



Meeting Minutes for Meeting of the Park District of Ottawa County
Meeting Location: Ottawa County Agricultural Building
240 West Lake St.
Oak Harbor, Ohio

Date: 10/4/2022
Time: 6:00 PM

Gary Kohli called the Park District of Ottawa County Meeting to order at 6:11 PM

1. Roll Call

- | | |
|---|-------------|
| a. Gary Kohli – Chairperson | Present - Y |
| b. Mike Shadoan | Present – Y |
| c. Judy Indorf | Present - Y |
| d. Jack Madison | Present - Y |
| e. Betsy Slotnick | Present - Y |
| f. Jannah Wilson, Executive Director | Present – Y |
| g. Others: | |
| i. Linda Amos, Friends of Ottawa County Board Member at Large | |
| ii. Quinton Babcock, Oak Harbor Mayor | |
| iii. Harper Cromley, Poggomeyer Design Group | |
| iv. Denny Patthoff, Friends of Ottawa County, Chairperson | |

2. Minutes for Approval – **Meeting Minutes for October 4, 2022**

Judy Indorf moved to approve the September 20, 2022 Meeting Minutes

Betsy Slotnick seconded the motion.

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

Gary Kohli	Yes
Judy Indorf	Yes
Jack Madison	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries.

3. Fiscal Report – **Meeting Minutes for October 4, 2022** – Jannah Wilson noted that she included the September 2022 Fiscal Report in the board packet for the board members' review. She also included the voucher and invoice for the printer she purchased for the Park District Office and her timesheet summarizing her vacation leave and sick leave taken as of September 29, 2022 along with her comp time used and earned as of September 29, 2022.

Jannah also provided a paper copy and reviewed at a high level, the draft 2023 budget she and Mike Shadoan have begun putting together. The Ottawa County Auditor suggested we add a line item in our budget for each project we undertake to make tracking and managing the project costs easier. Jannah plans to discuss the use of blanket Purchase Orders with the Auditor to better breakdown line items where appropriate.

Jannah reported she will be receiving budget worksheets from the Ottawa County Auditor in October and in November will have a budget hearing with the Ottawa County Commissioners. This hearing is not required, but Jannah believes it will build and maintain good communication lines and alignment between the Park District and the Commissioners.

Jannah also provided a paper copy and reviewed at a high level, the draft 10 Year Strategic Plan she, Mike Shadoan and Judy Indorf have been working on together. The board's discussion resulted in the following items being raised:

- Discuss further and consider increasing the total value of the Parks and Trails Improvement Grants we offer by \$100,000 to enable us to consider funding larger and more strategic investment projects.

Discussion later in the meeting regarding NCIT maintenance raised concerns regarding this. The board will continue to discuss these options.

- It was agreed to add an inflation component to the 10 year plan. Judy Indorf will add an inflation rate into the spreadsheet as a variable that can easily be changed.

Jannah reported that she had further discussions with the Ottawa County Auditor regarding investing a portion of our funds as we await development of plans for projects. The auditor noted we are permitted to pull a portion of our money out of the county financial system and invest it in CDs only. It was agreed we should continue to explore this option and discuss this with a financial advisor who works with public entities. Jannah reported that she learned from the Ottawa County Auditor that the Park District is required to submit a Hinkle Report to the State of Ohio Auditor this year. Quinton Babcock noted that most entities required to submit this report hire the firm Charles E. Harris and Associates to complete the report for them. The report is due in February/March 2023.

ACTION: *Jannah Wilson to determine who other public entities use as a financial advisor.*

4. Public Comment – **Meeting Minutes October 4, 2022** – Quinton Babcock, Oak Harbor Mayor, informed the Park District board of the status of the Oak Harbor Riverwalk project. The village expects to receive the updated cost estimate soon. They are also hoping to extend the riverwalk and to possibly end it in a new park. Once the cost estimate is received funding needs will be better understood. Quinton also reviewed the issues Oak Harbor will be placing on the ballot this upcoming election.

ACTION: *Jannah Wilson to explore possible improvements to the NCIT and signage where it comes out onto Martin Williston Rd.*

a. Executive Director’s Report(s) – **Meeting Minutes for October 4, 2022**

1. See Magsig Farm section for discussion regarding Magsig Farm.
2. Jannah circulated a sign-up sheet for volunteers to help at the Park District booth at the Oak Harbor Apple Festival October 8 and 9, 2022, and the Jack-o-Lantern walk at Meadowbrook Preserve in Danbury Twp. October 27, 2022.
3. Jannah reported that she received a letter from Catawba Island Township, signed by all three trustees and a letter from the Catawba Island Township Park Board, summarizing a resolution approved by all Park Board commissioners, requesting to modify their Parks and Trails Improvement Grant scope. Catawba requests to increase the scope to include improvement of a section of trail leading to an observation deck. Copies of both letters were included in the board packet Jannah sent to the Park District of Ottawa County board members. The board agreed to approve the Catawba Island Twp. Grant Variance by approving Resolution 2022-17, Parks and Trails Improvement Grant Variance – Grant 22-01. Prior to the board’s vote, Jannah read Resolution 2022-17.

Mike Shadoan moved to approve Park District of Ottawa County Resolution 2022-17

Betsy Slotnick seconded the motion.

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

Gary Kohli	Yes
Judy Indorf	Yes
Jack Madison	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries.

4. Jannah Wilson noted that she included a summary of her objectives for the rest of 2022 for the board’s review and comment. No comments provided.
5. See Portage River Water Trail section for discussion regarding the Portage River Water Trail.
6. See the North Coast Inland Trail/Genoa/Elmore section for discussion regarding the NCIT.
7. See the Danbury Twp. section for discussion regarding Danbury Twp.

ACTION: *Jannah Wilson to ask Jason Lewis, ONWR Manager if they have an intern who may be able to work with the ONWR and the Park District to identify funding sources for jointly developing Marinewood.*

5. Old Business

a. Website

Meeting Minutes for October 4, 2022 – No discussion

b. North Coast Inland Trail/Genoa/Elmore

Meeting Minutes for October 4, 2022 – Jannah Wilson reported that she met with Kevin Gladden, Genoa Village Administrator, regarding the NCIT maintenance agreement Genoa has with the Ottawa County Commissioners. They discussed the possibility of a maintenance agreement going forward with the Park District. The board discussed various options for maintaining the NCIT should the NCIT become the responsibility of the Park District. A preferred way forward is still under consideration.

ACTION: **Jannah Wilson to contact Mike Netz to inquire about his interest in volunteering to routinely monitor the NCIT for any needs.**

ACTION: **Jannah Wilson to determine if an ODOT Safety Grant could be used as a funding source for the improvements of the Martin Williston Rd. section of the NCIT.**

c. North Coast Inland Trail/Genoa/Millbury

Meeting Minutes for October 4, 2022 – Jannah Wilson reported that she, Gary Kohli and Judy Indorf have a meeting with ODOT, Rails to Trails, WE Realty, PDG and the Prosecutor's Office scheduled for Thursday October 13, 2022 at the WE offices in Toledo. (On October 11, 2022 this meeting was moved to November 2, 2022.)

ACTION: **Tim Bock/Harper Cromley to explain the difference between the work done to identify reverter clauses and the work that would be done in a title search.**

d. Magsig Farm - **Meeting Minutes for October 4, 2022** – Jannah Wilson reported that she and Andy Brown, Sandusky County Park District Executive Director, talked following the Sandusky County Park District board meeting at the Magsig Farm. The Sandusky County Park District board voted to not pursue transferring the Magsig Farm property to the Park District of Ottawa County at this time. As a result, the Park District of Ottawa County board agreed to suspend further discussions regarding the transfer at this time. Jannah noted that this decision has not affected the Park Districts' relationship, and both would like to continue to work together where appropriate.

Cancelled ACTION: **Jannah Wilson to provide Gary Kohli with the name of the Sandusky County Park District's attorney's name.**

Done ACTION: **Jannah Wilson to work with Andy Brown of Sandusky County Park District to execute the 15 year lease of Magsig Farm by the Park District of Ottawa County from the Sandusky County Park District.**

Cancelled 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**

e. Catawba Islander Trail and Greenway - **Meeting Minutes for October 4, 2022** – Harper Cromley, Poggemeyer Design Group, shared several renderings of key points on the proposed Catawba Islander Trail and Greenway for use in illustrating to the public how these points could be designed. Examples include the transition points from off road to on road sections, ballard points to prevent the trail being used by motorized vehicles, e.g. golf carts, snowmobiles, etc. Jack Madison reported that he has met with several property owners along the trail and discussed options with them. It appears all property owners along the Phase 1 section of the trail are supportive of the current proposed design. Jannah Wilson reported that the public survey regarding the trail is up and running. The QR code has been posted on social media and postcards will be mailed next week to Catawba residents with the QR Code for the survey and also inviting them to the October 26, 2022 meeting. A letter will also be mailed to property owners on or adjacent to the trail and anyone else who has voiced interest next week, which will include a map of Phase 1 options, the Catawba Islander Trail and Greenway Fact Sheet and inviting them to the October 26, 2022 meeting.

ACTION: **Jannah Wilson to determine if data delineating between first and second home could be obtained from either the Ottawa County Auditor's office or the Ottawa County Board of Elections, possibly with the auditor telling us what percent of property tax bills are sent out of the county.**

f. Harder-Thorne Property in Oak Harbor - **Meeting Minutes for October 4, 2022** – No discussion.

g. Friends of Ottawa County Parks (FoOCP)

Meeting Minutes for October 4, 2022 – Dennis Patthoff reported that the Friends of Ottawa County Parks has re-established an active board. Jannah will act in a liaison position between the Park District board and the Friends board. The board and Jannah Wilson met on October 14 and worked on setting up a software system to help manage membership and communications.

h. Portage River Water Trail

Meeting Minutes for October 4, 2022 – Jannah Wilson noted that she included a draft Memorandum of Understanding for the PRWT facilitator role in the board packet for the board members' review. Board members to provide Jannah with any comments. She will revise the MOU accordingly and have it ready for a resolution vote at our October 18, 2022 meeting. Jannah will be attending the Portage River Basin Council meeting in November and would like to be able to have the approved MOU for discussion at that meeting, if possible.

ACTION: **Board members to provide Jannah with comments on the PRWT MOU prior to our October 18, 2022 meeting.**

DONE ACTION: **Jannah Wilson to forward the Memorandum of Agreement to the board members describing*

Cancelled ACTION: **Jannah Wilson to discuss the lead facilitator role of the Portage River Water Trail with Wood and Sandusky County Park Districts.**

Cancelled ACTION: **Jannah Wilson to determine if Amy Arndt would be interested/willing to continue to manage the finances for the Portage River Water Trail.* At this time there are no finances to manage.*

i. Danbury Twp.- **Meeting Minutes for October 4, 2022** – Jannah Wilson noted that our October 18, 2022 meeting will be held at the new Danbury Twp. Fire Station. At that meeting, Jannah would like to indicate that the board plans to conduct a Feasibility Study for the Marblehead Peninsula at that meeting. The board agreed.

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.**

j. Davis Besse Railroad Opportunity - **Meeting Minutes October 4, 2022** – No discussion.

ACTION: **Board members to review the title search documents for the former Davis Besse railroad corridor and be prepared to discuss the title search and next steps at the Park District of Ottawa County August 16, 2022 public meeting**

New Business

a. General Discussion - **Meeting Minutes October 4, 2022** – Mike Shadoan noted that the Ottawa County Active Transportation Plan was developed in 2017/18 and has never been updated. Mike suggested we initiate an annual meeting of the Stakeholders and other interested people to update the plan. The board felt this was a good idea and discussed venue and timing options. No decisions were made.

Mike asked if the Park District's vacation policy allowed unused vacation to be carried over to the following year. Jannah noted that the current policy allows vacation to be carried over for 3 years.

The board noted they would like to continue our discussion regarding the amount of grant money we budget for 2023 at our November 1, 2022 meeting, considering the impact of the NCIT maintenance needs.

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

Meeting Minutes October 4, 2022 – No discussion.

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

c. Charting our path forward

i. Maintenance - **Meeting Minutes October 4, 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.

d. Information Items: **Meeting Minutes October 4, 2022** – No discussion.

ACTION: *Jannah Wilson to contact Quinton Babcock to learn more about a possible source of funding for nuclear communities and inform the board.*

6. Executive Session – **Meeting minutes October 4, 2022** – No Executive Session held.

7. Adjournment:

Mike Shadoan moved the meeting be adjourned at 9:03 PM

Judy Indorf seconded the motion

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

Gary Kohli Yes

Judy Indorf Yes

Jack Madison Yes

Mike Shadoan Yes

Betsy Slotnick Yes

The motion carries

Next working meeting will be October 18, 2022 at 6:00 PM at the Danbury Twp. Fire Station at 7870 East Harbor Rd. Marblehead.

Next regular meeting will be November 1, 2022 at 6:00 PM at the Ottawa National Wildlife Refuge at 14000 West State Route 2, Oak Harbor.

I attest the meeting minutes have been approved by the Board of Park Commissioners in a public format:

Gary Kohli, Board Chairperson

10/18/2022

Jannah Wilson, Executive Director-Secretary

10/18/2022

Park District of Ottawa County Action List

Action Owner	Action Description	Action Timeline		Action Status
Board Members	Board members to provide Jannah with comments on the PRWT MOU prior to our October 18, 2022 meeting	October 4, 2022	October 18, 2022	Open
Jannah Wilson	Jannah Wilson to determine who other public entities use as a financial advisor	September 20, 2022	October 4, 2022	Open
Jannah Wilson	Jannah Wilson to contact Mike Netz to inquire about his interest in volunteering to routinely monitor the NCIT for any needs	September 20, 2022	October 4, 2022	Open
Jannah Wilson	Jannah Wilson to ask Jason Lewis, ONWR Manager if they have an intern who may be able to work with the ONWR and the Park District to identify funding sources for jointly developing Marinewood	September 20, 2022	October 4, 2022	Open
Jannah Wilson	Jannah Wilson to determine if data delineating between first and second home could be obtained from either the Ottawa County Auditor's office or the Ottawa County Board of Elections, possibly with the auditor telling us what percent of property tax bills are sent out of the county	September 6, 2022	September 20, 2022	Open
Jannah Wilson	Jannah Wilson to explore possible improvements to the NCIT and signage where it comes out onto Martin Williston Rd	August 16, 2022	September 20, 2022	Open
Board Members	Board members to review the title search documents for the former Davis Besse railroad corridor and be prepared to discuss the title search and next steps at the Park District of Ottawa County August 16, 2022 public meeting	August 2, 2022	August 16, 2022	Open
Tim Bock Harper Cromley	Tim Bock/Harper Cromley to explain the difference between the work done to identify reverter clauses and the work that would be done in a title search	July 5, 2022	July 19, 2022	Open
Jannah Wilson	Jannah Wilson to determine if an ODOT Safety Grant could be used as a funding source for the improvements of the Martin Williston Rd. section of the NCIT	June 7, 2022	June 21, 2022	Open
Jannah Wilson	Jannah Wilson to contact Quitnon Babcock to learn more about a possible source of funding for nuclear community	June 7, 2022	June 21, 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
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