



Meeting Minutes for Meeting of the Park District of Ottawa County

June 20, 2023

Meeting Location: Grindley Aquatic & Wellness Campus,
E 6th St,
Lakeside Marblehead, OH 43440, USA

The Park District of Ottawa County Meeting was called to order by Mike Shadoan at 6:05 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 6:37 PM
- f. Jannah Wilson Present - Y
- g. Others
 - 1. Linda Amos - Friends of Ottawa County Parks; exited 7:23 PM
 - 2. Harper Cromley – Kleinfelder; exited 7:23 PM
 - 3. Sara Hill – Administrative Specialist Park District of Ottawa County; exited 6:03 PM
 - 4. Andrea Kohli – Ottawa County Citizen; exited 6:07 PM
 - 5. Gary Kohli – past President Park District of Ottawa County; exited 6:07 PM
 - 6. Angela LeForce – Ottawa County Citizen; exited 6:21 PM
 - 7. Denny Patthoff – Friends of Ottawa County Parks; exited 7:23 PM
 - 8. Michael Turner – Ottawa County Citizen; exited 6:21 PM
 - 9. Katie Webber – Attorney Mansour Gavin

2. Minutes for Approval – **Meeting Minutes for June 20, 2023**

Jack Madison moved to approve the minutes for the June 6, 2023 Park District of Ottawa County meeting.

Trish McCartney seconded the motion.

A 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	Absent

The motion carries.

Trish McCartney moved to approve the minutes for the June 13, 2023 Park District of Ottawa County Special Meeting.

Jack Madison seconded the motion.

A 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	Absent

The motion carries.

3. Fiscal Report – **Meeting Minutes for June 20, 2023** – No discussion; Fiscal Report given at the first meeting of the month.

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

4. Public Comment – **Meeting Minutes for June 20, 2023** – No discussion.

5. Executive Director's Report – **Meeting Minutes for June 20, 2023:**

- See North Coast Inland Trail Genoa/Elmore section for discussion regarding the North Coast Inland Trail Genoa/Elmore.
- See the Catawba Islander Trail and Greenway section for discussion regarding the Catawba Islander Trail and Greenway.
- See North Coast Inland Trail Genoa/Millbury section for discussion regarding the North Coast Inland Trail Genoa/Millbury.
- See Marblehead Peninsula section for discussion regarding the Marblehead Peninsula.

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

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.*.

6. Old Business

- a. North Coast Inland Trail/Genoa/Elmore - **Meeting Minutes for June 20, 2023** – Jannah Wilson requested the board pass Resolution 2023-17 Ratifying the Acceptance of the Transfer of the North Coast Inland Trail Property from Witty Rd. to Martin Williston Rd. which approves the transfer of the portion of the North Coast Inland trail from Witty Rd. to Martin Williston Rd from the Ottawa County Commissioners to the Park District of Ottawa County. Jannah noted that the Park District would need to request an easement from Clay Twp. for the property adjacent to Martin Williston Rd. to move the North Coast Inland Trail off Martin Williston Rd. to a separated multi-use trail adjacent to Martin Williston Rd. Jannah also noted that Prosecuting Attorney James VanEerten has reviewed and approved the North Coast Inland Trail property transfer document.

Trish McCartney moved that the board approve Resolution 2023-17 Ratifying the Acceptance of the Transfer of the North Coast Inland Trail Property from Witty Rd. to Martin Williston Rd.

Jack Madison seconded the motion.

A 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	Absent

The motion carries.

A copy of Resolution 2023-17 can be found in the Resolution archive.

Jannah Wilson requested the board pass Resolution 2023-18 North Coast Inland Trail Village Agreements, Village of Elmore and Village of Genoa, giving Jannah approval to sign the agreements between the Village of Elmore and the Park District of Ottawa County and the Village of Genoa and the Park District of Ottawa County, agreeing to work jointly to operate and maintain the North Coast Inland Trail in the respective areas.

Judy Indorf moved that the board approve Resolution 2023-18 North Coast Inland Trail Village Agreements, Village of Elmore and Village of Genoa.

Jack Madison seconded the motion.

A 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	Absent

The motion carries.

A copy of Resolution 2023-18 can be found in the Resolution archive.

DONE ACTION: **Board members to provide comments on the proposed Village of Elmore and Village of Genoa maintenance agreements for the NCIT to Jannah Wilson prior to the Park District of Ottawa County June 20, 2023 meeting.**

ACTION: **Jannah Wilson to set up a meeting with Craig Miller, Ottawa County Deputy Engineer, to understand the schedule for the repaving project of Martin Williston Rd and separation of the currently on road NCIT trail to a separated offroad trail.*

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.**

- b. North Coast Inland Trail/Genoa/Millbury – **Meeting Minutes for June 20, 2023** – Jannah Wilson noted that Clay Twp. has indicated they currently mow adjacent to Martin Williston Rd. twice per year and when the trail is relocated to an off-road separated trail from Martin Williston Rd. they plan to mow three times per year. They also noted they will not conduct any other maintenance work on the trail. Jannah noted that the corridor along Martin Williston Rd. does not have many trees and bushes along it, so believes that tree and bush trimming will be minimal.

Harper Cromley passed out a cost estimate for the engineering, design and construction to separate the North Coast Inland Trail currently on Martin Williston Rd. to a separated multi-use trail along Martin Williston Rd. for the board's review. Harper noted that we could apply for an ODOT Systemic Safety Grant or an ODOT TAP Grant for this project. After discussion, the board agreed that we should not apply for a TAP grant for this smaller project, but an ODOT Systemic Safety grant or an ODNR Recreational Trail Grant would be more appropriate. It was noted that the ODNR Recreational Trail Grant is a reimbursement grant, but we need to confirm if we need to apply for the grant before we start work.

The board noted that this is a project that we could also request community support for, e.g. possible material donation from a local quarry, monetary donations from local businesses. The board also noted the Friends of Ottawa County Parks could also help obtain donations.

Harper noted that the survey of Martin Williston Rd. and the trail corridor was conducted by the county, but noted the survey increments are larger than what Kleinfelder would use, so Kleinfelder will conduct additional survey work that meets their standards.

ACTION: **Jannah Wilson/Harper Cromley to determine the application timing requirement for the ODNR Recreational Trail Grant relative to starting work on the project.*

- c. Catawba Islander Trail and Greenway – **Meeting Minutes for June 20, 2023** – Jannah Wilson requested the board pass Resolution 2023-19 Proposal and Contract, Natural Heritage LLC, giving Jannah authority to sign the proposal and contract with Natural Heritage LLC for Clean Ohio Grant Writing and Management Coordination. Jannah noted she will perform as much of the work as possible, e.g. she will conduct the plant survey, but it will be helpful to have the leadership and guidance of Natural Heritage LLC who has experience writing Clean Ohio grants since this is the first time we are applying for a Clean Ohio Grant. Noting the cost of the contract and the hourly rate, Trish McCartney asked if 154 hours was a typical length of time to complete a grant application. Jannah noted this time included an environmental survey, an endangered species survey as well as the actual grant writing, so it was believed to be reasonable. Jack Madison noted that we should contact Kim Kaufman, Executive Director of Black Swamp Bird Observatory, soon, to help conduct the endangered bird survey as well as Matt Montowski, Catawba Island Twp. Trustee, to obtain the name of the person who has conducted bat surveys. Jannah agreed with both. Identifying any endangered species in the area will add points to our

grant. Likewise, we are required to provide a 25% match, but will receive additional points for a higher % match. September 8, 2023 is the deadline for the application.

Jack Madison moved that the board approve Resolution 2023-19 Proposal and Contract Natural Heritage LLC.

Trish McCartney seconded the motion.

A 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	Absent

The motion carries.

A copy of Resolution 2023-19 can be found in the Resolution archive.

- d. Portage River Water Trail – **Meeting Minutes for June 20, 2023** – No discussion.
- e. Marblehead Peninsula – **Meeting Minutes for June 20, 2023** – Jannah. Wilson noted that she has posted on the Park District website, a Request for Proposal for consultancy work to conduct the Marblehead Peninsula Trail Feasibility Study and has also sent the RFP to a number of qualified consultants. She noted that she confirmed, unlike a construction RFP, we do not need to publish a consultancy RFP in the newspaper.
Jannah and the board discussed what process we should use to select a consultant for the Marblehead Peninsula Trail Feasibility Study. It was agreed we would use a scoring sheet to evaluate the RFPs. Linda Amos noted she previously provided a sample scoring sheet for contractor selection to the Park District. Jannah will attempt to locate the score sheet. Jannah will also request other local Park District Executive Directors to help in our selection process. It was noted that we do not need to select the lowest bid, but rather, the lowest and best bid.

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.*

- f. Property/Road/Sidewalk/Trail Opportunities in the Oak Harbor Area – **Meeting Minutes for June 20, 2023** – No discussion.
- g. Davis Besse Railroad Opportunity - **Meeting Minutes for June 20, 2023** – No discussion.
- h. Friends of Ottawa County Parks – **Meeting Minutes for June 20, 2023** – Denny Patthoff reported that Twin Oast has contacted him to indicate that they have changed which festival the Friends of Ottawa County Parks will be the non-profit beneficiary for, from the Apricot Festival to Oktoberfest. Denny noted they are asked to provide volunteers to support the festival and the Friends will also need volunteers to support the Friends' information booth. Denny noted they continue to work on updating their brochure. A discussion was held regarding their logo which currently is the logo from the Ottawa County Active Transportation Plan. He noted this logo is too busy to be printed on items such as hats. Linda Amos is attempting to obtain the original high resolution digital file for the logo. Jannah noted that a number of Park Districts and their corresponding Friends group have similar, but slightly different logos to indicate separate, but related organizations. Jannah will contact the person who created the Park District of Ottawa County logo to determine if he could help with creation of a Friends' logo. It was noted that it would be advantageous to ensure that the logos make it clear that the Park District of Ottawa County and the Friends of Ottawa County Park are separate organizations but work together.

ACTION: * At the appropriate time, Mike Shadoan to inquire about possible interest in enhancements to a new sidewalk to the grade school.*

7. New Business

- a. Board Member Comments – **Meeting Minutes for June 20, 2023** – No discussion.

8. Executive Session – **Meeting Minutes for June 20, 2023**

Jack Madison moved that the board go into Executive Session at 7:23 PM for the purpose of discussing pending litigation and acquisition of property in Ottawa County.

Betsy Slotnick seconded the motion.

A 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 the board exit Executive Session at 8:20 PM.

Betsy Slotnick seconded the motion.

A 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 June 20, 2023**

Judy Indorf moved the meeting be adjourned at 8:21 PM

Trish McCartney seconded the motion.

A 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

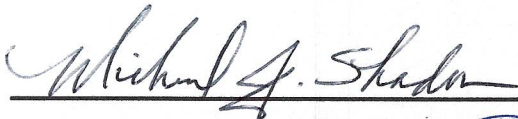
The motion carries.

Next regular meeting will be Tues July 18, 2023 at the Ottawa County Agriculture Building, 240 W. Lake St., Oak Harbor, OH 43449

The August regular meeting will be Tues August 15, 2023 at the Village of Marblehead Municipal Services Building 517 W. Main St. Marblehead, OH 43440

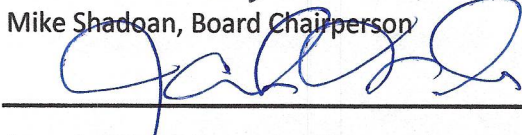
Note, there will be no working meetings in July and August.

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



Mike Shadoan, Board Chairperson

7/18/2023



Jannah Wilson, Executive Director-Secretary

7/18/2023

Park District of Ottawa County Action List

Action Owner	Action Description	Action Timeline		Action Status
		Action Created	Target Date	
Jannah Wilson/Harper Cromley	Jannah Wilson/Harper Cromley to determine the application timing requirement for the ODNr Recreational Trail Grant relative to starting work on the project	June 20, 2023	July 18, 2023	Open
Jannah Wilson	Jannah Wilson to set up a meeting with Craig Miller, Ottawa County Deputy Engineer, to understand the schedule for the repaving project of Martin Williston Rd and separation of the currently on road NCIT trail to a separated offroad trail	April 18, 2023	May 16, 2023	Open
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