



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

Date: 5/7/2021
Time: 9:00 AM

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
- f. Others:
 - i. Denny Patthoff Present – Y

2. Minutes for Approval –

Angela LeForce moved to approve the April 2, 2021 Meeting Minutes.

Jack Madison seconded the motion to approve the April 2, 2021 Meeting Minutes.

A vote was held to approve the April 2, 2021 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 April 2, 2021 Meeting Minutes carries.

The April 16, 2021 meeting was not an official meeting and no decisions were made; however minutes were taken of our discussion.

Judy Indorf moved to approve the April 16, 2021 Meeting Minutes.

Jack Madison seconded the motion to approve the April 16, 2021 Meeting Minutes.

A vote was held to approve the April 16, 2021 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 April 16, 2021 Meeting Minutes carries.

Angela LeForce moved to approve the April 27, 2021 Special Meeting Minutes.

Jack Madison seconded the motion to approve the April 27, 2021 Special Meeting Minutes.

A vote was held to approve the April 27, 2021 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 April 27, 2021 Special Meeting Minutes carries.

3. Fiscal Report –

Meeting Minutes for May 7, 2021 – Rhonda Slauterbeck joined our meeting to review the budget ledger structure that has been developed for the Park District of Ottawa County and the processes used to manage our finances. Rhonda described:

- The ledger currently in place
- The process to add and delete line items
- The process to conduct Fund Transfers and Line Item Transfers
- The process to pay invoices
- The difference between a blanket and regular Requisition/Purchase Order
- How to manage an invoice that is received before a Purchase Order was processed (Then/Now)
- October is when the budget for the next year is developed. We will receive an email requesting our budget.

Mike Shadoan reported that he talked to the Commodore Perry Credit Union to understand the process to close the Park District of Ottawa County account and transfer the money to the Park District of Ottawa County fund held by the Ottawa County Auditor office. To close the account, we will need to pass a resolution to close the account. The Commodore Perry Credit Union requires a copy of the meeting minutes at which the resolution to close the account was passed. Mike deposited a \$50 donation into the Park District Commodore Perry account as it had gone dormant. Our current balances are:

\$300 in Checking Account
\$ 35 in Savings Account
 \$335 TOTAL

Jack Madison moved that Mike Shadoan close the Park District of Ottawa County checking and savings accounts at the Commodore Perry Credit Union, receive a check made out to the Park District of Ottawa County and deposit that check in the Park District's fund, 088, held by the Ottawa County Auditor's office.

Judy Indorf seconded the motion that Mike Shadoan close the Park District of Ottawa County checking and savings accounts at the Commodore Perry Credit Union, receive a check made out to the Park District of Ottawa County and deposit that check in the Park District's fund, 088, held by the Ottawa County Auditor's office.

A vote was held to approve the motion that Mike Shadoan close the Park District of Ottawa County checking and savings accounts at the Commodore Perry Credit Union, receive a check made out to the Park District of Ottawa County and deposit that check in the Park District's fund, 088, held by the Ottawa County Auditor's office with the following outcome:

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

The motion to approve that Mike Shadoan close the Park District of Ottawa County checking and savings accounts at the Commodore Perry Credit Union, receive a check made out to the Park District of Ottawa County and deposit that check in the Park District's fund, 088, held by the Ottawa County Auditor's office carries.

Action: *Judy Indorf to provide Mike Shadoan with a copy of these meeting minutes so Mike can take the minutes to the Commodore Perry Credit Union to close the Park District of Ottawa County checking and savings accounts at the Commodore Perry Credit Union, receive a check made out to the Park District of Ottawa County and deposit that check in the Park District's fund, 088, held by the Ottawa County Auditor's office.*

Mike Shadoan, Gary Kohli and Judy Indorf completed the process to appropriate money into the Park District of Ottawa County's budget ledger line items and submitted the paperwork to pay the Park District's invoices from Media Network of Central Ohio and The Beacon Classifieds.

4. Public Comment – **No discussion**
5. Executive Director’s Report(s) – not applicable at this time
6. Old Business

- a. Bylaws

The Board previously agreed to update our bylaws which were written in the early 1990s. Gary Kohli and Judy Indorf have completed a draft of the bylaws which is being reviewed by the Board.

Minutes for May 7, 2021 – Gary Kohli reported that the final by-laws document is in PDF format and contains two formatting errors. Gary needs his Word software repaired and then will fix the formatting errors. The bylaws will then need to be summarized and posted for circulation in a newspaper. Judy Indorf will draft the summary and work with Gary Kohli to finalize it.

Angela LeForce moved that the Park District of Ottawa County approve the new bylaws for use and publication.

Jack Madison seconded the motion that that the Park District of Ottawa County approve the new bylaws for use and publication.

A vote was held to approve the motion that that the Park District of Ottawa County approve the new bylaws for use and publication with the following outcome:

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

The motion that the Park District of Ottawa County approve the new bylaws for use and publication carries.

Action: *Judy Indorf to draft a summary of our new by-laws and work with Gary to finalize the summary for posting and circulation to the public.*

- Gary Kohli reported that the final by-laws document is complete and he will send them to the Board. He noted that Ohio still requires Board members to be physically present to vote, but also noted that this requirement is expected to be reviewed by the legislature.
- The review of the by-laws was completed and the board approved 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.
- 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 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

a. Website

Minutes for May 7, 2021 – No discussion

- Doug Rogers has begun making our requested changes.
- Agreed we will add the board members' picture and short bio to the website
- Agreed we want to upload our minutes to the site – the website is a good repository for our minutes following approval
- 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 May 7, 2021 – No discussion

- Genoa Mayor Tom Bergman sent an email to several board members indicating the ribbon cutting ceremony to formally open the Genoa to Elmore trail will be held at 6:00 PM on Thursday April 22, 2021 in Elmore near the North Coast Inland Trail Portage River Bridge and at 7:00 in Genoa near the terminus of the Trail in Veterans Memorial Park.
- 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.
- 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.

- iv. 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 May 7, 2021** – 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.
- i. 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.
 - ii. Poggemeyer Design Group has been selected to hold a two year retainer and support the Park District in projects during that two years.
 - iii. 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.
 - iv. 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.
 - v. 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.
 - vi. Linda Amos confirmed the TAP application has been submitted.
 - vii. Tom Bergman noted that this project could be separated into two projects if appropriate.
 - viii. 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.
 - ix. Gary Kohli requested Angela LeForce be the Park District Board contact to work with Tom Bergman and Linda Amos on progressing this project.
 - x. 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.
 - xi. West Erie Realty provided an appraisal for the Genoa to Milbury trail land.
 - xii. 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.
 - xiii. 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 May 7, 2021** – An error was identified in the Resolution form for submitting our application for the OPRA/ODOT Metroparks grant. Judy Indorf will modify the form and obtain signatures to submit the application to OPRA/ODOT.
- Judy Indorf moved that the Park District of Ottawa County submit the corrected form to apply for an OPRA/ODOT Metroparks grant to OPRA/ODOT.
- Mike Shadoan seconded the motion that the Park District of Ottawa County submit the corrected form to apply for an OPRA/ODOT Metroparks grant to OPRA/ODOT.
- A vote was held to approve the motion that the Park District of Ottawa submit the corrected form to apply for an OPRA/ODOT Metroparks grant to OPRA/ODOT with the following outcome:

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

The motion that the Park District of Ottawa County submit the corrected form to apply for an OPRA/ODOT Metroparks grant to OPRA/ODOT carries.

It was reported that L.J. Overmeyer indicated the boy scouts have camped at Magsig Farm in the past year and continue to be interested in using the property. Sandusky County is willing to transfer the property to the Park District of Ottawa County, when we are ready to accept it. They are waiting for us to make a firm request.

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. 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.
- ii. 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.
- iii. 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.
- iv. 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.

- v. 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.

- vi. 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.
 - vii. 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.
 - viii. The preferred entrance is likely from S. Schutt Rd.
 - ix. 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.

Meeting Minutes for May 7, 2021 – Gary Kohli reported that he has several questions regarding the contract TPL has proposed for consideration to purchase wetlands at the corner of State Route 163 and State Route 269. He will work with Kevin Joyce and TPL to understand the contracts.

Action: *Gary Kohli to work with Kevin Joyce from Trust for Public Land to understand the contracts they propose for consideration to purchase wetlands at the corner of State Route 163 and State Route 269.*

- 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

Meeting Minutes for May 7, 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.*

g. Friends of Ottawa County Parks (FoOCP)

Meeting Minutes for May 7, 2021 - No discussion

h. Portage River Water Trail

Meeting Minutes for May 7, 2021 - No discussion

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

i. Danbury Twp./Lafarge

Meeting Minutes for May 7, 2021 – Gary Kohli reported that he 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.

Action: *Judy Indorf to draft a presentation that could be used to amiably discuss concerns community members and property owners have with trails.*

- 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.

7. New Business

Minutes for May 7, 2021 – Gary Kohli reported that the county has joined CORSA, the County Risk Sharing Authority. If the Park District agrees, the board members will therefore be covered under CORSA rather than through the insurance agency we were previously bonded through.

Angela LeForce moved that the Park District participate in CORSA for bond members' liability insurance in lieu of individual bonding through an insurance agency.

Mike Shadoan seconded the motion that that the Park District participate in CORSA for bond members' liability insurance in lieu of individual bonding through an insurance agency.

A vote was held to approve the motion that that the Park District participate in CORSA for bond members' liability insurance in lieu of individual bonding through an insurance agency with the following outcome:

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

The motion that that the Park District participate in CORSA for bond members' liability insurance in lieu of individual bonding through an insurance agency carries.

Minutes for May 7, 2021 – The Park District of Ottawa County board members signed the Park District's Director Report. Gary will submit the report to the Probate Court.

DONE 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.*

DONE 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.*

Meeting Minutes for May 7, 2021 – a discussion was held to move our meeting time from Friday which, as previously noted, conflicts with several board members’ schedules.

Angela LeForce moved that the Park District of Ottawa County move our meeting time from the first and third Friday of each month at 9:00 AM at the Ottawa County Courthouse or via Zoom to the first and third Tuesday of each month at 6:00 PM at Radiant Windows Showroom 101 N. Benton St. Oak Harbor, OH or via Zoom.

Judy Indorf seconded the motion that the Park District of Ottawa County move our meeting time from the first and third Friday of each month at 9:00 AM at the Ottawa County Courthouse or via Zoom to the first and third Tuesday of each month at 6:00 PM at Radiant Windows Showroom 101 N. Benton St. Oak Harbor, OH or via Zoom.

A vote was held to approve the motion that the Park District of Ottawa County move our meeting time from the first and third Friday of each month at 9:00 AM at the Ottawa County Courthouse or via Zoom to the first and third Tuesday of each month at 6:00 PM at Radiant Windows Showroom 101 N. Benton St. Oak Harbor, OH or via Zoom with the following outcome:

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

The motion that the Park District of Ottawa County move our meeting time from the first and third Friday of each month at 9:00 AM at the Ottawa County Courthouse or via Zoom to the first and third Tuesday of each month at 6:00 PM at Radiant Windows Showroom 101 N. Benton St. Oak Harbor, OH or via Zoom carries.

Our May 18, 2021 meeting will be via Zoom and thereafter will be at the Radiant Windows Showroom.

Action: *Judy Indorf to submit our meeting schedule to Rhonda Slauterbeck, Ottawa County Administrator/Clerk, for inclusion in the online Ottawa County calendar.*

Meeting Minutes for May 7, 2021 – Judy Indorf noted that the Park District of Ottawa County’s OPRA dues for 2021 had not yet been paid. To utilize any of OPRA’s services, attend their meetings, etc., our dues need to be paid.

Jack Madison moved that the Park District of Ottawa County pay the Park District of Ottawa County’s OPRA dues up to \$435.

Judy Indorf seconded the motion that the Park District of Ottawa County pay the Park District of Ottawa County’s OPRA dues up to \$435.

A vote was held to approve the motion that the Park District of Ottawa County pay the Park District of Ottawa County’s OPRA dues up to \$435 with the following outcome:

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

The motion that the Park District of Ottawa County pay the Park District of Ottawa County’s OPRA dues up to \$435 carries.

- b. Charting our path forward
 - i. Staffing

Meeting Minutes for May 7, 2021 – The board discussed and agreed to utilize OPRA’s Executive Search offer to facilitate our search for a Director. It was noted that the Park District of Ottawa County’s OPRA dues have not been paid.

Jack Madison moved that the Park District of Ottawa County pay the Park District of Ottawa County's OPRA dues up to \$435.

Judy Indorf seconded the motion that the Park District of Ottawa County pay the Park District of Ottawa County's OPRA dues up to \$435.

A vote was held to approve the motion that the Park District of Ottawa County pay the Park District of Ottawa County's OPRA dues up to \$435 with the following outcome:

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

The motion that the Park District of Ottawa County pay the Park District of Ottawa County's OPRA dues up to \$435 carries.

After the Park District's OPRA dues are paid, Judy Indorf will contact Woody Woodward to agree a time to begin work on our Executive Search for a Director.

Mike Shadoan moved that the Park District of Ottawa County utilize OPRA's Executive Search offer to facilitate our search for a Park District of Ottawa County Director.

Judy Indorf seconded the motion that the Park District of Ottawa County utilize OPRA's Executive Search offer to facilitate our search for a Park District of Ottawa County Director..

A vote was held to approve the motion that the Park District of Ottawa County utilize OPRA's Executive Search offer to facilitate our search for a Park District of Ottawa County Director with the following outcome:

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

The motion that the Park District of Ottawa County utilize OPRA's Executive Search offer to facilitate our search for a Park District of Ottawa County Director carries.

Action: *Judy Indorf to contact Woody Woodward after our dues are paid, to agree a time to begin work on our Executive Search for a Director.*

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.

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

ii. Finances

Meeting Minutes May 7, 2021 - 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.

iii. Office location options

Meeting Minutes May 7, 2021 - 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?

iv. Maintenance

Meeting Minutes - No discussion

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

8. Adjournment: **No official adjournment.**

Next working meeting will be **May 18, 2021 via Zoom**

Next regular meeting will be **June 1, 2021 at Radiant Windows Showroom**

Park District of Ottawa County Action List				
Action Owner	Action Description	Action Timeline		Action Status
		Action Created	Suggested Deadline	
Judy Indorf	Judy Indorf to submit our meeting schedule to Rhonda Slauterbeck, Ottawa County Administrator/Clerk, for inclusion in the online Ottawa County calendar	May 7, 2021	May 14, 2021	Open
Judy Indorf	Judy Indorf to draft a summary of our new by-laws and work with Gary to finalize the summary for posting and circulation to the public.	May 7, 2021	May 14, 2021	Open
Gary Kohli	Gary Kohli to work with Kevin Joyce from Trust for Public Land to understand the contracts they propose for consideration to purchase wetlands at the corner of State Route 163 and State Route 269	May 7, 2021	May 14, 2021	Open
Judy Indorf	Judy Indorf to contact Woody Woodward after our dues are paid, to agree a time to begin work on our Executive Search for a Director	May 7, 2021	May 14, 2021	Open
Judy Indorf	Judy Indorf to draft a presentation that could be used to amiably discuss concerns community members and property owners have with trails	May 7, 2021	May 18, 2021	Open
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
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