

**Park District of Ottawa County  
Meeting Minutes  
5/3/2022**

Meeting Location:  
Agricultural Building  
240 W. Lake St.  
Oak Harbor, OH 43449

Meeting was called to order at 6:15pm

1. Roll Call

- a. Gary Kohli Present – Y
- b. Mike Shadoan Present – Y
- c. Jack Madison Present – Y
- d. Judy Indorf Present – N (excused)
- e. Jannah Wilson, Executive Director Present – Y
- f. Others
  - i. Harper Cromley, Poggemeyer Design Group
  - ii. Linda Amos
  - iii. Dave Howell
  - iv. John Keefe
  - v. Caleb Turco
  - vi. Michelle Ish, HR consultant

2. Meeting Minutes 4/19 Approval

- i. Mike Shadoan moved to approve the April fiscal report
  - ii. Jack Madison seconded the motion
- A vote was held to approve the motion with the following outcome:
- iii. Gary Kohli Yes
  - iv. Mike Shadoan Yes
  - v. Jack Madison Yes

3. Old Business

- a. Genoa to Millbury NCIT update – Jannah received notification from ODOT that the Park District did not receive the ODOT TAP grant the District applied for in January 2022.
  - i. Tim Bock would like to set up a meeting ODOT District 2. Would also like to discuss applying for a Clean Ohio Trails program in the future.
  - ii. All 6 applications submitted from Poggemeyer did not get funded.
  - iii. Jannah Wilson stated we may have ranked higher had we owned the property.
  - iv. Linda Amos stated that the Clean Ohio grant may allow us to get reimbursed for the property acquisition. We would be able to apply for that 2 years in a row to get reimbursed.
  - v. Linda Amos suggested to Jannah to ask Jeff Shaner of ODOT for a critique of the application.

- vi. May consider contacting Wood County to find out more about TMACOG funds. May plan to set up meetings with Lance Dasher, Chris Smalley, Tim Brown, and Mark Stahl.
- vii. Gary would like to also attend a meeting if we are able to get all of the agencies together.
- viii. Jannah will begin by setting up a meeting with Chris Smalley, Wood County Park District, to discuss the NCIT.
- b. Magsig Farm update –
  - i. Jannah and Andy Brown of Sandusky County Park District are working on the long-term lease agreement.
  - ii. Need to find out a way to communicate regarding the amount of farm land that will be lost due to the parking lot construction.
- c. Catawba Update –
  - i. Tim/Harper/Linda/Jannah/Jack meeting on May 10<sup>th</sup> at 4:30pm to review the feasibility study scope.
  - ii. The scope will be presented at the May 17<sup>th</sup> meeting – Catawba Township Community Hall. We will present as a powerpoint, need a screen/projector.
- 4. Fiscal Report – motion to approve April report
  - a. A vote was held to approve the April fiscal report with the following outcome:
    - i. Jack Madison moved to approve the April fiscal report
    - ii. Mike Shadoan seconded the motion
    - iii. A vote was held to approve the motion with the following outcome:
      - 1. Gary Kohli Yes
      - 2. Mike Shadoan Yes
      - 3. Jack Madison Yes

6:55pm – Michelle Ish arrived.

7pm - Caleb Turco departed.

- 5. Public Comment –
  - a. David Howell – upon inspection of the Park District meeting minutes Mr. Howell mentioned he found references to the Catawba Island trail project prior to 2021. Mr. Howell pointed out instances when various members of the board and other volunteers had communicated attempts to reach out to community members and business owners in order to discuss a potential trail project.
  - b. John Keefe – Mr. Keefe mentioned we should discuss how to access the trail. The trail should connect people, places and multiple businesses. If the route follows Rt. 53 it will connect more businesses.
    - i. Gary Kohli mentioned we haven't defined where the trail will go.
    - ii. Mike Shadoan mentioned spurs will connect the trails and potential green spaces.

7:13pm – John Keefe, David Howell and Harper Cromley departed.

- 6. New Business – Employee Policy Manual discussion (2<sup>nd</sup> review)



- a. Michelle Ish provided a second review of the employee policy manual with edits from the board and Jannah Wilson. The board reviewed each edit. Michelle will provide a clean copy of the updated manual for approval at the June 7<sup>th</sup> board meeting.
- b. Michelle Ish will also update a volunteer handbook that will be up for approval at the June 7<sup>th</sup> board meeting.
- c. Upon receipt of the updated version of the policy manual, Jannah Wilson will have 4 copies printed. Two copies will be held at the office, Gary Kohli has requested a copy, and Jack Madison has requested a copy.

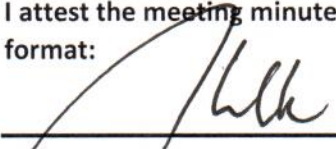
7. Executive Director Report

- a. Upcoming meeting schedule and locations – Portage Township Hall has been scheduled for 6pm on November 15<sup>th</sup>.
- b. Festivals and events
  - i. A vote was held to approve Jannah Wilson to register the Park District for festivals/fairs/events when applications are made available, and if staff/volunteers will be available to cover it.
    1. Mike Shadoan moved to approve
    2. Gary Kohli seconded the motion
      - a. Mike Shadoan YES
      - b. Jack Madison YES
      - c. Gary Kohli YES
- c. Ottawa County Prosecutor James VanEerten has reviewed our Catawba Advisory Council information and has stated the Advisory Council is not considered a public body, but recommends the Park District create an updated resolution with current members. He also stated the Advisory Council should provide the Park District with regular reports to keep on file. Jannah Wilson will develop a resolution for the May 17<sup>th</sup> board meeting in order to update information for the Advisory Council based on the Hon. VanEerten's opinion.
- d. The board reviewed and updated the Catawba Islander Trail letter of intent.
- e. Jannah is working to upload meeting minutes onto the website, but it is a slow process. Linda Amos recommended creating a bullet point document with the meeting minutes relevant to that specific meeting date and upload that signed version upon approval. Mike Shadoan stated he likes the meeting minutes with the prior meeting minute information included, but could have that version emailed with the bullet point version posted on the website. Jannah stated she will work with Judy to develop a new method for the meeting minutes.
- f. The board position application deadline was April 29<sup>th</sup>. The court received 4 applications. The applications are being reviewed.
- g. Gary and Jannah participated in the Tipping Point Program with Purdue University held at the Catawba Island Club. The information was very relevant to the goals of the Park District.
- h. Jannah is waiting to hear back from West Erie Realty related to the title search requested for the Davis-Besse rail line property.

All other agenda items were tabled for the next meeting on May 17<sup>th</sup>, 2022.

The meeting was adjourned at 9:15pm

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

 \_\_\_\_\_ 5/17/22

Gary Kohli, Board Chairperson

5/17/2022

 \_\_\_\_\_ 5/17/22

Jannah Wilson, Executive Director-Secretary

5/17/2022