

Part One

Meeting Minutes for Meeting of the Park District of Ottawa County

Date: 4/5/2022

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. Harper Cromley, Poggemeyer Design Group Present – Y
 - ii. Denny Patthoff, Friends of Ottawa County Parks Present – Y
 - iii. Amy Bowman-Moore, Erie Metroparks Executive Director Present - Y
 - iv. Cliff Baldwin, Catawba Island Twp. Citizen Present - Y
 - v. Ken Bogard, Catawba Island Twp. Citizen Present – Y
 - vi. Tanya Frost, Catawba Island Twp. Citizen Present - Y
 - vii. John Keefe, Catawba Island Twp. Citizen Present – Y
 - viii. Paul Leidorf, Catawba Island Twp. Citizen Present – Y
 - ix. Julian Miles, Greener Miles Rental Present – Y
 - x. Robert Murray, Greener Miles Rental Present - Y
 - xi. Katie Schlagheck, Genoa Citizen Present - Y
 - xii. Steve Voisard, Catawba Island Twp. Citizen Present - Y
 - xiii. Mark Worley, Catawba Island Twp. Citizen Present – Y
 - xiv. Lisa Horman, Ottawa County Citizen Present – via Zoom 7:06 PM to ~7:27 PM

2. Minutes for Approval –

Meeting Minutes for April 5, 2022

Jack Madison moved to approve the March 15, 2022 Meeting Minutes

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

The motion carries.

3. Fiscal Report – **Meeting Minutes for April 5, 2022** – The Fiscal Report is included in the April 5, 2022 meeting Board Packet.

Jannah Wilson noted that she paid the invoice for the survey work that PDG conducted for the Genoa to Millbury portion of the NCIT. The invoice exceeded \$10,000. She noted that the work PDG conducted was included in the contract that the board had previously approved. Considering the survey work was specified in the PDG contract she paid the invoiced without specific approval for payment so that payment would be received by PDG in a timely manner. The invoice was due April 8, 2022. The board agreed that invoices that are pre-approved by the board could be paid without specific approval even if they exceed \$10,000, however if not pre-approved, invoices that exceed \$10,000 must be approved by the board for payment before paying.

Jannah noted that we received our tax distribution for the first half of 2022, amounting to \$723,906.33 with \$13,389.45 in deductions paid to Ottawa County. Net distribution was \$710,516.88.

Mike Shadoan moved to approve the April 5, 2022 Fiscal Report

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

The motion carries.

- a. At our February 15, 2022 meeting, the Board agreed that they would like to see a summary of payments being made at each board meeting. The Board also agreed that keeping our financial management through the Ottawa County Auditor's office rather than separating from the county and using an outside accounting service is desirable at this time.
 - b. 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.
4. Public Comment – [Meeting Minutes April 5, 2022](#) – [A group of Catawba Island Township citizens attended the meeting and voiced the following concerns with the Catawba Islander Trail development:](#)
- o [Ken Bogart thanked the Park District of Ottawa County for changing the proposed trail route off North Haven Lane. Ken also provided the letter included below and reviewed its content with the board.](#)

Parks Board Meeting - April 5, 2022

First, I would like to thank the Park Board for changing the trail proposal off North Haven Lane. I appreciate it and my neighbors appreciate it also.

Second, I would like to point out some inherent problems associated with the new proposal which shows a zig zag path through the Miller Ferry parking lot and ends up on Porter Road.

Any bicycle traffic on Porter Road will meet heavy pedestrian traffic with people going to get their cars from parking lots. Every half hour, the Miller Ferry can unload 300-400 people. There is heavy pedestrian traffic on Croghan Street past the Catawba Inn. Croghan Street has a narrow berm and a deep ditch on its West side South of the Catawba Inn. Also, on Porter Road are two private parking lots and another Miller Ferry parking lot at the corner of Porter Road and State Route 53. Bike traffic on Porter Road will add to the congestion and interruption to the lives of residents on Porter Road. Two residents could have a trail route not only on Porter Road, but adjacent to their property boundary, one boundary is 223 feet, the other is 700 feet.

My alternate trail proposal is this: An easier route from the Catawba Island Nature Preserve would be to go a few feet North and turn East on Sloan Street to the corner of Croghan Street. From there, continue East onto State Route 53 going around the Pebble Beach curve to the beginning of the existing bike path already established on State Route 53 and continue South from there.

Currently, the State Route 53 bike lane does not start at Croghan Street. Since we have heard that the State will repave State Route 53 this Fall, I think that it would be the perfect time to petition the State to start the bike lane at Croghan Street, continue around the Pebble Beach curve and connect it to the existing bike lane which currently starts where Porter Road dead ends on State Route 53. I drew this suggested route and gave it to Mr. Kohli.

Facts and questions that I asked:

Currently Porter Road, Croghan Street, and Sloan Street have no bike lanes. If the Parks Board wants bike lanes on these streets, who pays for widening, lane striping, and signage?

President Kohli answered: The Parks Board pays for it. I said that I read about \$200,000 dollars in grant monies that the Parks Board is currently willing to divide among eligible applicants for projects relating to parks or trails.

My question: Can private individuals apply for a grant? Jannah Wilson answered: No, only Ottawa County political subdivisions, public schools and public libraries can apply for a grant. (See The Beacon dated 4/7/22 for a good explanation.

Signed: Ken Bogard

- John Keefe mentioned that he has had discussions with members of the Elks Lodge who were unaware of the Catawba Islander Trail project. Jack Madison explained that Phase 2 and 3 sections of the trail are in very early stages and efforts are currently focused on the northern Phase 1 portion of the trail. John also suggested we post our meeting minutes and agendas on our website. Jannah responded that she will be getting trained on how to upload documents to the website and we will soon have that feature available. John also noted that he would like to see the Catawba Islander Fact Sheet modified to indicate that the more than 1000 signatures of support for trails in Ottawa County include both residents and visitors. John asked that the updated Fact Sheet replace the current version on the Catawba Trailblazers Facebook page. John asked if we had further considered the option to widen the bike trail along State Route 53. Jannah noted she has contacted ODOT requesting a meeting to discuss a number of topics. Zach Porter, ODOT, indicated he is would like to meet after ODOT's legal team agrees on ODOT's position regarding bike lanes along state routes. Amy Bowman-Moore also indicated that bike lanes along state routes are within ODOT's jurisdiction.
- a. A group of Catawba Island Township citizens attended our March 15, 2022 meeting to voice their concerns with the Catawba Islander Trail development. Below is a summary of their concerns and our discussion:
 - John Keefe again referenced the Active Transportation Plan and its recommendation to build on existing facilities, noting there is an existing bike trail on the berm of State Route 53. He asked if we were collaborating with ODOT. He believes this option should be considered and would benefit more businesses and residents.
 - David Howell thanked the board for providing all of our 2021 meeting minutes to him. He has read all of the minutes. He made a request for our 2020 meeting minutes. David feels that meetings have been held that are not open, noting the meeting for Catawba business owners and the Catawba Township trustee meeting both in December. It was noted that he was invited to the business owner meeting and anyone can attend the township trustee meetings which are always open to the public.
 - Gary Kohli provided the history of the Park District of Ottawa County, from its inception in 1992 to today, noting the board was inactive, not even meeting, until 2017/2018.
 - Mark Worley voiced his concern that his privacy will be impacted by the trail. He would like more opportunities for those opposed to the trail to voice their concerns as a group.
 - Ken Bogard noted the levy that was passed and asked how much money had been spent by the Park District. He noted that it appears the Catawba Advisory meetings are not open.
- b. A group of Catawba Island Township citizens attended our March 1, 2022 meeting to voice their concerns with the Catawba Islander Trail development. Below is a summary of their concerns and our discussion:
 - Ken Bogard introduced the group and indicated the group believes the planning for the trail was well underway before they became aware of it and had the opportunity to voice their concerns and opposition to the trail.
 - Mike Shadoan noted that the Catawba Trail option was not on the Park District of Ottawa County's priority list until a group approached the Park District with a request for the Park District to support the trail effort and become involved. This was relatively recently. Mike noted that typically the way trails evolve is one or two people are talking and come up with an idea and start to discuss the idea with others. He used as an example, his idea to develop a trail in Oak Harbor that connects the schools to each other, continues to a park and to a nature preserve area. He noted that he thought of the idea by himself, wrote it down and it is now on our list of ideas for consideration. Neither the Oak Harbor trail idea, nor the Catawba trail idea were developed with the intent to exclude anyone from the planning or from interjecting their own ideas – both began just as someone's idea and a discussion starter.
 - Many of the group live in the neighborhood near North Haven Rd. on the northern end of Catawba Island Twp. and they do not want additional traffic in their neighborhood, whether bikes, pedestrians or cars.
 - The group believes the existing bike trail on the berm of State Route 53 is adequate and safe.

- John Keefe referenced the Active Transportation Plan and the recommendation within that plan to build on existing facilities for bike infrastructure.
 - Mike Shadoan clarified that existing facilities referred to existing amenities such as parks, trailheads or even other publicly owned land that trails could connect, not necessarily bike lane improvements along roadways.
 - The group requested a map of the proposed trail and requested it be enlarged from the maps they have seen so it is easier to read.
 - Jack Madison agreed to provide them with a map.
 - The group is concerned there will be people on the trail at all hours, trash will be left along the trail and golf carts will use the trail.
 - Jannah Wilson noted that we would have Rules and Regulations, similar to the NCIT and would work with county and local law enforcement to agree how the trail would be monitored and patrolled.
 - David Howell indicated he owns Howell Orchards. He sprays his fruit trees and during and after spraying no one is to be in the area of the trees for several days. He is concerned trail users will leave the trail and go in the vicinity of his trees, particularly after spraying and come in contact with the chemicals.
 - The Park District noted that we could design privacy barriers or even aesthetically pleasing fencing to prevent this.
 - David also noted that he received an email from someone involved in the trail planning, indicating that those involved met with the Ottawa County Commissioners to discuss the trail. He discovered later that was not true. He and his wife are quite upset about this.
 - Jack Madison indicated that he was not initially aware of the email and after becoming aware of it discussed with David that one County Commissioner had been talked to along with two county employees. The discussion topic was the possibility of routing the trail on the Water Treatment Plant property. Judy Indorf also voiced a sincere apology for the email, noting that no one from the Park District board or the Director wrote the email, but we were very sorry he received the email. Mike Shadoan also noted, that while the County Commissioners are interested in understanding our trail plans, they are not responsible for trails and they have indicated that to the Park District. The Park District is responsible for trails.
 - David and the group would like to see the Park District or representative of the Park District meet with interested Catawba Island Twp. Landowners and better understand their support/opposition to the trail.
 - The Park District agreed that getting interested Catawba Island Twp. landowners together is a good idea and plans are developed enough to do so. The board agreed to work to identify a way to facilitate a meeting.
- c. At our March 1, 2022 meeting Quinton Babcock, Mayor of Oak Harbor noted that Oak Harbor plans to develop a Community Development Plan. He requested that the Park District of Ottawa County be involved in its development. He would also like to work with Jannah Wilson to develop the Letter of Support from the Park District of Ottawa County indicating our support of the joint Oak Harbor/Port Clinton grant application to the State of Ohio.
- d. At our February 15, 2022 meeting, Quinton Babcock, Mayor of Oak Harbor, reminded the board that at our December 7, 2021 meeting he reviewed the joint grant application being submitted by the Village of Oak Harbor, the Oak Harbor Development Committee, the City of Port Clinton and the Port Clinton Arts Council to the State of Ohio. As noted in December, they believe a joint application will be more powerful than two separate applications and is intended to be used to grow the Arts culture in Ottawa County. Port Clinton would like to improve their Arts Garage and Oak Harbor would like to develop an amphitheater on the riverfront. Quinton requested the Park District consider sending a Letter of Support for the grant application which would be due March 18, 2022. The board agreed we would send a Letter of Support.
- e. At our February 1, 2022 meeting Julian Miles and Robert Murray from Greener Miles Rental introduced themselves and their company. This spring they plan to have bikes for rental throughout Port Clinton and would like to expand if interest supports expansion.
- f. 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 April 5, 2022:**

- a. Jannah Wilson reported that she will be working with Michelle Ish next week on the Park District's Employee Manual. Jannah requested that any comments anyone has on the manual be sent to Jannah. Michelle will attend our April 19, 2022 meeting to review the manual with us.
- b. Gary noted that he needs to confirm Jannah's insurance coverage with our insurance agent.
- c. Jannah has talked to several of the Political Subdivisions in Ottawa County about applying for a Park District of Ottawa County grant. She plans to talk to more subdivisions before the application deadline.
- d. Jannah reported she updated our bylaws with the comments from our last meeting. She would like the board to approve the bylaws at our April 19, 2022 meeting. An outstanding topic for inclusion in our bylaws is how we will select board officers. Jannah noted that some park districts have an annual organizational meeting in January at which time they select or vote on officers. Amy Bowman-Moore noted that Erie Metroparks vote on their officers at their January meeting.
- e. Jannah presented Resolution 2022-06 for adoption of our Credit Card Policy. She noted that the Compliance Officer which is established in our Credit Card Policy is also included in the revised draft version of our bylaws. Below is the approved Resolution.

**Park District of Ottawa County
Board of Park Commissioners
Resolution 2022-06
Credit Card Policy**

Whereas, the Park District is authorized by Ohio Revised Code 1545.072, board shall adopt a written policy before first holding a credit card account.

Now Therefore Be It Resolved, that

1. The credit card policy will be reviewed and approved by Park District legal counsel prior to acquiring credit card.
2. Upon legal counsel approval the Executive Director may acquire credit card for Park District use.
3. The Park District Compliance Officer will secure credit card and follow reporting process. Until further notice, a board member will be annually selected to serve as the Compliance Officer.
4. This resolution was presented and acted upon at an open/public meeting of this Board held on April 5th, 2022 in conformance with all applicable laws and statutes.

Commissioner Michael Shadoan moved for the adoption of this resolution and Commissioner Angela Leforce offered a second to the motion.

A vote held on the question of this motion resulted in 5 votes in favor of passage and 0 votes opposed, as indicated below:

<u>Judy Indorf via zoom</u> Judy Indorf	<u>yes</u>
<u>Jack Madison</u> Jack Madison	<u>yes</u>
<u>Gary Kohli</u> Gary Kohli	<u>yes</u>
<u>Angela Leforce</u> Angela Leforce	<u>yes</u>
<u>Mike Shadoan</u> Mike Shadoan	<u>yes</u>

Attest: I hereby affirm that this is a true and accurate record of proceedings of this Board at an open/public meeting held in conformance with all applicable laws and statutes on April 5th, 2022.

<u>Jannah Wilson</u> Jannah Wilson, Director/Secretary	<u>4/5/22</u> Date
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- f. Jannah Wilson asked the board if the Park District would like to consider a summer intern for this coming summer. Jannah noted there are a number of items she could delegate to the intern if we are interested. She indicated she thought it could be a paid position. Amy Bowman-Moore noted that Erie Metroparks hires interns as seasonal workers. PERS would need to be paid as part of the intern's compensation. The board agreed they do not want to add additional employees until we have our Personnel Manual completed.

ACTION: *Jannah Wilson to work with Michelle Ish to develop the Park District of Ottawa County Employee Handbook, up to a cost of \$1500 for Michelle's support and with a deadline of June 1, 2022*

- i. At our March 15, 2022 meeting, Jannah reported that:
 1. she has engaged with Michelle Ish to develop our Personnel Handbook. Michelle provided a draft handbook which we can provide comments on. Jannah noted we need to add a Credit Card Policy section and a Volunteer section. Michelle will attend two of our meetings to review the handbook with us as it is being developed. The handbook development schedule includes approval of a final handbook at our June 7, 2022 meeting.
 2. she and Gary Kohli met with Sherriff Levorchick and he and his team are willing to work with us on Rules and Regulations enforcement on our trails. They discussed the allowable content and possible monitoring and enforcement options. Jannah is referencing other Park District Rules and Regulations as she continues to work on our Rules and Regulations.
 3. While working with the county auditor to develop our Credit Card Policy, she has learned that the County Auditor is the Park District of Ottawa County's Treasurer. She noted that we would select a Compliance Officer for appropriate checks and balances with the Executive Director

for our Credit Card Policy. The board agreed the Compliance Officer should be separate from the other officers as opposed to a role within an officer role. Additionally, as she reviewed our bylaws for incorporation of the Credit Card language, she noted that the Executive Director is the Executive Director-Secretary. She suggests we therefore rename the officers: Chairperson, 1st Vice Chairperson and 2nd Vice Chairperson. She also would like to add language defining how we select officers and at what frequency. Jannah will continue to work on bylaw revisions.

- ii. At our February 15, 2022 meeting, Jannah reported that:
 - 1. Jack would like the Friends of Ottawa County Parks to apply for a grant from the Ottawa County Community Fund for a donation for the Catawba Trail project; during this discussion, Quinton noted that a donation to a government entity does not provide the donor a tax benefit, whereas if the donation is made to a 501c3 the donor receives a tax benefit.
 - 2. Jannah Wilson talked to Sherriff Lvorchick. He indicated his department can enforce Ohio Revised Code laws on the trails, but cannot enforce the Park District's rules and regulations if they are not in the Ohio Revised Code

5. Old Business

a. Website

Meeting Minutes for April 5, 2022 – No discussion

b. North Coast Inland Trail/Genoa/Elmore

Meeting Minutes for April 5, 2022 – No discussion

- i. At our February 1, 2022 meeting, Jannah discussed the development of Rules and Regulations for the Elmore/Genoa/Millbury sections of the NCIT. As noted in the Director's report Jannah has requested a meeting with Sherriff Levorchick. We may also want to discuss this with the Ottawa County Commissioners since they were in the lead of the development of the Elmore to Genoa trail
- ii. 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.
- iii. 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.
- iv. 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.
- v. 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.
- vi. 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.

- vii. 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.
 - viii. 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.
 - ix. 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.
 - x. 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 April 5, 2022** – A discussion was held regarding Genoa Mayor Tom Bergman's request to utilize some of the Park District of Ottawa County's agreed \$55,000 contribution for the extension of the NCIT from the back of Genoa's Veteran's Park to 6th St. for survey work prior to Genoa signing a contract with ODNR and receiving the grant funds. A number of board members as well as Amy Bowman-Moore voiced concern whether this would be consistent with the Ohio Recreational Trails Program stipulations which appear to require a signed contract between ODNR and the recipient before any match funds are spent. Jannah will discuss the board's concerns with Mayor Bergman and ensure we have a clear clarification on the grant stipulations.
- ACTION: *Jannah Wilson to discuss the board's concerns with providing a portion of the Park District of Ottawa County's prior to Genoa having a signed contract with ODNR.***
- i. At our March 1, 2022 meeting Tim Bock noted that the Clean Ohio Trails Grant process and the Recreational Trails Grant process application due dates are in April 2022. Ohio NatureWorks Grant process applications are due June 1, 2022.
 - ii. At our February 15, 2022 meeting Harper Cromley noted that she and Tim Bock met via Microsoft Teams with Jannah Wilson and Judy Indorf and reviewed the ownership of the land we plan to use for the Genoa to Millbury section of the NCIT. Harper noted there is a section that the Morrison family owns half of what was previously the Norfolk and Southern railroad. In this section we will be limited to a 50 ft width which is not a problem.
 - iii. The ODOT TAP grant application for the extension of the NCIT from Genoa to Millbury has been submitted. The review committee will meet in April.
 - iv. Harper Cromley and Linda Amos would like to arrange a meeting between Jannah and Lance Dasher, TMACOG staff member tagged to trails.
 - v. Jannah could also make contact with area bike clubs as part of her introduction to the community.
 - vi. 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.

- vii. 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 419-360-3883
- Gary 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.
- viii. 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.
- ix. 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.
- x. 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.
- xi. 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
- xii. 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.

- xiii. 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.
- xiv. 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.
- xv. Harper Cromley reported at our Sept 7, 2021 meeting that the preliminary survey work is complete and the survey will extend into Millbury.
- xvi. 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.
- xvii. Survey work began Monday August 9, 2021. The Board would like the survey work to extend into Millbury at a functional stopping point.
- xviii. 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.

- xix. Linda Amos continues to try to reach Jeff Shaner, ODOT TAP Project Finance Manager to discuss our ODOT TAP grant application with him.

- xx. 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.
 - xxi. 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.
 - xxii. 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 Bieczsad and will be getting up to speed on our projects.
 - xxiii. Poggemeyer Design Group has been selected to hold a two year retainer and support the Park District in projects during that two years.
 - xxiv. 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.
 - xxv. 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.
 - xxvi. 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.
 - xxvii. Linda Amos confirmed the TAP application has been submitted.
 - xxviii. Tom Bergman noted that this project could be separated into two projects if appropriate.
 - xxix. 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.
 - xxx. Gary Kohli requested Angela LeForce be the Park District Board contact to work with Tom Bergman and Linda Amos on progressing this project.
 - xxxi. 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.
 - xxxii. West Erie Realty provided an appraisal for the Genoa to Milbury trail land.
 - xxxiii. 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.
 - xxxiv. 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
- a. **Meeting Minutes for April 5, 2022** - Jannah Wilson reported we are waiting for Sandusky County Park District to provide comments or agreement on the lease agreement for the Magsig Farm. It was noted that any work we do in the parking lot should be approved by ODOT so as not to preclude use of any future ODOT Metroparks Funds or other ODOT funds on future parking lot work. Specific mention was made of utilizing the proper ODOT approved material for the parking lot construction.

ACTION: *PDG, Tim Bock, to inform the Park District when they could begin accessway to the Magsig Farm and what their construction schedule would be, noting that a group of Boy Scouts would like access so they can begin making

*improvements to the area in an attempt to achieve their Eagle Scout badge. The Boy Scouts would like to complete their work by June 2022**

- i. At our March 15, 2022 meeting Jannah Wilson noted she has sent the draft lease agreement for the Magsig Farm to Sandusky County Park District for their review. It was noted that ODOT funds would be used to develop the entranceway and the parking lot would not utilize ODOT funds. It was noted that we do not know if there is a drainage problem the parking lot area and it was asked if the County Engineer could do any survey work to identify any problems.
- ii. At our March 1, 2022 meeting Tim Bock indicated we need to work on the long term lease as the first step to the Magsig Farm project.
- iii. At our February 15, 2022 meeting, Mike Shadoan requested that Poggemeyer tell us when they could begin the construction of the accessway to the Magsig Farm and what their construction schedule would be, noting that a group of Boy Scouts would like access so they can begin making improvements to the area in an attempt to achieve their Eagle Scout badge. The Boy Scouts would like to complete their work by June 2022.
- iv. At our February 1, 2022 meeting, Jannah reported that through her discussion with Andy Brown, Sandusky County Park District Director, the family who previously owned Magsig Farm prefers that the property not be transferred to Ottawa County, so we will likely move forward with a Long Term Lease. The farm will then be managed by the Sandusky County Park District. Additionally, Poggemeyer has broken the Magsig Farm accessway and parking project into two phases. Phase 1 will include the drive to provide access and Phase 2 will include the parking lot.
- v. 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.
- vi. 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.
- vii. 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
- viii. 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.
- ix. 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.
- x. 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.

- xi. 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.
- xii. 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.
- xiii. 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.

- xiv. 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.
- xv. 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.
- xvi. 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.
- xvii. The preferred entrance is likely from S. Schutt Rd.
- xviii. 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 April 5, 2022 – see Public Comment section for Public Comments. After exiting Executive Session at the end of the meeting, the board passed a motion approving Kevin Joyce from Trust for Public Land to move forward with exploring an option on property located on NW Catawba Rd.

Mike Shadoan moved to approve Kevin Joyce from Trust for Public Land to move forward with exploring an option on property located on NW Catawba Rd.

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

The motion carries.

- i. At our March 15, 2022 meeting Tim Bock noted that PDG could do a Feasibility Study for the Catawba Islander Trail if requested. A Feasibility Study typically includes: Potential Routes, and Environmental Review, Geotechnical Review, Right of Way Review and can be quite involved if desired. It was noted we may be able to obtain a Coastal Management Grant for the review. Tim reported that a Limestone Path cost estimate is \$40 - \$50 per foot for an 8 ft wide path. A discussion regarding different materials used on paths was held. PDG will inquire as to what type of material Toledo Metroparks utilizes
- ii. At our February 1, 2022 meeting, Jack Madison reported that he spoke with Mark Stahl, Kelly Fry and Gino Monaco to discuss the trail route near the township water plant. They are open to possible options.
Jannah will lead the Catawba Group in developing a Fact Sheet for the proposed Catawba Islander Multi-use Trail.
Jack would like to hold possibly one board meeting per month in Catawba so that Catawba residents have an opportunity for easy access.
The Sandusky Economic Development Administration may have grants available for trail development through some of the Infrastructure Bill money. FEMA also has money available for constructions of Safe Havens
- iii. 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.
- iv. 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.
- v. 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.
- vi. 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.
- vii. 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.