



Meeting Minutes for Meeting of the Park District of Ottawa County

November 7, 2023

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

The Park District of Ottawa County Meeting was called to order by Mike Shadoan at 6:04 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. Minutes for Approval – **Meeting Minutes for November 7, 2023 -**

Jack Madison moved to approve the minutes for the October 17, 2023 Park District of Ottawa County meeting.

Betsy Slotnick 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 November 7, 2023** – Jannah Wilson presented the October financial report, noting expenses and revenue and that \$39,538.75 has been received in interest allocation. A copy of both the October financial report from the county system and the 2024 budget spreadsheet was provided to the Board. The Village of Genoa has started providing the PDOC with the bills for the Ohio Department of Natural Resources Recreational Trails Program for the cost share of the public recreation project. Jack Madison asked how the NCIT Restroom at Veterans Park is coming along and Jannah said the project should be completed by month-end and that a ribbon-cutting ceremony will be held at a future date. Jannah Wilson discussed progress along the NCIT through Genoa. The Village of Marblehead submitted its grant report for the outdoor musical instruments project and the Village was reimbursed. Jannah Wilson noted that Doug Rogers, who performs web design services for the PDOC, has increased his fees because of the number of hours the PDOC is utilizing his services. Doug will be updating the Marblehead Peninsula Trail Feasibility Study page on the PDOC website. Jannah Wilson reported a total of \$281.00 has been received in donations - \$85 from the Pumpkin Walk and \$196 from the Friends of Ottawa County Parks. The current report does not show the \$85 deposit because it was paid-in on October 31.

Budget Worksheets – Jannah Wilson asked if anyone had comments regarding the proposed 2024 budget, which is based on the budget worksheets Jannah handed out. Jannah Wilson relayed for the board the comments of Judy Indorf, who was absent at this meeting. Judy Indorf felt the amount for mileage should be increased and the PDOC should have funds set aside for the Arts Corridor, an initiative being honed and developed by Oak Harbor Mayor Quinton Babcock. He has written a Portage River Arts and Recreation Corridor visionary overview including a list of features that could tie to the corridor. The next step is developing a project list. Jannah will put Quinton's document in the next board packet. It was suggested by Judy Indorf that \$10,000 be put in as a placeholder for the Arts and Recreation Corridor. A line amount adding \$10,000 for the Arts and Recreation Corridor initiative was approved by all three present board members.



Jannah Wilson will attend a meeting with the Commissioners on November 16, 2023, to discuss the proposed 2024 budget. The Board of Park Commissioners will approve the 2024 budget at its December 5, 2023, meeting. Jannah Wilson noted there is time if anything in the proposed budget needs to be modified. Mike Shadoan said he agrees with Judy Indorf's comment to increase mileage expenses to \$8,000.00. Betsy Slotnick asked why salaries are slightly lower than last year and Jannah Wilson explained that it was because last year we added in funds for seasonal summer help and that it was not needed. Jannah Wilson said at this point the PDOC is content with its staffing numbers and that additional staffing expenses can always be added in as needed. Mike Shadoan suggested members of the Friends of Ottawa County Parks could always do seasonal volunteer work. Jannah Wilson believes at this time the Friends of Ottawa County Parks' best function is to lead the coordination of fundraising, which is what they currently are focused on, and the PDOC could lead the volunteers. Jannah Wilson cited an example of harnessing volunteers to assemble craft kits for the upcoming Total Solar Eclipse. Over the next few months, Jannah Wilson will research opportunities to coordinate volunteers. Jack Madison asked if the PDOC could get a quote for a trail and parking area for the two Catawba properties the PDOC will be acquiring. Jack Madison suggested that he and Jannah walk the properties at a future date to research where a trail could go.

Jannah reviewed the proposed 2024 budget, noting the PDOC could potentially spend \$2.94 million. She said the budget is lofty and it is unlikely the PDOC would spend that figure. The proposed budget provides the PDOC with a plan for the money, and although it may not spend it all, the budget illustrates how many projects the PDOC has undertaken and that a good amount of initiatives are happening. Jannah Wilson said \$1.1 million is allocated for land acquisition next year plus all the expenses of acquiring the land. Jannah noted that next year the PDOC is budgeting a lot of its cash balance because big projects are in the pipeline. There are also possibilities for grant money. Betsy Slotnick inquired about the make-up of Capital Improvements and wondered why specific projects appeared to not be included. Jannah noted Capital Improvements is broken down into four Capital Improvement line items, one for each major project and a general line item. Jannah explained the budget approval process includes one more meeting for the board to comment on the budget (the November 21, 2023 board meeting) and Jannah will have a resolution to approve the budget at the December 5, 2023, board meeting.

Mike Shadoan asked how the PDOC defines Educational Programs and Jannah Wilson cited Bicycle Safety Day and the Outdoor Hiking Challenge as examples. She noted the Total Solar Eclipse has potential to be an Educational Program with proposed viewing kits available for distribution.

Jack Madison moved to approve the Fiscal Report for October 2023.

Betsy Slotnick seconded the motion.

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

The motion carries.

4. Public Comment – **Meeting Minutes for November 7, 2023** – No discussion.

5. Executive Director's Report – **Meeting Minutes for November 7, 2023:**

- Jannah Wilson reported that Ida Rupp Public Library has adjusted the scope and scale of their grant project, which requires notification to the PDOC for the variance. Jannah read Resolution 2023-30 Parks and Trails Improvement Grant Variance for Grant 23-07 aloud and requested the board's approval.

Jack Madison made a motion to approve Resolution 2023-30 Parks and Trails Improvement Grant Variance for Grant 23-07.

Mike Shadoan 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.



- Jannah Wilson reported that more than 500 people attended the Pumpkin Walk on October 26, 2023, up from last year's 200 in attendance. Jannah noted the weather was beautiful and ideal, and that she believes people really like the idea of coming out and taking a walk at night. She noted the Pumpkin Walk is a partnership with Danbury Township and the local Girl Scout troop, which carved the pumpkins used for the Walk. A recently added Picnic Shelter at Meadowbrook Marsh worked out nicely for the event, Jannah noted. Jannah also showed the board the embroidered winter hats which will be distributed to participants who complete and turn in a log sheet for the Outdoor Hiking Challenge. Winter Hat distribution will be held in December 2023.
- See Catawba Island Trail and Greenway section for discussion regarding the Catawba Island Trail and Greenway.

#### 6. Old Business

- North Coast Inland Trail/Genoa/Elmore - **Meeting Minutes for November 7, 2023** – No discussion.
- North Coast Inland Trail/Genoa/Millbury – **Meeting Minutes for November 7, 2023** – No discussion.
- Catawba Islander Trail and Greenway – **Meeting Minutes for November 7, 2023** – Jannah Wilson reported that the Letter of Intent to submit an application for the 2024 TAP grant program has been submitted. She attended an ODOT meeting after the LOI was submitted and ODOT representatives seemed positive about the letter and indicated no hesitation or opposition. Jannah Wilson said she feels confident the PDOC will get to the next step. Jannah also explained the appraisal for the 7.6 acres on Catawba Island will cost \$2,000.00 and the appraisal review will cost \$1,000.00. Following the completion of these items, a project agreement will be issued by the Ohio Public Works Commission and should be ready early in 2024. Jannah noted that a preferred route for Phase 1 of the Catawba Islander Trail and Greenway has not been selected and an engineer is needed first.
- Portage River Water Trail – **Meeting Minutes for November 7, 2023** – No discussion.
- Marblehead Peninsula – **Meeting Minutes for November 7, 2023** – Jannah Wilson reported that the list of Steering Committee members for the Marblehead Peninsula Trail Feasibility Study is needed by Thursday, Nov. 9, 2023. Many business owners and stakeholders have expressed interest including Mark Coppler, Danbury Township Trustee Dave Hirt, Jeff White, and Charles Allen, interim president/CEO of Lakeside Chautauqua.
- Property/Road/Sidewalk/Trail Opportunities in the Oak Harbor Area – **Meeting Minutes for November 7, 2023** – No discussion.
- Davis Besse Railroad Opportunity - **Meeting Minutes for November 7, 2023** – No discussion.
- Friends of Ottawa County Parks – **Meeting Minutes for November 7, 2023** – Jannah Wilson reported that members of the Friends of Ottawa County Parks assisted with the Pumpkin Walk. Members have a meeting December 4<sup>th</sup> at 6 p.m. at the PDOC Offices for Microsoft Teams training and they plan on mailing out a donation request letter in 2024.

#### 7. New Business

- Board Member Comments – **Meeting Minutes for November 7, 2023** – Betsy Slotnick asked how active the PDOC is with the Toledo Metropolitan Area Council of Governments (TMACOG) as it is a good resource. Jannah Wilson said she regularly communicates with TMACOG and participates in meetings. Jack Madison briefly discussed the recent Catawba Island Township Fall Walk, noting it netted about 20 participants and it was rainy.

#### 8. Executive Session – **Meeting Minutes for November 7, 2023**

Mike Shadoan moved that the board go into Executive Session at 7:27 PM for the purpose of discussing property acquisition in Ottawa County. The board invited Jannah Wilson and Sara Hill into Executive Session.

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.

Mike Shadoan moved that the board exit Executive Session at 7:47 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 November 7, 2023**

Mike Shadoan moved the meeting be adjourned at 7:48 PM

Betsy Slotnick 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 21, 2023 at 6:00 PM at the Elmore Community Center, 410 Clinton St., Elmore, OH 43416.

And Tuesday December 5, 2023 at 6:00 PM at the Ottawa County Agriculture Building, 240 W. Lake St., Oak Harbor, OH 43449

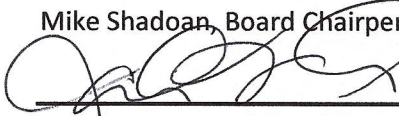
**I attest the meeting minutes have been approved by the Board of Park Commissioners in a public format:**



11/21/23

Mike Shadoan, Board Chairperson

11/21/2023



11/21/23

Jannah Wilson, Executive Director-Secretary

11/21/2023

**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