



Meeting Minutes for Meeting of the Park District of Ottawa County

September 5, 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 6:05 PM

1. Roll Call

- | | |
|--------------------|-------------|
| a. Mike Shadoan | Present – Y |
| b. Judy Indorf | Present - Y |
| c. Jack Madison | Present – Y |
| d. Trish McCartney | Absent |
| e. Betsy Slotnick | Present – Y |
| f. Jannah Wilson | Present – Y |
| g. Others | None |

2. Minutes for Approval – **Meeting Minutes for September 5, 2023**

Betsy Slotnick moved to approve the minutes for the August 15, 2023 Park District of Ottawa County meeting.

Jack Madison seconded the motion.

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

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

The motion carries.

3. Fiscal Report – **Meeting Minutes for September 5, 2023** – Jannah Wilson reviewed at a high level the Fiscal Report for August 2023 which was included in the board packet for the board members' review. Jannah pointed out the interest payment we received on our funds being held in the Ottawa County system. Mike Shadoan reiterated that the interest we are receiving by leaving our funds in the Ottawa County system is a good alternative to removing our money from the county system and investing it elsewhere. He noted that the expected annual interest will essentially pay for our salary/wages costs. Jannah noted we will receive interest quarterly.

Mike Shadoan moved to approve the August 2023 Fiscal Report.

Jack Madison seconded the motion.

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

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

The motion carries.

4. Public Comment – **Meeting Minutes for September 5, 2023** – No discussion.

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

- See the Marblehead Peninsula section for discussion regarding the Marblehead Peninsula.
- Jannah Wilson presented a proposed schedule of board meetings for 2024. She reduced the number of meetings to one per month rather than our current two, noting that this seemed to work fine this past July and August when we had one meeting, and also noting that when soliciting possible board members for a vacant position, two meetings per month was not feasible for many of the people she talked to. The board members had mixed opinions on this reduction. We agreed to the following 19 meeting schedule for 2024, a reduction from 2023.

January 9, 2024

February 8, 2024

February 20, 2024

March 5, 2024

March 19, 2024

April 2, 2024

April 16, 2024

May 7, 2024

May 21, 2024

June 11, 2024

July 9, 2024

August 13, 2024

September 3, 2024

September 17, 2024

October 1, 2024

October 15, 2024

November 12, 2024

December 3, 2024

December 17, 2024 (tentative – will be scheduled depending on workload)

Jannah will work to identify meeting locations across the county.

Betsy Slotnick moved to approve the tentative 2024 meeting schedule.

Judy Indorf seconded the motion.

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

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

The motion carries.

- Jannah Wilson noted she included the Draft Parks and Trails Grant Improvement Program Procedure in the board packet for the board’s review and comments. She highlighted in yellow the revisions she made from last year’s procedure. Jannah reviewed the revisions with the board. She also noted that currently we limit eligible organizations to State of Ohio public subdivisions in Ottawa County, Ottawa County public schools and Ottawa County public libraries. Jannah asked if we would like to include non-profits, noting she has had requests from several. After discussion, the board agreed to keep the eligible organizations the same, but noted a non-profit could approach the Park District regarding a special project they are interested in executing. The board and Jannah agreed on several timeline changes. Jannah also noted that she will include the requirement that a change in scope to a project needs to be approved by the board. Jannah will ask for board approval on a final version at our September 19, 2023 meeting.

- Jannah Wilson noted that she is looking into the cost of a second phone line with Verizon, noting during the day she often is using the single Park District phone and our Administrative Assistant must use her personal phone for Park District business. The board agreed with Jannah exploring this.
- Jannah Wilson noted she would like to apply to participate in the Leadership Ottawa County program. The cost is \$675 and the group will meet the second Wednesday of every month from 12:00 PM to 7:00 PM from September 2023 through April 2024. The board agreed.

Jack Madison moved to approve Jannah Wilson's participation in the Leadership Ottawa County program.

Betsy Slotnick seconded the motion.

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

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

The motion carries.

- Jannah Wilson also noted that the Ottawa County Historical Society has asked her to be on their board. She plans to accept this position and noted it will not affect her work with the Park District.
- Jannah Wilson reported that she met with John O'Neil, an engineer from DGL Consulting Engineers who have opened an office in Port Clinton. The purpose was to make contact and introduce the engineering firm to the Park District.
- See NCIT Genoa/Elmore for discussion regarding the NCIT Elmore/Genoa.

6. Old Business

- a. North Coast Inland Trail/Genoa/Elmore - **Meeting Minutes for September 5, 2023** – Jannah Wilson reported that Bob Desmond has replaced Tim Bock at Kleinfelder. Bob would likely be our contact for work we do with Kleinfelder. Jannah will be meeting with Bob Desmond, Ron Lajti, Ottawa County Engineer and Craig Miller, Ottawa County Deputy Engineer, to discuss the NCIT Martin Williston Rd. trail project on Wednesday September 6, 2023.
Jannah Wilson reported that she spoke with Tom Bergman, Village of Genoa Administrator. He expects to receive the bids for the NCIT extension through Veteran's Park this Friday September 8, 2023. The Park District previously agreed to provide up to a \$55,000 cost share for the Village of Genoa's Recreational Trails Grant application for construction of this NCIT extension as documented in Resolution 2022-21.
- b. North Coast Inland Trail/Genoa/Millbury – **Meeting Minutes for September 5, 2023** – No discussion.
- c. Catawba Islander Trail and Greenway – **Meeting Minutes for September 5, 2023** – Jannah Wilson reported that the Clean Ohio Grant Application she has been working on with Natural Heritage LLC is nearly complete. The application is due Friday September 8, 2023. Jannah believes our application is strong, noting several areas in which we received extra points, e.g. the Catawba Islander Trail and Greenway Master Plan and a plant survey she conducted. She noted Natural Heritage LLC's support has been very helpful.
- d. Portage River Water Trail – **Meeting Minutes for September 5, 2023** – No discussion.
- e. Marblehead Peninsula – **Meeting Minutes for September 5, 2023** – Jannah Wilson reported that following the interviews of the top two consultant companies who submitted proposals to our RFP to work with the Park District to conduct a Marblehead Peninsula Trail Feasibility Study, the interview team recommends OHM Advisors be selected. The interview team consisted of Jannah, Amy Bowman-Moore, Erie County Metroparks Executive Director and Judy Indorf. Jannah reviewed at a high level, the draft contract OHM Advisors have sent for this work. The board provided several comments on the contract to Jannah. Jannah will incorporate the board's comments into the contract and send it to the board for confirmation review early tomorrow. Jannah would like any clarifying comments by the end of Wednesday August 6, 2023. She will then return the contract with our comments to OHM Advisors to

be amended. Jannah requested the board pass Resolution 2023-23 Marblehead Peninsula Trail Feasibility Study, Consultant Approval, giving her approval to sign a contract with OHM Advisors to work with the Park District to conduct the Marblehead Peninsula Trail Feasibility Study.

Betsy Slotnick moved to approve Resolution 2023-23 Marblehead Peninsula Trail Feasibility Study, Consultant Approval.

Mike Shadoan 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	Absent
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries.

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

- f. Property/Road/Sidewalk/Trail Opportunities in the Oak Harbor Area – **Meeting Minutes for September 5, 2023** – No discussion.
- g. Davis Besse Railroad Opportunity - **Meeting Minutes for September 5, 2023** – Jannah Wilson reported that she has maintained contact with Laura Hnat, Director of Philanthropy, Trust for Public Land. Laura has been working to determine if an opportunity exists with the Davis Besse Railroad. Jannah also noted that Kevin Joyce, our previous contact with Trust for Public Land, has retired and been replaced by Isaac Smith. Jannah has communicated through email with Isaac and will maintain contact with him.
- h. Friends of Ottawa County Parks – **Meeting Minutes for September 5, 2023** – No discussion. Jannah Wilson noted the next meeting of the Friends of Ottawa County Parks is Monday September 18, 2023 at 6:00 PM. She will confirm at that meeting that they have a spreadsheet or software they are utilizing to maintain their finances.

7. New Business

- a. Board Member Comments – **Meeting Minutes for September 5, 2023** – Judy Indorf described Independence Grove, a Chicago area forest preserve she and her family visited over Labor Day weekend. The preserve is a good example of what could possibly be developed on a large tract of land that may be vacated when a business closes.
Mike Shadoan informed Jannah that he recently talked to Marty Sutter, Chairman Genoa Bank Board of Directors and President/CEO Genoa Bank. Marty would like to talk to Jannah about the NCIT through the Genoa Bank property in Genoa, Ohio as they are finalizing their plans. Jannah will contact Marty. Jannah noted that with this portion of the trail, we will be able to connect the NCIT from the exit of Veterans Memorial Park in Genoa to across Packer Creek.

8. Executive Session – **Meeting Minutes for September 5, 2023** – No Executive Session held.

9. Adjournment – **Meeting Minutes for September 5, 2023**

Jack Madison moved the meeting be adjourned at 9:06 PM

Judy Indorf seconded the motion.

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

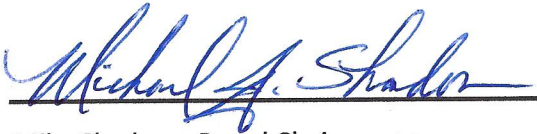
Judy Indorf	Yes
Jack Madison	Yes
Trish McCartney	Absent
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries.

The next working meeting will be Tues September 19, 2023 at the Port Clinton Arts Garage, 317 W Perry St, Port Clinton, OH 43452.

The next regular meeting will be Tues October 3, 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

9/19/2023

9/19/2023



Jannah Wilson, Executive Director-Secretary

9/19/2023

9/19/2023

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