



Meeting Minutes for Meeting of the Park District of Ottawa County

January 17, 2023

Meeting Location: Port Clinton City Hall
1868 E. Perry St.
Port Clinton, OH 43449

The Park District of Ottawa County Meeting was called to order by Gary Kohli at 6:08 PM

1. Roll Call

- a. Gary Kohli Present – Y
- b. Mike Shadoan Present - Y
- c. Judy Indorf Present - Y – remotely via Microsoft Teams
- d. Jack Madison Present - Y
- e. Betsy Slotnick Present – Y
- f. Jannah Wilson Present - Y
- g. Others

i. Tracy Colston, Port Clinton Safety Service Director

2. Minutes for Approval – Meeting Minutes for January 17, 2023

Jack Madison moved to approve the minutes for the January 3, 2023 meeting.

Betsy Slotnick seconded the motion.

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

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

The motion carries.

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

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

4. Public Comment – Meeting Minutes for January 17, 2023 – Tracy Colston reviewed Port Clinton's ideas for the city beach and lighthouse area.

5. Executive Director's Report – Meeting Minutes for January 17, 2023

- a. Jannah Wilson reviewed a table of the board's 2023 meetings and locations along with topics and priorities for that meeting. Jannah noted that she will maintain the Park Board's meeting schedule in Google Calendar which is accessible on the Park District's website. She requested board members reference this calendar for the most up to date schedule and meeting location. She noted she has a few more meeting locations to schedule.
- b. Jannah Wilson reported that she received a question from the Put-in-Bay Park District regarding a significant land purchase they would like to make and their need for funds for the cost share needed to apply for a grant for the purchase. She noted that our Grant Program framework indicates that an entity must own or have a long term lease on property they plan to improve and are applying for a grant for. She also noted that the framework does not exclude land acquisition from receiving a grant. Jannah has asked the Ottawa County Prosecutor if we are able to provide funds for other government entities to purchase property and is awaiting a response. Jannah noted that the project Put-in-Bay Park District is working on has three phases and she reviewed the three phases. It was noted that the Put-in-Bay Park District did not pass their levy during the Fall 2022 election. It was also noted they have been quite successful in obtaining donations. The board will await the Prosecuting Attorney's response.

- c. Jannah Wilson reviewed at a high level the Park District of Ottawa County Priority Score Sheet she included in the board packet. She explained that the scoresheet includes our projects as well as administrative priorities. She noted that while we have approved our Employee Manual and Volunteer Policy, there are still a number of additional policies we need, e.g. Purchasing and Contract Policy, Rules and Regulations. Jannah noted she will send the priority scoresheet in Excel to all of the board members and requested that the board members review the scoresheet and return their scores to Jannah for aggregation.
- d. Jannah Wilson reported that the Solid Waste District grant deadline is the end of January with a second application round due at the end of June. Mike Shadoan noted that a project to install signs for the Boy Scout Kayak launch could be a viable recipient.
- e. Jannah Wilson reported that she has received 2 applications for the Part-time Administrative Assistant role. She noted that one of the applicants asked about medical benefits. Medical benefits for part-time workers was discussed. It was suggested that workers who work 30 hours per week may be eligible for medical benefits. Jannah will ask Michelle Ish, Ottawa County HR, what the policy is.

ACTION: *Jannah Wilson to ask Michelle Ish what the policy is for part-time employee medical benefits.*

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

DONE 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 17, 2023 – Mike Shadoan noted that Bellevue has extended the NCIT through their downtown by increasing the width of their sidewalks to 10 ft. He asked Tracy Colston if this might be possible in Port Clinton. Mike also noted that some municipalities have required new developments to include bike friendly sidewalks in their developments. The board and Tracy discussed possibilities for integrating trails in Port Clinton with the goal to connect Port Clinton to Catawba and Marblehead. It was noted that updating the Active Transportation Plan would provide an opportunity to brainstorm these ideas. Mike Shadoan asked if Jannah had contacted Mike Netz regarding the NCIT. Jannah noted that she was waiting until it was decided who would be responsible for managing the NCIT. Jannah also reported that the Prosecuting Attorney confirmed that the Park District cannot fund anything, including volunteer t-shirts, for the Friends.

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 17, 2023 – Jack Madison noted that he and Jannah will attend the Catawba Island Twp. Fire Dept meeting Thursday January 19, 2023 and he has a Catawba Island Twp. Park Board meeting Wednesday January 18, 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 17, 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 17, 2023 – No discussion.
- e. Davis Besse Railroad Opportunity - Meeting Minutes for January 17, 2023 – Jannah Wilson reported that she will be meeting with Dana Alexander, Evidence of Title Alliance on February 6, 2023 to discuss what she has identified in her title search regarding the Davis Besse Railroad corridor.

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 17, 2023** – No discussion.

8. Executive Session – Meeting Minutes for January 17, 2023

Jack Madison moved that the board go into Executive Session at 7:35 PM for the purpose of discussing property acquisition and personnel topics.

Betsy Slotnick seconded the motion.

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

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

The motion carries.

Jack Madison moved that the board exit Executive Session at 8:44 PM.

Mike Shadoan seconded the motion.

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

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

The motion carries.

Following Executive Session:

Mike Shadoan moved to increase Jannah Wilson's salary increase from 3.5% to 3.75% and to grant Jannah Wilson a \$1000 non-benefit bearing bonus.

Jack Madison seconded the motion.

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

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

The motion carries.

9. Adjournment – Meeting Minutes for January 17, 2023

Jack Madison moved the meeting be adjourned at 8:47 PM

Mike Shadoan seconded the motion.

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

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

The motion carries.

Next regular meeting will be Tues Feb 7, 2023 at the Ottawa County Agricultural Building, 240 W. Lake St. Oak Harbor, OH 43449

Next working meeting will be Tues Feb 21, 2023 at the Oak Harbor Public Library, 147 W. Main St., Oak Harbor, OH 43449

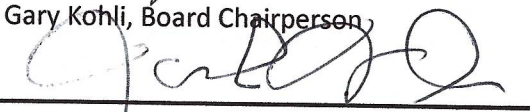
Park District of Ottawa County Action List

Action Owner	Action Description	Action Timeline		
		Action Created	Target Date	Action Status
Jannah Wilson	Jannah Wilson to ask Michelle Ish what the policy is for part-time employee medical benefits	January 17, 2023	February 7, 2023	Open
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 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
Jack Madison	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

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


 Gary Kohli, Board Chairperson

2/7/23


 Jannah Wilson, Executive Director-Secretary

2/7/2023

2/7/2023

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