



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

Date: 1/18/2022
Time: 6:00 PM

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; via Zoom
- e. Jack Madison Present – Y
- f. Jannah Wilson, Executive Director Present - Y
- g. Others:
 - i. Linda Amos, Retired Poggemeyer Design Group, Volunteer Present – Y
 - ii. Denny Patthoff – Friends of Ottawa County Parks

2. Minutes for Approval –

Meeting Minutes for January 18, 2022

Angela LeForce moved to approve the January 4, 2022 Meeting Minutes
Jack Madison 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- via Zoom |

The motion carries.

3. Fiscal Report – **Meeting Minutes for January 18, 2022** – Mike Shadoan reported that invoices for 2022 have begun to come in and include the invoices for our Director’s Health Insurance and background check. Jannah has also purchased a computer with the help of Keith Kirby from the Ottawa County IT staff. Jannah talked to the Ottawa County Auditor staff and confirmed her Health Insurance costs should not be charged to the Health Insurance line item as that is for those participating in the county’s Health Insurance program.

Angela LeForce moved that the Park District pay the invoices now due

Mike Shadoan 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- via Zoom |

The motion carries.

- a. At the December 7, 2021 meeting, the Board determined they would like Jannah Wilson, Director, to explore the option to separate our financial system from the County’s. Jannah could talk to Amy Bowman-Moore of Erie Metoparks (separate financial system) and Andy Brown of the Sandusky Park District (financial system integrated in County’s) to determine the pros and cons. Valerie Winterfield, Executive Director of Oak Harbor Chamber of Commerce could provide Quickbook support.

ACTION: *Jannah Wilson to explore the option of separating our financials from the Ottawa County Auditor system.*

4. Public Comment – **Meeting Minutes January 18, 2022** – No discussion

- a. At our December 21, 2021 meeting, Mike Netz, Elmore citizen, introduced himself indicating he worked in the Elmore Park system for over twenty years and is very interested in being involved in the Ottawa County Park District including a board position when one opens. Mike lives adjacent to the bike trail and believes it sees a lot of use and has support in the community. His primary reason for attending our meeting was to indicate that areas need maintenance and in particular people are riding horses on the trail and leaving waste behind. Sandusky County does not allow horses on their trails. In addition, there are no dog waste bag dispensers along the trail. Mike believes the trail needs a set of Rules and Regulations and signage posting these Rules. There are no posts at trail entrances to keep motorized vehicles off of the trails. Mike would like to see us grow the park system in the county and suggested we publicize for and accept donated land. The Board indicated to Mike that our primary mission is to create trails throughout the county as we believe the county has a lot of parks already, managed by federal, state and local organizations. Mike provided the Board with his contact information.

4. Executive Director's Report(s) – **Meeting Minutes for January 18, 2022** – Jannah requested a board member's signature on her Health Savings Plan form, which Gary Kohli signed.

Jannah reported that she and Angela LeForce met with Amy Bowman-Moore from the Erie Metroparks on Tuesday January 11, 2022. Amy provided a significant amount of information, including the following:

- Information regarding recordkeeping requirements
- Documents which we can adapt to our needs and use, including: Policies and Procedures, Rules and Regulations Erie Metroparks Grant Program. Erie Metroparks reimburses entities for the cost of a project that they receive grant money for, others give the money to the entity up front. Erie Metroparks likes the reimbursement process because they believe it increases the entity's accountability. We should develop a schedule for our Grant Program. Early in our development process we should decide what types of entities will be eligible for a grant and we should establish rules. We will need to develop an application and agree a Selection Committee. Some entities hold a workshop for the applicants. Some entities use an outside group to make the selection of recipients. Jannah noted that grant projects can be a great marketing/P.R. process. Some entities require the recipient to write a report or article and provide pictures of their project which we could then use to advertise our Grant Process. Currently our budget has \$200k allocated to grants. Mike Shadoan agreed to work with Jannah to develop our Grant Process

ACTION: *Jannah Wilson and Mike Shadoan to work together to develop the Park District's Grant Process*

Jannah has confirmed that Verizon is an approved vendor for the county. Jannah presented the board with a proposed resolution, number 2022-2, to approve entering into a contract with Cellco Partnership, D/B/A Verizon Wireless of Salt Lake City, UT for cellular device and services for the Park District no to exceed \$150/month.

Mike Shadoan moved that the board approve Jannah enter into a contract with Cellco Partnership, D/B/A Verizon Wireless of Salt Lake City, UT for cellular device and services for the Park District not to exceed \$150/month.

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- via Zoom

The motion carries.

- Jannah has toured the following office options in the area:
 - Sutton Place – Port Clinton; requires some repairs, we pay utilities, internet is \$35/mo
 - Allstate Building – Knoll Crest Plaza Port Clinton; most expensive so far, but offers the most visibility; we could place a display in the foyer and change the awning to advertise the Park District; includes a Conference Room and an Office; current quoted price is \$750/month, but

- Kym Botson and Troy Whitman indicated the price is negotiable and could be in the \$600 - \$650/month range; this option is not central in the county
- Beacon Suite is still available
- Croghan Bank property – Oak Harbor; central in county; Mike has drawings and a video tour of the building. There are 5 offices available and a large conference room all on the first floor. The office area has been refurbished by Croghan Bank. The cost would be \$0.50/ft² for a total of \$510/month to \$531/month depending upon which offices are chosen. Jannah could contact Gary Pollock from Croghan Bank if she'd like to tour the office space. Mike shared the video he took of the space. Currently there are a couple of bank employees in the space that Gary Pollock will work on moving. The space is not ready at this time.
- Soil and Water Building – Oak Harbor; appears very viable; 1 year lease, includes a Conference Room, room for an office, kitchen, \$300/month; will obtain other expenses tomorrow
- Former MRDD School Building – classrooms available
- Jannah would like to wait until February to make a recommendation
- Jannah has scheduled a meeting on Thursday January 20, 2022 with Andy Brown from the Park District of Sandusky County – Judy or Mike will attend and the following subjects were suggested:
 - Magsig Farm transfer and share aerial sketch with Andy
 - Request a set of their Trail Rules and Regulations and discuss how they are communicated; signage?
 - Who do citizens/users call with trail concerns?
 - What type of signage is posted?
 - How do you respond to opponents of trails, particularly when attempting to gain support and approval?

Harper will give Chris Smalley, Wood County Director, Jannah's contact information. It was noted that Wood County paid \$5,000 to fund the review to determine if any reverter clauses exist on the N&S rail route.

ACTION: *Jannah Wilson and Mike Shadoan or Judy Indorf to meet with Andy Brown from the Park District of Sandusky County on January 20, 2022 at 9:00 AM.*

ACTION: *Jannah Wilson and Judy Indorf to tour the All State Office when Kym Botson contacts Jannah to arrange a time.*

5. Old Business

a. Website

Meeting Minutes for January 18, 2022 – No discussion

b. North Coast Inland Trail/Genoa/Elmore

Meeting Minutes for January 18, 2022 –As a follow-up to our discussion with Mike Netz, we need to determine how to communicate the trail Rules and Regulations once they are developed and also will need to determine who will enforce them and how. Possibly if we give the Sherriff a copy of the Rules and Regulations, they will enforce them. When Jannah is at the OPRA conference in February she will talk to others about how they manage Rules and Regulations.

Jannah Wilson contacted Genoa Mayor Tom Bergman to determine when he would like her to attend the Clay Twp. Trustees meeting to discuss modifications to the Genoa/Elmore Trail. Mayor Bergman will set up a special meeting with one of the Clay Twp. Trustees to go over the plan. He will contact Jannah when the meeting is set up.

- i. In a telephone call with Judy Indorf, Mayor Bergman noted that he attended an August Clay Twp. Trustee meeting and the trustees would like to make the safety improvements to the Elmore to Genoa trail along Martin-Williston Rd. They have talked to Ottawa County Engineer Ron Lajti to possibly obtain some Infrastructure Bill funds for the improvements. Mayor Bergman does not expect the work to begin until Spring 2022 and he will contact the Park District when they would like our involvement/support. Jack Madison noted that he received a generic sketch of the cross section of a trail from Poggemeyer Design Group that he will forward to Mayor Bergman for the Clay Twp. Trustee use and will also forward to the board members.

- ii. Gary Kohli reported that the meeting with Genoa Bank was cancelled. If we do not hear from the bank beforehand, once we have the survey work complete and a sketch to share with the bank, we will consider reaching out to the bank.
- iii. 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. To progress addressing the safety concerns, we agreed 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.
- iv. 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 as of August 3, 2021 ODOT has not completed all of their work on the trail, so the trail is not ready to be transferred.
- v. 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.
- vi. 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.
- vii. 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.

c. North Coast Inland Trail/Genoa/Millbury

Meeting Minutes for January 18, 2022 – The cost estimate for the Norfolk and Southern property is not yet complete. The board agreed they do not want to pass the resolution to submit the ODOT TAP grant until we have the cost estimate. Linda expects to receive the cost estimate by Friday. The board agreed to hold a Special Meeting once we have the cost estimate.

ACTION: *Tim Bock/Harper Cromley to prepare a resolution for the Board to pass approving the ODOT TAP grant application.*

- i. Harper Cromley and Linda Amos would like to arrange a meeting between Jannah and Lance Dasher, TMACOG staff member tagged to trails.
- ii. Jannah could also make contact with area bike clubs as part of her introduction to the community.

- iii. At our December 21, 2021 meeting Linda Amos and the Poggemeyer team reported that they met regarding our ODOT TAP grant application on Monday December 20, 2021. Linda reported that Harper Cromley has requested Letters of Support for inclusion in our ODOT TAP grant application. WE Realty noted we need a Letter of Intent to sell the former railroad property from Norfolk and Southern Railroad. Poggemeyer will prepare a resolution authorizing the ODOT TAP grant application submission to ODOT for the Board's approval at our January 4, 2021 meeting.
- iv. At our December 7, 2021 meeting Linda Amos reported that that Jeff Shaner, ODOT TAP Program Manager informed her that they have received 54 TAP grant applicants, requesting ~\$50 million with a budget of \$11 million. We agreed we should include a Letter of Support from the following groups:
 - Wood County Park District - It was reported that Chris Smalley is the new Wood County Park District Director.
 - TMACOG – Mark Stahl is member representing the Ottawa County Commissioners
 - Ottawa County Commissioners
 - Portage River Basin Council
 - Village of Elmore – Tom Jackson is the new mayor and his number is 419-360-3883Gary Kohli made contact with David Dicke from American Property Analysts, Inc. David indicated he is willing to conduct the appraisal review of WE Realty's appraisal as required by ODOT. He provided a quote for the appraisal cost in an email dated November 18, 2021. Harper Cromley reported that Poggemeyer has sent the survey area measurements to WE Realty.
- v. At our November 16, 2021 meeting Greg Vriezlaar and Tim Bock reported that the boundary survey for the Norfolk and Southern Railroad property is complete and noted there are 8 sections all owned by Norfolk & Southern Railroad. Greg noted that WE Realty accepts the appraisal work request. It was noted the legal description still needs to be provided by Poggemeyer. Once completed, WE Realty's appraisal needs to be reviewed by a second ODOT approved appraisal. Approximately one year ago Denny Patthoff contacted David Dickey from American Property Analysts to inquire about his ability to conduct this appraisal review. Mr. Dickey sent Denny an email outlining his cost estimate to conduct the appraisal review at that time. The next step is for the board to contact David Dickey to discuss his willingness to conduct the appraisal review and update his cost estimate. Both Poggemeyer and WE Realty agreed that the appraisal and appraisal review work could be completed within 90 days. Gary Kohli agreed he would contact David Dickey regarding the ODOT approved appraisal review.
- vi. Harper informed the board that ODOT has a new grant available entitled Systemic Safety Funding. This grant is meant to proactively address high risk transportation areas, e.g. areas with bike traffic on the shoulder of a road.
- vii. Harper Cromley, Poggemeyer Design Group, confirmed that our Letter of Interest for an ODOT TAP grant was submitted to ODOT on October 29, 2021 and confirmation of receipt was received from ODOT. WE Realty's boundary survey for the property proposed for the multi-use trail is complete and will be sent to both Wood County and Ottawa County engineers for approval. WE Realty would like to attend the Park District's November 16, 2021 meeting to review their plan and schedule, as requested by the board. The board noted that a letter of support for this project from TMACOG (Toledo Metropolitan Council of Governments) would be beneficial. Harper Cromley agreed Poggemeyer will request this. Harper also noted that the application for the ODOT TAP grant will go live on December 1, 2021 and is due January 31, 2022. The board agreed we should make contact with the railroad before Christmas and we should request a new Letter of Intent from them for inclusion in our grant application.

- viii. At our October 19, 2021 meeting it was noted that ODOT has ~\$11.5 million available for TAP grants. Discussions indicated that \$2 million is likely a high limit for our grant request. Options to stay within this limit were discussed, e.g. consider acquisition of the entire trail property plus construction up to the \$2 million. Poggemeyer plans to submit our Letter of Intent next Friday October 29, 2021 and the application is due January 31, 2022. WE Realty has begun researching title searches for the trail route. The board requested that WE Realty attend a board meeting in the near future to review their process and schedule. Harper will work with Tim Bock to arrange this. Harper received a draft Letter of Support from Genoa Mayor Bergman and she will follow-up with Millbury Mayor Timmons regarding a Letter of Support from Millbury
- ix. Mayor of Genoa Tom Bergman and Mayor of Millbury Michael Timmons joined our October 5, 2021 meeting so we could review Poggemeyer's work to date with them and confirm they are aligned with the trail route, particularly the ending points in their villages. Appropriate end points will enable the villages to link the Multi-Use Trail with sites in their villages. Discussions were held regarding the route and endpoints and both Mayors agree with our proposed route. Attached are the Preliminary Boundary Survey drawings from Poggemeyer.



Preliminary Boundary
Survey Norfolk South

Next steps for the Park District to send the Letter of Interest to ODOT for the TAP grant is for West Erie Realty (WE) to conduct a title search on the proposed Multi-Use Trail property and develop an appraisal. The Board would like Harper to contact WE to confirm they understand our schedule and can provide this information to meet our schedule.

Harper and Mayor Bergman noted that Genoa has applied for an ODNR RTP grant to extend the NCIT from the back of Veterans Park in Genoa to Washington Street and 6th Street. The Village was told to expect a decision regarding their grant application by the end of October or so.

Mayor Bergman agreed to provide the Letters of Intent and Support already collected to the Board for use in our TAP grant application.

Mayor Timmons noted that ODOT communicated to the village that State Route 795 will be repaved, made ~ 1 foot wider and rumble strips added in 2024.

- x. At our September 21, 2021 meeting Harper Cromley reviewed maps of the Genoa / Millbury trail route and will send PDF versions of the maps to the Board Members. Mike Shadoan indicated the trail routes need to be reviewed with both Wood County and Genoa. The survey work in Genoa should include all of the railroad property Right of Way so ownership is understood. We also want the trail to go into Millbury and not end at the village limits if possible. Harper expects to review the completed survey work with the Park District at our October 5, 2021 meeting, including owner information. The Letter of Interest for a TAP grant is due to ODOT by October 31. There is a Memorandum of Agreement between Wood County and Ottawa County regarding the trail development. Harper Cromley will confirm with Genoa that they applied for an ODNR grant.
- xi. Tim Bock reported that the surveyor requested that the survey crew obtain a few more data points to enable him/her to complete their property boundary work. Once complete, Poggemeyer will present the product to the Park District board. Tim noted that the cost estimate for the appraisal work was for 3 parcels. If the survey determines that the property includes more than 3 parcels the estimate will need to be adjusted. The Appraiser at WE will also conduct a title search.

- xii. Harper Cromley reported at our Sept 7, 2021 meeting that the preliminary survey work is complete and the survey will extend into Millbury.
 - xiii. Linda Amos reported that Jeff Shaner, ODOT Financial Program Manager replied to her email indicating he will be responding to our request to understand why we were not successful in our grant request and how to improve our application within the next few weeks.
 - xiv. Survey work began Monday August 9, 2021. The Board would like the survey work to extend into Millbury at a functional stopping point.
 - xv. 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.
- xvi. Linda Amos continues to try to reach Jeff Shaner, ODOT TAP Project Finance Manager to discuss our ODOT TAP grant application with him.
 - xvii. 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.
 - xviii. 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.
 - xix. 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.
 - xx. Poggemeyer Design Group has been selected to hold a two year retainer and support the Park District in projects during that two years.
 - xxi. 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.
 - xxii. 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.
 - xxiii. 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.
 - xxiv. Linda Amos confirmed the TAP application has been submitted.
 - xxv. Tom Bergman noted that this project could be separated into two projects if appropriate.

- xxvi. 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.
- xxvii. Gary Kohli requested Angela LeForce be the Park District Board contact to work with Tom Bergman and Linda Amos on progressing this project.
- xxviii. 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.
- xxix. West Erie Realty provided an appraisal for the Genoa to Milbury trail land.
- xxx. 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.
- xxxi. 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

Meeting Minutes for January 18, 2022 – Jannah Wilson and Mike Shadoan or Judy Indorf will meet with Andy Brown of the Park District of Sandusky County on January 20, 2022 at 9:00 AM.

Questions to discuss with Andy include:

- how we handle the portion of land that is in Sandusky County once the property is transferred to us
 - management of the farming lease
 - property tax estimates
 - review drawings and discuss sharing with the ODOT BG Office
 - ODOT Metroparks Fund for roadway and parking area improvements
- i. At our December 7, 2021 meeting Mike Shadoan reported that L.J. Overmeyer has added details to the aerial sketch of the Magsig Farm which we can take to ODOT and review with Andy Brown, Director Sandusky County Park District.
 - ii. L. J. Overmeyer informed Mike Shadoan that there are 7 Boy Scouts who would like to make property improvements to the Magsig Farm property for Boy Scout use to achieve their Eagle Scout honor. They need to have their project complete by June or July 2022. L. J and Mike discussed the improvements the Boy Scouts and L.J. would like to progress. These include a parking area which should be completed early to better enable parking for access to conduct additional work, a stone gravelroad, restroom facilities. Mike requested that Poggemeyer make an aerial sketch of the property with an outline of the parking/roadway that we can use to work with L. J. on the design. We would then take the final design to ODOT for review and request to use the ODOT Metroparks Fund grant money for the roadwork.
Gary Kohli reiterated that Sandusky County is willing to transfer the Magsig Farm property to the Ottawa County Park District whenever we are ready. When Jannah Wilson begins her role she can talk to Sandusky County Park District. We also need to inform the Ottawa County Commissioners.
 - iii. 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
 - iv. 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.

- v. 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.

- vi. 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.
- vii. 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.
- viii. 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.
- ix. 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.

- x. 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.
- xi. 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.
- xii. 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.

- xiii. The preferred entrance is likely from S. Schutt Rd.
 - xiv. 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. Catawba Twp Multi-Purpose Trail
- Meeting Minutes for January 18, 2022** – Jack Madison reported that Quinton Smith signed a Letter of Interest supporting the Catawba Islander Trail through his Twin Oast property. A picture of Quinton with the letter, along with Diane Belden, Catawba Island Twp. Trustee was posted on Facebook and received many positive comments. Jack is working with the township trustees on the trail route near the township property.
- i. At our January 4, 2022 meeting, – Jack Madison reported that he received a copy of a letter that a Catawba Twp. resident wrote to the Catawba Twp. Trustees voicing opposition to any trails which would increase pedestrian and bike traffic in his neighborhood.
 - ii. At our December 21, 2021 meeting Jack Madison reported that approximately 80 people attended the Catawba Twp. Trustee meeting on December 14, 2021 to discuss multi-use trails on Catawba. Jack and Quinton Smith both reviewed the current ideas/plans with the Trustees and the public attendees voiced significant support for multi-use trails on Catawba. Trustee Diane Belden has agreed to join the Catawba Advisory Group and represent the trustees. The Catawba Advisory Group has sent a Letter of Interest to the Trustees requesting their support for the trail to go through the Preserve at Catawba Point. Jack has been approached by Tony Coyne to meet and discuss the multi-use trail project.
 - iii. The Catawba Advisory Group held a meeting with approximately 70 of the business owners and influencers in Catawba Island Township on December 2, 2021 at 7:00 PM at Gideon Owen. The purpose of the meeting was to review the multi-use trail plan and garner support from the group. The Advisory Group plans to attend the December 14, 2021 Catawba Trustee meeting at 7:30 PM. It was noted that we should obtain support from TMACOG for the multi-use trail also. Jack indicated he has spoken to Mark Stahl, Ottawa County's member on TMACOG.
 - iv. The Catawba Advisory Group indicated they would like to continue to work toward a route through the middle of the island rather than along State Route 53. Efforts will continue to work in this direction.
 - v. At the October 5, 2021 meeting Jack Madison requested that Poggemeyer Design Group begin to look at Phase 2 of the Catawba Trail project so discussions can begin with property owners.
 - vi. The Catawba Group's scheduled discussion with the John Braun Park board has been postponed until September 30, 2021. Jack Madison is planning to meet with the Park Director sometime between September 29, 2021 and October 5, 2021.
 - vii. Jack Madison, Mike Shadoan and Denny Patthoff met with Zachary Porter, ODOT District 2 Bike & Pedestrian Contact and Ben Cordes, ODOT District 2 Planner in Bowling Green on Wednesday August 18, 2021. The group agreed they would like to build a relationship and agreed to meet ~quarterly. The next meeting may be prior to a December 2021 ODOT meeting and then a second meeting in late January/early February 2022. The ODOT project to repave State Route 163 through Danbury Twp. will take place in September 2024. ODOT is amenable to increasing the width of the shoulder where possible to better accommodate pedestrians and bikes. ODOT noted that inside the Village of Marblehead, the village owns the right of way, and often villages are not willing/able to fund shoulder widening.

The board discussed and agreed we should have a booth similar to the booth at the Marblehead Lions Club Perch Festival at the Oak Harbor Apple Festival on October 9 & 10, 2021.

- viii. Tim Bock and Harper Cromley have visited the Catawba Island Twp. trail location options and have created a sketch.
 - ix. 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.
 - x. 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.
- f. Harder-Thorne Property in Oak Harbor
- Meeting Minutes for January 18, 2022 – 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 January 18, 2022 – Denny and Jannah met and Denny introduced Jannah to the Friends organization. Denny would like to remain on the board for the Friends, but would like to identify a new president for the organization.
 - 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.
- h. Portage River Water Trail
Meeting Minutes for January 18, 2022 - No discussion
 - i. Expected designation as a water trail in 2021.
- i. Danbury Twp./Lafarge

Meeting Minutes for January 18, 2022 – It was suggested that Jannah and/or Judy discuss property options with the Prosecutor.

ACTION: *Judy Indorf to investigate the property for sale at the corner of Church Rd. and Port Clinton Eastern Rd. in Danbury Twp. to determine if the property may present an opportunity for the Park District.*

- i. At our December 21, 2021 meeting Judy Indorf reported that she and Jack met with Jake and Emily Dunfee, owners of Shrock's Marina, regarding trails in Danbury Twp. on December 13, 2021. A number of ideas for trails were discussed. It was noted that there is property in Danbury Twp. that could be of interest to the Park District.
- ii. Contact has been made with a potential contact at Lafarge.
- iii. Jack Madison has identified a contact at Lafarge and Jack and Judy are drafting a letter to possibly be sent to the contact.
- iv. It was noted that Lakeside has a new CEO.
- v. The Park District had an informational booth at the Lions Club Perch Festival on Saturday August 28, 2021 from 10:00 AM – 5:00 PM. The booth was visited by many attendees, and we collected 461 signatures from people who support the development of Multi-Use Trails in Ottawa County. We talked to most of these people and many were very excited about the potential and many noted the lack of trails as a gap for the area and also a safety issue.
- vi. 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 Board would like any letters of support to be approved by the Board before use.
- vii. 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.

6. New Business

- a. Davis Besse Railroad Opportunity

Meeting Minutes January 18, 2022 – Judy Indorf reported that the Real Estate Request Form has been submitted to First Energy with Jannah’s contact information. Jack Madison may have a contact that could help us discuss this opportunity with First Energy if needed.

- i. Mike Shadoan reported that the First Energy Real Estate Right of Way Request Form is more involved than he originally realized. Mike and Judy Indorf will work on completing the form.
- ii. The board approved through a motion to send the First Energy Real Estate Right of Way Request Form to First Energy at the October 5, 2021 meeting.
- iii. It appears that Davis Besse/First Energy/Energy Harbor may be willing to give ROW easements for their railroad property but will not sell the property. Mike gave the form to be completed to inquire about the Davis Besse railroad property to Denny Patthoff to complete. Judy Indorf agreed to follow-up with Denny regarding the completion but noting that the form is to be presented to the board before it is sent to Davis Besse.
- iv. Mike Shadoan noted that it appears Davis Besse/First Energy/Energy Harbor is taking their railroad into the plant out of service. We will explore this possible opportunity without contacting anyone until the Board agrees to make a contact.

b. Property/Road/Sidewalk/Trail Opportunities in the Oak Harbor area

Meeting Minutes January 18, 2022 – No discussion

ACTION: *At the appropriate time, Mike Shadoan to inquire about possible interest enhancements to a new sidewalk to the grade school.*

- i. At the appropriate time, Mike Shadoan agreed to inquire about possible interests to enhance the new sidewalk to the grade school.
- ii. At our August 17, 2021 meeting, Mike Shadoan discussed potential ideas for property/roads/sidewalks/multi-use trails in the Oak Harbor area. Mike noted that we should consider making the development of a Grant process one of the first priorities for our new Director when he/she is hired. We could then introduce the Director to various organizations and he/she could rollout the Grant process at these visits. This Grant process may be a good option for some of the ideas in the Oak Harbor area.

c. Charting our path forward

i. Office location options

Meeting Minutes January 18, 2022 – See above Director’s Report discussion.

1. The office space in Oak Harbor consists of 2 offices and a reception area. Some of the furniture in the office building can stay for our use.
2. The office space at the Beacon is still available and there is office space in the former MRDD School building. In the MRDD building we would not have our own meeting room, but would have access to schedule a communal conference room. Mike Shadoan has sent emails again requesting information on the office space options in Oak Harbor.

ACTION: *Jack Madison to inquire about possible office space opportunities in Harbor Light Landing.*

ACTION: *Judy Indorf to inquire about possible office space opportunities in Marblehead.*

2. Gary Kohli and Judy Indorf toured an office option in the Beacon Office Suite. Mike Shadoan has requested information on the physical layout of an Oak Harbor option. The Beacon office space is ~ \$1/ft² and Oak Harbor office space is ~ \$0.5 - \$0.75/ft². Gary Kohli reported that the Port Clinton Chamber of Commerce is not aware of any space in Port Clinton
3. Gary Kohli confirmed with the Prosecuting Attorney that being a Commissioner on the Park Board does not present a conflict if the Park District decides to rent office space in one of their properties, however, the Commissioner cannot participate in discussions or vote when property they own is involved.
4. Gary Kohli and Mike Shadoan would like to have identification of an office location on our agenda going forward
5. Former MRDD School Building east of Oak Harbor on the river side of State Rout 163; would be charged a fee

6. Building next to Croghan Bank in Oak Harbor
7. Ottawa County Resource Center across from the fairgrounds
8. County Offices on Lake St. in Oak Harbor
9. 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.
10. Work from home with access to the courthouse as needed?

ii. Maintenance

Meeting Minutes January 18, 2022 – No discussion

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

7. Information Items: **Meeting Minutes January 4, 2022** – Mike Shadoan noted that the Ottawa County Community Foundation has a one hour tutorial available on completing their grant application. The link can be found on their website if anyone is interested.

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	Yes
Jack Madison	Yes
Mike Shadoan	Yes
Judy Indorf	Disconnected from Zoom

The motion carries.

Meeting adjourned

Next regular meeting will be **February 1, 2022 at 6:00 PM at Radiant Windows Showroom**

Next working meeting will be **February 15, 2022 at 6:00 PM at Radiant Windows Showroom**

Park District of Ottawa County Action List

Action Owner	Action Description	Action Timeline		Action Status
		Action Created	Suggested Deadline	
Jannah Wilson/Judy Indorf	Jannah Wilson and Judy Indorf to tour the All State Office when Kym Botson contacts Jannah to arrange a time	January 4, 2022	January 18, 2022	Open
Jannah Wilson/Angela LeForce	Jannah Wilson and Angela LeForce to meet with Amy Bowman-Moore with the Erie Metroparks on Tuesday Januar 11, 2022 at 11:00 AM at the Frost Center	January 4, 2022	January 11, 2022	Open
Jannah Wilson	Jannah Wilson to meet with Denny Patthoff at his house to discuss the Friends of Ottawa County Parks	January 4, 2022	January 20, 2022	Open
Jannah Wilson/Judy Indorf	Jannah Wilson and Mike Shadoan or Judy Indorf to meet with Andy Brown from the Park District of Sandusky County on January 20, 2022 at 9:00 AM.	January 4, 2022	January 18, 2022	Open
Jannah Wilson	Jannah Wilson to contact Mayor Tom Bergman to determine when he would like her to attend the Clay Twp. Trustee meeting to discuss modifications to the Genoa/Elmore Trail	January 4, 2022	January 18, 2022	Open
Judy Indorf	Judy Indorf to investigate the property for sale at the corner of Church Rd. and Port Clinton Eastern Rd. in Danbury Twp. to determine if the property may present an opportunity for the Park District	December 21, 2021	January 18, 2021	Open
Jannah Wilson	Jannah Wilson to explore the option of separating our financials from the Ottawa County Auditor system	December 7, 2021	March 31, 2022	Open
Tim Bock/Harper Cromley	Tim Bock/Harper Cromley to prepare a resolution for the Board to pass approving the ODOT TAP grant application	December 7, 2021	December 21, 2021	Open
Harper Cromley	Harper Cromley to request a Letter of support for the Genoa to Millbury multi-use trail project from TMACOG	November 1, 2021	November 16, 2021	Open
Jack Madison	Jack Madison to inquire about possible office space opportunities in Harbor Light Landing	October 19, 2021	November 2, 2021	Open
Judy Indorf	Judy Indorf to inquire about possible office space opportunities in Marblehead	October 19, 2021	November 2, 2021	Open
Mike Shadoan	At the appropriate time, Mike Shadoan to inquire about possible interest in enhancements to a new sidewalk to the grade school	September 21, 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