



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

Date: 4/27/2021

Time: 6:00 PM

**This meeting was a Special Meeting to discuss the priorities of the Park District of Ottawa County and begin developing a Master Plan**

1. Roll Call

- 1) Gary Kohli – Chairman Present - Y
- 2) Angela LeForce – Secretary Present - Y
- 3) Mike Shadoan – Treasurer Present - Y
- 4) Judy Indorf Present - Y
- 5) Jack Madison Present – Y; exited meeting at ~ 7:25 PM

2. Board members developed our list of priorities. The list of priorities is shown below and is also summarized and categorized in the attached Excel Spreadsheet. Board members agreed to identify the items they would like to be tagged to. We will discuss and agree ownership of the items by Board members at our next meeting on Friday May 7, 2021. Potential ownership discussed at the meeting is shown.

***\*ACTION: Board members to identify the priorities they would like to be tagged to for ownership for discussion and agreement at our Friday May 7, 2021 meeting.\****

Priority	Priority Name	Priority Discussion	Category	Board Member Ownership
1	Hire Staffing	Two options discussed 1. Hire a Director – utilize OPRA’s Executive Search offer to facilitate the hiring of a Director; OPRA’s Executive Search offer is described in the Meeting Minutes from April 16, 2021 2. Hire an assistant before a Director to help progress logistical items; Board considers this option quicker	Administrative	At meeting suggested: Gary Kohli Angela LeForce
2	Financial System	Finalize Financial System process with the Ottawa County Auditor	Administrative	Mike Shadoan
3	Magsig Farm	Two actions needed: 1. Apply for OPRA/ODOT Metroparks Grant	Land	Mike Shadoan Judy Indorf – grant application

		2. Progress transfer of property to the Park District of Ottawa County; including understanding ongoing maintenance needs		
4	Genoa to Millbury Trail	Waiting to hear outcome of grant application	Trails	
5	Explore Wetlands Opportunities	Current Opportunities: <ol style="list-style-type: none"> <li>1. State Route 163/State Route 269 – working with the Trust for Public Land</li> <li>2. Soil and Water Land in Oak Harbor</li> <li>3. Harder Family Land in Oak Harbor</li> </ol>	Land	
6	Develop the Park District of Ottawa County Grant Process	Current possible applicants include: <ol style="list-style-type: none"> <li>1. Genoa-Elmore Storybook display on trail</li> <li>2. Magruder Foundation Walking Trail bridge addition</li> <li>3. Danbury Twp. Meadowbrook trail water control</li> </ol>	Administrative	
7	Catawba Trails	Catawba community group is quickly gaining traction	Trails	Jack Madison
8	Danbury/Marblehead Trails	Create a community group in Danbury/Marblehead to explore trail interest and viable path	Trails	Judy Indorf
9	Oak Harbor High School/Industrial Park Trail		Trails	
10	Water Trails	Continue to progress development of launch points	Trails	Mike Shadoan
11	Identify Office Location	Potential locations summarized in the April 16, 2021 Meeting Minutes	Administrative	
12	Website Maintenance	Determine if we need skilled support or if Judy can maintain with the help of Doug Rogers	Administrative	Judy Indorf
13	Purchase Large Ottawa County Wall Map for Office Wall	Explore viability and cost with Ron Lajte, Ottawa County Engineer	Administrative	Judy Indorf

3. Discussed alternative options for meeting times; Several Board members find Friday mornings a difficult time to meet given their full time job responsibilities; Board members agreed Tuesday evenings 6:00 PM – 8:00 PM would be a better time to meet; Gary will draft a resolution to officially change our meeting time. We also discussed meeting in person at Radiant Windows Showroom.

**\*ACTION: Gary Kohli to draft a Resolution to change our meeting time from the first and third Friday of every month at 9:00 AM to the first and third Tuesday of every month.\***

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	
All Board Members	Board members to identify the priorities they would like to be tagged to for ownership for discussion and agreement at our Friday May 7, 2021 meeting	April 27, 2021	May 7, 2021	Open
Gary Kohli	Gary Kohli to draft a Resolution to change our meeting time from the first and third Friday of every month at 9:00 AM to the first and third Tuesday of every month	April 27, 2021	May 7, 2021	Open
Gary Kohli	Gary Kohli to send the final by-laws document to the Board	April 16, 2021	April 23, 2021	Open
Gary Kohli	Gary Kohli to set up a meeting for Mike Shadoan and Judy Indorf to meet with Rhonda Slauterbeck to review the budget ledger line items and learn the process for processing payments through the county.	April 16, 2021	April 23, 2021	Open
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
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	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