



## Meeting Minutes for Meeting of the Park District of Ottawa County

September 19, 2023

Meeting Location: Greater Port Clinton Area Arts Council  
317 W Perry St,  
Port Clinton, OH 43452

The Park District of Ottawa County Meeting was called to order by Mike Shadoan at 6:04 PM

### 1. Roll Call

- a. Mike Shadoan Present – Y
- b. Judy Indorf Present - Y
- c. Jack Madison Absent
- d. Trish McCartney Present - Y
- e. Betsy Slotnick Present – Y
- f. Jannah Wilson Present – Y
- g. Others

1. Denny Patthoff – Friends of Ottawa County Parks, President

### 2. Minutes for Approval – **Meeting Minutes for September 19, 2023**

Betsy Slotnick moved to approve the minutes for the September 5, 2023 Park District of Ottawa County meeting.

Mike Shadoan seconded the motion.

A voice vote was held with 4 in favor, 0 against and 1 absent.

The motion carries.

### 3. Fiscal Report – **Meeting Minutes for September 19, 2023** – No discussion. Fiscal Report given at the first meeting of the month.

### 4. Public Comment – **Meeting Minutes for September 19, 2023** – No discussion.

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

- Jannah Wilson reviewed at a high level the 2024 Parks and Trails Improvement Grant Program which she reviewed with the board in detail at our September 5, 2023 meeting. Betsy Slotnick requested that we require any changes in scope from the original project be communicated to Jannah in writing for variance board resolution. Jannah requested the board approve Resolution 2023-26 2024 Parks and Trails Improvement Grant Application with the suggested change. Jannah also amended a typo in the text defining the application year, i.e. the application will close January 8<sup>th</sup>, 2024 rather than 2023.

Betsy Slotnick moved to approve Resolution 2023-26 2024 Parks and Trails Improvement Grant Application.

Trish McCartney seconded the motion.

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

Judy Indorf	Yes
Jack Madison	Absent
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 noted she provided an updated summary of our 2024 board meetings. The update includes additional location details. She noted locations in red font have not yet been agreed with the

location owner. Betsy Slotnick noted that Salem Twp. has a hall in which we could likely hold a meeting. It was also noted that Bay Twp. and Erie Twp. have not yet been included in our meeting schedule and the Village of Elmore is on the schedule twice. It was also noted that Lakeside is on the schedule in October, whereas in 2023 we held our meeting in Lakeside during the summer season to make our meeting available to seasonal residents. Jannah explained she changed this to October to avoid confusion with entrance permits.

- Jannah reminded the board that we have a meeting scheduled for November 7, 2023 which is election day. Trish McCartney and Judy Indorf are poll workers and will not be available, which means to meet a quorum, Jack Madison, Mike Shadoan and Betsy Slotnick need be present at the meeting. Jannah will confirm their availability as the time approaches.
- Jannah Wilson noted the 2024 OPRA Conference is scheduled for February 4 through 7, 2024. She noted that board members have attended portions in the past and the early bird rate offer ends November 17, 2023.
- Jannah Wilson noted that she and Sara Hill are working on identifying volunteers for the Apple Festival.
- Jannah reported that she learned from Verizon that we can add a second line for \$50.05, which would make our monthly bill \$100.10. We would receive an iPhone 13 free if we add the second line. Mike Shadoan asked if we would have to sign a contract stipulating a length of time. Jannah will ask Verizon.
- Jannah Wilson shared a proposed job description for an intermittent/seasonal, less than 1000 hours per year Operations Assistant position for the Park District. The board agreed with the content of the job description and the potential projects listed. A request to add to the project list "Inspect property for safety and security needs and make recommendations" was made. Jannah noted a retired career park employee who she worked with for a number of years at Lorain Metroparks has expressed an interest in this type of position with the Park District. The board asked if we are required to post the position. Jannah spoke with Michelle Ish, the Ottawa County Human Resources Director and learned that intermittent positions do not need to be posted.

Trish McCartney moved that Jannah Wilson offer the Part-time and Intermittent Operations Assistant role with less than 1000 hours per year to the retired career park employee who has expressed an interest in the role.

Betsy Slotnick seconded the motion

A voice vote was held with 4 in favor, 0 against and 1 absent.

The motion carries.

- Jannah Wilson noted she plans to take September 29, 2023 and October 20, 2023 as vacation days. The board thanked her for being so diligent in keeping them informed of her time off.
- Jannah Wilson noted she will be viewing a piece of property with the property owner and Isaac Smith from Trust for Public Land.

#### 6. Old Business

- a. North Coast Inland Trail/Genoa/Elmore - **Meeting Minutes for September 19, 2023** – Jannah Wilson reported that she met with Bob Desmond from Kleinfelder, Ron Lajti, Ottawa County Engineer and Craig Miller, Ottawa County Deputy Engineer to discuss the NCIT Martin Williston Rd Trail project. The meeting was beneficial. Ron Lajti suggested we consider using concrete for the trail at the north end of Martin Williston Rd. on the area the grain trucks traverse/park for loading and unloading, due to their weight. Jannah also noted that she learned we do not have to paint the trail.
- b. North Coast Inland Trail/Genoa/Millbury – **Meeting Minutes for September 19, 2023** – Jannah Wilson noted she will be meeting with Marty Sutter, Chairman Genoa Bank Board of Directors and President/CEO Genoa Bank to discuss the NCIT extension from Veterans Park to Packer Creek on September 28, 2023.
- c. Catawba Islander Trail and Greenway – **Meeting Minutes for September 19, 2023** Jannah Wilson asked to discuss next steps for the Catawba Islander Trail and Greenway with the board. Jannah informed the board she attended the Catawba Island Twp. Trustee meeting on September 12, 2023 as Jack Madison was not available to attend. Jannah and the Trustees discussed the timeline of the approval process for



the Catawba Islander Trail and Greenway. In addition, Jannah clarified that the Master Plan does not identify a final trail route for Phase 1, rather identifies four trail route options, with the final route to be selected in the future. The Trustees read Jannah a letter they intend to send to Jannah and the Park District indicating they do not approve of the trail route going through any of the township parks or on township roads. Jannah noted that it appears we will purchase property in Catawba that will enable the Phase One route to traverse through our property to the Twin Oast property where it will loop around the inside perimeter of the Twin Oast property. This route would be Option 5, which is not included in the Master Plan because the Park District did not have access to the property needed for the NW start of the trail during the development of the Master Plan. The board agreed with issuing an RFP for engineering for Phase One of the Catawba Islander Trail and Greenway using a route that does not go through Catawba Twp. property or on township roads.

Trish McCartney moved that Jannah issue an RFP for engineering of the Catawba Islander Trail and Greenway Phase One with the modified Option 5 route including a 10 ft extension to future trail routes.

Betsy Slotnick seconded the motion.

A voice vote was held with 4 in favor, 0 against and 1 absent.

The motion carries.

- d. Portage River Water Trail – **Meeting Minutes for September 19, 2023** – No discussion.
- e. Marblehead Peninsula – **Meeting Minutes for September 19, 2023** – No discussion.
- f. Property/Road/Sidewalk/Trail Opportunities in the Oak Harbor Area – **Meeting Minutes for September 19, 2023** – No discussion.
- g. Davis Besse Railroad Opportunity - **Meeting Minutes for September 19, 2023** – No discussion.
- h. Friends of Ottawa County Parks – **Meeting Minutes for September 19, 2023** – Denny Patthoff reported that Sherri Lippus has been given administrative rights to the Friends of Ottawa County Parks' Facebook page, so she can help keep the page current. The board asked Denny if the Friends have a spreadsheet or software they are using to manage their finances. Denny indicated they have the information and it is available for anyone to see. The board indicated that a spreadsheet or Google Sheets should be used. It was noted that the Friends developed a set of goals and would welcome any needs of the Park District. The next meeting of the Friends of Ottawa County Parks is October 2, 2023.

#### 7. New Business

- a. Board Member Comments – **Meeting Minutes for September 19, 2023** – Judy Indorf asked Jannah Wilson if the mowing problems along the NCIT were resolved. Jannah indicated they were. Jannah talked to Tom Bergman, Village of Genoa Administrator and he indicated their mower stopped working and they were having difficulty getting it fixed. The grass along the trail has however been mowed. As we acquire more land, we agreed we may need to identify a mower solution. Judy noted that many dealers have leasing agreements with governmental agencies, schools, etc. One option is to determine if there is a leasing option either through a local dealer or the manufacturer. It was noted that the person we may hire for the Operations Assistant role is also a farmer and may have some ideas on obtaining mowing and trimming equipment.

Mike Shadoan requested that Jannah Wilson develop a chronological history of the Park District of Ottawa County board and this be maintained going forward. All board members agreed. Trish McCartney noted that the chronology should be part of a packet that we have ready to provide new board members when they join. Betsy Slotnick suggested we attempt to start with the early 1990s when it appears the idea of a Park District in the county was first initiated. Betsy noted that Tom Bergman's, Village of Genoa Administrator, grandmother was very supportive and active in the effort. Betsy attended meetings at her kitchen table regarding the Park District when she was on the Genoa Village Council. Jannah agreed and will work with Sara to develop this.

- 8. Executive Session – **Meeting Minutes for September 19, 2023** – No Executive Session held.

- 9. Adjournment – **Meeting Minutes for September 19, 2023**

Trish McCartney moved the meeting be adjourned at 8:04 PM

Mike Shadoan seconded the motion.

A voice vote was held with 4 in favor, 0 against and 1 absent.

The motion carries.

The next two meetings will be:

Tues October 3, 2023 at the Ottawa County Agriculture Building, 240 W. Lake St., Oak Harbor, OH 43449

And Tues October 17, 2023 at the Portage Township Hall 2501 East State Rd., Port Clinton, OH 43452.

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



Mike Shadoan, Board Chairperson

10/3/23

10/3/2023



Jannah Wilson, Executive Director-Secretary

10/3/2023

10/3/2023