



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

Date: 8/3/2021
Time: 6:00 PM

1. Roll Call

- a. Gary Kohli – Chairman Present – Y
- b. Angela LeForce – Secretary Present – N Absent
- c. Mike Shadoan – Treasurer Present – Y
- d. Judy Indorf Present – Y
- e. Jack Madison Present – Y
- f. Others:
 - i. Tim Bock, Poggemeyer Design Group Present – Y
 - ii. Harper Cromley, Poggemeyer Design Group Present – Y
 - iii. Denny Patthoff, Friends of Ottawa County Parks Present – Y

2. Minutes for Approval –

Meeting Minutes for August 3, 2021

Mike Shadoan moved to approve the July 20, 2021 Meeting Minutes.

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.

3. Fiscal Report – **Meeting Minutes for August 3, 2021** – Mike Shadoan reported that The Beacon invoices were paid.

Judy Indorf moved to approve the Fiscal Report.

Jack Madison 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.

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.

Minutes for August 3, 2021 – Gary Kohli reported that the Prosecuting Attorney approved the format of our bylaws and we can now publish the summary of the bylaws in the News Herald.

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 August 3, 2021 – We agreed to give interested parties the opportunity to join our meetings in person or via Zoom. Judy Indorf to add the location of our meetings to our website and meeting notices.

ACTION: Judy Indorf to add the location of our meetings to our website and meeting notices.

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 and we will pay him quarterly, in arrears through an invoice.

- c. North Coast Inland Trail/Genoa/Elmore

Minutes for August 3, 2021 – Gary Kohli reported that he talked to Rhonda Slauterbeck, Ottawa County Administrator, regarding the transfer of the Genoa to Elmore portion of the North Coast Inland Trail from the Commissioners to the Park District and learned that ODOT has not completed all of their work on the trail, so the trail is not ready to be transferred.

The board discussed the safety concerns regarding the portion of the trail that is on Martin-Williston Rd. Tim Bock reported that when the trail route was being developed in December 2010, the Graymont Quarry indicated in a letter that due to safety and operational concerns, they did not want the trail to go through the quarry's property and suggested the existing route. Tim will send an electronic copy of the letter to the board members. To progress addressing the safety concerns, Judy Indorf will contact Genoa Mayor Tom Bergman to obtain the Clay Twp. Trustees meeting schedule and determine if there is a sketch of the proposed trail modifications that Poggemeyer Design Group can review. Mike Shadoan and either Angela LeForce or Judy Indorf will attend an agreed Clay Twp. Trustee meeting to discuss next steps in executing the safety improvements.

ACTION: Judy Indorf to contact Genoa Mayor Tom Bergman to obtain the Clay Twp. Trustees meeting schedule and determine if there is a sketch of the proposed trail modifications that Poggemeyer Design Group can review

ACTION: Mike Shadoan and Angela LeForce or Judy Indorf to attend a Clay Twp. Trustee meeting to discuss next steps in executing the Genoa/Elmore trail safety improvements

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.*

- i. Genoa Mayor Tom Bergman requested Gary Kohli 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. The initial meeting was cancelled and has not yet been rescheduled.
- ii. Angela LeForce will 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 and suggest they wait until we hire an Executive Director and we develop our grant process.
- iii. 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.

d. North Coast Inland Trail/Genoa/Millbury

Minutes for August 3, 2021 – Tim Bock reported that the survey crew will begin surveying the Norfolk and Southern railroad parcels on Monday August 9, 2021. The Board discussed the desire to survey/appraise property into Genoa and Millbury and not stop at village limits.

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. Linda Amos continues to try to reach Jeff Shaner, ODOT TAP Project Finance Manager to discuss our ODOT TAP grant application with him.
- iii. 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.
- iv. 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.
- v. 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.
- vi. Poggemeyer Design Group has been selected to hold a two year retainer and support the Park District in projects during that two years.
- vii. 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.
- viii. 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.
- ix. 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.
- x. Linda Amos confirmed the TAP application has been submitted.
- xi. Tom Bergman noted that this project could be separated into two projects if appropriate.

- xii. 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.
 - xiii. Gary Kohli requested Angela LeForce be the Park District Board contact to work with Tom Bergman and Linda Amos on progressing this project.
 - xiv. 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.
 - xv. West Erie Realty provided an appraisal for the Genoa to Milbury trail land.
 - xvi. 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.
 - xvii. 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 August 3, 2021 – no discussion**
- i. 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
 - ii. 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.
 - iii. 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.
 - iv. 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.
 - v. 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.
 - vi. 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.
 - vii. 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.

- viii. 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.
 - ix. 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.
 - x. 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.
 - xi. The preferred entrance is likely from S. Schutt Rd.
 - xii. 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 August 3, 2021 – Jack Madison reported that Tim Bock and Harper Comley visited the Catawba Island Twp. trail location options.
- 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 August 3, 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 August 3, 2021 – no discussion

- i. 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.
- ii. At the July 6, 2021 meeting Gary Kohli and Mike Shadoan reported that ODOT Director McCully committed to adding a “check box” 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.
- iii. 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 August 3, 2021 - No discussion

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

- j. Danbury Twp./Lafarge

Meeting Minutes for August 3, 2021 – As noted at the July 20, 2021 meeting, the Board agrees with the process the Danbury Group would like to utilize to investigate support for a multi-use trail in Danbury, but would like the letter to be amended and the final letter approved by the board. Judy Indorf will amend the letter and send to the Board for approval.

ACTION: Judy Indorf to amend the letter the Danbury Group would like to utilize to investigate support for a multi-use trail in Danbury and submit the letter for Board approval.

- i. The Board agrees with the Danbury Group continuing 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
- ii. 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.

7. New Business

- a. Charting our path forward
 - i. Staffing

Meeting Minutes for August 3, 2021 – The Executive Director role has been posted by OPRA with an application deadline of August 20, 2021. Gary Kohli reported that the Ottawa County Commissioners will not agree to allow Park District employees to participate in their medical benefits plan. Gary will contact Don Douglas, Ottawa County Commissioner and also an Employee Benefits Advisor to further discuss options, including a Health Savings Account. Additionally, Judy Indorf will contact Woody Woodward, Director, Ohio Parks and Recreation to discuss how other Park Districts provide medical benefits to their employees. Options for a 401-K were also discussed.

ACTION: Gary Kohli to contact Don Douglas, Ottawa County Commissioner and also an Employee Benefits Advisor to discuss options for the Park District to provide medical benefits to our employees.

ACTION: Judy Indorf to contact Woody Woodward, Director Ohio Parks and Recreation, to discuss how other Park Districts provide medical benefits to their employees.

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.

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 August 3, 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 August 3, 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.

8. Adjournment:

Mike Shadoan moved we adjourn

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

Next regular meeting will be **September 7, 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 amend the letter the Danbury Group would like to utilize to investigate support for a multi-use trail in Danbury and submit the letter for Board approval	August 3, 2021	August 17, 2021	Open
Mike Shadoan Angela LeForce/Judy Indorf	Mike Shadoan and Angela LeForce or Judy Indorf to attend a Clay Twp. Trustee meeting to discuss next steps in executing the Genoa/Elmore trail safety improvements	August 3, 2021	August 17, 2021	Open
Judy Indorf	Judy Indorf to contact Genoa Mayor Tom Bergman to obtain the Clay Twp. Trustees meeting schedule and determine if there is a sketch of the proposed trail modifications that Poggemeyer Design Group can review	August 3, 2021	August 17, 2021	Open
Judy Indorf	Judy Indorf to contact Woody Woodward, Director Ohio Parks and Recreation, to discuss how other Park Districts provide medical benefits to their employees	August 3, 2021	August 17, 2021	Open
Gary Kohli	Gary Kohli to contact Don Douglas, Ottawa County Commissioner and Employee Benefits Advisor to discuss options for the Park District to provide medical benefits to our employees	August 3, 2021	August 17, 2021	Open
Judy Indorf	Judy Indorf to add the location of our meetings to our website and meeting notices	August 3, 2021	August 17, 2021	Open
Angela LeForce	Angela LeForce to indicate to the Harris Elmore Library team that we would like to wait until we hire an Executive Director and develop our grant process to consider the Storywalk project	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
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 to 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