



Meeting Minutes for Meeting of the Park District of Ottawa County

December 19, 2023

Meeting Location: Catawba Island Twp. Community Hall  
3307 NW Catawba Rd,  
Port Clinton, OH 43452,

The Park District of Ottawa County Meeting was called to order by Mike Shadoan at 6:00 PM

1. Roll Call

- a. Mike Shadoan Present – Y
- b. Judy Indorf Present - Y
- c. Jack Madison Present – Y
- d. Trish McCartney Present - Y
- e. Betsy Slotnick Present – Y; arrived 6:02 PM
- f. Jannah Wilson Present – Y
- g. Others
  - 1. Quinton Babcock – Mayor Oak Harbor; exited 7:30 PM
  - 2. Randy Riedmaier – Catawba Island Twp. Resident; exited 7:30 PM
  - 3. Norma Winke - Catawba Island Twp. Resident; exited 7:30 PM
  - 4. Rich Winke - Catawba Island Twp. Resident; exited 7:30 PM

2. Minutes for Approval – **Meeting Minutes for December 19, 2023**

Trish McCartney moved to approve the minutes for the November 21, 2023 Park District of Ottawa County meeting.

Jack Madison seconded the motion.

A voice vote was held with 4 in favor and 1 absent.

The motion carries.

3. Fiscal Report – **Meeting Minutes for December 19, 2023** – Jannah Wilson reviewed at a high level the November 2023 Fiscal Report. She noted we paid Bright Ideas for the sign at the Genoa Veterans Memorial Park Restroom along the North Coast Inland Trail. The sign acknowledges the donors to the Genoa Veterans Memorial Park Restroom Project. Jannah reported we have received a grant from the Ottawa Sandusky Seneca Solid Waste District for \$885, 75% of the \$1180 total cost of the sign. The sign fits all of the specifications regarding recycled material for the grant application. Jannah noted the Park District of Ottawa County was the major donor to the restroom project. Jannah also reported OHM Advisors were paid for their work in kicking off the Marblehead Peninsula Trail Feasibility Study and in helping set up the Steering Committee, Vision Quest was paid for embroidering the hats for the Outdoor Hiking Challenge and grants were paid to the Danbury Twp. Trustees for the Meadowbrook Trail Improvements and to Ida Rupp Library for the Outdoor Story Walk. Jannah noted through November expenses have totaled \$645,878.69.

Judy Indorf moved to approve the November 2023 Fiscal Report.

Jack Madison seconded the motion.

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

- |                 |     |
|-----------------|-----|
| Judy Indorf     | Yes |
| Jack Madison    | Yes |
| Trish McCartney | Yes |
| Mike Shadoan    | Yes |
| Betsy Slotnick  | Yes |

The motion carries.

Jannah Wilson noted she approved an additional charge of \$1,200 to American Property Analysts for one additional parcel in the Village of Genoa to be included in David Dicke's appraisal work. She noted while the additional cost did not require board approval, she wanted to inform the board of the addition.

4. Public Comment – **Meeting Minutes for December 19, 2023** – Norma Winke asked if the new condos built in Catawba Island Twp. were connected to the sewer. Jack Madison noted they were connected to both the sewer and water systems. The board then noted that the Park District of Ottawa County's mission is to preserve and conserve green space in Ottawa County. Norma noted that while she is in favor of preserving and conserving green space, she is not in favor of the multi-use trail being discussed, explaining she believes the trail should have been planned before property was developed.

5. Executive Director's Report – **Meeting Minutes for December 19, 2023:**

- a. Jannah Wilson read Resolution 2023-32 Health and Dental/Vision Insurance and Health Savings Account Reimbursement 2024 which summarizes the 2024 cost for health insurance and health savings account match. She noted she included in the board packet, the documents which summarize the increases. Jannah requested the board approve Resolution 2023-32.

Trish McCartney moved to approve Resolution 2023-32 Health and Dental/Vision Insurance and Health Savings Account Reimbursement 2024.

Betsy Slotnick seconded the motion.

A roll call vote was held to approve the resolution with the following outcome:

Judy Indorf	Yes
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries.

A copy of the resolution is available in the resolution archive.

- b. Jannah Wilson read Resolution 2023-33 2024 Appropriations noting Resolution 2023-33 will approve the Park District of Ottawa County's 2024 budget. She noted the appropriations worksheets and a summary of the Park District's 2024 budget were included in the board packet for the board's review. She noted all changes discussed at the past reviews have been included. Jannah requested the board approve Resolution 2023-33.

Trish McCartney moved to approve Resolution 2023-33 2024 Appropriations.

Betsy Slotnick seconded the motion.

A roll call vote was held to approve the resolution with the following outcome:

Judy Indorf	Yes
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries.

A copy of the resolution is available in the resolution archive.

- c. See Catawba Islander Trail and Greenway for discussion regarding West Harbor Preserve.
- d. See North Coast Inland Trail/Genoa/Millbury for discussion regarding the North Coast Inland Trail from Genoa to Millbury.
- e. See North Coast Inland Trail/Elmore/Genoa for discussion regarding work to move the Martin Williston Rd. section of the NCIT off Martin Williston Rd.
- f. Jannah Wilson updated the board on several programs:
- The Park District will participate in the Total Solar Eclipse event being led by the Oak Harbor Development Group at the Ottawa County Fairgrounds. The Park District will have an information tent with some solar eclipse related activities. The Park District will also be putting together Family Backyard Eclipse Viewing Kits for distribution.



- The Outdoor Hiking Challenge ended November 30, 2023. There were 122 participants who successfully completed the challenge of walking 8 of 12 Ottawa County hiking destinations and earned an Outdoor Hiking Challenge Winter Hat with the Park District of Ottawa County's logo on it. The Park District received many positive comments about the challenge!
- The Park District and the Elmore Historical Society are planning a Hot Cocoa Walk on January 27, 2024. The walk will be along the North Coast Inland Trail in Elmore with hot cocoa served in the Elmore Train Depot.
- The Park District and Spoke Life Cycles bike shop in Elmore are planning a Bike Maintenance Workshop for this March 13, 2024 at the Shores and Islands facility in Port Clinton. Spoke Life Cycles holds bike maintenance workshops in Elmore and is excited to expand the workshop to the eastern part of the county.
- Bike Safety Day will be held on July 31, 2024. Jannah noted that in 2022 we held Bike Safety Day in early August with a very good turnout. In 2023 we held Bike Safety Day in early June and the turnout was not as good and therefore are moving the date back to later in the summer. Jannah also reported that the Friends of Ottawa County Parks is planning to apply for a grant from the Ottawa County Community Foundation to purchase the bikes for Bike Safety Day.

#### 6. Old Business

- a. North Coast Inland Trail/Genoa/Elmore - **Meeting Minutes for December 19, 2023** – Jannah Wilson informed the board that ODOT has submitted an application via an Abbreviated Safety Funding grant for the purchase of materials only for 2 sets of Rectangular Rapid Flashing Beacons, RRFBs, (4 signs total) for the North Coast Inland Trail crossing of Martin Williston Rd. and the crossing of State Route 163 just outside Genoa. She noted that Kim Coutcher, ODOT, has been very helpful in completing the application for the Park District. The cost of the RRFBs is estimated to be \$20,000. Kleinfelder has the engineering for the road crossings nearly complete. The board voiced their appreciation of ODOT being so helpful and supportive in the completion of the Abbreviated Safety Funding grant application and requested that Jannah send a thank you note to Kim Coutcher's and Matt Sommerfeld's managers, noting the Park District's appreciation of Kim's and Matt's support.  
The board asked Jannah if the county is reaching out to the landowners whose land will be impacted by the NCIT being moved off Martin Williston Road. Jannah is aware they have spoken to some of the landowners and will confirm they have spoken to all impacted landowners at her January 2024 meeting with the county.
- b. North Coast Inland Trail/Genoa/Millbury – **Meeting Minutes for December 19, 2023** – Jannah Wilson read Resolution 2023-35 ODOT Transportation Alternative Program Grant Application, Village of Genoa North Coast Inland Trail Construction giving Jannah approval to apply for the ODOT Transportation Alternative Program Grant, application due January 31, 2024, for construction of the North Coast Inland Trail from Veterans Memorial Park to Ninth St. Jannah reviewed the route to be constructed with the board, summarizing this grant would be for the construction of the NCIT from Washington St. to Ninth St. in the Village of Genoa and would include the section of trail over Packer Creek. Jannah noted we cannot include the design costs of approximately \$113,000 in the application. Jannah requested the board approve Resolution 2023-35.

Mike Shadoan moved to approve Resolution 2023-35 ODOT Transportation Alternative Program Grant Application, Village of Genoa North Coast Inland Trail Construction.

Betsy Slotnick seconded the motion.

A roll call vote was held to approve the resolution with the following outcome:

Judy Indorf	Yes
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries.



A copy of the resolution is available in the resolution archive.

Jannah Wilson reported that Tom Bergman, Village of Genoa Administrator has requested the Park District provide \$7800 for survey work for three parcels in the Village of Genoa, a portion of which a section of the North Coast Inland Trail will be constructed on and the other sections could possibly be used for North Coast Inland Trail related amenities or a future trail route. The board discussed this and agreed to pay for the survey work in acknowledgement of the village's willingness to enter into the NCIT maintenance agreement with the Park District and also for consideration of the future use of portions of all three parcels for the NCIT. The board requested that Jannah include these acknowledgements in her response to Tom Bergman.

Betsy Slotnick moved that the Park District of Ottawa County pay \$7800 for the survey work necessary on three parcels of land in the Village of Genoa, communicating to the Village of Genoa that this is in acknowledgement of the village's willingness to enter into the NCIT maintenance agreement with the Park District of Ottawa County and also for consideration of the future use of portions of all three parcels for the NCIT.

Trish McCartney seconded the motion.

A roll call vote was held to approve the resolution with the following outcome:

Judy Indorf	Yes
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries.

- c. Catawba Islander Trail and Greenway – **Meeting Minutes for December 19, 2023** – Jannah Wilson read Resolution 2023-34 Revised Memorandum of Understanding, Park District of Ottawa County and Black Swamp Conservancy. Jannah noted the Revised MOU was included in the board packet for the board's review. The original MOU was approved with Resolution 2023-06 at the board's April 4, 2023 meeting. The revised resolution adds language regarding naming of the property and allowances for public restrooms and refuse collection. She also noted that in November she sent the board via email the Conservation Easement and the Baseline Documentation Report, West Harbor Preserve. Jannah noted we will close on the West Harbor Preserve property on Thursday December 21, 2023 at 11:00 AM at Hartung Title. Jannah requested the board approve Resolution 2023-34.

Judy Indorf moved to approve Resolution 2023-34 Revised Memorandum of Understanding, Park District of Ottawa County and Black Swamp Conservancy.

Jack Madison seconded the motion.

A roll call vote was held to approve the resolution with the following outcome:

Judy Indorf	Yes
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries.

A copy of the resolution is available in the resolution archive.

- d. Portage River Water Trail – **Meeting Minutes for December 19, 2023** – No discussion.
- e. Marblehead Peninsula – **Meeting Minutes for December 19, 2023** – No discussion.
- f. Property/Road/Sidewalk/Trail Opportunities in the Oak Harbor Area – **Meeting Minutes for December 19, 2023** – Quinton Babcock, Mayor Village of Oak Harbor, informed the board that the Village of Oak Harbor, Village of Genoa and City of Port Clinton continue to collaborate on the development of a Portage River Arts/Recreation Corridor. The villages and city are submitting a regional request to the State of Ohio to include the Portage River Arts/Recreation Corridor in the State of Ohio 2025-2026 Capital Budget. Quinton requested that the Park District of Ottawa County send a letter of support



voicing the Park District of Ottawa County's support for inclusion of the Portage River Arts/Recreation Corridor in the State of Ohio 2025-2026 Capital Budget

Mike Shadoan moved that Jannah Wilson send a Letter of Support voicing the Park District of Ottawa County's support of inclusion of the Portage River Arts/Recreation Corridor in the State of Ohio 2025-2026 Capital Budget.

Jack Madison seconded the motion.

A voice vote was held with 5 in favor and 0 against the motion.

The motion carries.

g. Davis Besse Railroad Opportunity - **Meeting Minutes for December 19, 2023** – No discussion.

h. Friends of Ottawa County Parks – **Meeting Minutes for December 19, 2023** – No discussion.

7. New Business

a. Board Member Comments – **Meeting Minutes for December 19, 2023** – Jack Madison informed the board that a group of entities is re-evaluating the opportunity to develop transient dockage in Port Clinton. A number of the entities have agreed to provide \$2500 each in funding to support the development of conceptual renderings and a preliminary design of the possible development and it has been requested that the Park District also provide \$2500 in funding. The board discussed the request and noted the funds could be charged against Public Surveys/Strategic Planning under Contract Services in our 2024 budget. Jannah Wilson shared an early draft of a letter that the entities have drafted to send to Lieutenant Governor of Ohio Jon Husted. The board requested that the letter continue to be worked on and when final, be brought back to the board for approval for Jannah to sign the letter on behalf of the Park District.

Trish McCartney moved that the Park District of Ottawa County provide \$2500 in funding for the development of conceptual renderings and a preliminary design for the installation of transient dockage in Port Clinton and the funding be charged against Public Surveys/Strategic Planning under Contract Services.

Betsy Slotnick seconded the motion.

A voice vote was held with 5 in favor and 0 against the motion.

The motion carries.

b. Mike Shadoan asked if Isaac Smith from Trust for Public Land has determined if Trust for Public Land currently has interest in any property in Ottawa County. Jannah reported that Isaac will be attending our January 9, 2024 meeting to introduce himself and discuss any opportunities.

c. Betsy Slotnick noted that she was in Madison, WI recently and noticed the design and painting of the intersections on the shared road bike paths. The intersections looked to be more conducive to bike safety than what she had seen elsewhere.

d. Information Items – **Meeting Minutes for December 19, 2023** – Betsy Slotnick informed the board that she will not be in attendance at our January 9, 2024 meeting.

8. Executive Session – **Meeting Minutes for December 19, 2023**

Trish McCartney moved that the board go into Executive Session at 7:34 PM for the purpose of discussing Purchase and Sale of Property and Pending and Imminent Court Action. The board invited Jannah Wilson into Executive Session.

Jack Madison seconded the motion.

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

Judy Indorf	Yes
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries.

Mike Shadoan moved that the board exit Executive Session at 8:14 PM.

Trish McCartney seconded the motion.

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

Judy Indorf	Yes
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries.

9. Adjournment – **Meeting Minutes for December 19, 2023**

Mike Shadoan moved the meeting be adjourned at 8:15 PM

Jack Madison seconded the motion.

A voice vote was held with 5 in favor, and 0 against.

The motion carries.

The next two meetings will be:

Tuesday January 9, 2024 at 6:00 PM at the Ottawa County Agriculture Building, 240 W. Lake St., Oak Harbor, OH 43449

And Thursday February 8, 2024 at 6:00 PM at the Oak Harbor Public Library, 147 W Main St, Oak Harbor, OH 43449

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

*Mike Shadoan*

*1/9/2024*

Mike Shadoan, Board Chairperson

1/9/2024

*Jannah Wilson*

*1/9/2024*

Jannah Wilson, Executive Director-Secretary

1/9/2024

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
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	TBD	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