

**Friends of the Little Miami State Park
General Board Meeting 04-08-2020
Zoom Video Conference
Board Minutes**

Call to Order: Ron Gorley

Board Members Present:

Steve Murphy, Ron Gorley, Dick Feldmann, Rick Forrester, Becky Retzer, Tom McCray, Bruce Cortright

Guests: Don Mills, Melissa Clark(ODNR)

Approval of Minutes from 2/12/2020: Becky Retzer

Becky motion to approve, Dick seconded - all approved.

Treasurer's Report - Dick Feldmann (5 min)

Cash on Hand:	2/29/2020	3/31/2020
Total	\$65,339	\$61,619
<u>Categories</u>		
Unrestricted	48,075	34,358
Restricted	11,451	11,791
Safety		8,244
Memorial bench (install)		1,547
Trail maintenance		2,000
Reserved	2,900	15,471
Pollinator garden program		1,350
CPA Bob Straum		750
Corwin Shelter		13,371
<u>Accounts</u>		
Operating Account	23,027	19,301
Savings Account	42,312	42,318

12/31/2019 Treasurer Narrative: Dick Feldmann

- Financial Statement for January, February and March sent to board by e-mail on April 2nd. February was reissued due to missing transactions found from February during March accounting.

Major Income items

- Ms. Hayes for Memorial bench for Robert Tureen, \$1500

Expenses items

- ✓ RCP Shelter for 20% deposit Corwin Shelter, \$3191
There will be some other small expenses (i.e. concrete, rybar)
- ✓ RJ Thomas for Tureen memorial bench, \$1160
- ✓ Constant Contact 6 Months, \$336

- ❑ Continuing 3 winter portable restrooms for another month, \$360
 - Discussion on getting port-o-lets cleaned more regularly - paint to be removed from port-o-let in Miamiville
- ❑ ESRI ArcGIS On-line license \$100 (Transfer FLMSP GIS map from Great Parks)
- ❑ Village of Spring Valley for Zoning variance for information kiosk, \$200
- ❑ Spring valley information kiosk materials, \$1000

March Board Motions: Becky Retzer

Dick Feldmann

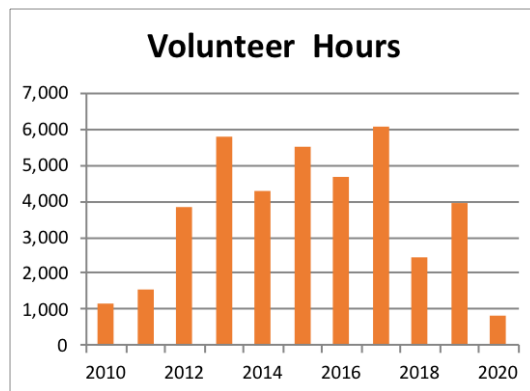
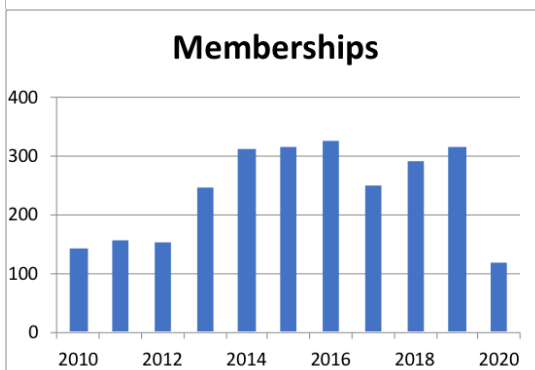
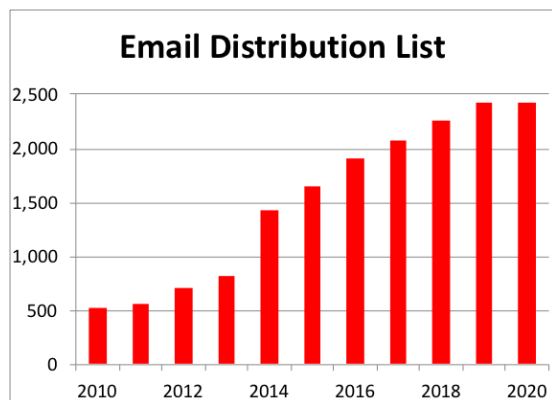
- February 28, Purchase and provide materials for the installation of a 16' by 28' picnic shelter. Shelter is to be installed in the Little Miami State Park over the picnic tables just north of the Corwin restroom building. ODNr has agreed to provide and manage the installation of the shelter. The Village of Corwin, at their October 14, 2019 council meeting has agreed to reimburse \$7,500 of the cost. \$18,605 PASSED
- March 16, Spring Valley Crossing Improvements - set aside 1,000 to use to reimburse the village for their expenses - funds to come from Safety Fund, \$1000 PASSED
- March 16, Volunteer Signs – Purchase 25 magnetic signs from A&A Safety, \$350 PASSED
- March 16, Receive Restricted Donation from Hughes Foundation with stipulation funds are a “Building Fund gift for trail maintenance”. Board approved funds be used for Trail blowing gas & mileage payments, Trail maintenance activities including mileage, Fence Repair, Tree Removal, Trail Maintenance equipment purchases and maintenance, and Honeysuckle/invasive species removal. PASSED
- March 16, Apply Shawnee Tree Service (\$800 - from Jan. 26 motion); A&A Safety (\$360 from Jan. 14 motion) and purchase of a Stihl Chain Saw to the Hughes Foundation Restricted Funds, PASSED
- March 27, Purchase Memorial bench for Robert Tureen to RJ Thomas (Donation from Carol Hayes for \$1500), \$1160 PASSED

Metrics: Steve Murphy (5 min)

	<u>Feb 12</u>	<u>Mar 11</u>	<u>+/-</u>
Email Distribution List:	2,428	2,434	+6
Memberships:	102	122	+20
Same time last year:	66	66	+0
End of year 2019:	294	294	+0

Volunteer Hours:	640	810	+-170
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	<u>Mar 11</u>	<u>April 4</u>	<u>+/-</u>
Facebook “Likes”:	1,393	1,406	+13
Facebook “Followers”	1,481	1,495	+14
Twitter followers:	51		+0



1. Strategic Plan.

1. Safety
2. Condition & Drainage
3. Volunteer Management
4. Amenities/Convenience
5. Beauty

2. ODNR.

- From the desk of Melissa Clark (3/11/2020).
 - We've had the flail mower out on the trail in several segments.
 - Request assistance in the spring clearing berms prior to mowing. A lot of debris down so far this winter.
 - Tree blitzes will take place on the trail starting the 18th at Fosters and March 16th south of Morrow in preparation for the upcoming projects.
 - Foster's slip: The pre-construction meeting was held 3/10/20. The work is scheduled to be completed by Memorial Day. The scope of this project includes re-establishing proper drainage, repairing and/or replacing 5 culverts and headwalls where necessary, and repairing pavement in severely degraded areas. - Still on schedule in a week or so, weather dependent, drainage work, culverts & pavement in worse spots.
 - Please see below for updates on the Fosters south project:
 - Actual start date is tentatively second week of April but is weather dependent
 - There will be no gate and no locks. I requested signage at each end that acknowledged temporary closures in limited areas. Their plan is to do the culverts one at a time start to finish. There are I think 2 that are very deep and will most

likely require being left open overnight. If this is the case, they will block the cut with a piece of equipment on both sides and install caution tape.

- There will be no closures on weekends. Everything must be open and accessible.

Trail will remain open during construction. However, occasional flagging operations may be necessary.

Temporary construction fence will be installed along construction boundaries to protect the park and users.

- Morrow paving: Pre-con meeting will be held 3/17/20. The work is scheduled to be completed by Memorial Day. All \$200,000 was approved and released for this paving contract. Staff will be cutting trees in the paving area next week.
 - (Should begin 28.6 - between 1.5 to 2 miles)
 - **Will ask Janet to post on facebook & website**
- O'Bannon Creek bridge: funds have been released to hire a consultant for assessment and design. 242,000 of RTP grant money has been allocated to the project but will likely need capital \$ to complete it. ODOT has downgraded the condition of the bridge during their latest assessment. This is of high importance because they could close the bridge to all traffic if condition is downgraded anymore.
- Capital budget is currently being worked on.
 - (In process - no updates)
- 2500 Brochures have been ordered but I do not have an ETA. The division waits until they have a large amount to receive the best pricing.
- I have ordered new maps for all the kiosks. They will be laminated and mounted to a PVC type board for durability
 - Becky will pick up from Melissa**
- The flashing stop light at Stubbs Mill heading south is not working
 - Bruce will check it**
- Our Naturalist, Mandy is meeting with Becky Friday to discuss programming on the Little Miami.
- We are receiving an unexpected new vehicle for Little Miami. Our Dodge diesel has about 225,000 miles on it. Its one of the highest mileage vehicles in the divisions fleet and will be replaced soon. This will come out of "other" division funds, not our local park budget.
- We have replaced all the STOP signs that we can until we receive the new shipment from the ODOT order, sometime late spring.
- The bench north of Corwin has been replaced
- The issue with the Verizon fiber optic line that was installed near Lyons and Adams Rd is with our Real Estate and Legal sections to work out a lease agreement.
- **Steve Murphy asked about Mueller High School athletic field - Melissa will check out**
- Staff has cut and trimmed at the intersections as they felt necessary. If there are specific additional trees of concern, please mark with a flag, take a picture and send to Kyle.
- Telecon Melissa Clark, Steve Murphy, Ron Gorley, Dick Feldmann (3/31/2020).

- Melissa and crew are working from home. Melissa just received permission to go to office. - Extended to May 1st - facility closure to May 15th.
- Volunteers can't be taking over work that the ODNR union employees typically do. This includes the grass cutting.
- Project: Adjacent property owners outreach.
 - Morrow ball fields and landscape company improved view and image.
- 20% cut from all Ohio department directors.
 - Morrow paving and foster project are safe, money encumbered.
 - Morrow will start as soon as asphalt plants open.
 - Money is encumbered for O'Bannon creek bridge project just north of Loveland. Hired consultant for preliminary design and cost.
 - Beech street – no action.

Per Bruce it is getting almost impassible - blacktop is crumbling - FLMSF is offering to do a cold patch. Bruce suggested we cut the blacktop and replace the wood and go over it with bags of concrete
Melissa said Kyle will need to check to make sure we are doing what is best. Also could Kyle could get a truck load of asphalt.
- Stop sign at richland Road has been stolen

Dick will see if we have one we can replace - trail sign
- Staff
 - Full time working from home (union)
 - Seasonal are furloughed (non-union)
 - Part time working from home - & hours are being reviewed.
 - No one is in the parks.
 - Randy is essential, part-time for Little Miami
 - Special Events are not allowed until after 5/15
 - Rick asked regarding rototilling the prairie area - and asked if Mandy reserved some wildflower seed. Also discussed other prairie area.

Becky will send seed information to Rick
- Corona Virus
 - Kyle and Melissa will be able to take delivery of Corwin shelter; will be stored at Cowan Lake.

Kyle is talking about ways of keeping it safe - **Dick will get with Kyle**
 - No group projects so won't be able to put up shelter for awhile.
 - Getting camp grounds up will be priority 1, to get revenue flowing.
 - Contract work will still happen and State employees will still manage the contractors.
- From FLMSF.
 - 45.9 replace Beech Run Bridge.
 - There is a concentration of dead trees south of Corwin i.e. 50+ dead trees in about 3/4-mile span.
 - There is a broken signpost in Morrow at Front St. This request was passed on to Kyle.
 - Open Issue: Why the Little Miami Canoe driveway has 2 new STOP signs when at best it should be a YIELD or STOP for them.

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- FLMSP responsibilities/Volunteer Activities:
 - Blow debris
 - Paint “STOP”
 - Paint Mile Markers
 - Clear small down trees
 - Clear berm Clear culverts Clean signs
 - Crack Fill
 - Cold patch pot holes
 - Clear intersection sight lines
 - Clear shrubbery for scenic views
 - Scarify bumps
 - Remove moss
 - Manage Trail Sentinel Program
 - Manage Hotline
 - Maintain horizontal and vertical signage.
 - Root cutting
 - Maintain Constant Contact database
 - Manage internal ResultsPlus donor/membership database
 - Manage Trail Mail
 - Manage Web Site, i.e. flmsp.org
 - Maintain Mission Statement and Strategic Plan
 - Recruit and onboard volunteers
 - Properly acknowledge donors and volunteers
 - Manage the 4 Tool Caches and maintain the equipment therein.
 - Manage relationships with various jurisdictions, i.e. villages, cities, townships, counties
 - Maintain trail counting program
 - Build out and maintain Rest and Information Centers, i.e. kiosks, benches, shelters, bicycle repair stations, bicycle racks, etc.
 - Fulfill our fiduciary responsibilities to our donors and volunteers
 - Maintain FLMSP board of directors
 - Grant Writing
 - Social Media
 - Webmaster
 - Postmaster
 - Events
 - Repair fences
 - Pay for annual honeysuckle spraying
 - Pay for port-o-lets both year-round and seasonal
 - Manage reforestation program

- Maintain pollinator garden(s)
- Make ODNR aware of safety issues
- Kiosk Maintenance
- Install content
- Refill pamphlet brochures
- Repair kiosks
- ODNR liaison
- Volunteer gateway
- Volunteer onboarding
- Operate backhoe

- Questions for FLMSP Board:
 - Are requests for more volunteers warranted?
 - If yes, what will they do?
 - Are segment adopters warranted?
 - Should FLMSP continue to fund raise?
 - If yes, how will money be directed?

- ODNR responsibilities:
 - Respond to serious trail erosion issues, e.g. reroute
 - Capital funding
 - Repair and replace culverts
 - Repaving
 - Maintain active and consistent presence at FLMP Board meetings
 - Law enforcement
 - Right-of-way enforcement
 - Mowing seasonally
 - Create and maintain drainage ditches
 - Re-route Trail when Trail erosion occurs
 - Remove large fallen trees
 - Supply State Park brochures
 - Approve FLMSP activities

- Short-term.
 - Improve railroad crossing at Loveland - worst bump on whole Trail - Dave Kennedy (administrator) is aware.
 - Mark street intersection on Broadway in Loveland - Dave Kennedy (administrator) is aware.
 - Moss. Spray a bleach solution on moss that is on trail in hopes of diminishing its presence - now dormant - will try next summer (Jim Mason). Don Hahn has already

tested glyphosate, vinegar and WetandFoget with no success. I have read that baking soda kills moss but have not tested it.

- Where berm has grown over Trail, ask ODNR or FLMSF to use a wire brush on a Bobcat to push back - have not raised issue. (Melissa/Kyle or Bruce Cortright/Mike Dresch)
- Mark street intersections in Spring Valley at Main and Bellbrook - (Dick Feldmann).
- Fix signpost at Main St., Morrow (Melissa/Kyle)
- Medium-term.
 - Install 3-season drinking fountain at S. Lebanon trailhead - Jerry Haddix (administrator) is aware.
 - Install 3-season drinking fountain at Milford trailhead - Lisa Evans (Council member) is aware.
 - After installing Corwin shelter, improve parking area by adding 20 more spaces south of bathroom - have not raised issue yet with ODNR (Melissa) - am waiting until shelter is completed. (Melissa Clark/Kyle)
 - Upcoming ODNR Projects. There are a couple of upcoming ODOT projects on bridges over the trail that will potentially effect users.
- Long-term.
 - The paving project (Morrow-south) is out for bid. We will have to wait for bids to come in to see how far the \$200k will go.
 - We are actively seeking funding for the Foster's slip. I will continue to provide updates as we solidify plans.

3. **Front Page --- Above the Fold.**

- Annual Meeting. Steve Murphy

When and where? Officer recommendations? Board member recommendations?

Topics? Accomplishments. Plans

Postpone - move into later in the year? Articles of Incorporation state that we have an annual meeting with April or May. As a result of COVID-19 we are moving from the April-May period until later in this year. Discussion as to whether our by-laws need to be updated.

Rick and Becky are willing to go for another term. Can we send out an email for a person who may want to be a member-at-large?

Ron made a motion as a result of the National Emergency with COVID-19 that we schedule our annual membership meeting for the 4th quarter. Dick seconded. Approved.

- Board Membership. Steve Murphy

At our May 5, 2019 Board meeting the following slate of candidates were put forward and approved:

- Steve Murphy, President 2-year term 2021
- Ron Gorley, Vice President 2-year term 2021
- Dick Feldmann, Treasurer 2-year term 2021
- Becky Retzer, Secretary 1-year term 2020
- Bruce Cortright, Member at Large 2-year term 2021
- Rick Forrester, Member at Large 1-year term 2020
- Tom McCray, Member at Large 1-year term 2020

There are 3 Board members up for reelection in 2020 and 4 in 2021.

We can solicit an interim position - (go into trail mail)

- Corona Virus. Board

Does board want to make any policies concerning FLMSF activities/goals?

State put up signs

- Counters. Ron Gorley.

- Shelter-in-place impact at the Loveland counter. March 16 through April 7 up 49% from 2019. Full year 2019 results from Tri-State Trails will be available in the next couple of weeks. Ertel run north of Loveland -
- Motion- Continue to contract the counting program in 2020 with Tri-State Trails for \$2500 (same price as last year).
- Recommendation. Replace the permanent counter in Loveland with one that sends data out remotely. This will save labor (drive time plus about 30 minutes to download the data onto a laptop) and improve data integrity (anomalies can be addressed daily, rather than every two to four weeks when it is currently checked). The Dearborn Trail in Indiana and the Purple People Bridge in Cincinnati use such counters made by Eco Counters. I've asked Tri-State Trails to compare this device with similar competitive models. Price will be around \$2500. Recommendation is that we buy such a device and can have a motion available for next month.
- Examples of data from Eco Counter at the Purple People Bridge. They use an induction loop imbedded into the trail to distinguish between cyclists and pedestrians. I'm not recommending that we purchase that option.

Subscription \$400 per year cost. We would purchase it for Tri-State Trails - they would keep the annual at \$2500 and cover the subscription. Question about whether all newer lighter bikes will be picked up. This is one permanent - remotely transmitted. Batteries last for months. If a data is not received - there would be an alarm.

Ron had a meeting with Tri-State Trials - they will have full 2019 results in next couple of weeks.

Ron motioned that we continue contract. Dick seconded. Approved. Ron is satisfied with reports and what they have done for us. They will give us the data as we have had it historically.

- Volunteer Recruitment and Onboarding. Board
 - For volunteers on the trail what is the official “dress code” so that others using the trail recognize them as volunteers?
 - Dick Feldmann is acquiring 25 more magnetic signs for volunteer cars. Also researching other forms of signage for volunteer and car.
 - “This issue of onboarding new volunteers is becoming increasing difficult but very important to the continued existence of FLMSF.
 1. There is less and less trail maintenance that volunteers need to do. This is due to our several years of bringing the trail condition under control.
 2. Also, ODNR has been applying additional resources to the trail so that volunteers are not needed as much.
 3. Some of us leaders, at least speaking for myself, are having trouble finding time and energy to do trail maintenance. As most of you know, I have to devote a lot of my time to taking care of my wife. Next month I will turn 77 and I just don’t have the energy and strength I had a few years ago.
 4. Finding new leaders is difficult. I have tried repeatedly to recruit volunteers to take on leadership, even simple tasks like leading a work session occasionally. If a willing leader steps forward, I would be very happy to assist them to the extent they want and I can do.

If we have new volunteers interested in trail work, someone should be assigned to work with them to help them find a role that fits for them. If it’s trail maintenance, I would be willing work with that new person a few times to show them what can be done, how to do it, explain what we can and cannot do, introduce them to our tools, etc. I have experienced volunteering with an organization and then having nobody contacted me to do something; it was only after I talked with someone who volunteered with that organization and he explained that all I needed to do was show up for a work session (it was really that simple). The situation described below by Linda should not happen but I am not sure how to prevent it from happening but together we need to try.” Don Hahn

“This is a **VERY** significant -- and seemingly chronic -- "weak point" in our organization -- and I predict it will eventually cost us dearly if we fail to fix it.” George Stockham

Tasking/retasking a volunteer coordinator to focus on this issue.

Software: SignupGenius, MyVolunteerPage.com

We will form a committee, headed by Becky with Dick and Ron to further pursue the volunteer coordinator position, software recommendation and moving forward

Calendar. Board

- May 2020 helmet giveaway. Don Hahn
 - ? Loveland near Nesbit Park, May 16th.
- May 2020 repave 2 miles south of Morrow.
- May 2020 Foster slip culvert replacement.
- Spring 2020-Fall 2021 SR 48 and US 22:

Signage will be installed to alert trail users of the construction activity.

- August 2021 thru December 31, 2022 King Avenue Bridge.
- Spring 2023 for approximately 5 months US 42

The proposed project will require the construction of a protective shed with lighting over the Little Miami Scenic Trail to protect Trail users. The project will also require six short term closures for access to the bridge for demolition, erection of new beams, and protection during deck pouring to protect the Trail users.

Daytime closures during weekdays for demolition. Two closures lasting approximately 1 week each (5 days) and maybe as long as 3 months apart.

Daytime closures during weekdays for erection of bridge beams. Two closures lasting 2 days each and maybe as long as 3 months apart. It may be possible to complete this work at night.

Daytime closures during weekdays for pouring on the concrete bridge deck. Two closures lasting approximately 1 week each (5 days) at separate times

- Economic Evaluation Study on the Little Miami Watershed. Ron Gorley
 - OSU & Little Miami Watershed Network performing study April – November 2020
 - Bill ? and Hope Taft
- Kiosk Content. Becky Retzer
 - Is 4 the number of pamphlet holders we want in our kiosks?
 - What should the content of each of these 4 pamphlet holders be?
 - Do we have adequate supply of pamphlets? If not what \$\$\$ should we approve?
 - Becky and Dick have an adequate supply for the immediate future.
 - Melissa has ordered another batch for Summer delivery.
- Kiosks/Benches. Liz Lamar, Ron Gorley
 - Kiosk/bench “acknowledgement” versus “advertising”.
 - Can the donor consider the entire amount a “donation”. Yes

- Fall/Spring donations being worked
 - Stephanie Vesper from Mary Helms 9/20/19
 - Mary and Peter Effler 12/30/19
 - Robert and Barbara Osher 12/30/19
 - Robert Tureen from Carol Hayes 3/26/20 – Lebanon Turnoff

- Membership Drive. Steve Murphy
When should we do the next “regular” membership drive?

- Funding.
 - Community Based Capital. Ron Gorley
Ron Gorley had a meeting with Phil Miller of ODNR today October 9, 2019. Ron will report on that meeting. FLMSF's two top priorities for community-based capital are fixing the drainage north of Oregonia and the drainage north of Grandin Rd.

 - Grants. Becky Retzer.
 - Grant Station
 - Would anyone who uses our equipment please send me a dream list of tools and equipment that would help our crews maintain the trail. Please include brand name and approximate cost. There are some grants I am looking at that lean towards funding for these items. - Tom - Pruner (for ODNR) \$600
 - Spreadsheet of Grant opportunities. (March 9 e-mail)

 - Pipe Safes. Dick Feldmann, Bruce Cortright
 - In 2019, four Pipe Safes vandalized. Bruce Cortright has repaired the pipe safe at Fosters. Dick Feldmann has asked Kyle to remove three shells at St. Rt 350.
 - Install pipe safe in Spring Valley?
 - Install pipe safe in South Lebanon?

- Trail Safety. Don Mills
 - Re-Paint the “STOP” signage on Trail at intersections with new stencils. June/July 2020.

- Fences. Rich Easterly

- Reforestation. Rick Forrester.
 - I am requesting \$350 dollars to purchase 200 trees plus some potting material (dirt, sand, mulch, etc.) for this year's tree planting. I hope we have a much better spring season than we did last year as we had 75% of our work sessions cancelled due to the wet weather. (3/7/2020) (Tom McCray approved)
Orders through County have been canceled.

- Invasive Control. Jim Mason
- Trail Surface. Don Mills, Don Hahn
 - Open Issue: How to address the cracks from MM 3.3 to MM 6.1. This area should be a candidate for the next re-pave after Morrow.
 - Scarify bumps under Don Hahn's leadership. (Don Hahn)
 - Thanks to Don Hahn we do have a "Bump Grinding Best Practices" document available in our Google Drive.
- Paving. Ron Gorley
 - MM 3.3 to MM 6.1. This area should be a candidate for the next re-pave after Morrow.
 - MM 28.0. South of Morrow paving: Pre-bid meeting took place 11/8, waiting on bids to come in. This is the use of Community Based Capital.

"The project is going to the Controlling Board (CB) on 2/24. I will be the Project Manager (PM) since this is an in-kind replacement of pavement. The request for release is for the entire \$200,000 as we plan on utilizing the entire amount for paving approximately 2 miles starting at the tree line in the southern vicinity of Morrow and moving south. The project will likely commence in early April and is targeted for completion in May. The contractor's schedule will be forthcoming after CB approval and contract execution." Phil Miller

- Corwin Shelter. Tom McCray/Dick Feldmann (15 minutes).

Corwin Shelter Budget

- Original proposed shelter
 - RPC Shelter Inc. Model #: SLF-G1628-04 16' x 24' steel frame gable shelter. 14,655
- Engineering Changes and Other Costs
 - Metal Roofing \$700
 - Foundation templates, HDG anchor bolts, et. al \$600
 - Village of Corwin Zoning Permit \$50
 - Signed Shelter design drawings from RPC Shelters Inc. (10% down - \$1,595.50 paid 11/25/2019)
 - Signed Engineering site drawings from Jones Warner Consulting Gratis
 - Ohio Department of Commerce building permit \$400
 - Installation (ODNR providing equipment and labor)
 - Rental of extra deep auger extensions for 6' deep foundation \$100
 - Rebar for foundation peers \$100
 - Concrete for peers \$1,000
 - Contingent \$1,000
 - Rocks interrupting dig
 - Finish concrete
 - Finish carpentry
 - Other unseen circumstances
- Project Total \$18,605

- Village of Corwin (October 14 Village Council mtg) \$7,500
- Friends of the Little Miami State Park \$11,105

Corwin Shelter Schedule

- Village of Corwin approved support to project
 - Oct 14, 2019
- ODNR LMSP tentative agreement to handle installation
 - Oct 21, 2019
- Corwin Zoning Permit
 - Application and payment submitted Nov 14-25, 2019
 - Permit approved Dec 9, 2019
- Signed shelter plans from RCP
 - Ordered and 10% payment (\$1,595.50) Nov 25- Dec 11, 2019
 - Received Dec 20, 2019
- Status meeting with Corwin Village Council
 - Jan 13, 2020
- OUPS underground utility inspection
 - Jan 17, 2020
- No utility issues
- Site Plans
 - Feb 11, 2020
- Jones Warner Consultants in Franklin
- Building permit from Dept. of Commerce
 - Feb 20, 2020
- Meet with Melissa and Kyle and finalize design and construction
 - Feb 21, 2020
- Receive written confirmation of ODNR/ Melissa's acceptance of donation
 - Feb 26, 2020
- FLMSB board approved Motion to expend the funds for the shelter
 - Mar 4, 2020
- Shelter fabrication by RCP
 - 20% down required (\$3,191.00) March 4, 2020
 - Delivery of foundation bolts March 20, 2020
 - 6 weeks for fabrication
 - 1 week for delivery ~April 20, 2020
- Foundation work on site
 - Stalled by Corona Virus
 - Can be done in parallel with RCP shelter fabrication
 - Department of Commerce foundation inspections
- Construction of shelter on site
 - Stalled by Corona Virus
 - Department of Commerce building inspections
- Occupancy permit from Department of Commerce
- Ribbon Cutting with ODNR, Village of Corwin, etc.
- Morrow Kiosk. Becky Retzer
 - Becky Retzer is working with Carol Whitacre and head of improvement committee.
- Signs: Becky Retzer
- Pollinator: Becky Retzer

Site was treated for weeds last fall. Want to plant this winter, but weather dependent.
Per Melissa seed will be planted --- if there is one. Becky will be working with an Eagle

Scout referral for signage or small kiosk for the area.

- Bridges.
 - Bridge north of Beech Street needs to be replaced.
 - ODNR or FLMSF?
- Culverts/Drainage. Section leads
 - MM 14.0 North of Corwin. Mud washing over trail. Stays wet for weeks.
 - MM 44.0. Bruce Cortright. Failed culvert. ODNR is aware.
 - South of I275 bridge. Culverts that need to be dug out have been marked.
- Trees. Section leads
 - the dead tree concentration south of Corwin. 50+ dead trees in about 3/4 mile span
 - Two Trees South end of trail removed by Shawnee Tree.



- Erosion.
 - ODNR. Fosters re-route: April 2020. Plans are to improve draining, repair/replace culverts, repair pavement as needed.
- Drainage. Tom McCray
- Graffiti.
 - Paint over?
 - Commission “street art” to cover?

4. Events/Outreach

- Counters. Ron Gorley. We have the Counter Reports from TriState Trails.
 - 2016 1,217,677
 - 2017 1,302,600
 - 2018 1,010,056
 - 2019
- Little Miami Conservancy. Becky Retzer has volunteered to “own” and manage this relationship.

5. Trail Safety

- **Intersections Safety.** Don Mills.
 - **Laddering:**
 - There are 49 intersections in our 50 miles.
 - 16 intersections do not warrant markings because of little traffic conflict.
 - 31 intersections have been marked in the last year.
 - 2 intersections will be marked in the near future – **Friday if weather holds.**
 - **Road Signage:** Brought up to standards Fall 2019-Spring 2020
 - **Lines of Sight:**
 - Brought up to standards Fall/Winter 2019.
 - Will require monitoring and maintenance through growing season.
- **Trail Sentinel Program.** Don Hahn
 - Don Hahn reports that there are currently 15 Trail Sentinels who have volunteered.
 - Don has one unclaimed vest. Can order more depending on demand.

6. Trail Condition

- Bruce Cortright. All, wonderful news, Ernst Concrete has asked US Lawns to move out of their building at the cement plant by April. I just talked to Jason and he said we are still good to keep our equipment in the building after US Lawns leaves.
- **Southern Tool Cache.** Bruce Cortright.

- New tool cache location. Annual expense goes from \$960 to \$0.



- **Stabilizations.** ODNR.
 - Trail erosions at I-71 and 4 to 5 places south of Fosters.
- **Bumps, Crack-filling, Trail issue marking.** Don Mills
 - Don Mills and volunteers will be cold patching and crack filing in June/July.

7. Volunteers.

- **Recognition.** Becky Retzeer
 - Ray Jacobson.
 - Fence team founder
 - “No job ever too hard to tackle”
 - Never missed a good cup of coffee or political discussion
 - Corwin Kiosk. Simeon Copple
 - Loveland Kiosk. Steve Murphy
 - Milford Kiosk. Mary Brown
 - South Lebanon Kiosk. Tejas Dinesh

8. Amenities.

- Summary
- **Spring Valley kiosk and port-o-let.** Dick Feldmann
 - Goals
 - A 6-display-case information kiosk
 - A slab and masking enclosure for the portable restroom
 - To be located at Founders Park at the corner of Main St. and LM trail.
 - Spring Valley ACT, owner of Founders Park has approved putting the kiosk and restroom enclosure at Founders Park. They have agreed to chip in on the cost. They will use three of the six display cases.
 - Unable to find a contractor (expensive or busy with tornado repairs).
 - George McGowan has identified a contractor willing to do the concrete work for \$1200.
 - Kiosk and fence around portable restroom to be built by Jim Shively and Dick Feldmann with other volunteers from the Far-North volunteers. Materials \$1000

- Met with George McGowan, i/f Spring Valley ACTS, Lora Staugler, SV Village Council, Dick and Jim Friday March 6th. Laid out plan.
- Called Greene County Building inspector. No building permit required. (too small)
- Called Spring Valley Zoning.
 - Met with Zoning administrator Dennis Painter and walked site. Dennis interprets what we're putting up as a sign. Spring Valley Zoning regs section 701 shows no signs in residential zones. Founders park is in RT4 which is a residential zone, **so he feels obliged to reject our request.**
 - Way forward:
 - Property owners, Spring Valley ACTS will have to take these actions.
 - File request for zoning permit, \$25. Have it be rejected.
 - File request for zoning variance, \$175. It will likely pass.
- **Kiosk Locks.** Becky Retzer
Change locks on all kiosks to combination locks. According to Don Mills only Miamiville and Fosters locks can be changed.
- **Kiosk Takeaways.** Becky Retzer

With 7 information centers and 28 pamphlet holders (including Spring Valley) we will use a minimum of 5,000 Little Miami Tri-folds pamphlets next year. The content is well expressed and useful to our million plus Trail users. 4 pamphlets holders are the maximum number that each kiosk can accommodate and not look too crowded. Using 2 of the holders for Little Miami is justified from a supply/demand point of view.

The Ohio To Erie trifold is not as functional but does inform the Trail user as to the possibilities of bike travel within the State.

The FLMSP volunteer brochure is rarely taken. We do have business cards that tell interested parties how to volunteer.

The Miami Valley Bikeway Map (aka TriState Trails map) is very informative for people biking in SW Ohio and would be very popular with Trail users.

"Park maps/brochures have been ordered, no ETA. The Division waits until they have a large enough print order to get the best pricing. Hopefully early spring."
- **South Lebanon drinking water.** Don Mills has inquired of South Lebanon and Milford whether we can add 3-season drinking fountain.

9. Miscellaneous Projects Needing Capital and/or Labor

- **Benches.** Liz Lamar, Ron Gorley
 - Liz Lamar and Ron Gorley surveyed every existing bench on the trail, complete with location, condition and photograph. First priority is to install benches where none exist. (We have four donors right now). Second priority is to repair or replace existing benches. We'll work on a report for the board after I return to town in a couple of weeks.
- **Port-o-let Enclosures.** Dick Feldmann
 - Below is a picture of Terrace Park's enclosure.



- Our current specifications: 3-sided, no roof, no door, 6' tall, 6" clearance under walls.
 - Locations: Miamiville, Oregonia, Spring Valley.
 - One potential solution: <https://www.homedepot.com/p/Outdoor-Essentials-6-ft-x-6-ft-Pressure-Treated-Cedar-Tone-Moulded-Wood-Fence-Panel-Kit-162523/204146019>
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- **State Route 350 Kiosk**
 - There is currently no funding available.

11. Meeting Schedule.

Jun 10, 2020	Loveland City Hall, 120 W Loveland Ave, Loveland, OH 45140
Jul 8, 2020	Wayne Township Administration Building, 6050 N Clarksville Road, Waynesville, OH 45068
Aug 12, 2020	Loveland City Hall, 120 W Loveland Ave, Loveland, OH 45140
Sep 9, 2020	Wayne Township Administration Building, 6050 N Clarksville Road, Waynesville, OH 45068
Oct 14, 2020	Loveland City Hall, 120 W Loveland Ave, Loveland, OH 45140
Nov 11, 2020	Wayne Township Administration Building, 6050 N Clarksville Road, Waynesville, OH 45068