

Meeting Minutes for Meeting of the Park District of Ottawa County  
Meeting Location: Portage Twp. Hall  
2501 E. State Rd.  
Port Clinton, Ohio

Date: 11/15/2022  
Time: 6:00 PM

Mike Shadoan called the Park District of Ottawa County Meeting to order at 6:01 PM

1. Roll Call

- a. Gary Kohli – Chairperson Absent
- b. Mike Shadoan Present – Y
- c. Judy Indorf Present - Y
- d. Jack Madison Present - Y
- e. Betsy Slotnick Present – Y; arrived 6:26 PM
- f. Jannah Wilson, Executive Director Present – Y
- g. Others:
  - i. Ken Bogard, Catawba Island Twp. Citizen; departed 7:00 PM
  - ii. David Howell, Catawba Island Twp. Citizen; departed 7:00 PM
  - iii. John Keefe, Catawba Island Twp. Citizen; departed 7:00 PM

2. Minutes for Approval – **Meeting Minutes for November 15, 2022**

Judy Indorf moved to approve the November 1, 2022 Meeting Minutes

Jack Madison seconded the motion.

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

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

The motion carries.

3. Fiscal Report – **Meeting Minutes for November 15, 2022** – No discussion. Fiscal Report given at first meeting of the month.

**DONE ACTION: \*Board members to provide any comments on the proposed 2023 budget to Jannah prior to November 15, 2022\***

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

4. Public Comment - **Meeting Minutes November 15, 2022** – Several Catawba Island Twp. citizens attended the meeting.

- Ken Bogard, Catawba Island Twp. citizen, asked if the Park District invites the trustees to our meeting when the meeting is held in their township. Jannah Wilson replied that all of our meetings are open to all members of the public and we go through the trustees to schedule and reserve their venue for our meeting, so they are aware of our meeting and know that they can attend. Board members also noted that Jannah has attended a trustee meeting in most if not all of the townships in the county to introduce herself and the work the Park District is doing. Ken and the other attendees noted that it is important that the township trustees are aware of what the Park District can offer. Jannah and the board agreed and noted that through attendance at their meeting and information sent to them regarding our grants we believe they are aware but will consider other means of ensuring this in the future. Ken also noted that the Village of Genoa and Put-in-Bay Twp. both had levies on the November ballot. Ken asked why they had levies on the ballot when we exist. Jack Madison noted that Put-in-Bay is purchasing land on the island for preservation and Jannah noted that Genoa's levy was a renewal. She noted that Genoa has quite a few sports facilities, e.g. baseball diamonds, soccer fields, a quarry pond for swimming, etc. that they use their funds for. The Park District does not support these activities or facilities. Ken asked if we have received a bill from Poggemeyer Design Group yet. We noted that we have a contract with them for the Catawba work and we will pay them through the contract. He noted he has never heard us give a fiscal

report. Jannah replied that she provides a fiscal report at the first meeting of every month and the board packet for that meeting includes the fiscal report from the Ottawa County Auditor financial system. Jannah agreed to send Ken an electronic copy of the November 1, 2022 board packet which will include the fiscal report. She described the fiscal report at a very high level.

- John Keefe, Catawba Island Twp. citizen noted we had mentioned at a previous meeting that we were going to meet with ODOT regarding State Route 53 south of Catawba in regard to the ODOT project to construct two roundabouts. Jack Madison and Jannah explained how we work with ODOT and noted we meet with them quarterly. Jack noted that although we met with ODOT quite a while ago about 53 south of Catawba, the project to install the roundabouts was too far along to include a bike lane and also noted that in many areas there is limited right of way available. John Keefe noted that he believes a bike path along State Route 53 is the best option for the bike trail. It was noted that there are 3 options being considered for Phase 1 of the Catawba Islander Trail and portions of the trail will likely be along 53. It was also noted that the Park District is striving to make the trail an asset for more than just bike riding. It is intended for walkers, joggers, families with strollers and not solely for experienced cyclists. Having the trail in green space as much as possible will provide a much nicer experience and additionally will help to preserve green space in Catawba Island Twp.
- Ken Bogard raised a trail option to connect Catawba Point with Heigel Park and the Catawba State Park. It was noted that such a trail would require going through the Catawba Cliffs or other subdivisions. The current options for Phase 1 of the Catawba Islander Trail seems to have the most support.
- David Howell, Catawba Island Twp. citizen noted that he grew up in Portage Twp and lived in Portage Twp. for much of his life while working at U.S. Gypsum until he retired and began farming and moved to Catawba Island Twp. He noted that Portage Twp. does not have any parks in the township, which he considers disappointing. David thanked the Park District for hosting the Catawba Islander Trail Open House. He believes a lot of good questions were raised and handled well. He noted he would like to attend the Catawba Advisory Group meetings, but feels uncomfortable attending a meeting at a local business establishment for several reasons. He asked why the meetings couldn't be held at a neutral location such as the Community Hall. He believes he may find attending the Catawba Advisory Group meeting more useful as that is where more time is spent discussing Catawba. He noted he hasn't attended a meeting all summer as he wanted to wait until Poggemeyer had completed some of their work. He has gained a good understanding of the Ohio Sunshine Law and believes we do a good job adhering to the law.
- Ken Bogard asked what the relationship between the Friends of Ottawa County Parks and the Park District is. Jannah explained the Friends is a 501c3 organization and the Park District is a political subdivision. She noted the Friends of Ottawa County Parks has just restructured their board and is in the process of becoming more active. David Howell noted he is a member of the Friends of the Ottawa National Wildlife Refuge and does mowing for them with his equipment, noting he understands the relationship between the two organizations.

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

5. Executive Director's Report(s) – Meeting Minutes for November 15, 2022

1. Jannah Wilson presented an amendment to the Poggemeyer Design Group contract for the Catawba Islander Trail and Greenway Master Plan noting an increase of \$1700 for the post card mailing which was done.

Jack Madison moved to approve the \$1700 amendment to the Poggemeyer Design Group Catawba Islander Trail and Greenway contract to cover the cost of the postcard mailing, bringing the total cost of the contract to \$42,665.

Betsy Slotnick seconded the motion.

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

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

The motion carries.

2. See the Portage River Water Trail section for discussion regarding the Portage River Water Trail.
3. Jannah Wilson reviewed the meeting schedule for 2023. She noted the January 17, 2023 meeting will be in the Port Clinton City Hall. Jannah also noted that our first meeting in July falls on July 4 and additionally

she has a conflict with our August 1 meeting. The board agreed to skip both meetings and if needed we will schedule a special meeting. It was suggested that when the time approaches, we make it prominent on the website that two of our normally scheduled meetings are cancelled. Jannah noted that Betsy has worked with several organizations that use their first meeting in January to set up their organization, either voting for new officers or rotating the officer positions. It was noted that our bylaws identify our officers as: Chairperson, 1<sup>st</sup> Vice Chairperson, 2<sup>nd</sup> Vice Chairperson and Compliance Officer. It was suggested that our meeting agendas include our schedule for discussing specific topics, e.g. our grant process steps within our agendas. It was agreed our grant process steps should be in our calendar. Jannah noted she is considering asking members of Ottawa County organizations to participate on the grant review team, e.g. someone from Regional Planning, US Fish and Wildlife, Hopfinger-Zimmerman Park, the Health Dept., etc.

4. See North Coast Inland Trail/Genoa/Millbury section for discussion regarding the NCIT Genoa to Millbury discussion.
5. Jannah Wilson asked if there were any comments on the draft Inventory Policy and Inventory Log Sheet included in the board packet. It was noted that Erie Metroparks is referenced in one spot. It was suggested the Inventory Number include "Item Category/Month/Year of Purchase". It was suggested we include items with a value greater than \$250 and those at our discretion. It was also suggested we note the most recent maintenance date for equipment. Jannah will present a resolution for board approval to adopt the Inventory Policy at our next meeting.
6. Jannah Wilson noted that the Park District's Volunteer Code of Conduct (already approved and a part of the Park District Employee Policy Manual) was included in the board packet for the board to recall its content. Jannah also included the Ottawa National Wildlife Refuge Volunteer Service Agreement for the board's reference since we need to develop a Park District Volunteer Service Agreement form to use in tandem with the Volunteer Policy.
7. The signs for the grant projects are expected to be received tomorrow, Wednesday November 16, 2022. Jannah plans to present each grant recipient's sign to them at one of their organization's meetings.
8. Jannah Wilson reported that Quintin Smith suggested to her, Jack Madison and Heidi Cline that we develop 10 year "green space maps" to illustrate the loss of green space over a ten year period and if possible project green space to 10 years in the future. Jannah contacted GeoAce and discussed their capability. The representative suggested that we include Catawba, Marblehead and Put-in-Bay to make it more illustrative. The cost estimate for this is \$1775. Data comes from the NLCD (National Land Cover Database) and the future is modeled using Clark Labs 2050 modeling capability.

Jack Madison moved to approve up to \$3000 for GeoAce to develop a past, present future map of greenspace for Ottawa County, to be delivered by January 15, 2023.

Betsy Slotnick seconded the motion.

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

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

The motion carries

Jannah Wilson commented that she will ask the county if we can join the county GIS group which would also provide additional useful information.

9. See the Catawba Islander Trail and Greenway section for discussion regarding the Catawba Islander Trail and Greenway.
10. Jannah Wilson reviewed at a high level the 2023 budget. It was suggested that
  - A Davis Besse project be added to the budget
  - Line Items: Title Search, Appraisal Fee and Property Survey all be doubled
  - Park and Trails Improvement Grant line item be \$200,00
  - Strategic Fund line item be \$100,000

Jannah Wilson and Mike Shadoan will review the budget with the Ottawa County Commissioners

11. Jannah Wilson reported that she will have several versions of our 2023 Grant Process for the board to consider at our next meeting, including the scoring rubric and the possible grant review panel.

**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 November 15, 2022 – No discussion

b. North Coast Inland Trail/Genoa/Elmore

Meeting Minutes for November 15, 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 November 15, 2022 – Jannah reviewed the meeting with ODOT, WE and PDG at the WE office.

**CLOSED 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 November 15, 2022 – No discussion.

e. Catawba Islander Trail and Greenway - Meeting Minutes for November 15, 2022 – See Public Comments section for additional comments regarding the Catawba Islander Trail and Greenway. Jannah Wilson provided a copy of the questions that Lauren Falcone, PDG, summarized from the Catawba Islander Trail and Greenway Open House. Jannah would like any comments the board members have. It was noted that Jannah Wilson and Jack Madison should 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.

**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.\*

**DONE ACTION:** Jannah Wilson to send the Fact Sheet being developed by Lauren Falcone at PDG, to the board for their review and comment.

**Cancelled 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 November 15, 2022 – No discussion.

g. Friends of Ottawa County Parks (FoOCP)

Meeting Minutes for November 15, 2022 – No discussion.

h. Portage River Water Trail - Meeting Minutes for November 15, 2022 – Jannah Wilson noted that two changes were made by the Portage River Water Trail partners during their review of the MOU naming the Park District of Ottawa County as the facilitator of the Portage River Water Trail and since Jannah included the draft MOU in our November 1, 2022 board packet. The two changes are:

1. An Annual Report will be required by the partners only if they have made improvements during the past year or if there has been a problem.
2. The Annual Meeting will be held the same day as the Workshop.

Jannah presented Resolution 2022-18 to approve the Portage River Water Trail Park District and Partners Memorandum of Understanding, naming the Park District of Ottawa County as the facilitator of the Portage River Water Trail. She noted that the MOU has been reviewed and approved by the Ottawa County Prosecuting Attorney.

Betsy Slotnick moved to approve Resolution 2022-18 Portage River Water Trail Park District and Partners Memorandum of Understanding.

Jack Madison seconded the motion.

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

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

The motion carries.

The resolution can be accessed in the resolution archive.

- i. Danbury Twp.- **Meeting Minutes for November 15, 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.\***

- j. Davis Besse Railroad Opportunity - **Meeting Minutes November 15, 2022 – No discussion.**

**Cancelled 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\***

**b. New Business**

- a. General Discussion - **Meeting Minutes November 15, 2022 – No discussion**

- b. Property/Road/Sidewalk/Trail Opportunities in the Oak Harbor area  
**Meeting Minutes November 15, 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.\***

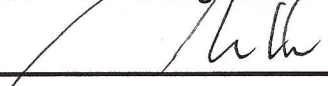
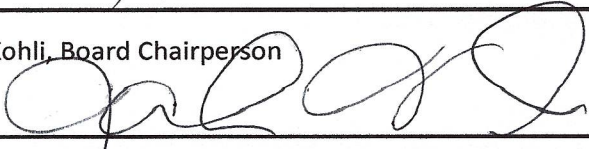
- c. Charting our path forward

- i. Maintenance - **Meeting Minutes November 15, 2022 – No discussion**

- d. Information Items: **Meeting Minutes November 15, 2022 – No discussion.**

Park District of Ottawa County Action List				
Action Owner	Action Description	Action Timeline		Action Status
		Action Created	Target Date	
Jannah Wilson	Jannah Wilson to ask the county if we can join the county GIS System	November 15, 2022	December 5, 2022	Open
Board Members	Board members to review the draft Volunteer Policy and Volunteer Service Agreement and provide comments before the December 6, 2022 meeting	November 15, 2022	December 5, 2022	Open
Jannah Wilson Jack Madison	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	November 15, 2022	December 5, 2022	Open
Jannah Wilson	Jannah Wilson to send Ken Bogard an electronic copy of our fiscal report	November 15, 2022	December 5, 2022	Open
Jannah Wilson	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	November 1, 2022	November 15, 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 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
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

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

	
_____ Gary Kohli, Board Chairperson	12/6/2022
	
_____ Jannah Wilson, Executive Director-Secretary	12/6/2022