



Meeting Minutes for Meeting of the Park District of Ottawa County

July 18, 2023

Meeting Location: Ottawa County Agricultural Building
240 W. Lake St.
Oak Harbor, OH 43449

The Park District of Ottawa County Meeting was called to order by Mike Shadoan at 6:06 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
- f. Jannah Wilson Present - Y
- g. Others

1. Harper Cromley – Kleinfelder; exited 7:58 PM

2. Minutes for Approval – **Meeting Minutes for July 18, 2023**

Betsy Slotnick moved to approve the minutes for the June 20, 2023 Park District of Ottawa County 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	Yes

The motion carries.

3. Fiscal Report – **Meeting Minutes for July 18, 2023** – Jannah Wilson reviewed at a high level the Fiscal Report for June 2023. She noted we released the grant funding for the Oak Harbor Library Storywalk Trail and the Danbury Twp. Meadowbrook Marsh Trail. See the Portage River Water Trail section for discussion regarding the Soil and Water Conservation District completion of the Portage River kayak launch at the Ottawa County Fairgrounds. Jannah expects to release their grant funds soon. Jannah also reported that we were awarded our second biennial ODOT Metroparks Program allocation for use in constructing or repairing park roads and parking lots. A number of ideas for use of this money were discussed, with a decision to be made in the future as our projects progress. The money can be held for six years before it is forfeited back to ODOT.

Mike Shadoan moved to approve the June 2023 Fiscal Report.

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.

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

4. Public Comment – **Meeting Minutes for July 18, 2023** – No discussion.

5. Executive Director’s Report – **Meeting Minutes for July 18, 2023:**

- See North Coast Inland Trail Genoa/Millbury section for discussion regarding the North Coast Inland Trail Genoa/Millbury.
- Mike Shadoan moved that the board go into Executive Session at 6:59 PM for the purpose of discussing real estate in Ottawa County. The board invited Jannah Wilson and Harper Cromley into Executive Session.

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.

Trish McCartney moved that the board exit Executive Session at 7:15 PM and resume the Public Meeting.

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.

- 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 Marblehead Peninsula section for discussion regarding the Marblehead Peninsula.
- Jannah Wilson noted that the Kleinfelder retainer with the Park District of Ottawa County expires July 2, 2023. Jannah, Tim Bock and Harper Cromley met to discuss the way forward. It was noted the retainer was entered into before the Park District had hired an Executive Director and had no other contracts with consultants or engineering firms in place. Recognizing that we now have Executive Director Jannah Wilson in position and have several projects underway with specific contracts for the projects in place, it is recommended that the Park District not enter into a retainer contract with Kleinfelder, but rather use the individual project contracts as the vehicle for Kleinfelder to conduct work for the Park District. The board agreed and will take no action thus allowing the Kleinfelder retainer to expire.
- Jannah Wilson also reported that she expects our contract with Mansour Gavin to run out of funds at some point in August 2023. She requested the board approve Resolution 2023-24 Mansour Gavin Retainer, which will extend the Park District’s contract with Mansour Gavin. Jannah and the board discussed the need and options for continuing to work with Mansour Gavin and agreed to extend our contract with Mansour and Gavin with a value not to exceed \$50,000.

Trish McCartney moved that the board approve Resolution 2023-24 Mansour Gavin Retainer, in the amount not to exceed \$50,000.

Jack Madison seconded the motion.

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

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

The motion carries.

A copy of Resolution 2023-24 is available in the Resolution archive.

- Jannah Wilson noted that as a result of Gary Kohli's retirement from the Park District of Ottawa County Board of Commissioners, we have a vacancy in the park district officers appointed in January 2023. Jannah recommended we rotate the officers up to fill the Chairperson position which Gary vacated.

Betsy Slotnick moved to accept the following new board positions through the end of 2023:

Mike Shadoan, Board Chairperson

Judy Indorf, Board Vice Chairperson

Jack Madison, Board Second Vice Chairperson/Compliance Officer

Judy Indorf 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.

- Jannah Wilson reported that she and Sara Hill, Park District Administrative Specialist, are developing a Hiking Challenge to be held September, October and November 2023. The challenge will be for participants to hike 8 of 12 trails in Ottawa County Parks. Those completing the Hiking Challenge will receive a winter hat with the Park District of Ottawa County logo on the hat. They will use a QR Code to link interested people to a page on the park district's webpage. They will also use a "hashtag" for participants to send a selfie to the park district's Facebook page if desired.
- See the Friends of Ottawa County Parks section for discussion regarding the Friends of Ottawa County Parks.

.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 July 18, 2023** – Harper Cromley distributed a summary of cost estimates for three options for the Martin Williston Rd. Multi-Use Path for the board's consideration. Included in the summary are possible grants we could apply for in each option. Option 1 would construct a paved Multi-Use Path at the same time as the county Martin Williston Rd. widening project. Option 2 would construct the path the year following the county road widening project. Option 3 would construct a stone Multi-Use Path at the same time as the county road widening project and pave the path the following year. The board discussed the options and noted that a stone path could be a good test of the quality of a stone path from which we can then decide whether to pave the path or leave it stone. It was noted that sections of the NCIT east of Ottawa County are currently stone.

Mike Shadoan moved to approve Option 3, to construct a stone multi-use path separated from Martin Williston Rd. at the same time as the county led Martin Williston Rd. widening project and make a decision on paving after understanding the quality of the stone path.

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.

Jannah Wilson requested the board pass Resolution 2023-20 Memorandum of Understanding, Clay Township Trustees and Park District of Ottawa County Board of Park Commissioners, giving Jannah Wilson, Park District of Ottawa County Executive Director, approval to enter into a Memorandum of Understanding between the Park District of Ottawa County and Clay Township, to continue planning a multi-use trail extension along Martin Williston Road in Clay Township on the roadway easement owned by Clay Township.

Judy Indorf moved to approve Resolution 2023-20 Memorandum of Understanding, Clay Township Trustees and Park District of Ottawa County Board of Park Commissioners.

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	Yes

The motion carries.

A copy of Resolution 2023-20 is available in the Resolution archive.

Jannah Wilson requested the board pass Resolution 2023-21 Martin Williston Road Multi-Use Path Engineering Contract, approving Park District of Ottawa County Executive Director Jannah Wilson to move forward with accepting and signing the Kleinfelder, Inc. engineering proposal and agreement, not to exceed \$31,000, for conducting engineering for the Martin Williston Rd. Multi-Use path.

Jack Madison moved to approve Resolution 2023-21 Martin Williston Road Multi-Use Path Engineering Contract.

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.

A copy of Resolution 2023-21 is available in the Resolution archive.

Jannah Wilson reviewed at a high level a proposed Memorandum of Understanding between the Ottawa County Engineer, Clay Township Board of Trustees and the Park District of Ottawa County for all parties to work together cooperatively to construct a multi-use trail adjacent, but separated from Martin Williston Rd. for that section of the North Coast Inland Trail. The trail could be constructed at the same time as the county project to widen Martin Williston Rd,

Jack Madison moved that Executive Director Jannah Wilson sign the Memorandum of Understanding between the Ottawa County Engineer, Clay Township Board of Trustees and the Park District of Ottawa County, with all parties agreeing to cooperatively work together

to construct a separated Multi-Use trail adjacent to Martin Williston Rd. coincident with the county's Martin Williston widening project.

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.

DONE 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 July 18, 2023** – Harper Cromley reported that the title work is completed for the property we have prioritized with WE Realty and WE Realty will now be reviewing the title work. The property will then be appraised by Martin and Wood Appraisal Group, Ltd. and the appraisal will be reviewed by American Property Analysts, Inc. as per ODOT protocol.

Jannah Wilson reported that she spoke to ODNR and we may not be granted a Waiver of Retroactivity since our acquisition plans have changed, but we can still submit an application. Additionally, ODNR does not grant Waivers of Retroactivity for construction.

DONE 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 July 18, 2023** – Jannah Wilson requested the board pass Resolution 2023-22 Catawba Islander Trail and Greenway Phase One Master Plan, Final Plan Approval, approving the final version of the Catawba Islander Trail and Greenway Phase One Master Plan. The board requested Jannah have enough copies made for each board member and the Catawba Island Twp. leadership to have a copy and to have extras on hand for future use. Jannah agreed.

Judy Indorf moved that the board approve Resolution 2023-22 Catawba Islander Trail and Greenway Phase One Master Plan, Final Plan Approval.

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	Yes

The motion carries.

A copy of Resolution 2023-22 is available in the Resolution archive.

Jannah noted that the updated Catawba Islander Trail and Greenway brochure is complete and will be printed by the Friends of Ottawa County Parks using part of the Ottawa County Community Foundation grant.

- d. Portage River Water Trail – **Meeting Minutes for July 18, 2023** – Jannah Wilson reported that the Soil and Water Conservation District has completed construction of the Portage River kayak launch at the Ottawa County Fairgrounds. We awarded a grant in 2022 for this project. Jannah expects to receive the

Soil and Water Conservation District's report soon at which time we will release the grant award. A ribbon cutting for the kayak launch is planned to be held during the Portage River Water Basin Council meeting. It was noted by Jannah and Mike Shadoan that the signage needs to be improved

- e. Marblehead Peninsula – **Meeting Minutes for July 18, 2023** – Jannah Wilson reported that an interview team consisting of two local county park executive directors reviewed the RFPs submitted for the Marblehead Peninsula Trail Feasibility Study. It is planned to interview the consultants with the top two scores. She noted that the interview team contacted references the consultants included in their RFPs for additional information. Jannah expects to hold the interviews and further reviews in August and following completion will request approval for the selected consultant from the board.

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 July 18, 2023** – No discussion.
- g. Davis Besse Railroad Opportunity - **Meeting Minutes for July 18, 2023** – No discussion.
- h. Friends of Ottawa County Parks – **Meeting Minutes for July 18, 2023** – Jannah Wilson reported that the Friends of Ottawa County Parks decided to keep their existing logo. Linda Amos has located the high resolution file for the logo. The Friends have also created a new brochure and are having it printed using funds from the Ottawa County Community Foundation grant they received.

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 July 18, 2023** – No discussion.
- 8. Executive Session – **Meeting Minutes for July 18, 2023** – Executive Session entered and exited during the Executive Director report, as indicated above.
- 9. Adjournment – **Meeting Minutes for July 18, 2023**

Judy Indorf moved the meeting be adjourned at 8:23 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

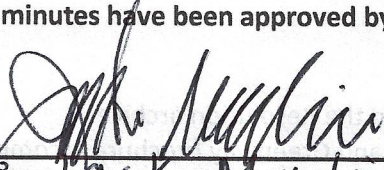
The motion carries.

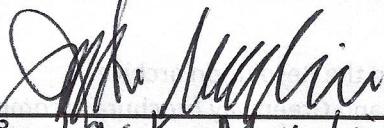
The next regular meeting will be Tues August 15, 2023 at the Village of Marblehead Municipal Services Building 517 W. Main St. Marblehead, OH 43440.

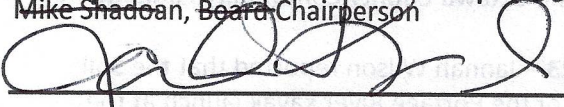
Note, there will be no working meetings in July and August.

The next regular meeting following the August meeting will be Tues September 5, 2023 at the Ottawa County Agriculture Building, 240 W. Lake 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, Board Chairperson


Jack Madison 2nd Vice Chairperson


Jannah Wilson, Executive Director-Secretary

7/18/2023