



Meeting Minutes for Meeting of the Park District of Ottawa County

October 17, 2023

Meeting Location: Portage Township Hall
2501 East State Road
Port Clinton OH 43452

The Park District of Ottawa County Meeting was called to order by Mike Shadoan at 6:12 PM

1. Roll Call

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

1. Sara Hill – PDOC Administrative Specialist

2. Adrienne Hoeffner – new resident of Rocky Ridge; exited 7:14 PM

2. Minutes for Approval – **Meeting Minutes for October 17, 2023** - Betsy Slotnick noted a period was missing from the October 3, 2023 meeting minutes.

Betsy Slotnick moved to approve the minutes for the October 3, 2023 Park District of Ottawa County meeting with the revision she described.

Jack Madison seconded the motion.

A voice vote was held with 3 in favor, 0 against and 2 absent.

The motion carries.

3. Fiscal Report – **Meeting Minutes for October 17, 2023** – No discussion. Fiscal Report given at the first meeting of the month.

4. Public Comment – **Meeting Minutes for October 17, 2023** – No discussion. Jack Madison asked Adrienne Hoeffner, Rocky Ridge resident, what rail line went through Rocky Ridge and Jannah Wilson asked what parks are in Rocky Ridge.

5. Executive Director's Report – **Meeting Minutes for October 17, 2023:**

- Jannah Wilson discussed the development of a strategic plan for the PDOC. She noted that it would be helpful to have board-approved goals outlined in the strategic plan. The PDOC is not legally obligated to have a strategic plan in place, but having a list of board-approved goals would be advantageous. Jannah had a meeting with a representative from Erie Metroparks regarding developing a strategic plan and the representative shared with Jannah a copy of the Erie Metroparks Strategic Plan. Jannah provided a copy of the plan to each board member. Jannah noted public surveys are important. She suggested developing a strategic plan in-house and using an outside agency to possibly do the surveying for us. Jannah again noted that it is prudent for the PDOC to list out board-approved goals.
- Jannah Wilson reported that to commemorate the Total Solar Eclipse taking place on April 8, 2024, with the Path of Totality in our area, the PDOC has partnered with Black Swamp Conservancy to host a ticketed event at Dr. Robert L. Nehls Memorial Nature Preserve. Jannah outlined the event specifics, which will include a commemorative t-shirt, a cookie, a pair of solar eclipse glasses, a short educational lecture, restrooms, and a safe, secure area for participants to view the Total Solar Eclipse. Tickets will go on sale in January 2024 and Sara Hill, administrative specialist, is assisting with event coordination and marketing, along with Laura Rodriguez of Black Swamp Conservancy. The PDOC has ordered and

received 200 solar eclipse glasses for this event and a cardboard storage box for distribution at the ticketed event.

- Jannah Wilson provided an update on the Pumpkin Walk being held again this year at Meadowbrook Marsh October 26, 2023 from 6:00 PM to 8:00 PM. Jannah noted the PDOC and volunteers from Girl Scout Troop 1125 will carve upwards of 60 pumpkins on Oct. 25 from 4-6PM at Danbury Township Hall. Jannah Wilson and Sara Hill will visit local pumpkin vendors on Oct. 18, 2023, to inquire about getting a donation of 50-60 pumpkins for the event. Judy Indorf donated battery-operated candles to be placed inside the pumpkins along a trail for participants to follow. The PDOC will purchase apple cider and donuts to serve complimentary at the Pumpkin Walk event. Mike Shadoan mentioned he may have a contact for pumpkin donations and will get in touch with Jannah Wilson about this.
- See North Coast Inland Trail Genoa/Millbury section for relevant discussion.
- Jack Madison reported that he reviewed the 3Q 2023 Credit Card Report and indicated his approval of the report. Jack and Jannah both signed the report confirming their approval.
- Jannah Wilson reported she is continuing her work on the 2024 budget worksheets and these preliminary worksheets need to be turned into Rhonda Slauterbeck, Ottawa County Administrator/Clerk, by October 27, 2023 as a first draft. The board will have the opportunity to review and revise the preliminary budget worksheets at the PDOC's November 7 and 21, 2023 meetings. The final budget will be presented to the board for their approval at the first December 2023 meeting of the PDOC.

6. Old Business

- a. North Coast Inland Trail/Genoa/Elmore - **Meeting Minutes for October 17, 2023** – No discussion.
- b. North Coast Inland Trail/Genoa/Millbury – **Meeting Minutes for October 17, 2023** – Jannah Wilson reported that she would like to draft a Letter of Interest (LOI) from the PDOC to ODOT indicating the PDOC's interest in submitting a Transportation Alternatives Program (TAP) Grant application for Phase One of the Genoa to Millbury Trail. The trail may be eligible for funding. The LOI is due by October 31, 2023. Jannah noted this is a good opportunity for the PDOC and she distributed a map of the area which she printed to the board members. This phase will be expensive due to the bridge over Packer Creek. The PDOC already has a Memorandum of Understanding (MOU) to work with Genoa Bank regarding the sale of the needed parcel. Jannah requested the board pass Resolution 2023-29 Letter of Interest 2024 ODOT Transportation Alternatives Program, authorizing Jannah to submit a Letter of Interest to ODOT, indicating our interest in applying for the ODOT Transportation Alternative Program grant early in 2024.

Jack Madison made a motion to approve Resolution 2023-29 Letter of Interest 2024 ODOT Transportation Alternatives Program.

Betsy Slotnick seconded the motion.

A roll call vote was held with the following results:

| | |
|-----------------|--------|
| Judy Indorf | Absent |
| 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.

Linda Amos of the Friends of Ottawa County Parks volunteered to assist in our grant Letter of Interest, if needed.

Jannah Wilson brought forward an additional request regarding a parcel of railroad property in Genoa where parking lots have been constructed. The Village would like to gain ownership of that parcel. However, in order to move forward the surveying cost and legal descriptions of the property is approximately \$9,000.00, with additional title work and legal expenses. Village Administrator Tom Bergman has asked the Park District to consider covering the cost of the survey and legal descriptions and the Village could cover the remaining expenses. This was requested due to the possibility of routing the North Coast Inland Trail through said parcel. Jack Madison voiced that he is against the

PDOC covering this cost and suggested Tom take the funding request to the Genoa Village Council for possible approval, and the PDOC will revisit this in the future. Mike Shadoan also voiced his concern with paying for the survey and legal description work for this parcel of property.

- c. Catawba Islander Trail and Greenway – **Meeting Minutes for October 17, 2023** – Jannah Wilson reported she is ticking away on the PDOC's letter of reply to the Catawba Island Township Trustees and that Trish McCartney requested a phone call with her set for Oct. 18, 2023. Judy Indorf had noted she wishes to sign the letter and that it would be prudent for all board members to sign the letter. Mike Shadoan suggested Jannah continue to edit and make requested changes to the letter and when completed obtain the board members' signatures. Jannah Wilson said she aims to get the letter completed next week.
- d. Portage River Water Trail – **Meeting Minutes for October 17, 2023** – No discussion.
- e. Marblehead Peninsula – **Meeting Minutes for October 17, 2023** – No discussion.
- f. Property/Road/Sidewalk/Trail Opportunities in the Oak Harbor Area – **Meeting Minutes for October 17, 2023** – No discussion.
- g. Davis Besse Railroad Opportunity - **Meeting Minutes for October 17, 2023** – No discussion.
- h. Friends of Ottawa County Parks – **Meeting Minutes for October 17, 2023** – Jannah Wilson reported that the next meeting of the Friends of Ottawa County Parks will be in December and that Sherri Lippus will conduct Microsoft Teams training. The Friends have a goal in 2024 of getting a letter out for donations and they want feedback from the Park Board as to what donations should be earmarked for and what donations they should solicit for in the letter. Jannah Wilson expressed desire in having Friends fund the purchase of the bikes for Bike Safety Day 2024. If any board members have funding requests, they are encouraged to share their ideas.

7. New Business

- a. Board Member Comments – **Meeting Minutes for October 17, 2023** – Betsy Slotnick acknowledged the dedication of Sara Hill, Administrative Specialist for the PDOC, during Saturday's Apple Festival event in Oak Harbor, as the weather was very poor throughout the day with heavy wind gusts, chill and rain. Betsy Slotnick volunteered from 12-2PM Oct. 14 at the Apple Festival and noted how a gentleman at the festival inquired about tent-camping along the NCIT. Betsy asked the board if it could work with the surrounding communities regarding allowing tent-camping. Jack Madison noted that the decision is up to community officials. Jannah Wilson said perhaps "by permit tent-camping" could be allowed. Betsy Slotnick also acknowledged new PDOC employee Chuck Mattimoe for bringing cinder blocks and rope to secure the PDOC event tent during the high winds at the Apple Festival. Betsy Slotnick noted an Apple Festival attendee also inquired about the possibility of the PDOC doing a Springtime Hiking Challenge similar to the current Fall Outdoor Hiking Challenge program currently running.

Mike Shadoan asked audience member Adrienne Hoeffner, a new resident of Rocky Ridge, if she had any public comment and Adrienne noted she would like to see a walking trail in Rocky Ridge. Adrienne noted that there are parcels for sale right now. Mike Shadoan asked Adrienne if any quarry owners would be open to walking trails, but Adrienne said she is unaware of any interest. Mike Shadoan recommended Adrienne print out a map and mark off potential walking trail options and let the PDOC board know who owns the potential locations. Adrienne noted that a certain individual has made efforts to stop initiatives that she believes would better Rocky Ridge. Jack Madison encouraged Adrienne to keep plugging and also research possible grant options to better Rocky Ridge. Betsy Slotnick asked Adrienne what the governmental structure of Rocky Ridge is. Adrienne noted there are six Village Council members and a mayor. Jannah Wilson told Adrienne that Rocky Ridge would qualify for a Parks and Trails Improvement Grant and explained a presentation for the grant is on our website. Jannah suggested she work with Rocky Ridge government leaders to possibly complete a grant application. Jannah also noted that the Auditor's website has parcel maps.

Jack Madison asked if engineering RFPs had been sent out for the Catawba Islander Trail and Greenway. Jannah Wilson said she is working on it and that Kleinfelder has expressed interest but RFPs will still go out.

8. Executive Session – **Meeting Minutes for October 17, 2023**

Betsy Slotnick moved that the board go into Executive Session at 7:16 PM for the purpose of discussing property acquisition in Ottawa County. The board invited Jannah Wilson and Sara Hill into Executive Session.

Mike Shadoan seconded the motion.

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

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

The motion carries.

Jack Madison moved that the board exit Executive Session at 7:30 PM.

Betsy Slotnick seconded the motion.

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

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

The motion carries.

9. Adjournment – **Meeting Minutes for October 17, 2023**

Mike Shadoan moved the meeting be adjourned at 7:33 PM

Jack Madison seconded the motion.

A voice vote was held with 3 in favor, 0 against and 2 absent.

The motion carries.

The next two meetings will be:

Tuesday November 7, 2023 at the Ottawa County Agriculture Building, 240 W. Lake St., Oak Harbor, OH 43449

And Tuesday November 21, 2023 at the Elmore Community Center, 410 Clinton St., Elmore, OH 43416.

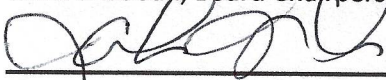
I attest the meeting minutes have been approved by the Board of Park Commissioners in a public format:



Mike Shadoan, Board Chairperson

11/7/23

11/7/2023



Jannah Wilson, Executive Director-Secretary

11/7/23

11/7/2023

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 |