



## Meeting Minutes for Meeting of the Park District of Ottawa County

April 18, 2023

Meeting Location: Genoa Town Hall  
509 Main St.  
Genoa, OH 43430

The Park District of Ottawa County Meeting was called to order by Mike Shadoan at 6:15 PM

### 1. Roll Call

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

i. Tom Bergman – Genoa Village Administrator

### 2. Minutes for Approval – Meeting Minutes for April 18, 2023

Jack Madison moved to approve the minutes for the April 4, 2023 meeting.

Judy Indorf seconded the motion.

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

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

The motion carries.

### 3. Fiscal Report – Meeting Minutes for April 18, 2023 – No fiscal discussion; Fiscal report given at the first meeting of the month. Jack Madison reviewed at a high level the 1Q 2023 Credit Card Report.

Mike Shadoan moved to approve the 1Q 2023 Credit Card report.

Judy Indorf seconded the motion.

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

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

The motion carries.

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

### 4. Public Comment – Meeting Minutes for April 18, 2023 – Tom Bergman, Genoa Village Administrator commented that a lot of efforts are progressing in Genoa. The restroom project in Veterans Memorial Park is expected to begin in May and complete in July. Comte Construction will be doing the construction. Pipe has been ordered for the village to connect the water and sewer lines for the restroom. A portion of the NCIT re-route through Veterans Memorial Park was found to be through a wetlands which puts restrictions on the material which can be used for the trail in that area. Approval from ODNR for the trail reroute is expected. Tom discussed signage and indicated the Park District should use this opportunity to place a big sign at the restroom

location indicating our financial support of the project. The park is the location for many sports games and Tom believes park visitors will be very appreciative of the new restroom with running water and sewer. Tom also indicated that the Village has applied for a Shores and Islands grant for additional support with the restroom project. Tom requested that the Park District provide the \$55,000 grant that was awarded to the Village for the restroom project up front. The board would like to discuss this in June after Genoa receives the bid for the work and the village understands how the bid compares to the \$180,000 estimate.

**5. Executive Director's Report – Meeting Minutes for April 18, 2023:**

- See the Marblehead Peninsula section for discussion regarding the Marblehead Peninsula and the Marblehead Feasibility Study.
- See Catawba Islander Trail and Greenway section for discussion regarding the Catawba Islander Trail and Greenway.
- Jannah Wilson noted that the CIC Boat Show is April 28, 29 and 30, 2023 and the Park District will have an informational booth at the show. Jannah shared an example of the cards she is having made for distribution at the boat show. The cards will provide information regarding the Master Plan Draft review and public feedback period. Jack Madison requested that Jannah also have copies of the Catawba Islander Trail and Greenway Fact Sheet available.
- Jannah Wilson requested that the board approve Resolution 2023-08 Parks and Trails Improvement Grant Waiver of Final Report – Grant 2022-06. Given that Grant 2022-06 is Phase 1 of the Genoa Restroom project, Genoa has requested that both Phase 1 and Phase 2 reports be included in one final report on completion of the project. The board approved Resolution 2023-08 Parks and Trails Improvement Grant Waiver of Final Report – Grant 2022-06. A copy of the resolution is available in the resolution archive.
- Jannah Wilson indicated she would like to become a Certified Park and Recreation Professional. She requested the board approve her taking the test for this certification. The cost is \$314. The board approved Jannah to take the test and indicated they would like feedback on its value after a year and decide at that time on renewal.
- See North Coast Inland Trail/Genoa/Millbury for discussion regarding the North Coast Inland Trail/Genoa/Millbury.
- Jannah Wilson reported that our next quarterly meeting with ODOT is scheduled for April 25, 2023. Mike Shadoan is not able to attend. Jack Madison and Judy Indorf will attend with Jannah.
- See the Friends of Ottawa County Parks section for discussion regarding the Friends of Ottawa County Parks.
- Jannah Wilson noted that Sara Hill will meet with her on Friday April 21, 2023 to complete her employment paperwork including a drug test and background check.

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

**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 April 18, 2023** – Jannah Wilson reported that Craig Miller, Deputy Ottawa County Engineer, has developed the plans for the Martin Williston Rd. repaving project and has included separating the current on-road NCIT to an off-road, separated multi-use trail in the project plans. It has been suggested that we bid and construct the two projects together due to the projects' integration with each other and understanding that executing the projects together would be more efficient. The Park District would be responsible for paying for all costs related to the multi-use trail and Clay Twp. will be responsible for paying for all costs related to the repaving project. Jannah is attempting to set up a meeting with Craig to understand the schedule. It was also noted that a plan and procedure for maintenance needs to be developed prior to completion of the Martin Williston section of the trail.

**ACTION:** *\*Jannah Wilson to set up a meeting with Craig Miller, Ottawa County Deputy Engineer, to understand the schedule for the repaving project of Martin Williston Rd and separation of the currently on road NCIT trail to a separated offroad trail.*



**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. **North Coast Inland Trail/Genoa/Millbury – Meeting Minutes for April 18, 2023** – Jannah Wilson reported that she has been discussing our Kleinfelder contract with Tim Bock. We have ~\$10,000 remaining in the contract, but the services described in the contract are out of date as our path forward for the NCIT has changed. Kleinfelder would like to close the existing contract and open a new contract which reflects the services we would expect Kleinfelder to provide going forward, rolling the remaining \$10,000 into the new contract. Tim will have a new contract for our review in May.

The board agreed to progress the purchase of property for Phase 1 of the NCIT Genoa/Millbury.

Jack Madison moved to approve Kleinfelder to develop legal descriptions for the entire length of the NCIT Genoa to Millbury in preparation for property acquisition and for West Erie Realty to begin to contact property owners regarding property acquisition for Phase 1 of the NCIT Genoa to Millbury. Judy Indorf seconded the motion.

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

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

The motion carries.

- c. **Catawba Islander Trail and Greenway – Meeting Minutes for April 18, 2023** – Jannah Wilson requested the board approve Resolution 2023-07 Memorandum of Understanding - Catawba Islander Trail and Greenway Phase One Master Plan Public Review Period which would open the Catawba Islander Trail and Greenway Master Plan Draft for public comment. It was agreed to extend the review period from 30 days to 45 days. The draft plan will be posted on our website along with a comment form for submitting comments online. In addition to the ability to provide comments online, the Park District May 16, 2023 board meeting will be held at the Catawba Island Twp. Town Hall where comments can also be provided. The board approved Resolution 2023-07 Memorandum of Understanding – Catawba Islander Trail and Greenway Master Plan Public Review Period. A copy of the resolution is available in the resolution archive.

1. **Marblehead Peninsula – Meeting Minutes for April 18, 2023** – Jannah Wilson reported that she has received Letters of Support from the Village of Marblehead, Danbury Twp. Trustees, Danbury Local Schools and the Ottawa County Commissioners for inclusion in our grant application to Shores and Islands Ohio for the Destination Development Grant to be used in helping to fund the Marblehead Feasibility Study. She reported that our budget includes \$60,000 for the Marblehead Feasibility Study and if successful, a \$10,000 Destination Development grant could be added to that. She has spoken to a couple consultants who could work with us on the feasibility study and it appears this funding level is adequate.

**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.\***

- c. **Property/Road/Sidewalk/Trail Opportunities in the Oak Harbor Area – Meeting Minutes for April 18, 2023** – No discussion.
- d. **Davis Besse Railroad Opportunity - Meeting Minutes for April 18, 2023** – No discussion.
- e. **Friends of Ottawa County Parks – Meeting Minutes for April 18, 2023** – Jannah Wilson reported that the next Friends of Ottawa County Meeting will be April 19, 2023 at 4:30 PM at the Ida Rupp Port Clinton Library.

**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 April 18, 2023 – No discussion.

8. Executive Session – Meeting Minutes for April 18, 2023

Mike Shadoan moved that the board go into Executive Session at 7:17 PM for the purpose of discussing Property Acquisition. The board invited Tom Bergman, Genoa Village Administrator into Executive Session.

Jack Madison seconded the motion.

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

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

The motion carries.

Jack Madison moved that the board exit Executive Session at 8:20 PM.

Judy Indorf seconded the motion.

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

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

The motion carries.

9. Adjournment – Meeting Minutes for April 18, 2023

Judy Indorf moved the meeting be adjourned at 8:31 PM

Mike Shadoan seconded the motion.

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

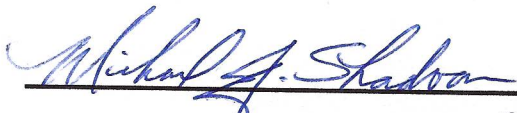
Gary Kohli	Absent
Judy Indorf	Yes
Jack Madison	Yes
Mike Shadoan	Yes
Betsy Slotnick	Absent

The motion carries.

Next regular meeting will be Tues May 2, 2023 at the Ottawa County Agriculture Building, 240 W. Lake St., Oak Harbor, OH 43449

Next working meeting will be Tues May 16, 2023 at the Catawba Island Twp. Community Hall, 3307 NW Catawba Rd. Port Clinton, OH 43452

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



Mike Shadoan, Vice Chairperson

5/2/2023

~~4/18/2023~~

5/2/2023



Jannah Wilson, Executive Director-Secretary

~~4/18/2023~~

5/2/2023