



Meeting Minutes for Meeting of the Park District of Ottawa County

May 2, 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 Mike Shadoan at 6:09 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 | Present - Y |
| f. Jannah Wilson | Present - Y |
| g. Others | |

1. Harper Cromley – Kleinfelder; exited 8:40 PM

2. Minutes for Approval – Meeting Minutes for May 2, 2023

Jack Madison moved to approve the minutes for the April 18, 2023 Park District of Ottawa County meeting with the revision Betsy Slotnick provided to Judy Indorf.

Betsy Slotnick 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 | Yes |

The motion carries.

3. Fiscal Report – Meeting Minutes for May 2, 2023 – Jannah Wilson noted that the end of April 2023 Fiscal Report was included in the board packet she sent to the board members. She reviewed the report at a high level noting that the 2022 grants to the Village of Genoa, Put-in-Bay Park District and Elmore Harris Library were paid. She noted that all 2022 grant reports are due by July 1, 2023.

Mike Shadoan moved to approve the end of April 2023 Fiscal Report.

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 | Yes |

The motion carries.

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

4. Public Comment – Meeting Minutes for May 2, 2023 – No discussion.

5. Executive Director's Report – Meeting Minutes for May 2, 2023:

- See Catawba Islander Trail and Greenway section for discussion regarding the Catawba Islander Trail and Greenway.

Mike Shadoan moved that the board go into Executive Session at 6:46 PM for the purpose of discussing real estate in Ottawa County. The board invited Harper Cromley into Executive Session. Betsy Slotnick 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 | Yes |

The motion carries.

Jack Madison moved that the board exit Executive Session at 7:27 PM.

Betsy Slotnick 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 | Yes |

The motion carries.

- See North Coast Inland Trail/Genoa/Millbury for discussion regarding the North Coast Inland Trail/Genoa/Millbury.
- Jannah Wilson requested the board approve Resolution 2023-012 Request of Funds from the Ohio Department of Transportation (ODOT) and Designation of Projects for Parks Districts Roadwork Fund FY 2024-2025 through the Ohio Parks and Recreation Association (OPRA). The resolution gives Jannah the authority to apply for funding from the ODOT OPRA Metro Parks Program.

Jack Madison moved to approve Resolution 2023-012 Request of Funds from the Ohio Department of Transportation (ODOT) and Designation of Projects for Parks Districts Roadwork Fund FY 2024-2025 through the Ohio Parks and Recreation Association (OPRA).

Betsy Slotnick 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 | Yes |

The motion carries.

- Jannah Wilson passed out a copy of Gary Kohli's letter of retirement informing the board of his retirement from the Park District of Ottawa County Board of Commissioners. The letter was signed by both Gary and Judge Haney, Ottawa County Common Pleas Court, Probate and Juvenile Divisions. Jannah and the board acknowledged the years of leadership and dedication Gary devoted to the Park District of Ottawa County and noted they would like to have the opportunity to thank Gary for his many efforts. Jannah will talk to Rhonda Slauterbeck, Ottawa County Administrator/Clerk, about possibly holding a joint thank you reception for Gary with the Ottawa County Commissioners. Jannah will post the open board position at the county libraries as requested by Judge Haney.

Mike Shadoan moved to accept Gary Kohli's retirement from the Park District of Ottawa County Board of Commissioners as Gary requested in his letter of retirement.

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 | Yes |

The motion carries.

- See the Friends of Ottawa County Parks section for discussion regarding the Friends of Ottawa County Parks.
- See the Portage River Water Trail section for discussion regarding the Portage River Water Trail.
- Jannah Wilson indicated that Sara Hill, newly hired Park District Administrative Assistant, will begin work May 17, 2023. Among other things, Jannah will ask her to write articles for the grants we are providing and to develop an e-newsletter for the Park District.
- See the NCIT/Genoa/Elmore section for discussion regarding the NCIT/Genoa/Elmore.

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

- North Coast Inland Trail/Genoa/Elmore - Meeting Minutes for May 2, 2023** – Jannah Wilson reviewed with the board the preliminary plan drawings Craig Miller, Deputy Ottawa County Engineer developed for the Martin Williston Rd. repaving project which includes a plan for moving the current on-road trail to an off-road multi-use trail. The drawings indicate the trail fits within the existing right of way. Kleinfelder will develop the detailed plans for the multi-use trail for the Park District. The off-road trail would be on the south side of Martin Williston Rd. where it comes out onto Martin Williston Rd. The drawings propose crossing Martin Williston Rd. west of State Route 163. Craig indicated to Jannah that he needs to review the crossing with Ron Lajti. Harper Cromley suggested the crossing may be eligible for an abbreviated ODOT Safety Grant. Harper will determine how the detailed design of the crossing will be developed, i.e. does the county engineering team develop the design or will Kleinfelder and does the county need to approve the crossing. Jannah will continue to work with Craig Miller to ensure we understand the schedule and the trail design and construction integrates effectively with the repaving project.

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.*

- North Coast Inland Trail/Genoa/Millbury – Meeting Minutes for May 2, 2023** – Jannah Wilson requested the board approve Resolution 2023-09 West Erie Realty, LTD Proposal and Agreement, ROW and Acquisition Services, giving West Erie Realty authority to conduct project management, title reports, appraisals, negotiations, closings and recording fees for 25 parcels.

Jack Madison moved to approve Resolution 2023-09 West Erie Realty, LTD Proposal and Agreement ROW and Acquisition Services.

Betsy Slotnick 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 | Yes |

The motion carries.

Jannah Wilson requested the board approve Resolution 2023-10 American Property Analysts, Inc. Proposal and Agreement, Appraisal Review Services, giving American Properties, Inc. authority to conduct appraisal review services for up to 25 parcels.

Jack Madison moved to approve Resolution 2023-10 American Property Analysts, Inc. Proposal and Agreement, Appraisal Review Services.

Betsy Slotnick 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 | Yes |

The motion carries.

Jannah Wilson requested the board approve Resolution 2023-11 Kleinfelder, giving Jannah Wilson authority to sign a contract with Kleinfelder to develop the Right of Way plans for the North Coast Inland Trail Genoa to Millbury.

Jack Madison moved to approve Resolution 2023-11 Kleinfelder.

Betsy Slotnick 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 | Yes |

The motion carries.

- c. **Catawba Islander Trail and Greenway – Meeting Minutes for May 2, 2023** – Jannah Wilson noted that the Park District's information booth at the April 28, 29 and 30, 2023 CIC Boat Show was well visited and the volunteers covering the booth heard a lot of positive comments about the Catawba Islander Trail and Greenway and the Park District's efforts in general. Jannah showed the board the Catawba Islander Trail and Greenway informational cards that were handed out. She noted that the Catawba Islander Trail and Greenway postcards provided more information about the project, a link to the draft master plan, and an opportunity to submit the card to indicate support for the trail and interest in learning more about the project. We also had a separate contact sheet if anyone wanted more information about the trail project, but did not want to submit a postcard. Harper Cromley noted that the Catawba Islander Trail and Greenway Draft Master Plan is available on the Park District's website for public comment. The card handed out at the CIC Boat Show provides the link to the Master Plan and public comment form. Jannah noted that in addition to the website comment form, the public will also be able to provide comments at the Park District's May 16, 2023 meeting which will be held at the Catawba Island Twp. Community Hall. Jack Madison requested that the Fact Sheet be available for attendees noting that may help make responding to questions and comments more efficient. The board agreed holding to our 3 minutes per person of comment time will be important in consideration of time. The board and Jannah agreed that we would like Kleinfelder to be present at our May 16, 2023 meeting to help address technical questions.
- c. **Portage River Water Trail – Meeting Minutes for May 2, 2023** – Jannah Wilson showed the board the sign she had made for the Little Portage River Kayak Launch which Tyler Shadoan constructed for his Eagle Scout project, funded by the Park District. Mike Shadoan indicated that the ribbon cutting ceremony for the kayak launch will be held May 25, 2023 at 9:00 AM.
- d. **Marblehead Peninsula – Meeting Minutes for May 2, 2023** – No discussion.
2. **ved Resolution 2023-05. A copy of the resolution is available in the resolution archive.**

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 May 2, 2023**
– No discussion.
- e. **Davis Besse Railroad Opportunity - Meeting Minutes for May 2, 2023** – No discussion.
- f. **Friends of Ottawa County Parks – Meeting Minutes for May 2, 2023** – Jannah Wilson reported that the Friends of Ottawa County Parks met April 19, 2023 with the purpose to discuss their Strategic Plan. They had a facilitator help them. They developed a new mission and vision and began developing their goals for the year which the facilitator suggested they limit to four. They would like to hear what the Park District board would like them to work on. The board held a short brainstorming session and identified the following items, but acknowledged they would like to think about this more before communicating the ideas to the Friends:
 - Support the Park District at events we attend.
 - Support the programs we hold, e.g. Bike Safety Day, Pumpkin Walk, provide prizes such as a hat for a Fall Ottawa County Parks hiking contest
 - Provide funding for acquisitions.

The Friends of Ottawa County Parks next meeting is May 24, 2023 at 6:00 PM at the Park District office.

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 May 2, 2023** – No discussion.

8. Executive Session – Meeting Minutes for May 2, 2023

Jack Madison moved that the board go into Executive Session at 8:43 PM for the purpose of discussing Real Estate in Ottawa County.

Betsy Slotnick 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 | Yes |

The motion carries.

Mike Shadoan moved that the board exit Executive Session at 9:15 PM.

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 | Yes |

The motion carries.

9. Adjournment – Meeting Minutes for May 2, 2023

Judy Indorf moved the meeting be adjourned at 9:16 PM

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 | Yes |

The motion carries.

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

Next regular meeting will be Tues June 6, 2023 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:

 5-16-2023

Mike Shadoan, Vice Board Chairperson Jack Madison, Board Member 5/16/2023



Jannah Wilson, Executive Director-Secretary 5/16/2023