



Meeting Minutes for Meeting of the Park District of Ottawa County

January 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 Gary Kohli at 6:05 PM

1. Roll Call

- a. Gary Kohli Present – Y
- b. Mike Shadoan Present - Y
- c. Judy Indorf Present - Y
- d. Jack Madison Present - Y
- e. Betsy Slotnick Present – Y
- f. Jannah Wilson Present - Y
- g. Others
 - i. Harper Cromley, Kleinfelder; exited 7:25 PM
 - ii. Denny Patthoff, Friends of Ottawa County Parks; arrived 6:16 PM, exited 8:10 PM

2. Minutes for Approval – Meeting Minutes for January 3, 2023

Jack Madison moved to approve the minutes for the December 20, 2022 meeting.

Betsy Slotnick seconded the motion.

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

Gary Kohli	Yes
Judy Indorf	Yes
Jack Madison	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries.

3. Fiscal Report – Meeting Minutes for January 3, 2023 – Jannah Wilson noted the December 2022 expense report was included in the board packet and with no revenue in December a revenue report was not included in the board packet. Jannah reviewed the December expense report at a high level. Jannah reported that the Park District's 2023 budget was approved by the Auditor's Office. She noted that purchase orders opened in 2022 but still incurring 2022 expenses can remain open into 2023, however, 2023 expenses must be paid against a 2023 purchase order. Jack Madison reported that he reviewed the 2022 Credit Card Compliance Report with Jannah and he approved it. In the future we will approve the Credit Card Compliance Report quarterly.

Judy Indorf moved to approve the December 2022 Fiscal Report and the 2022 Credit Card Compliance Report.

Mike Shadoan seconded the motion.

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

Gary Kohli	Yes
Judy Indorf	Yes
Jack Madison	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries.

ACTION: Jannah Wilson to determine who other public entities use as a financial advisor.

4. Public Comment – Meeting Minutes for January 3, 2023 – No discussion.

5. Executive Director's Report – Meeting Minutes for January 3, 2023

- a. Jannah Wilson reviewed the 2023 Meeting Schedule which was included in the Board Packet noting that the proposed schedule does not include a meeting on July 4, 2023 or August 1, 2023 as previously discussed. Jack Madison suggested we attempt to schedule the meetings which will be held in Lakeside, Marblehead, Catawba or Port Clinton during the summer in consideration of seasonal residents. Jannah presented Resolution 2023-01 2023 Board of Park Commissioners Public Meeting Schedule for approval.

Mike Shadoan moved to approve Resolution 2023-01 Board of Park Commissioners Public Meeting Schedule.

Betsy Slotnick seconded the motion.

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

Gary Kohli	Yes
Judy Indorf	Yes
Jack Madison	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries.

A copy of the resolution can be accessed in the resolution archive.

- b. Jannah Wilson provided the board with copies of the Park District's Draft Priorities for 2023 and reviewed the document at a high level with the board. Jannah will put a scoring rubric together for consideration to assist in ranking the priorities.
- c. Jannah Wilson presented a proposed Part-time Administrative Specialist draft job posting. The position was discussed and the board agreed to make the posting.

Mike Shadoan moved to approve the Part-time Administrative Specialist position and to post the position with the Job Description discussed.

Jack Madison seconded the motion.

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

Gary Kohli	Yes
Judy Indorf	Yes
Jack Madison	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries.

- d. The board asked for an update on the former Davis Besse railroad corridor potential opportunity. Jannah Wilson reported that the next step is for her to talk to the person who conducted the title search and ask if they will provide a title insurance policy.
- e. Jannah Wilson reported that she included the Annual Report to the Probate Court she created in the board packet. It was noted that the filing information needs to be included on the top of the document. In addition to providing to the Probate Court, Jannah will also post the report on our website.
- f. Jannah Wilson passed around a picture of Put-in-Bay Twp. Park District's completed Massie Cliffside Preserve Drive which received one of the Park District of Ottawa County's grants. Put-in-Bay Park District sent the picture to Jannah showcasing its completion. Jannah also read a letter from the Catawba Island Twp. Trustees thanking us for their grant for the Cedar Meadows Trail Upgrades which is also completed. Jannah noted the 2023 Park District of Ottawa County Grant Application process has been opened. She has identified several people to participate on the grant review committee.
- g. Jannah noted that this being the first meeting of 2023, the board should select their officers and agree the selection process for next year. After discussion, the following nominations were made:

- Chairperson – Gary Kohli
- 1st Vice Chairperson – Mike Shadoan
- 2nd Vice Chairperson – Judy Indorf
- Compliance Officer – Jack Madison

All accepted their nominations.

Betsy Slotnick moved that the Park District of Ottawa County Board of Commissioners accept the above officers for the year 2023.

Jack Madison seconded the motion

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

Gary Kohli	Yes
Judy Indorf	Yes
Jack Madison	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries.

ACTION: **Jannah Wilson to ask the county if we can join the county GIS system.*

CANCELED ACTION: **Board members to review the draft Volunteer Policy and Volunteer Service Agreement and provide comments before the December 6, 2022 meeting.**

ACTION: **Jannah Wilson to ask the Ottawa County Prosecuting Attorney if the Park District can fund anything, such as volunteer t-shirts, for the Friends group.**

ACTION: **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.**

6. Old Business

- a. **North Coast Inland Trail/Genoa/Elmore - Meeting Minutes for January 3, 2023** – Jannah Wilson reported she is continuing to work with Rhonda Slauterbeck, Ottawa County Administrator/Clerk, to determine the best structure for managing the North Coast Inland Trail. Jannah also reported that the Ottawa County Engineer's team plans to work on the Martin Williston Rd. county improvements in January. Road improvements will be led by the county funded through a grant Clay Twp. has received. Bike trail work will be funded by the Park District.

ACTION: **Jannah Wilson to contact Mike Netz to inquire about his interest in volunteering to routinely monitor the NCIT for any needs.**

ACTION: **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.**

- b. **Catawba Islander Trail and Greenway – Meeting Minutes for January 3, 2023** – Harper Cromley provided the board with a draft section of the Catawba Islander Trail and Greenway Master Plan document and requested input. The board and Jannah Wilson noted they would like to develop a set of Rules and Regulations that would overarch any specific Rules and Regulations for the Catawba Islander Trail and Greenway, therefore the Master Plan should not specify details not yet developed. Jannah Wilson noted she and Jack Madison had a good meeting with the Ottawa County Engineer to discuss the Catawba Islander Trail and Greenway. He provided suggestions for the project. Jannah noted that Matt Montowski is now our contact with Catawba Island Twp. Trustees. Jannah plans to attend their meeting next Tuesday January 10, 2023.

ACTION: **Jannah Wilson and Jack Madison to meet with the Catawba Island Twp. Trustees, Fire Dept., EMS and Police before the Catawba Islander Trail and Greenway Master Plan is completed and published.*

- c. **Danbury Twp. – Meeting Minutes for January 3, 2023** – No discussion.

ACTION: **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.**

- d. **Property/Road/Sidewalk/Trail Opportunities in the Oak Harbor Area – Meeting Minutes for January 3, 2023** – No discussion.

ACTION: ** At the appropriate time, Mike Shadoan to inquire about possible interest in enhancements to a new sidewalk to the grade school.**

7. New Business

- a. **Board Member Comments – Meeting Minutes for January 3, 2023** – Mike Shadoan asked Jannah Wilson if she had met with Marcy Kaptur's office as planned. Jannah reported she met with David Zavac, who is on Marcy's staff, and discussed possible future and current Park District projects in Ottawa County.

8. Executive Session – Meeting Minutes for January 3, 2023

Judy Indorf moved that the board go into Executive Session at 9:04 PM for the purpose of discussing property acquisition.

Mike Shadoan seconded the motion.

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

Gary Kohli	Yes
Judy Indorf	Yes
Jack Madison	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries.

Mike Shadoan moved that the board exit Executive Session at 9:33 PM.

Jack Madison seconded the motion.

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

Gary Kohli	Yes
Judy Indorf	Yes
Jack Madison	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries.

9. Adjournment – Meeting Minutes for January 3, 2023

Judy Indorf moved the meeting be adjourned at 9:36 PM

Mike Shadoan seconded the motion.

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

Gary Kohli	Yes
Judy Indorf	Yes
Jack Madison	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion carries.

Next working meeting will be Tues Jan 17, 2023 at the Port Clinton City Hall, 1868 Perry St. Port Clinton, OH 43452

Next regular meeting will be Tues Feb 7, 2023 at the Ottawa County Agricultural 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:



Gary Kohli, Board Chairperson

1/17/2023



Jannah Wilson, Executive Director-Secretary

1/17/2023

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
Board Members	Board members to review the draft Volunteer Policy and Volunteer Service Agreement and provide comments before the December 6, 2022 meeting	November 15, 2022	December 5, 2022	Open
Jannah Wilson Jack Madison	Jannah Wilson and Jack Madison to meet with the Catawba Island Twp. Trustees, Fire Dept., EMS and Police before the Catawba Islander Trail and Greenway Master Plan is finalized and published	November 15, 2022	December 5, 2022	Open
Jannah Wilson	Jannah Wilson to ask the Ottawa County Prosecuting Attorney if the Park District can fund anything, such as volunteer t-shirts, for the Friends group	November 1, 2022	November 15, 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	October 4, 2022	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