

Meeting Minutes for Meeting of the Park District of Ottawa County
Meeting Location: Oak Harbor Municipal Building
146 N. Church St.
Oak Harbor, Ohio

Date: 7/19/2022
Time: 6:00 PM

1. Roll Call – Meeting called to order at 6:09 PM
 - a. Gary Kohli – Chairperson Present – arrived 6:57 PM
 - b. Mike Shadoan Present – Y
 - c. Judy Indorf Present – Y
 - d. Jack Madison Present – Y; Exited 6:45 PM
 - e. Betsy Slotnick Present - Y
 - f. Jannah Wilson, Executive Director Present - Y
 - g. Others:
 - i. Quinton Babcock, Mayor of Oak Harbor
 - ii. Tim Bock, Poggomeyer Design Group; exit 7:34 PM
 - iii. Denny Patthoff, Friends of Ottawa County Parks; arrived 6:09 PM

2. Minutes for Approval –

Meeting Minutes for July 19, 2022

Judy Indorf moved to approve the July 5, 2022 Meeting Minutes

Jack Madison seconded the motion.

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

Gary Kohli	Not present
Judy Indorf	Yes
Jack Madison	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries.

3. Fiscal Report – Meeting Minutes for July 19, 2022 – No discussion. Fiscal Report given at first meeting of the month.

DONE ACTION: *Jannah Wilson to gain an understanding of the cost of maintaining trails through discussions with Genoa and Elmore regarding the costs they incur maintaining this extension and Firelands Rails to Trails, Andy Brown with Sandusky County Park District or others, as needed, regarding their experiences with maintenance costs.*

DONE ACTION: *Jannah Wilson to inquire further with the Ottawa County Commissioners, regarding their request for the Park District to pay the final invoice from ODOT for the NCIT Genoa to Elmore extension in the amount of \$36,673.71.*

4. Executive Director's Report(s) – Meeting Minutes for July 19, 2022:

1. Jannah Wilson reported that she received an email from Mark Montowski requesting that the Park District allow the Catawba Island Township Trustees to change the scope of their trail improvement project in the Cedar Meadow Preserve, for which they received a grant from the Park District, from improving the north/south trail to improving the east/west trail. The Park District had required that projects awarded a grant, were formally endorsed by the grantee through a resolution of the grantee board. It was not clear if the Catawba Island Twp. Trustees had passed new resolution with the proposed change. The Park District tabled this decision until a new resolution from the Catawba Island Twp. Trustees is confirmed.

Betsy Slotnick moved that the Park District of Ottawa County request a new resolution from the Catawba Island Twp. Trustees, supported by a recommendation from the Catawba Island Twp. Park board, requesting that the scope of the Cedar Meadow Preserve trail improvement project be modified from improvements to the north/south trail to improvements to the east/west trail in support of their request to revise their Park District of Ottawa County Parks and Trails Improvement Grant application before the Park District approves the requested revision.

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
Betsy Slotnick	Yes

The motion carries

- Jannah Wilson reported that she has purchased and delivered to Hopfinger Zimmerman Park, 8 bikes for the Bike Safety Day. Al, a Port Clinton Walmart assembly employee, has been extremely helpful and will have an additional 8 assembled and ready for pick up tomorrow. We may need to go to a different Walmart to purchase additional bikes at the same price. It is possible Jannah may need to purchase bikes which are slightly more expensive due to availability, and she requested the board approve this expenditure.

Mike Shadoan moved that Jannah Wilson be approved to spend up to \$500 for items needed for the Bike Safety Day on August 3, 2022, being put on by the Park District of Ottawa County, the Ottawa County Sheriff Dept., Hopfinger Zimmerman Park and the Ottawa County Health Dept.

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	Not present
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries

- Jannah Wilson reported that she applied for an \$800 OPRA Administrative grant on behalf of the Park District with the intention to purchase a camera for use at events and taking pictures for social media.
- Jannah Wilson reported that Shores and Islands, Ohio is offering a new grant opportunity to Ottawa County organizations, businesses and communities. Informational meetings will be held on July 28 and Aug 10, 2022 at the Shores and Islands Ohio Visitor Center on SE Catawba Rd. Port Clinton. Jannah plans to attend one of the meetings.
- See the NCIT Genoa/Elmore section for discussion regarding the final ODOT invoice.
- Jannah Wilson reported that she is evaluating options for an improved platform for hosting video meetings. Currently we use the free Zoom platform which limits us to 45 minutes necessitating us to re-initiate a Zoom meeting after 45 minutes and participants to re-login. She is looking into the cost to upgrade Zoom as well as the cost and capability of Microsoft Teams. She will explore other options also and report back.
- Jannah Wilson reported that she will draft a Donation Policy for the board's review.
- Jannah Wilson reported she is working on our Budget for 2023 and she has a meeting scheduled with the Ottawa County Commissioners in October to review our budget with them. Mike Shadoan indicated he would like to attend with Jannah.

DONE ACTION: *Jannah Wilson to formally request the Park District of Ottawa County provide a bike helmet for each Bike Safety Day attendee.*

5. Old Business

a. Website

Meeting Minutes for July 19, 2022 – No discussion

b. North Coast Inland Trail/Genoa/Elmore

Meeting Minutes for July 19, 2022 – The discussion continued regarding the Ottawa County Commissioners' request that the Park District pay the final ODOT invoice for the construction of the NCIT from Elmore to Genoa, work completed before the Park District was active. Jannah reported that the Villages of Genoa and Elmore conduct the maintenance on the portion of the NCIT currently in Ottawa County. Jannah also provided a summary of the cost estimate provided by the Park District of Sandusky County for maintaining the NCIT in Sandusky County.

Judy Indorf moved that the Park District of Ottawa County offer to pay ¼ of the final ODOT invoice for the Genoa to Elmore portion of the NCIT, or \$12,000, as a gesture of good will, and that this agreement result in further agreements that will reflect a continuation of the agreement that the Villages of Genoa and Elmore conduct the maintenance on the Ottawa County portion of the NCIT.

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	Not present
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries

A discussion was held regarding the security and patrolling of the Genoa/Elmore NCIT, whether the sheriff deputies have bikes and if they ride the trail at some frequency. We will continue to explore the security and patrolling of the NCIT.

ACTION: *Jannah Wilson to discuss with the Ottawa County Commissioners, the Park District's offer to pay ¼ of the final ODOT invoice for the Elmore to Genoa extension of the NCIT along with the continuation of the agreement that the Villages of Genoa and Elmore conduct the maintenance on the Ottawa County portion of the NCIT.*

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 July 19, 2022 – Tim Bock, Poggemeyer Design Group, reported that the title search for the Norfolk Southern former railroad corridor needs to be completed before the second appraisal review can be done. After both the title search and second appraisal review are completed, and a legal description is recorded with Ottawa and Wood Counties, we can make an offer to Norfolk Southern.

ODNR Clean Ohio Trails Fund issues grants of up to \$500,000 that we can apply for to help fund the acquisition of the former railroad corridor.

Jannah is working to determine if the Norfolk Southern Railroad corridor has been Rail Banked with the Surface Transportation Board.

DONE ACTION: *Tim Bock/Harper Cromley to determine if either Ottawa or Wood County has replied regarding the Boundary Survey.*

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 July 19, 2022 – No discussion.

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.**

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 Twp Multi-Purpose Trail

Meeting Minutes for July 19, 2022 – Tim Bock, Poggemeyer Design Group reported that the Catawba Islander Trail and Greenway Master Plan kickoff meeting was held July 12, 2022 at the Park District Office. Tim, Harper Cromley, Jannah Wilson, Jack Madison, Judy Indorf and Linda Amos were in attendance at the office. Lauren Falcone, Poggemeyer Design Group, joined via Microsoft Teams. Tim reported that Lauren has started researching community data and the expected benefits and impacts the trail would have on the community and Harper is working on route surveys and maps. Tim would like to meet again in early August,

f. Harder-Thorne Property in Oak Harbor

1. **Meeting Minutes for July 19, 2022** – No discussion.

ACTION: **Meet with Vicki Rae Harder-Thorne regarding her family's property in Oak Harbor when she is in Ohio in April.**

g. Friends of Ottawa County Parks (FoOCP)

Meeting Minutes for July 19, 2022 – Dennis Patthoff reported that the Friends of Ottawa County Parks purchased Wild Apricot software to manage membership and volunteering. Meetings are being scheduled throughout the county to grow membership.

h. Portage River Water Trail

Meeting Minutes for July 19, 2022 – Jannah Wilson, Mike Shadoan, Gary Kohli, Jack Madison and Judy Indorf attended the ceremony designating the Portage River Water Trail earlier this afternoon. Mike Shadoan was instrumental in achieving this designation. All agreed the designation was a big achievement and exciting for the area and the ceremony was very uplifting.

i. Danbury Twp.

Meeting Minutes for July 19, 2022 – No discussion

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.**

a. Davis Besse Railroad Opportunity

Meeting Minutes July 19, 2022 – Tim Bock, Poggemeyer Design Group reported that Greg Vriezelaar from West Erie Realty is still working on researching the title for the railroad corridor.

ACTION: *PDG/Tim Bock to work with WE Realty to determine who owns the First Energy/Cleveland Illuminating Company railroad corridor parcels from Davis Besse power plant to the main railroad line**

6. New Business

a. General Discussion

Meeting Minutes July 19, 2022 – No discussion.

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

Meeting Minutes July 19, 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 July 19, 2022 – No discussion

d. Information Items: **Meeting Minutes July 19, 2022** – The Bike Safety Day that is being offered by the Park District of Ottawa County, the Ottawa County Sheriff Department, Hopfinger Zimmerman Memorial Park and the Ottawa County Health Department will be held on August 3, 2022 at 9:00 AM at Hopfinger Zimmerman Memorial Park in Oak Harbor.

ACTION: *Jannah Wilson to include her time tracking spreadsheet update as part of the monthly Financial Report at the first meeting of each month.*

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

ACTION: *Jannah Wilson to apply for the OPRA Program Development grant and the OPRA Administrative grant.*

7. Executive Session – Meeting minutes July 19, 2022

Judy Indorf moved that the board move into Executive Session at 8:22 PM for the purpose of discussing property acquisition.

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	Not present
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries

The board exited Executive Session at 8:46 PM and was back on record

8. Adjournment:

Gary Kohli moved the meeting be adjourned at 8:51 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	Not present
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries

Next regular meeting will be August 2, 2022 at 6:00 PM at the Ottawa County Agricultural Building at 240 West Lake St. Oak Harbor.


Next working meeting will be August 16, 2022 at 6:00 PM at the Clay Twp. Hall at 21774 Holts East Rd, Genoa

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



Gary Kohli, Board Chairperson

8/2/2022



Jannah Wilson, Executive Director-Secretary

8/2/2022

Park District of Ottawa County Action List

Action Owner	Action Description	Action Timeline		Action Status
Jannah Wilson	Jannah Wilson to discuss with the Ottawa County Commissioners, the Park District's offer to pay 1/3 of the final ODOT invoice for the Elmore to Genoa extension of the NCT along with the continuation of the agreement that the Villages of Genoa and Elmore conduct the maintenance on the Ottawa County portion of the NCIT	July 19, 2022	August 2, 2022	Open
Jannah Wilson	Jannah Wilson to include her time tracking spreadsheet update as part of the monthly Financial Report at the first meeting of each month.	July 5, 2022	August 2, 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 NCT	June 7, 2022	June 21, 2022	Open
Jannah Wilson	Jannah Wilson to apply for the OPRA Program Development grant and the OPRA Administrative grant	June 7, 2022	June 21, 2022	Open
Jannah Wilson	Jannah Wilson to contact Qultnon Babcock to learn more about a possible source of funding for nuclear community	June 7, 2022	June 21, 2022	Open
Jannah Wilson	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	June 7, 2022	June 21, 2022	Open
Tim Bock Harper Cromley	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	February 15, 2022	March 15, 2022	Open
Tim Bock	PDG/Tim Bock to work with WE Realty to determine who owns the First Energy/Cleveland Illuminating Company railroad corridor parcels from Davis Besse power plant to the main railroad line	March 1, 2022	March 15, 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
?	Meet with Vicki Rae Harder-Thorne regarding her family's property in Oak Harbor when she is in Ohio in April.	March 6, 2021	May 1, 2021	Open