



Meeting Minutes for Meeting of the Park District of Ottawa County

October 3, 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 6:03 PM

1. Roll Call

- a. Mike Shadoan Present – Y
- b. Judy Indorf Present - Y
- c. Jack Madison Present – Y (joined 6:09 PM)
- d. Trish McCartney Present - Y
- e. Betsy Slotnick Present – Y
- f. Jannah Wilson Present – Y
- g. Others

- 1. Gabe Below – Port Clinton City Auditor
- 2. Denny Patthoff – Friends of Ottawa County Parks, President
- 3. Mike Snider – Port Clinton City Mayor

2. Minutes for Approval – **Meeting Minutes for October 3, 2023**

Trish McCartney moved to approve the minutes for the September 19, 2023 Park District of Ottawa County meeting with the revisions described by Judy Indorf.
Betsy Slotnick 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 October 3, 2023** – Jannah Wilson reviewed the September 2023 Fiscal Report at a high level. Jannah noted that we paid the grant to the Village of Clay Center for upgrading the playground equipment and installing bench swings in their Clay Center Park and the grant awarded to the Ottawa Soil and Water Conservation District for construction of a kayak launch at the Ottawa County Fairgrounds through the cooperation of the Ottawa County Agricultural Society, Ottawa Soil and Water Conservation District and Ottawa County Commissioners.

Judy Indorf moved to approve the Fiscal Report for September 2023.
Trish McCartney seconded the motion.
A voice vote was held with 5 in favor and 0 against.
The motion carries.

4. Public Comment – **Meeting Minutes for October 3, 2023** – Mayor Mike Snider and Auditor Gabe Below attended the Park District board meeting to request support from the Park District of Ottawa County for a Recreational Amenities Study the City of Port Clinton proposes to develop. Mayor Snider began the discussion by reviewing the many recent successes in Port Clinton including the refurbishment of the high school stadium, the improvements on the waterfront and beach area, the walk from the beach area to Lakeshore Dr., the downtown revitalization and the growth of the many support organizations such as the Arts Council and the Lighthouse Conservancy. Mayor Snider, Gabe Below and the Park District all agreed there have been many significant successes and many are the result of the City of Port Clinton's increased collaboration with Port Clinton residents, individual donors and organizations. Gabe Below summarized that they received 5 responses to the RFQ they issued to consulting firms to lead the Port Clinton Recreational Amenities Study and they

interviewed the top 4 respondents. Through this process they selected OHM Advisors to lead development of the Recreational Amenities Study. The project will develop the Scope, Preliminary Design, Location and Implementation Plan for 4 recreational projects in Port Clinton and includes multiple opportunities for Public Engagement. Three of the four amenities are a Splash Pad, a Dog Park and Pickle Ball Courts, as defined by the city based on public input. The fourth will be proposed through the study. Mayor Snider and Auditor Below will be taking the proposal to Port Clinton City Council on Oct. 10, 2023 for their approval. Mayor Snider and Gabe Below requested the Park District provide \$50,000 to help fund the \$74,500 cost of the study. The board emphasized their agreement that Port Clinton has driven many successes in the past several years. The board then questioned whether the study and proposed project are aligned with the Park District's primary goal, to connect people, places and parks. Mayor Snider and Auditor Below noted that a key deliverable of the study is identification of the location of the recreational amenities included in the project. The locations will be selected to maximize connectivity from residential and commercial centers to City Parks and the proposed recreational amenities, i.e., supporting the Park District's connectivity goal. The board emphasized the importance of the Park District's goal to Connect People, Places and Parks across the county and we would appreciate their support in promoting this as they develop their recreational amenities and any other developments in the city. It was agreed the Park District will also have a representative on the project's Steering Committee. Jannah Wilson requested the board approve Resolution 2023-28 Port Clinton Recreational Amenities Study and Memorandum of Understanding giving Jannah Wilson approval to issue \$50,000 in funding for the Port Clinton Recreational Amenities Study and to finalize a Memorandum of Understanding between the City of Port Clinton and the Park District of Ottawa County. Jannah is to obtain the approval as to form of the Ottawa County Prosecutor prior to signing the Memorandum of Understanding. The Park District also voiced their preference to provide the funding in 2024 rather than 2023 if possible.

Jack Madison moved to approve Resolution 2023-28 Port Clinton Recreational Amenities Study and Memorandum of Understanding.

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.

5. Executive Director's Report – **Meeting Minutes for October 3, 2023:**

- See Catawba Islander Trail and Greenway section for discussion regarding the Catawba Islander Trail and Greenway.
- Jannah Wilson requested that the board approve Resolution 2023-27 Two Year Contract and Order Approval giving her approval to move forward with the Verizon order for an iPhone 13 and a second wireless line. Our contract for our existing and new phone would then be for 2 years at a cost of \$110.10 per month.

Jack Madison moved to approve Resolution 2023-27 Two Year Contract and Order Approval.

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 distributed an updated 10 Year Strategic Plan for the board's review. Jannah reviewed the format and noted that inflation had been added into the 10 year plan. Jannah requested the board review the 10 Year Plan and provide any comments and in particular asked Mike Shadoan to review the costs included for Worker's Compensation and Unemployment for appropriateness. Jannah also indicated to the board she would like to work with the board and a consultant to develop a formal Strategic Plan for the Park District of Ottawa County. In a discussion she had with Quinton Babcock, Oak Harbor Mayor, she learned that Oak Harbor is working with a consultant on a strategic plan for the village at a cost of approximately \$40,000. Following a discussion and some concern with the cost, the board suggested she discuss this with the consultant we will be working with on the Marblehead Feasibility Study to determine a typical scope and cost.
- Jannah Wilson shared the draft Table of Contents for the Board Orientation Packet for comments. Several additional topics were suggested for inclusion.

6. Old Business

- a. North Coast Inland Trail/Genoa/Elmore - **Meeting Minutes for October 3, 2023** – Jannah Wilson noted that the engineering is being done for the trail improvements along Martin Williston Rd and the project will be put out for bid in February 2024. It was noted that at our July 18, 2023 meeting we selected Option 3 of the three options Harper Cromley, Kleinfelder, had described to us. 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 option did not include the concrete work for the truck loading area. The board discussed the options again. The board agreed we should include the concrete section for the truck loading area at a cost of \$24,000 and also pave the trail to be consistent with the other portions of the NCIT in the area, thus not encouraging trail users to walk/cycle on the road rather than a crushed gravel trail.

Judy Indorf moved that Option 3 selected at our July 18, 2023 meeting for the Martin Williston Rd. NCIT improvements be amended to include the use of concrete for the trail at the north end of Martin Williston Rd., for the area the grain trucks traverse/park due to their weight, and to also pave the Martin Williston portion of the trail to be consistent with other portions of the NCIT in this area.

Jack Madison seconded the motion.

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

The motion carries.

- b. North Coast Inland Trail/Genoa/Millbury – **Meeting Minutes for October 3, 2023** – No discussion.
- c. Catawba Islander Trail and Greenway – **Meeting Minutes for October 3, 2023** - Jannah Wilson reported that the Park District of Ottawa County was awarded a \$302,500 grant from the Ohio Public Works Clean Ohio Program. The grant was awarded for the purchase of 7.6 acres of property in Catawba Island Twp. with \$15,000 included in the total for habitat restoration on the property. Our consultant from Natural Heritage LLC will arrange for a required desk review of the appraisal done on the property by the end of the year. Grant money for the land acquisition will be transferred from the Clean Ohio Program directly to Hartung Title for the property purchase. A motion was approved at our September 19, 2023 meeting, approving Jannah to issue an RFP for engineering of Phase One of the Catawba Islander Trail and Greenway. Jannah will include the requirement to apply for grants as requested in the RFP.
- d. Portage River Water Trail – **Meeting Minutes for October 3, 2023** – No discussion.
- e. Marblehead Peninsula – **Meeting Minutes for October 3, 2023** – No discussion.
- f. Property/Road/Sidewalk/Trail Opportunities in the Oak Harbor Area – **Meeting Minutes for October 3, 2023** – No discussion.
- g. Davis Besse Railroad Opportunity - **Meeting Minutes for October 3, 2023** – No discussion.

- h. Friends of Ottawa County Parks – **Meeting Minutes for October 3, 2023** – Jannah Wilson informed the board that the Friends had a meeting on October 2, 2023 at which they approved their financial policy and she noted that Treasurer Charlie Rasko is working on a financial spreadsheet for Friends.

7. New Business

- a. Board Member Comments – **Meeting Minutes for October 3, 2023** – No discussion.

8. Executive Session – **Meeting Minutes for October 3, 2023**

Trish McCartney moved that the board go into Executive Session at 8:21 PM for the purpose of discussing property acquisition in Ottawa County. The board invited Jannah Wilson into Executive Session.

Judy Indorf 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.

Judy Indorf moved that the board exit Executive Session at 8:32 PM.

Mike Shadoan 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.

Trish McCartney moved that the board go into Executive Session at 8:33 PM for the purpose of discussing personnel. The board invited Jannah Wilson into Executive Session.

Mike Shadoan 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.

Jack Madison moved that the board exit Executive Session at 8:38 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 October 3, 2023**

Judy Indorf moved the meeting be adjourned at 8:41 PM
Mike Shadoan seconded the motion.
A voice vote was held with 5 in favor and 0 against.
The motion carries.

The next two meetings will be:

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

And Tuesday November 7, 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:



10/17/2023

Mike Shadoan, Board Chairperson

10/17/2023



10/17/2023

Jannah Wilson, Executive Director-Secretary

10/17/2023

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