



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

Date: 7/20/2021
Time: 6:00 PM

1. Roll Call

- a. Gary Kohli – Chairman Present – Y
- b. Angela LeForce – Secretary Present – Y Part-time; exited at 8:06 PM
- c. Mike Shadoan – Treasurer Present – Y
- d. Judy Indorf Present – Y
- e. Jack Madison Present – Y
- f. Others:
 - i. Terry Fercana, Present – Y Part-time; 6:00 PM to 7:10 PM
Environmental Design Group
Business Development Executive
 - ii. Thomas James Present – Y Part-time; 6:00 PM to 7:10 PM
Environmental Design Group
Park Development Specialist
 - iii. Steven Kolarik, Present – Y Part-time; 6:00 PM to 7:10 PM
Landscape Architect
Environmental Design Group
 - iv. Denny Patthoff Present – Y

2. Environmental Design Group

Meeting Minutes for July 20, 2021 – Environmental Design Group (EDG) introduced themselves and gave a presentation describing their experience and capabilities:

- Plan, design, engineer and manage construction of trails and parks
- Designed and developed ~ 650 miles of trails
- Founded in 1982 and currently have 3 offices
 - Akron, Ohio – Head Office
 - Cleveland, Ohio
 - Columbus, Ohio
- Staff of ~85
- Water Assessments, Evaluation
- Land Acquisition Analysis
- No Legal or Property Acquisition Services
- Grant writing and fundraising
- Ecological Analysis, e.g. bats, rattlesnakes
- Examples of projects
 - Cedar Point connection to the community
 - Wagner Preserve – used Clean Ohio funds
 - Licking Park District – project included a boardwalk
 - Ashland Park District – supported transition from “All Volunteer” organization that had existed for 6 years to a Park District with staff and the passage of their second levy by 73%
- Gary Kohli, the board members and Denny Patthoff gave a history of the Park District of Ottawa County and our current efforts.
- Tom James offered that they have developed a Strategic Plan for other districts; the plan helps to identify projects that could be the easiest to accomplish which when accomplished illustrates to the public a success of the Park District

- Discussed the status of Park District employees in other districts and who they work for; Tom James noted that in Medina the Park District employees are considered employees of the County Auditor
- Noted that we need to understand our retainer with Poggemeyer Design Group before requesting EDG to perform work for us
- EDG showed a video of some of their projects. They left a jump drive with the video on it which will be placed in the Park District of Ottawa County files at the Courthouse

3. Minutes for Approval –

Meeting Minutes for July 20, 2021

Mike Shadoan moved to approve the June 29 Special Meeting and July 6, 2021 Meeting Minutes.

Angela LeForce seconded the motion.

A vote was held to approve the motion with the following outcome:

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

The motion carries.

4. Fiscal Report – **Meeting Minutes for July 20, 2021** – Mike Shadoan reported that:

- Media Networks waived the \$5.62 late fee
- The \$7000 OPRA invoice is paid
- A line-item transfer of \$100,000 from Capital Improvements to Contract Services was made
- A blanket Purchase Order of \$25,000 for Contract Services was made
- The Beacon \$0.75 invoice and \$13.55 invoice will be paid

Jack Madison moved to approve the Fiscal Report

Judy Indorf seconded the motion.

A vote was held to approve the motion with the following outcome:

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

The motion carries.

ACTION: *Mike Shadoan to pay the two Beacon invoices, one for \$0.75 and one for \$13.55.*

5. Public Comment – **No discussion**

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

7. Old Business

- a. Bylaws – The Board previously agreed to update our bylaws which were written in the early 1990s.

Minutes for July 20, 2021 – Judy Indorf reported she has corrected the formatting/typo errors in the bylaw documents from Gary Kohli. She will obtain Angela LeForce’s signature on the final copy, ask Doug Rogers to post the bylaw document on our website and send the final document to the board members. Judy previously summarized the bylaws and Gary Kohli approved that summary. Judy will publish the summary in the News Herald.

DONE ACTION: *Judy Indorf to work with Gary Kohli to correct the formatting/typos in the bylaw Word Document.*

ACTION: *Gary Kohli or Judy Indorf to send the final bylaws document to the board.*

ACTION: *Judy Indorf to publish the bylaw summary in the News Herald and post the complete bylaws on the Park District’s website.*

- b. Website

Minutes for July 20, 2021 – Rather than enter into a contract with Doug Rogers for website support, we will pay a quarterly invoice in arrears.

Doug Rogers is willing to provide maintenance support for our website through a retainer. Doug charges \$130/month and expects to spend on average 2 hours per month providing maintenance. He felt that putting Google Calendar on our website would fall within that scope. The board previously agreed to request Doug Rogers provide this service.

Cancelled ACTION we will pay Doug Rogers via a quarterly invoice in arrears rather than enter into a contract with him: *Judy Indorf to negotiate a proposed contract with Doug Rogers for maintenance support of the Park District's website and then present the contract to the board for approval.*

c. North Coast Inland Trail/Genoa/Elmore

Minutes for July 20, 2021 – Neither Mike Shadoan or Angela LeForce were able to attend the Clay Twp. Trustees meeting.

Gary Kohli noted that the Ottawa County Commissioners would like to transfer the Genoa to Elmore trail to the Park District of Ottawa County. The Park District would like to understand our responsibilities and liability before making this transfer. Gary will talk to Rhonda Slauterbeck to understand our responsibilities and liabilities better and to request that the commissioners wait until after the Park District hires an Executive Director to transfer the trail.

Angela LeForce noted she would like to respond to Jennifer Fording at the Harris Elmore Library regarding their request for the Park District to support the installation of a storywalk at the Genoa and Elmore parks. Angela will suggest they wait until we hire an Executive Director and we develop our grant process.

Gary Kohli reported that Genoa Mayor Tom Bergman requested he attend a Genoa Bank board meeting with him to discuss with Marty Sutter, Chairman, President and CEO of Genoa Bank and the bank board the proposed trail route through Genoa, specifically the portion through the property the board is purchasing. Gary noted the Marty and the board are supportive of the trail, but would like to understand the proposed route.

ACTION: *Gary Kohli to attend a Genoa Bank board meeting to discuss the trail route through the property in Genoa the bank is purchasing.*

ACTION: *Angela LeForce to indicate to the Harris Elmore Library team that we would like to wait until we hire and Executive Director and develop our grant process to consider the Storywalk project.*

ACTION: *Gary Kohli to talk to Rhonda Slauterbeck to understand what the Park District's responsibilities and liability would be once the Genoa to Elmore trail is transferred to the Park District and to also request that this transfer not be made until we have hired an Executive Director.*

- i. Tom Bergman, Mayor of Genoa, joined the Park District July 6, 2021 meeting to discuss the recent accident on State Route 163 west of Martin Williston Rd. where a mother who was rollerblading with her two children was hit by a vehicle. Observers in the area have noticed that a number of bikers, walkers, etc., choose to exit the trail along Martin Williston Rd and travel west on State Route 163. Additionally, while many in Genoa and Clay Twp are very happy with the Genoa to Elmore trail extension, many have asked why the portion of the trail along Martin Williston Rd. is essentially on the shoulder of the road and not separated from the road similar to the other portions of the trail extension. Noting that the Park District was not involved in this decision, all agreed that the design along Martin Williston Rd. is not ideal. The Park District agreed to discuss options to improve this section of the trail with the Clay Township Trustees. Mike Shadoan agreed to attend the next Clay Twp. Trustee meeting with Mayor Bergman, if Mike's schedule allows. Angela LeForce will also check her availability to attend.

ACTION: *Mike Shadoan to determine if he can attend the Clay Twp. Trustee meeting with Mayor Bergman to discuss the portion of the Genoa to Elmore trail along Martin Williston Rd.*

ACTION: *Angela Leforce to determine her availability to attend the Clay Twp. Trustee meeting with Mayor Bergman.*

d. North Coast Inland Trail/Genoa/Millbury

Minutes for July 20, 2021 – Gary Kohli and Judy Indorf noted that the Poggemeyer Design Group cost estimate for the survey/appraisal work for the Genoa to Millbury trail includes the cost of Poggemeyer to utilize WE Realty for some of the work.

ACTION: *Linda Amos will reach out to Jeff Shaner, Financial Program Manager, ODOT Alternative Transportation Program to understand why we were not successful in our grant request.*

- i. Gary Kohli reported the Ottawa County Prosecutor James Van Eerten has approved:
 - The Poggemeyer Design Group retainer contract with the Park District
 - The Poggemeyer Design Group contract with the Park District to conduct the necessary professional engineering and survey services to assist the Ottawa County Park District with the acquisition of property along the proposed route of the North Coast Inland Trail from the Village of Millbury to the Village of Genoa

Additionally, Gary reported that the Ottawa County Auditor has confirmed the Park District has the necessary funds to pay Poggemeyer for their work.

- ii. Gary Kohli received word that the County prosecutor approved the proposed contract where Poggemeyer Design Group will be retained. Further, a second contract with Poggemeyer Design Group is more specific and for the purpose of acquiring land required to extend the North Coast Inland Trail. This contract is pending approval by the Prosecutor. Tim Boch noted that Poggemeyer Design Group is currently scheduling into August, 2021 for surveys, and as such, he would like to schedule right away to complete a survey as soon as possible.
- iii. Linda Amos continues to try to reach Jeff Shaner, ODOT TAP Project Finance Manager to discuss our ODOT TAP grant application with him.
- iv. At our June 1, 2021 meeting with Mayor of Millbury Michael Timmons, Mayor of Genoa Tom Bergman and Ottawa County Commissioner Mark Stahl, all agreed we would like to progress understanding the feasibility of purchasing the Norfolk & Southern right of way property for the trail. Participants recalled that there were a few property owners that were not supportive of the project, but also noted that we may have options to move the trail to adjacent property where the owners may be more supportive. It was noted that the previous title search by WE Realty only looked for reverter clauses. Tim Bock will obtain a cost estimate for our next meeting from WE Realty to conduct a more thorough title search, as the previous search only looked for reverter clauses.
- v. 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.
- vi. 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.
- vii. Poggemeyer Design Group has been selected to hold a two year retainer and support the Park District in projects during that two years.
- viii. 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.
- ix. 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.
- x. 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.

- xi. Linda Amos confirmed the TAP application has been submitted.
- xii. Tom Bergman noted that this project could be separated into two projects if appropriate.
- xiii. 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.
- xiv. Gary Kohli requested Angela LeForce be the Park District Board contact to work with Tom Bergman and Linda Amos on progressing this project.
- xv. 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.
- xvi. West Erie Realty provided an appraisal for the Genoa to Milbury trail land.
- xvii. 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.
- xviii. The Park District is working with the Village of Genoa to identify the most cost effective and efficient funding option. Potential sources of funding include ODNR, Clean Ohio Trails and Recreational Trails. The potential sources have various match requirements and may have stipulations for use.

e. Magsig Farm

Minutes for July 20, 2021 – Judy Indorf reported that the Park District of Ottawa County was allotted a total of \$28,678.25 from the OPRA/ODOT Metroparks Fund. This total includes \$28,164.61 allocated from the 2022/23 Biennium budget and \$513.64 of carryover funds from the 2020/2021 Biennium budget. As previously noted, we need to either own or have a minimum of a 15 year lease on property on which we would like to utilize this money.

DONE ACTION: *Judy Indorf to request an update from Gary Cooper, OPRA ODOT Metroparks Project Coordinator regarding our grant application*

- i. Jack Madison informed L. J. Overmeyer that we submitted an application for the ODOT Metroparks grant. Jack indicated we will put this project on hold until we hire a Director. L. J. agreed with this decision.
- ii. Gary Kohli reported that he reviewed the Magsig property deed for restriction and found only the following restrictions”
 - Allen Magsig has the right to farm land
 - Allen Magsig has th right to remove timber from the land
 - Sam Harrison has the right to remove timber from the land.

No other restriction on use of the property are included in the deed.
- iii. Judy Indorf reported that the resolution we passed at our May 7, 2021 meeting to request participation in the OPRA/ODOT Metroparks Fund grant process has been sent to, received and accepted by Gary Cooper, ODOT Metroparks Fund Coordinator.
- iv. 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.
- v. 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.
- vi. 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 receive 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.

- vii. 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.
 - viii. 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.
 - ix. 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.
 - x. The preferred entrance is likely from S. Schutt Rd.
 - xi. 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.
- f. Catawba Twp Multi-Purpose Trail
- Meeting Minutes for July 20, 2021** – Jack Madison reported that members of the Catawba Advisory Group attended the John Braun Park board meeting to discuss routing a trail through John Braun Park in Catawba Island Twp. The board indicated that they were granted the land with the stipulation that they never transfer the land to another owner. Jack and the Catawba Advisory Group are continuing to work with the board to determine if there is a viable option.
- ACTION: *Mike Shadoan to contact Zachary Porter to request a meeting to discuss both the repaving of State Route 163 project in Danbury Twp. and State Route 53.***
- i. At the July 6, 2021 meeting Jack Madison reported that the Catawba Advisory Group is ready to visit residents along the proposed trails to discuss right of way options. Jack also indicated that he talked to Mike Bassett and Mike is supportive of the trails. Jack would like to talk to Zachary Porter, ODOT District 2 Transportation Engineer regarding the ROW along State Route 53 through Catawba Island Twp. Mike Shadoan agreed to contact Zachary Porter to request a meeting to discuss both the repaving of State Route 163 project in Danbury Twp. and State Route 53.

- ii. The letter the Catawba Advisory Group requested to use to discuss right of way options for property owners along the proposed trails in Catawba Island Twp. has been approved.

g. Harder-Thorne Property in Oak Harbor

Meeting Minutes for July 20, 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.*

h. Friends of Ottawa County Parks (FoOCP)

Meeting Minutes for July 20, 2021 – Denny Patthoff reported that ODOT District 2 will be meeting at the end of August 2021 to discuss their projects, including the repaving of State Route 163 in Danbury Twp. It was agreed that Mike Shadoan and Jack Madison will meet with Zachary Porter, ODOT District 2 Bike and Pedestrian Contact prior to the August meeting.

- i. At the July 6, 2021 meeting Gary Kohli and Mike Shadoan reported that ODOT Director McCully committed to adding a “checkbox” to the project planning process for Ottawa County projects to check with the Park District when planning projects in Ottawa County. Mike Shadoan also indicated that Ron Lajti cannot talk about bikeways as his scope is solely roads, so we must talk to the Ottawa County Commissioners regarding a similar “checkbox” or process for county roads. Mike has sent the commissioners an email.
- ii. Denny Patthoff noted that ODOT will be repaving State Route 163 in Danbury Twp. in 2023/24 and requested that the Park District work with ODOT District 2 to improve the berm along 163. Mike Shadoan noted that we had discussed with Ottawa County Commissioner Mark Stahl at our June 1, 2021 meeting, to include making trails a part of the scope discussion in property development projects. Mike had also followed that discussion up with an email to Commissioner Stahl, forwarding material regarding the inclusion of trails when streets are constructed, entitled Complete Streets. Mike will follow-up with Commissioner Stahl and Ron Lajti regarding inclusion of widening State Route 163 during the repaving project to accommodate bikers/pedestrians.

i. Portage River Water Trail

Meeting Minutes for July 20, 2021 - No discussion

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

j. Danbury Twp./Lafarge

Meeting Minutes for July 20, 2021 – Judy Indorf reported that Denny Patthoff has drafted a Letter of Support the Danbury Twp. group would like to utilize to request property owners whose property abuts the Lafarge property in Danbury Twp. sign to formally indicate their support of Lafarge selling the Lafarge property to the Park District for use in developing a trail. Once property owner signatures are received, they would like to take the signatures first to the Danbury Twp. Trustees and then to Lafarge, possibly with an attorney, to illustrate the support the sale and construction of the trail has in the community.

Mike Shadoan moved the board support the use of a Letter of Support by the Danbury Group to continue the process of investigating the support of property owners whose property abuts the Lafarge property in Danbury Twp. in Lafarge selling the property to the Park District of Ottawa County for development of a trail. The process would include the property owner indicating their support by signing the Letter of Support. Once

signatures are received, the Danbury Group would take the Letters of Support first to the Danbury Twp. Trustees and then to Lafarge, possibly with an attorney, to formally indicate the community support

Judy Indorf seconded the motion.

A vote was held to approve the motion with the following outcome:

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

The motion carries.

- i. Judy Indorf and Denny Patthoff reported that a Marblehead Advisory Group is beginning to form and held its first meeting on June 22, 2021 with 6 attendees. The group brainstormed trail path ideas and agreed responsibility for researching the potential of the options discussed. A second meeting will be held in a few weeks

Action: *Judy Indorf to aggregate the levy voting results for Danbury Twp. and Marblehead to help us understand where we have a higher level of support.*

- ii. Judy Indorf noted that Jack Madison has discussed the possibility of trails in Danbury with some Danbury Twp. residents and several are very interested in supporting our efforts. Judy will contact these residents and suggest meeting and forming a committee similar to the Catawba Island Twp. Advisory Committee.
- iii. Judy Indorf and Denny Patthoff talked to Daniel Rogers, President of Lakeside, on May 26, 2021 to introduce the Park District of Ottawa County and its vision for Ottawa County and the Marblehead Peninsula trails to him. Daniel is supportive and offered to arrange for the Park District to have a similar discussion with his leadership team and then the Lakeside community.
- iv. Judy Indorf created a presentation that could be used to engage communities in the Park District's efforts. A suggestion was made to understand the levy voting results of the precincts in Danbury Twp. and Marblehead. Judy will aggregate that data. Jack Madison noted that Rebecca Makajani, Ottawa County Auditor's Office, GIC Coordinator can help print maps for exploring potential trail routes.
- v. Gary Kohli 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.
- vi. 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

Cancelled Action: Rhonda is not willing to post our meeting schedule in the Ottawa County calendar *Judy Indorf to submit our meeting schedule to Rhonda Slauterbeck, Ottawa County Administrator/Clerk, for inclusion in the online Ottawa County calendar.*

- a. Charting our path forward
 - i. Staffing

Meeting Minutes for July 20, 2021 – Gary Kohli reported that at the Ottawa County Commissioners July 22, 2021 meeting Rhonda Slauterbeck will request the County Commissioners consider contracting with the Park District of Ottawa County to provide Park District employees benefits.

Angela LeForce will send the final Executive Director Job Description to Woody Woodward at OPRA and will cc: the board. If any board member believes the Job Description sent to Woody is not the final, they are to contact Angela.

ACTION: *Angela LeForce to send the final Executive Director Job Description to Woody Woodward at OPRA and cc: the board.*

ACTION: *Board Members to review the Executive Director Job Description Angela LeForce sends to Woody and if anyone believes the Job Description is not the final version, they are to contact Angela.*

1. The Executive Director's salary range was discussed at our July 6, 2021 meeting and the board agreed to offer a salary of \$50,000 - \$60,000. If we do not attract a qualified person we can adjust the salary.
2. Gary Kohli confirmed that Ottawa County Prosecutor James VanEerten stated that the Park District's Executive Director will be a public employee, but not an Ottawa County employee. As a result, Park District employees will not be covered by the county's benefits, e.g. medical. It appears that most park districts contract with their county to provide benefits to their employees. Gary will determine if any other department is similar to the Park District in that its employees are not county employees and if so, how they provide benefits.
3. Woody Woodward, OPRA Director, joined our June 15, 2021 meeting and began working with us on the search for a director. Woody facilitated a discussion with the attendees to develop the job description of the Director. Below is a summary of information and desirable skills provided to Woody
 - Ottawa County has a lot of parks managed by others, locally managed, state managed, federally managed. The goals of the Park District are to construct trails to "Connect People, Places and Parks"
 - Ottawa County is very diverse ranging from a very busy vacation area at the east end, to an agricultural rural area on the west end
 - The successful candidate should:
 - Be capable of establishing a trail system from conception, including acquiring/leasing land for trail use
 - Be knowledgeable in grant writing
 - Be capable in building relationships with both community members and local government and community leaders
 - Have a working knowledge of trail construction
 - A discussion was held regarding the length of time a person typically stays in this type of role. Woody noted that during his tenure a majority of the park directors will have turned over, but also noted, many will have been in their role for many years before leaving the role. It was noted that experience and longevity in role can have positive and negative aspects. Experience and longevity bring with it knowledge and capability, but can also hinder new ideas and creativeness.
 - Woody noted that we should provide the successful candidate with a list of our contacts/people the successful candidate should meet/know, including community leaders, local government leaders, stakeholders, etc. and we should facilitate introductions as much as possible.
 - Before setting a salary, we should consider the salaries of our county government leaders, e.g. the County Engineer, County Administrator; Gary Kohli will obtain the salary levels for these positions for us to use as a guide
 - At the second or third interview, we should consider asking the candidates how they envision the board supervising them.
 - OPRA holds quarterly Director meetings which Woody believes are very helpful and effective for the Directors.
 - Woody described the expected selection process timeline:

- Early the week of June 21, 2021, Woody will send an updated job description to the board members
 - Board members should take 3 or 4 days to review and comment on the job description
 - The Board will hold a Special Meeting on June 29, 2021 where a final job description will be agreed and the final job description will then be forwarded to Woody
 - Woody will post the job for ~ 1 month, with resumes of interested candidates to be received by July 23, 2021. The job will be posted on OPRA's website, the National Recreation and Parks Association site, MI, IN parks' site and Indeed
 - Woody can then send as many of the resumes to the Board as we want, or he can screen the resumes first
 - From the set of resumes provided to the Board members, each Board member will select their top 6
 - We will then have a Zoom meeting with Woody to share our individual selections and using weighted voting select the Board's top 6 candidates to move forward with.
 - Woody expects first round of interviews to be held mid-August and second round of interviews to be held in September, with a decision resulting; Woody suggested the second interview could begin at the Genoa trailhead, move to a meeting room for questions and finish with lunch
 - The Board agreed to hold a Special Meeting on June 29, 2021 to review and approve the Job Description
4. Following our June 1, 2021 meeting, Gary Kohli signed the OPRA Executive Search contract and Judy Indorf returned the contract Gary signed to OPRA. Woody Woodward, Director of OPRA signed the contract on behalf of OPRA and provided the Park District with a copy of the signed contract at this meeting. We received an invoice via email for payment of half of the cost of the Executive Search. Mike Shadoan will process the payment of this invoice.
5. Our OPRA dues are now paid.

DONE Action: *Mike Shadoan to process the OPRA invoice for half of the OPRA Executive Search payment.*

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.
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. Office location options

Meeting Minutes July 20, 2021 – No discussion.

7. Former MRDD School Building east of Oak Harbor on the river side of State Rout 163; would be charged a fee
8. Building next to Croghan Bank in Oak Harbor
9. Ottawa County Resource Center across from the fairgrounds
10. County Offices on Lake St. in Oak Harbor
11. 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.
12. Work from home with access to the courthouse as needed?

iii. Maintenance

Meeting Minutes July 20, 2021 - No discussion

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

9. Adjournment:

Jack Madison moved we adjourn

Angela LeForce seconded the motion

A vote was held to approve the motion with the following outcome:

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

The motion carries.

Meeting adjourned

Next regular meeting will be **August 3, 2021 at Radiant Windows Showroom**

Next working meeting will be **August 17, 2021 at Radiant Windows Showroom**

Park District of Ottawa County Action List				
Action Owner	Action Description	Action Timeline		Action Status
		Action Created	Suggested Deadline	
Gary Kohli	Gary Kohli to talk to Rhonda Slauterbeck to understand what the Park District's responsibilities and liability would be once the Genoa to Elmore trail is transferred to the Park District and to also request that this transfer not be made until we have hired an Executive Director	July 20, 2021	August 3, 2021	Open
Mike Shadoan	Mike Shadoan to pay the two Beacon invoices, one for \$0.75 and one for \$13.55	July 20, 2021	August 3, 2021	Open
Angela LeForce	Angela LeForce to indicate to the Harris Elmore Library team that we would like to wait until we hire and Executive Director and develop our grant process to consider the Storywalk project	July 20, 2021	August 3, 2021	Open
Angela LeForce	Angela LeForce to send the final Executive Director Job Description to Woody Woodward at OPRA and cc: the board	July 20, 2021	August 3, 2021	Open
Board Members	Board Members to review the Executive Director Job Description Angela LeForce sends to Woody and if anyone believes the Job Description is not the final version, they are to contact Angela	July 20, 2021	August 3, 2021	Open
Gary Kohli	Gary Kohli to attend a Genoa Bank board meeting to discuss the trail route through the property in Genoa the bank is purchasing	July 20, 2021	August 3, 2021	Open
Mike Shadoan	Mike Shadoan to contact Zachary Porter to request a meeting to discuss both the repaving of State Route 163 project in Danbury Twp. and State Route 53	July 6, 2021	July 20, 2021	Open
Angela LeForce	Angela Leforce to determine her availability to attend the Clay Twp. Trustee meeting with Mayor Bergman	July 6, 2021	July 20, 2021	Open
Mike Shadoan	Mike Shadoan to determine if he can attend the Clay Twp. Trustee meeting with Mayor Bergman to discuss the portion of the Genoa to Elmore trail along Martin Williston Rd	July 6, 2021	July 20, 2021	Open
Judy Indorf	Judy Indorf to publish the bylaw summary in the News Herald and post the bylaws on our website	June 1, 2021	July 15, 2021	Open
Gary Kohli Judy Indorf	Gary Kohli or Judy Indorf to send the final by-laws document to the Board	April 16, 2021	April 23, 2021	Open
Linda Amos	Linda Amos will reach out to Jeff Shaner, Financial Program Manager, ODOT Alternative Transportation Program to understand why we were not successful in our grant request	June 1, 2021	June 15, 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
Judy Indorf	Judy Indorf to aggregate the levy voting results for Danbury Twp. and Marblehead to help us understand where we have a higher level of support	May 18, 2021	June 1, 2021	Open