



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

Date: 6/7/2022  
Time: 6:00 PM

1. Roll Call

- a. Gary Kohli – Chairman Present – Y
- b. Mike Shadoan – Treasurer Present – Y
- c. Judy Indorf Present – Y
- d. Jack Madison Present – Y; arrived 6:12 PM
- e. Jannah Wilson, Executive Director Present - Y
- f. Others:
  - i. Linda Amos, Poggemeyer Design Group Retiree, Volunteer
  - ii. Harper Cromley, Poggemeyer Design Group; departed ~7:15 PM
  - iii. Denny Patthoff, Friends of Ottawa County Parks
  - iv. Kim Speck, Catawba Island Citizen; departed ~7:15 PM
  - v. Kim Speck's daughter, Catawba Island Citizen, departed ~7:15 PM

2. Minutes for Approval –

**Meeting Minutes for June 7, 2022**

Mike Shadoan moved to approve the May 17, 2022 Meeting Minutes

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

The motion carries.

3. Fiscal Report – **Meeting Minutes for June 7, 2022** – Jannah Wilson reported she included a Fiscal Report for May 2022 in the Board Packet sent to the board members via email on June 2, 2022 for the board's review. Jannah reported that the Ottawa County Commissioners have asked the Park District to pay the final invoice from ODOT for the NCIT Genoa to Elmore extension in the amount of \$36,673.71. It isn't clear to the board what work this invoice is payment for or why the Park District should pay it as the extension work occurred before the Park District passed our levy. Jannah will inquire further with the Ottawa County Commissioners.
4. Public Comment – **Meeting Minutes June 7, 2022** – Catawba Island Township citizen Kim Speck attended the June 7, 2022 meeting with her daughter. Kim voiced her concern for the safety of her daughter and nieces and with losing her privacy as her property is adjacent to one potential option for the proposed Catawba Island Trail and Greenway route. The board noted that a route has not yet been chosen and we will be kicking off the development of a Master Plan which will include the development of route options. We will hold public meetings to review the Master Plan and the public will have the opportunity to provide comments on the Master Plan including the route options. The desire of the board is to identify the most desirable route for Catawba.
4. Executive Director's Report(s) – **Meeting Minutes for June 7, 2022**: Jannah Wilson reported that:
- a. She is working on an 18 month Strategic Plan and 2023 budget and will discuss this with the board over the next couple of meetings.

- b. Resolution 2022-10 Public Records Policy is ready for approval by the board. The policy will set the Park District's Records Retention Schedule and Policy. As is the protocol, the policy has been reviewed by the Ottawa County Commissioners and signed by President Mark Coppeler. The Commissioners will now send the policy to the Ohio Archives who will forward it to the Ohio Auditor.

Mike Shadoan moved to approve the Park District of Ottawa County Public Records Policy

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

The motion carries

Below is a copy of Resolution 2022-10 approving the Public Records Policy:

- c. The Park District has received 9 grant applications with the county well represented by the applications. The grant applications will be reviewed on June 14. Jannah has finalized the panel that will review the grant applications and provide a recommendation for grant awards. The panel consists of:

- Amy Bowman-Moore, Executive Director, Erie Metroparks
- Eric Scott, Stewardship Coordinator, Wood County Park District
- Christine Warden, Human Resources Business Manager, Sandusky County Park District
- Michael Socha, Park Manager, Lorain County Metroparks (retired)

Jannah provided the board with a summary of the grant applications and noted she had sent the applications to the board members via email. Jannah also reviewed the Grant Review Scoring Sheet. The board agrees with the evaluation and scoring plan, but does not want to reduce the \$200,000 grant appropriation by \$2000 for each sign to be posted at each project site. The board agreed the Park District would pay for the signs outside of the grant appropriation. The board agreed to review the grant applications and the review committee's award recommendations at a regular meeting rather than a special meeting.

- d. Resolution 2022-11 Personnel Manual is ready for approval by the board. See Employee Manual section for Resolution.
- e. The Volunteer Policy was presented to the board for their review and comments. Some board members and attendees felt the policy contained too much detail and was too long for volunteers to find it practical. It was decided the Volunteer Policy is thorough and an appropriate document in which the board can set our Volunteer policies. The Friends of Ottawa County Parks can create a summary for more practical use by volunteers.

Mike Shadoan moved to approve the Volunteer Policy

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

The motion carries

Below is a copy of the Resolution 2022-12 approving the Volunteer Policy.

- f. Jannah has received the Park District's credit cards. The board needs to name a Compliance Officer who will be responsible for signing the credit cards in and out. The board nominated Jack Madison. Jack was named Compliance Officer with the following motion:

Mike Shadoan moved to name Jack Madison as the Park District of Ottawa County Compliance Officer

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

The motion carries.

- g. Jannah would like to renew her Kayak certification and membership with the American Canoe Association at a total cost of \$70. Jannah indicated she will be able to conduct lessons with this certification and with the Park District supporting and helping to facilitate water trail designations, she and the board believe this certification and membership is appropriate.

Mike Shadoan moved to approve using Park District of Ottawa County funds to pay for Jannah Wilson's membership and certification for kayaking with the American Canoe Association at a cost of \$70.

Jack Madison 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

The motion carries

Resolution 2022-13, below approves the use of Park District of Ottawa County funds to pay for Jannah Wilson's membership and certification for kayaking with the American Canoe Association.

## 5. Old Business

- a. North Coast Inland Trail/Genoa/Elmore

**Meeting Minutes for June 7, 2022** – See Fiscal section for discussion regarding the final ODOT invoice. Jannah Wilson has discussed the improvements to be made on the Martin Williston Rd. portion of the Genoa to Elmore section of the NCIT with the Clay Twp Trustees. Clay Twp. plans to bid the road work out in the Fall of 2022 and to execute the improvements in the Spring 2023. They would like the trail work to be completed first. Since the purpose of the improvements is to increase safety, the board asked if we could apply for an ODOT Safety Grant.

- b. North Coast Inland Trail/Genoa/Millbury

**Meeting Minutes for June 7, 2022** – Jannah Wilson reported that Prosecuting Attorney James Van Earten reviewed and approved as to form, a Memorandum of Understanding to be agreed between the Park District of Ottawa County and Wood County Park District, agreeing that the Park District of Ottawa County will purchase the full Norfolk Southern Railroad corridor from Genoa to Millbury and the Wood County Park District will reimburse the Park District of Ottawa County for their portion of the corridor and associated shared costs. Once signed by both park districts, Jannah will authorize Poggemeyer Design Group to authorize West Erie Realty to negotiate with Norfolk and Southern the sale of the corridor to the Park District of Ottawa County. The below Resolution 2022-14 authorizes Jannah Wilson to sign the Memorandum of Understanding between the Park District of Ottawa County and the Wood County Park District regarding the purchase of the Norfolk Southern Railroad corridor:

Judy Indorf moved to approve Resolution 2022-14 authorizing Executive Director Jannah Wilson to sign the Memorandum of Understanding between the Park District of Ottawa County and the

Wood County Park District regarding the purchase of property for the NCIT – Genoa to Millbury section.

Mike Shadoan 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

The motion carries

Jannah Wilson also reported that she discussed the possibility of obtaining Clean Ohio Funds from the Ohio Department of Natural Resources for the acquisition of the Norfolk Southern Railroad corridor between Genoa and Millbury with D’Juan Hammonds, ODNR Program Manager, Office of Real Estate. Jannah noted to D’Juan that we participated in the ODOT TAP grant application process in 1Q/2Q 2022 for this purchase, and therefore we did not apply for ODNR Clean Ohio Funds by the April 2022 deadline. We were not successful in receiving an ODOT TAP grant. Additionally, the fair market value property appraisal we acquired expires in July 2022. Jannah therefore sent D’Juan a letter requesting a Waiver of Retroactivity to enable the Park District to purchase this land at this time to preclude the need for an updated appraisal and to allow us to apply for a grant for reimbursement of the purchase through the ODNR Clean Ohio Funds 2023 grant process. D’Juan notified Jannah that we were granted a Waiver of Retroactivity which allows the Park District to apply for reimbursement for the purchase price of this land during the 2023 ODNR Clean Ohio Funds grant process. It was noted that we are not guaranteed to receive a grant.

c. Magsig Farm

- i. **Meeting Minutes for June 7, 2022** - Jannah Wilson reported that Prosecuting Attorney James Van Earten reviewed and approved for execution, the 15 year lease agreement to be entered into by the Park District of Ottawa County to lease Magsig Farm from Sandusky County Park District. The board would like to make it clear that if we make improvements to Magsig Farm during the lease term, we will not be reimbursed by Sandusky County Park District. The board would also like Jannah to send the text in the lease agreement regarding insurance to the Park District’s insurance agent for review, comment and agreement. Jannah will work with Andy Brown to execute the lease agreement.

d. Catawba Twp Multi-Purpose Trail

**Meeting Minutes for June 7, 2022** – Jannah Wilson noted that she shared the Catawba Island Advisory Group May 2022 monthly report with the board in the June 7, 2022 Board Packet. Harper Cromley reviewed Poggemeyer Design Group’s cost estimate and scope for the development of the Catawba Islander Trail and Greenway Master Plan with the board. The board approved PDG to begin work on the Master Plan with the below motion. Poggemeyer Design Group will forward a contract for the work.

Jack Madison moved that the board authorize Poggemeyer Design Group to develop a Master Plan for the Catawba Islander Trail and Greenway at a cost of \$38,965

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

The motion carries

e. Friends of Ottawa County Parks (FoOCP)

**Meeting Minutes for June 7, 2022** – Jannah Wilson reported that the Friends of Ottawa County Parks were awarded a Joy Roth Little Tiger grant award from the Ottawa County Community Foundation. Dennis Patthoff will accept the award on behalf of the FOCPs at the award ceremony on June 16, 2022 at the Sutton Center.

Jannah also reported that the Friends of Ottawa County board will meet on Thursday June 9, 2022 at 6:00 PM at the Park Office.

f. Portage River Water Trail

**Meeting Minutes for June 7, 2022** – Jannah Wilson noted that there will be a ceremony designating the Portage River as a water trail this summer. Mike Shadoan has been instrumental in facilitating this designation. Jannah will obtain the date and location of the ceremony and provide this information to the board.

j. Davis Besse Railroad Opportunity

**Meeting Minutes June 7, 2022** – Harper Cromley reported that West Erie Realty estimates a cost of \$3000 to conduct a title search to determine ownership of the former Davis Besse railroad corridor from the Davis Besse nuclear power station boundary to State Route 590. The board authorized Poggemeyer Design Group to authorize West Erie Realty to conduct a title search to determine ownership of the former Davis Besse railroad corridor.

Mike Shadoan moved to authorize Poggemeyer Design Group to authorize West Erie Realty to conduct a title search to determine ownership on the former Davis Besse railroad corridor from the Davis Besse nuclear power station boundary on State Route 2 to State Route 590.

Jack Madison 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

The motion carries

6. New Business

a. Employee Policy Manual

**Meeting Minutes June 7, 2022** – The Personnel Manual is ready for approval by the board and adoption for use.

Mike Shadoan moved to approve the Personnel Manual and adopt it for use.

Gary Kohli 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

The motion carries

Below is the resolution approving the Personnel Manual:

7. Information Items: **Meeting Minutes June 7, 2022** – The board noted there is money available for nuclear power communities. Quinton Babcock is knowledgeable regarding this source of funding. Jannah Wilson will contact Quinton to learn more about this possible source of funding and inform the board.

Jannah Wilson noted that OPRA has a Program Development grant for up to \$2500 and an Administrative grant for \$1500 available for which she would like to apply. The board agreed that Jannah should apply for these grants.

Judy Indorf moved to approve that Jannah Wilson apply for the OPRA Program Development grant and the OPRA Administrative grant.

Jack Madison 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

The motion carries

8. Executive Session: **Meeting Minutes June 7, 2022**

Mike Shadoan moved that the board move into Executive Session at 8:52 PM for the purpose of discussing a board member appointment and property acquisition.

Jack Madison 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

The motion carries

The board exited Executive Session at 9:31 PM.

9. Adjournment:

Judy Indorf moved the meeting be adjourned at 9:44 PM

Jack Madison 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

The motion carries

Next working meeting will be June 17, 2022 at 6:00 PM at the Genoa Village Hall at 509 Main St. Genoa

Next regular meeting will be July 5, 2022 at 6:00 PM at the Ottawa County Agricultural Building at 240 West Lake St. Oak Harbor

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

 6/21/22  
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 Gary Kohli, Board Chairperson 6/21/2022

 6/21/22  
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 Jannah Wilson, Executive Director-Secretary 6/21/2022