



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

Date: 12/6/2022
 Time: 6:00 PM

Mike Shadoan called the Park District of Ottawa County Meeting to order at 6:06 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. Quinton Babcock, Mayor Village of Genoa; arrived 6:09 PM, departed ~8:50 PM
 - ii. Harper Cromley, Poggemeyer Design Group; departed ~7:00 PM

2. Minutes for Approval – **Meeting Minutes for December 6, 2022**

Judy Indorf reviewed two changes made to the November 16, 2022 minutes based on comments received after being emailed to the board:

- Original November 15, 2022 minutes noted that the Volunteer Policy and the Volunteer Service Agreement were included in the board packet for the board’s review. The amended November 15, 2022 minutes noted that the Volunteer Policy has already been approved by the board and was included in the board packet for reference. The Ottawa National Wildlife Refuge Volunteer Service Agreement was also included for the board’s reference since we need to develop a Park District Volunteer Service Agreement form to use in tandem with the already approved Volunteer Policy.
- Original November 15, 2022 minutes noted the date of the January 17, 2023 meeting as January 7, 2023. This was amended to January 17, 2023.

Jack Madison moved to approve the amended November 16, 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 December 6, 2022** – Jannah Wilson noted the expense and revenue reports for November 2022 were included in the board packet for the board’s review and Jannah reviewed both at a high level.

Mike Shadoan moved to approve the November 2022 Fiscal Reports
 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
Betsy Slotnick	Yes

The motion carries.

Jannah Wilson noted she included a comparison of 2022 and 2023 Health Insurance costs in the board packet, noting the increase. The board thanked Jannah for summarizing the increases. It was requested she add "monthly" and "yearly" to the cost descriptions as appropriate.

Jannah also noted she included the Service Agreement she signed with GEOACE as approved by the board at our November 15, 2022 meeting for the development of land cover maps over time at a cost of \$2690. Jannah noted GEOACE will develop two map series, one for Ottawa County and one more local to include Catawba, Port Clinton and Marblehead. The map series will show an historic, current and future view of land coverage with likely a 25 year look into the past and 25 year forecast into the future.

Jannah noted she included the Inventory Policy she developed following our discussion at our November 15, 2022 meeting. She also included Resolution 2022-19 for the board's approval to adopt the Inventory Policy. It was noted the Ohio Revised Code Section number was incorrect and should be changed from Ohio Revised Code Section 1215.13 to 125.13.

Jack Madison moved to approve the approve Resolution 2022-19 Inventory Policy
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.

A copy of the resolution can be accessed in the resolution archive.

Jannah noted she included her timesheet for November 6, 2022 through November 19, 2022 as well as a summary of sick time and vacation time used as of December 2, 2022 for the board's review.

Jannah noted the budget for 2023 she and Mike Shadoan developed is included in the board packet for the board's review. Jannah made the changes agreed at our November 16, 2022 meeting and those changes are in red font. Also included in the board packet are the 2023 Appropriation Worksheets that will be submitted to the Ottawa County Auditor. Jannah requested the board's approval of Resolution 2022-20 Appropriations

Mike Shadoan moved to approve the approve Resolution 2022-20-Appropriations
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.

A copy of the resolution can be accessed in the resolution archive.

Jannah Wilson noted the board packet includes a proposal from Julian & Grube, Inc. to complete the Hinkle Report which is required to be submitted to the State of Ohio Auditor by February/March 2023. She noted we can agree to a one year agreement at a cost of \$1500, a two year agreement at a cost of \$1400/yr or a three year agreement at a cost of \$1300/yr. The board agreed to the three year agreement.

Mike Shadoan moved the Park District enter into an agreement with Julian & Grube, Inc. accepting their proposal to complete the Park District of Ottawa County's Hinkle Report for the next three years.

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
Betsy Slotnick	Yes

The motion carries.

Jannah Wilson reported that Tom Bergman, Village of Genoa Mayor, contacted her to report that the village has encountered delays in the project to extend the NCIT from the back of Veteran’s Memorial Park to the intersection of 6th St. and Washington St. As a result, Mayor Bergman requested that the cost share of up to \$55,000 the Park District of Ottawa County agreed to provide the Village of Genoa be paid in 2023 rather than 2022 as originally agreed. The board agreed to provide the payment in 2023 rather than 2022.

Judy Indorf moved to approve Resolution 2022-21 Recreational Trails Grant Cost Share Variance to provide payment of up to \$55,000 to the Village of Genoa as the cost share portion of the project to extend the NCIT from the back of Veteran’s Memorial Park to the intersection of 6th St. and Washington St. in 2023 rather than 2022.

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.

A copy of the resolution can be accessed in the resolution archive

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

- Public Comment - **Meeting Minutes December 6, 2022** – Quinton Babcock, Village of Oak Harbor Mayor provided an update on the Oak Harbor Riverfront project, noting the project looks to be realistic for next year and it is on Poggemeyer Design Group’s schedule. Quinton also noted that Oak Harbor is working with Reveille, an urban planning organization and are including a parks plan, and in particular, integrating the park plan with the Riverfront plans. Quinton also requested a variance for the grant the Village of Oak Harbor received for the Portage River “Riverwalk” to enable the village to pay the 2022 invoices.

Mike Shadoan moved to approve a variance to the Village of Oak Harbor Portage River “Riverwalk” grant to enable the village to pay the 2022 invoices.

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
Betsy Slotnick	Yes

The motion carries

DONE ACTION: *Jannah Wilson to send Ken Bogard an electronic copy of our fiscal report.*

- Executive Director’s Report(s) – **Meeting Minutes for December 6, 2022**
 - See the Catawba Islander Trail and Greenway section for related discussion.
 - Jannah led a discussion regarding our Parks and Trails Improvement Grant process. She plans to ask local public leaders to participate on the review committee. She is also concerned with having too many accrual grants in process at one time. The board agreed to limit the number of accrual grants to a manageable level. It was also noted that we should ensure trails in general and specifically the NCIT has appropriate signage for pertinent information such as maintenance contacts, emergency contacts, etc. Appropriate signage should be included in grant projects. A discussion regarding signage and ownership of the NCIT trail was held resulting in agreement that Jannah should continue to work with the Ottawa County Commissioners to determine the

appropriate relationship both groups should have with the NCIT, e.g. maintenance responsibility, ownership, management, etc.

3. See Danbury Twp. section for related discussion.

ACTION: **Jannah Wilson to ask the county if we can join the county GIS System.**

ACTION: **Board members to review the draft Volunteer Policy and Volunteer Service Agreement and provide comments before the December 6, 2022 meeting.**

ACTION: **Jannah Wilson to ask the Ottawa County Prosecuting Attorney if the Park District can fund anything, such as volunteer t-shirts, for the Friends group.**

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.**

a. Old Business

a. Website

Meeting Minutes for December 6, 2022 – No discussion

b. North Coast Inland Trail/Genoa/Elmore

Meeting Minutes for December 6, 2022 – No discussion

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 December 6, 2022 – Harper Cromley, PDG, noted that one of their employees has experience in title searches and PDG suggests that we approve this employee to support the title search effort. Jannah and the board disagreed with this as we already have WE Realty leading this effort and their subcontractor has already done a significant amount of work. We do not want duplication of effort. Jannah provided an update on WE's title search work. Jannah and the board asked Harper/PDG to determine when WE will be finished with the title search. Jannah and the board noted that we need a map with all of the title information found to date placed on the map at the corresponding location. It was requested that Harper/PDG create this. Jannah and the board also noted that we will need a Title Insurance Policy from the title company that provides the title report.

d. Magsig Farm - **Meeting Minutes for December 6, 2022** – No discussion.

e. Catawba Islander Trail and Greenway - **Meeting Minutes for December 6, 2022** – Harper Cromley, PDG, noted that Lauren Falcone has almost finished her portion of the Catawba Islander Trail and Greenway Master Plan and Tim Bock and Harper are working on the engineering portion.

ACTION: **Jannah Wilson and Jack Madison to meet with the Catawba Island Twp. Trustees, Fire Dept., EMS and Police before the Catawba Islander Trail and Greenway Master Plan is finalized and published.**

f. Harder-Thorne Property in Oak Harbor - **Meeting Minutes for December 6, 2022** – No discussion.

g. Friends of Ottawa County Parks (FoOCP) - **Minutes for December 6, 2022** – No discussion.

h. Portage River Water Trail - **Meeting Minutes for December 6, 2022** – No discussion.

i. Danbury Twp.- **Meeting Minutes for December 6, 2022** – Jannah Wilson reported that she attended the Marblehead Village Council meeting and talked to the council about the Park District's plans to conduct a Marblehead Peninsula Multi-use Trail Feasibility Study. Jannah also attended the Marblehead Heritage Ohio Group meeting. The Marblehead Heritage Ohio Group is discussing ways to revitalize the downtown. Included in the revitalization is a desire to improve pedestrian walkways, trails, etc. infrastructure. Given the fit with the Park District's intention to kickoff a Marblehead Peninsula Multi-use Trail Feasibility Study, Jannah volunteered that she and Judy Indorf will tag team participation on the Marblehead Heritage Ohio Group Design Committee.

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 December 6, 2022** – No discussion.

b. New Business

- a. General Discussion - **Meeting Minutes December 6, 2022** – No discussion
- b. Property/Road/Sidewalk/Trail Opportunities in the Oak Harbor area: **Meeting Minutes December 6, 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 December 6, 2022** – No discussion
- d. Information Items: **Meeting Minutes December 6, 2022** – No discussion.
 - c. Executive Session – **Meeting minutes December 6, 2022**

Mike Shadoan moved that the board move into Executive Session at 9:04 PM for the purpose of discussing 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
Betsy Slotnick	Yes

The motion carries

Mike Shadoan moved that the board exit Executive Session at 9:30 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
Betsy Slotnick	Yes

The motion carries

- d. Adjournment:

Judy Indorf moved the meeting be adjourned at 9:33 PM

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

Next working meeting will be December 20, 2022 at 6:00 PM at the Catawba Island Twp Community Hall at 3307 NW Catawba Rd., Port Clinton.

Next regular meeting will be January 3, 2022 at 6:00 PM at the Ottawa County Agriculture Extension, 240 West Lake St. Oak Harbor.

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

Michael J. Shadoan sitting for Mr. Kohli as Chairperson 12/20/22

Gary Kohli, Board Chairperson

12/20/2022

Jannah Wilson

12/20/22

Jannah Wilson, Executive Director-Secretary

12/20/2022