linda Amos and Denny Patthoff, to move into Executive Session to discuss our discussions with Trust for Public Land.](#)
- [A vote was held to approve the motion for the board, along with Linda Amos and Denny Patthoff, to move into Executive Session to discuss our discussions with Trust for Public Land with the following outcome:](#)
- | | |
|--------------------------------|-------------|
| Gary Kohli | Yes |
| Angela LeForce | Not Present |
| Jack Madison | Yes |
| Mike Shadoan | Yes |

Judy Indorf

Yes

The motion for the board, along with Linda Amos and Denny Patthoff, to move into Executive Session to discuss our discussions with Trust for Public Land carries

The Board, along with Linda Amos and Dennis Patthoff moved into Executive Session at 10:00 AM and exited Executive Session at 10:18 AM.

DONE Action: *Gary Kohli and Judy Indorf to meet with Kevin Joyce, Trust for Public Land Project Manager, to discuss the property for sale at the intersection of State Route 269 and State Route 163 in Danbury Twp. and the Park District of Ottawa County's possible interest.*

- i. Kevin Joyce, Trust for Public Land Project Manager, contacted Gary Kohli and would like to meet to discuss the Park District of Ottawa County's interest in owning and managing the land at the intersection of State Route 163 and State Route 269. Gary Kohli and Jack Madison will meet Kevin Joyce on Tuesday March 23, 2021 to continue this discussion. After the meeting, Jack Madison and Judy Indorf agreed that Judy would attend the meeting rather than Jack.
- ii. Kent Whitehead and Kevin Joyce, from Trust for Public Land joined the Park District's March 5, 2021 meeting to discuss a potential project in Danbury Twp. Kent and Kevin introduced themselves and indicated they both work on Land Transaction projects. Kent works in Washington D.C and has been filling the Ohio position on a temporary basis. Kevin Joyce has taken over the Ohio position and is from Sylvania, OH. They reviewed a few of the area projects TPL has participated in. At a high level, they help other organizations purchase land with the expectation that the organization they help then manages the property. They do not typically purchase land for TPL ownership and management. TPL can help with due diligence of the property, identification of funding sources, purchase agreements and even at times will hold land as the organization they are helping arranges for funding and finalizes agreements. TPL will often try to absorb the cost of due diligence. Specifically, in Ottawa County, TPL has recently looked at land in Danbury Twp. at the corner of State Rt. 269 and State Rt. 163. It was noted that this is a very preliminary discussion with the intention to gauge the Park District of Ottawa County's interest in this land. Additionally, TPL has not confirmed the landowner is interested in talking about this type of a transaction. The Park District should consider what they would see as the purpose of owning the property. Discussion was held regarding the ongoing cost of owning this type of land. The Park District asked if there would be any requirements we would need to meet or maintain. TPL indicated that some organizations that provide funds may set requirements that must be met to obtain funding and some incentivize certain actions to be taken. The Park District agreed to discuss this opportunity and contact Kevin Joyce regarding our future interest.

Action: *Park District Board to discuss the opportunity to purchase the property at the corner of State Rt. 269 and State Rt. 163 in Danbury Twp., determine our interest and communicate whether we are interested to Kevin Joyce.*

- f. Harder-Thorne Property in Oak Harbor

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.*

- g. Friends of Ottawa County Parks (FoOCP)

No discussion

- h. Portage River Water Trail

No discussion

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

- i. Danbury Twp./Lafarge

No discussion

- i. 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.

8. New Business

Minutes for April 2, 2021

- a. Gary Kohli completed the Director Report for the Park District of Ottawa County for submission to the Ottawa County Probate Court. Gary will send the report to the board members for their review and approval at our next meeting.

Action: *Gary Kohli to forward the Park District of Ottawa County Director Report to the board members for their review and approval at our next meeting.*

Action: *Board members to review the Park District of Ottawa County Director Report to the Probate Court and be prepared to approve the report at our next meeting.*

- 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 which is being reviewed by the Board.

Minutes for April 2, 2021 – The review of the by-laws was completed. The board agreed to approve the by-laws as drafted, with a change to Article 2 Section 5 to reflect that meeting notices will be posted on the Park District's website and at the courthouse while the Park District does not have its own office location. Once the Park District has an office location, the notice will be posted on our website and at the Park District's office location. Meeting notices will not be published in a newspaper.

Judy Indorf moved that the Park District of Ottawa County by-laws as drafted by Gary Kohli, with the above agreed change to Article 2 Section 5, be approved.

Jack Madison seconded the motion that the Park District of Ottawa County by-laws as drafted by Gary Kohli, with the above agreed change to Article 2 Section 5, be approved.

A vote was held to approve the Park District of Ottawa County by-laws as drafted by Gary Kohli, with the above agreed change to Article 2 Section 5 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 Park District of Ottawa County by-laws as drafted by Gary Kohli, with the above agreed change to Article 2 Section 5, carries.

DONE Action: *Gary Kohli to draft a revision to the by-law text which indicates someone must be physically present to be present at a meeting, to reflect electronic attendance consistent with how we have been holding meetings since Covid-19 arrived and to remove the text "omit FAX".*

DONE Action: *Board members to review the draft Park District of Ottawa County by-laws and provide any comments in preparation for approving the by-laws at our April 2, 2021 meeting.*

- Gary noted that he sent the proposed language to describe the payment/voucher process for the payment of bills for the Board's review via email.
- 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.

Below is a summary of the comments and discussion to date on the by-laws:

- Mike Shadoan commented that the March 19, 2021 version of the by-laws indicate that to be present at a meeting, a person has to be physically present, whereas since Covid-19 arrived, we have been meeting electronically. Mike suggested the wording be revised to reflect this. Gary Kohli will draft a revision for this wording.
- Mike Shadoan noted there was a comment to “omit fax” on page 2 which needs to be deleted.
- A discussion was held regarding the by-laws giving the Executive Director the authority to pay invoices up to \$50,000 without Board approval. The Board agreed that this limit should be changed to \$10,000.

Mike Shadoan moved that we change the by-laws to require the Executive Director to seek Board approval to pay invoices >\$10,000 rather than \$50,000.

Jack Madison seconded the motion that we change the by-laws to require the Executive Director to seek Board approval to pay invoices >\$10,000 rather than \$50,000.

A vote was held to approve the motion to change the by-laws to require the Executive Director to seek Board approval to pay invoices >\$10,000 rather than \$50,000 with the following outcome:

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

The motion to change the by-laws to require the Executive Director to seek Board approval to pay invoices >\$10,000 rather than \$50,000 carries.

- 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. Since this comment was made, it has been determined that the ORC requires physical presence to vote, unless this requirement is waived by Ohio government.
- 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 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 with the Board.
- 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 newspaper
 - 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 verbiage regarding 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

- c. Charting our path forward
 - ii. Staff

Mike Shadoan moved that the board, along with Linda Amos and Denny Patthoff, move into Executive Session to discuss staffing.

Judy Indorf seconded the motion for the board, along with Linda Amos and Denny Patthoff, to move into Executive Session to discuss staffing.

A vote was held to approve the motion for the board. Along with Linda Amos and Denny Patthoff, to move into Executive Session to discuss staffing with the following outcome:

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

The motion for the board, along with Linda Amos and Denny Patthoff, to move into Executive Session to discuss staffing carries.

The Board, along with Linda Amos (Dennis Patthoff did not join) moved into Executive Session at 10:20 AM and exited Executive Session at 10:28 AM.

DONE Action: *Judy Indorf to contact Woody Woodward, Executive Director OPRA, to learn about their executive search service.*

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.

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

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
 - 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

iii. Finances

No discussion

1. A Budget Committee consisting of Mike Shadoan and Linda Amos has been created. Gary Kohli will stay engaged in this committee.
2. As a follow-up to our February 19, 2021 meeting, Gary confirmed the process by which Erie Metroparks receives their funds and pay invoices. Twice per year, funds from Erie Metropark's levy are transferred to their account and they pay invoices from their account. As discussed at our February 19, 2021 meeting, the Park District of Ottawa County's preference is for the Ottawa County Auditor to hold our funds in

an account and we would then issue a voucher to the Ottawa County Auditor to pay an invoice for the Park District from our account.

iv. Office location options

No discussion

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?

v. Maintenance

No discussion

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

9. Adjournment:

Mike Shadoan moved we adjourn

Judy Indorf seconded the motion

Meeting adjourned

Next working meeting will be **April 16, 2021**

Next regular meeting will be **May 7, 2021**

Park District of Ottawa County Action List				
Action Owner	Action Description	Action Timeline		Action Status
		Action Created	Suggested Deadline	
Judy Indorf	Judy Indorf to work with Doug Rogers to confirm how we could retain evidence that we have notified the public of our meeting schedule if notification is done electronically through the Park District of Ottawa County's website	February 19, 2021	April 2, 2021	Open
Gary Kohli	Gary Kohli to discuss our need for a lawyer to support the Magsig Farm transfer with the Ottawa County Prosecutor.	March 19, 2021	April 2, 2021	Open
Gary Kohli	Gary Kohli to discuss the option for the Park District Board Members to meet in person at the courthouse and if possible work with the Board Members to identify a time for this meeting	April 2, 2021	April 9, 2021	Open
Gary Kohli	Gary Kohli to forward the Park District of Ottawa County Director Report to the board members for their review and approval at our next meeting	April 2, 2021	April 10, 2021	Open
All Board Members	Board members to review the Park District of Ottawa County Director Report to the Probate Court and be prepared to approve the report at our next meeting	April 2, 2021	April 15, 2021	Open
Linda Amos Judy Indorf	Develop a staffing plan to recommend to the board for their review and comment, including job descriptions for recommended positions	March 5, 2021	April 16, 2021	Open
All Board Members	Board members to review the job descriptions provided by Erie and Sandusky County Metroparks in preparation for discussion regarding Staffing Plan being developed by Linda Amos and Judy Indorf	December 18, 2020	April 16, 2021	Open
Judy Indorf Jack Madison	Judy Indorf and Jack Madison to meet Michele Mueller and walk the trail by Magruder Hospital with her.	April 2, 2021	April 30, 2021	Open
Judy Indorf	Judy Indorf to work with Gary Cooper to apply for participation in the ODOT Metroparks Program.	March 6, 2021	May 1, 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
All Board Members	Park District Board to discuss the opportunity to purchase the property at the intersection of State Route 269 and State Route 163 in Danbury Twp., determine our interest and communicate whether we are interested to Kevin Joyce.	March 6, 2021	May 15, 2021	Open