



Meeting Minutes for Meeting of the Park District of Ottawa County

December 3, 2024

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

The Park District of Ottawa County meeting was called to order by Judy Indorf at 6:02 PM

1. Roll Call

1. Judy Indorf Present – Yes
2. Jack Madison Present – Yes
3. Trish McCartney Present – Yes
4. Mike Shadoan Present – Yes; arrived 6:04 PM
5. Betsy Slotnick Present – Yes
6. Jannah Wilson Present – Yes
7. Others
 - i. Kerry Gerich – Environmental Design Group, Project Manager; exited 7:30 PM
 - ii. Chuck Mattimoe – Park District of Ottawa County, Operations Assistant; exited 8:40 PM

2. Minutes for Approval – Meeting Minutes for December 3, 2024 –

Betsy Slotnick moved to approve the minutes for the November 12, 2024 Park District of Ottawa County Meeting.

Jack Madison seconded the motion.

A voice vote was held with 3 in favor, 0 against, 1 abstain and 1 absent.

The motion carries.

3. Fiscal Report – Meeting Minutes for December 3, 2024 – Jannah Wilson reviewed the November 2024 Fiscal Report at a high level, explaining the revenue report and key expenses in the expense report.

Judy Indorf moved to approve the November 2024 Park District of Ottawa County Fiscal Report.

Mike Shadoan seconded the motion.

A voice vote was held with 5 in favor and 0 against.

The motion carries.

4. Public Comment – Meeting Minutes for December 3, 2024 – No discussion.

5. Executive Director Report – Meeting Minutes for December 3, 2024 – Jannah Wilson reported that the online public survey to collect public input for the Park District's Strategic Plan closed November 29th, 2024 with 105 responses. Environmental Design Group, who is developing our Strategic Plan, is waiting for our 2024 year-end financial report from the Ottawa County Auditor's Office to complete the financial portion of the Strategic Plan. EDG has also nearly completed the benchmarking of comparable sized park districts to use as a comparison for various metrics and other information for our Strategic Plan.

Jannah Wilson noted that she included the updated 2025 budget appropriations worksheets in the board packet for the board's review. She confirmed that she made all of the changes suggested at our November 12, 2024 meeting and the modifications are highlighted in yellow. Jannah read and

requested the board approve Resolution 2024-33 2025 Appropriations. She noted that the resolution format and text is set by the Auditor's Office.

Jack Madison moved to approve Resolution 2024-33 2025 Appropriations.

Elizabeth Slotnick seconded the motion.

A roll call vote was held with the following results:

Judy Indorf	Yes
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Elizabeth Slotnick	Yes

Resolution 2024-33 Appropriations passes. A copy of the resolution is available in the resolution archive.

Jannah Wilson informed the board that as she had indicated previously, she researched current health insurance options. She reported that her research indicates that the current health insurance plan which the Park District provides for her appears to be the best available option, in her opinion. She suggested that we renew the current plan through Marketplace and noted that we can leave Marketplace anytime. Jannah also noted that she really likes having the HSA option, but noted there is a very high deductible that is part of the selected insurance plan. Jannah and the board agreed that Jannah should talk to Nicole Kochensparger to learn about the health care plan that the Erie-Ottawa International Airport employees participate in which is offered through the Port Clinton Chamber of Commerce. Jannah read and requested the board approve Resolution 2024-34 Health and Dental/Vision Insurance and Health Savings Account Reimbursements 2025, giving the board's approval for an 85% reimbursement of the increased premium rates for the health, dental/vision insurance plan and for the Health Savings Account match which has increased to a new maximum of \$8550 for 2025.

Trish McCartney moved to approve Resolution 2024-34 Health and Dental/Vision Insurance and Health Savings Account Reimbursements 2025.

Betsy Slotnick seconded the motion.

A roll call vote was held with the following results:

Judy Indorf	Yes
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Elizabeth Slotnick	Yes

Resolution 2024-34 Health and Dental/Vision Insurance and Health Savings Account Reimbursements 2025 passes. A copy of the resolution is available in the resolution archive.

Jannah Wilson reported that she has been considering the best option for a Volunteer Program. She noted the Friends of Ottawa County Parks seems most interested in fundraising and executing specific projects while others have voiced interest in volunteering for work in the park areas, events, etc. Jannah suggested the Park District have their own Volunteer Program, managed by her and the Park District staff. This gives the Park District the option to ask volunteers to help where needed by the Park District. Jannah has worked with Robin Pfeiffer, Ottawa County Human Resources, and discussed with other Park Districts, to determine the best option for development of a Volunteer Program for the Park District. Jannah learned that volunteers can be covered by the CORSA insurance through Ottawa County. Jannah noted she included the proposed Volunteer application

form and the CORSA Consent and Release forms in the board packet for the board's review. Volunteers would need to complete an orientation program, fill out the application form and the CORSA Consent and Release form and permit the Park District to conduct a background check with an expected cost of \$25 per background check. Jannah read and requested the board approve Resolution 2024-35 Park District Volunteer Program which gives the board's approval for Jannah to create a Volunteer Program, noting that a CORSA representative has reviewed and approved the forms and the Ottawa County Prosecutor has reviewed and approved the forms as to form.

Mike Shadoan moved to approve Resolution 2024-35 Park District Volunteer Program.
Trish McCartney seconded the motion.

A roll call vote was held with the following results:

Judy Indorf	Yes
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

Resolution 2024-35 Park District Volunteer Program passes. A copy of the resolution is available in the resolution archive.

Jannah Wilson noted that she included a letter from the Put-in-Bay Township Park District requesting that the Park District of Ottawa County allow the Put-in-Bay Township Park District to apply for a \$50,000 grant in January 2025 for the purchase of historic vineyard land on the island or for the repayment of a loan for the purchase of this land. Jannah noted the Put-in-Bay Park District has received a number of grants and donations for the purchase and preservation of approximately 20 acres of the Duff Homestead land already preserved for public use. As the Put-in-Bay Park District noted, the Clean Ohio Conservation Fund does not allow agricultural fields or vineyards to be purchased and maintained as such with its grant funds and therefore the Put-in-Bay Park District is working to identify other sources of funding for the vineyard purchase and preservation. They intend to maintain the vineyards as a working vineyard preserve for visitors to tour.

Jack Madison moved the board honor the letter of request from the Put-in-Bay Township Park District, a copy of which is included in the December 3, 2024 board packet, providing Put-in-Bay Township Park District with \$50,000.00 to be used to purchase historic Duff vineyard land.

Trish McCartney seconded the motion.

A voice vote was held with 5 in favor and 0 against.

The motion passes.

Jannah Wilson noted she included the 2025 Park District of Ottawa County Board of Commissioners 2025 Public Meeting Schedule in the board packet for the board's review and reference. Jannah suggested and the board agree to move the February 11, 2025 meeting to the Danbury Twp. Fire Department since the Marblehead Peninsula Trail Feasibility Study report will be presented.

Jannah Wilson reported that she and Mike Shadoan have been talking with Larry Fletcher, President Erie Shores and Islands, Clay Finken, Director Erie-Ottawa International Airport and Chris Singerling, Ottawa County Improvement Corporation regarding an option to develop office space in the Erie Shores and Island Visitor Center in Port Clinton for the Park District's headquarters. Construction costs for the office cubicle development are also being discussed with possible construction groups. Jannah will continue to work on understanding the viability of this option and keep the board informed.

Jannah Wilson noted that the protocol we have agreed previously is to discuss and agree the board organization structure at the first meeting of the year, which will be January 14, 2025 and asked the board members to consider their desires.

See Catawba Islander Trail and Greenway section for related discussion.

See North Coast Inland Trail Genoa / Millbury section for related discussion.

See Friends of Ottawa County Parks section for related discussion.

6. Old Business

a. **North Coast Inland Trail Genoa/Elmore – December 3, 2024 Minutes** – No discussion.

b. **North Coast Inland Trail Genoa/Millbury – December 3, 2024 Meeting Minutes** – Jannah Wilson reported that the survey work is completed for the NCIT Genoa/Millbury Phase 1 Project. Environmental Design Group is working on the due diligence for the geotechnical survey for the Packer Creek bridge crossing. The Preliminary Design is expected to be completed by January 3, 2025.

c. **Catawba Islander Trail and Greenway – December 3, 2024 Meeting Minutes** – Jannah Wilson introduced Kerry Gerich, Environmental Design Group and Project Manager for the Catawba Park Areas Master Plan development and asked Kerry to review the draft master plan with the board. Kerry reviewed the plan developed for the Islander Woods and Trailhead Park area first, indicating there is flexibility in the design except for the areas delineated as wetlands. She indicated the design includes a trail from the parking lot near the NW corner of the park area to Bob's Pond, around Bob's Pond and through the property to the SE corner. She noted that the wetland areas will likely require a boardwalk. Kerry confirmed EDG will explore different types of boardwalks so the board can understand the various types of construction materials available, the range of costs and the maintenance needs of the various types as well as the cost difference of an 8, 10 and 11 ft boardwalk. Jack Madison asked about the location of the parking lot and the trail crossing across NW Catawba Rd., indicating that the township/county may be reluctant to approve a crossing close to a blind curve on NW Catawba Rd. Kerry explained that the parking lot was located in the NW corner to avoid some native Turk's Cap Lily bulbs and some large mature trees. The trail crossing was located across NW Catawba Rd. at a location across from a potential additional park area the Park District may acquire. After discussion and Jannah's confirmation that the Turk's Cap Lily bulbs were relocated to a different area of the park, the board, Jannah and Kerry agreed to move the parking lot south close to the expected trail crossing on NW Catawba Rd. At West Harbor Preserve, Kerry explained there are more restrictions due to Black Swamp's creation of the conservation easement for preservation and enhancement of the wetlands. We will continue to collaborate with Black Swamp Conservancy on our design. As indicated on the draft map, we are permitted to construct a parking lot near the entrance and a gravel drive to the harbor for a kayak launch. There is also an idea to construct some mounds from the dirt excavated for wetlands enhancement and it is believed we can construct a gravel trail along the harbor. It's expected we will finalize the plans throughout next year. Kerry and Jannah indicated and the Black Swamp baseline plan confirmed there are substantial invasives growing on the property, including vinca and poison hemlock and suggested that it may be possible to apply for Clean Ohio Funds or H2Ohio for invasives removal. Kerry and Jannah confirmed that next steps for EDG are to:

- create construction drawings and bid documents for the Islander Woods and Trailhead property in preparation for going out to bid in February 2025 for final design and construction of Phase 1

- engage with the Ottawa County Engineer's office regarding the trail crossing across NW Catawba Rd.
- Summarize the options for a Rest Room near the parking lot and an overlook at Bob's Pond
- research, summarize and recommend the material for the boardwalk at various locations around Bob's Pond
- determine the cost differential between an 11 ft boardwalk trail and a 10 ft boardwalk trail

Jannah Wilson read and requested the board approve Resolution 2024-31 Islander Woods and Trailhead Construction Documents and Bidding which approves Environmental Design Group as the selected consultant to develop the construction documents and manage the bidding process for the Islander Woods and Trailhead Phase 1 Project. The board had tabled this resolution at our November 12, 2024 meeting to await the completion of the Catawba Islander Woods and Trailhead master plan. Following the presentation of the strategic plan by Kerry Gerich, the board agreed to approve the resolution.

Betsy Slotnick moved the board approve Resolution 2024-31 Islander Woods and Trailhead Construction Documents and Bidding.

Trish McCartney seconded the motion.

A roll call vote was held with the following results:

Judy Indorf	Yes
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Elizabeth Slotnick	Yes

Resolution 2024-31 Islander Woods and Trailhead Construction Documents and Bidding passes. A copy of the resolution is available in the resolution archive.

Jannah Wilson read and requested the board approve Resolution 2024-32 Catawba Park Areas Master Plan – Final Plan Approval, giving the board's approval of the master plan developed by Environmental Design Group for the Islander Woods and Trailhead park area and the West Harbor Preserve area.

Trish McCartney moved to approve Resolution 2024-32 Catawba Park Areas Master Plan – Final Plan Approval.

Jack Madison seconded the motion.

A roll call vote was held with the following results:

Judy Indorf	Yes
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Elizabeth Slotnick	Yes

Resolution 2024-32 Catawba Park Areas Master Plan – Final Plan Approval passes. A copy of the resolution is available in the resolution archive.

- d. **Portage River Water Trail – December 3, 2024 Meeting Minutes – No discussion.**
- e. **Marblehead Peninsula – December 3, 2024 Meeting Minutes – No discussion.**
- f. **Oak Harbor Area – December 3, 2024 Meeting Minutes – No discussion.**
- g. **Davis Besse Railroad Opportunity – December 3, 2024 Meeting Minutes – No discussion.**

- h. **Friends of Ottawa County Parks – December 3, 2024 Meeting Minutes** – Jannah Wilson reported that the Friends group is excited to do a project at the Catawba Islander Woods and Trailhead property. They have drafted a letter to solicit donations for their project and plan to include the map of the park area design. The current draft map shows the parking lot in the NW corner of the property and Jannah prefers to have the updated map included with the parking lot relocated closer to the SW corner of the property near the trail crossing across NW Catawba Rd. The board agreed and prefers to not have the draft map with the parking lot location in the NW corner issued to the public as it is likely incorrect.

7. New Business

1. **Board Member Comments – December 3, 2024 Meeting Minutes** – The board reiterated, that Jannah should keep Black Swamp involved as she progresses ideas for the development of the West Harbor Preserve.

Mike Shadoan asked if Jannah plans to develop an Annual Report similar to the report she developed for 2023. Jannah reported she plans to update the 2023 report for 2024 and will include a “check box” to indicate progress on the 2024 goals set at the beginning of the year.

2. **Information Items – December 3, 2024 Meeting Minutes** – No discussion.

8. Executive Session – December 3, 2024 Meeting Minutes –

Mike Shadoan moved the board go into Executive Session at 8:40 PM for the purpose of discussing the purchase or sale of property and to discuss compensation of public employees.

Judy Indorf seconded the motion.

A roll call vote was held with the following results:

Judy Indorf	Yes
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion passes.

Judy Indorf moved the board exit Executive Session at 9:10 PM.

Jack Madison seconded the motion.

A roll call vote was held with the following results:

Judy Indorf	Yes
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motions passes.

9. Adjournment – December 3, 2024 Meeting Minutes

Mike Shadoan moved the meeting be adjourned at 9:12 PM

Betsy Slotnick seconded the motion.

A voice vote was held with 5 in favor and 0 against.

The motion carries.

The next two meetings will be:

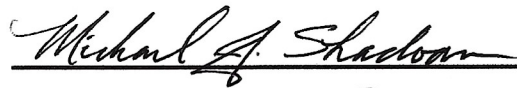
January 14, 2025 at the Bay Township Hall, 4471 W. Fremont Rd. Port Clinton, OH 43452

AND

February 11, 2025 at the Danbury Township Fire Department, 7870 East Harbor Rd.,

Marblehead, OH 43440

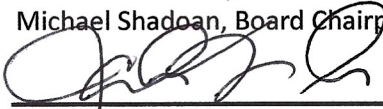
I attest the meeting minutes have been approved by the Board of Park Commissioners in a public format:



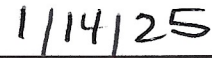
Michael Shadoan, Board Chairperson



1/14/2025



Jannah Wilson, Executive Director-Secretary



1/14/2025