



Meeting Minutes for Meeting of the Park District of Ottawa County

January 9, 2024

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

The Park District of Ottawa County meeting was called to order by Mike Shadoan at 6:04 PM.

**1. Roll Call**

- a. Mike Shadoan Present – Yes
- b. Judy Indorf Present – Yes
- c. Jack Madison Present - Yes
- d. Trish McCartney Present – Yes
- e. Betsy Slotnick Absent
- f. Others
  - i. Isaac Smith – Trust for Public Land, Ohio Project Manager
  - ii. Mark Stahl – Ottawa County Commissioner

**2. Minutes for Approval – Meeting Minutes for January 9, 2024**

Jack Madison moved to approve the minutes for the December 19, 2023 Park District of Ottawa County Meeting.

Mike Shadoan seconded the motion.

A voice vote was held with 4 in favor and 1 absent.

The motion carries.

- 3. Fiscal Report – Meeting Minutes for January 9, 2024** – Jannah Wilson reviewed at a high level the Fiscal Report for December 2023. Jannah reported that year to date expenses were \$667,644 with a few more 2023 expenses expected to still come in. Jannah noted she is in the process of opening the purchase orders for 2024. Jannah also noted she included several end of 2023 reports in the board packet, including the 2023 Inventory Report, noting that the Park District’s inventory has grown as our activity has increased. The 2023 Gifts, Grants and Donations Report was also included, noting this report will be submitted to the Probate Court as required. Jannah also included the Payroll Worksheet as an example for the board to review. Jannah noted an amended Kleinfelder contract was included in the Board Packet and she requested the board approve this amended contract. She explained that Kleinfelder has increased the contract cost due to increased work for the Genoa parcels, increased work to comply with ODOT requirements so as not to preclude application for an ODOT grant and increased parcels due to managing the NCIT rail corridor between Genoa and Millbury aligned with the adjacent property owners rather than as a single corridor. The board noted the increased cost is covered by the Park District’s budget.

Jack Madison moved to approve the amended Kleinfelder contract.

Judy Indorf seconded the motion.

A roll call vote was taken to approve the motion with the following results:

|                 |        |
|-----------------|--------|
| Judy Indorf     | Yes    |
| Jack Madison    | Yes    |
| Trish McCartney | Yes    |
| Mike Shadoan    | Yes    |
| Betsy Slotnick  | Absent |

The motion carries.

Mike Shadoan moved to approve the December 2023 Fiscal Report  
Trish McCartney seconded the motion.

A roll call vote was taken to approve the motion with the following results:

|                 |        |
|-----------------|--------|
| Judy Indorf     | Yes    |
| Jack Madison    | Yes    |
| Trish McCartney | Yes    |
| Mike Shadoan    | Yes    |
| Betsy Slotnick  | Absent |

The motion carries.

4. **Public Comment – Meeting Minutes for January 9, 2024** – Isaac Smith, Trust for Public Land, Ohio Project Manager introduced himself, explained his role at Trust for Public Land and his past roles with Lorain County Metro Parks, Cleveland Metroparks and Medina County Park District. Isaac explained the work that Trust for Public Land does and how the Park District can work with Trust for Public Land. Isaac gave each board member a folder of information about Trust for Public Land and summarized that Trust for Public Land works with willing landowners to purchase property and hold it as Park Districts or other agencies work on financing, with the intention to create parks and conserve land, increasing public access and preservation. Trust for Public Land also has experience with grant writing and can support the Park District in grant writing efforts and he noted they have a relationship with many of the U.S. railroad companies. Isaac noted that he and Jannah toured areas in Ottawa County and he noted that he is working in many areas in Ohio on behalf of Trust for Public Land.

Commissioner Mark Stahl noted he was in attendance to show support for the Park District and thanked the Park District for all of the good things the park district is doing. He noted efforts to construct the NCIT started approximately 30 years ago and acknowledged the progress that continues to be made. The Park District and Commissioner Stahl discussed a number of the projects the Park District has underway as well as potential future projects the Park District and the County have interest in.

5. **Executive Director Report – Meeting Minutes for January 9, 2024**

- a. Jannah Wilson read and requested that the board approve Resolution 2024-01 2024 Board of Park Commissioners Public Meeting, noting the schedule is posted on the Park District website.

Trish McCartney moved to approve Resolution 2024-01, 2024 Board of Park Commissioners Public Meeting Schedule.

Jack Madison seconded the motion.

A roll call vote was taken to approve the motion with the following results:

|                 |        |
|-----------------|--------|
| Judy Indorf     | Yes    |
| Jack Madison    | Yes    |
| Trish McCartney | Yes    |
| Mike Shadoan    | Yes    |
| Betsy Slotnick  | Absent |

The motion carries.

- b. Jannah Wilson noted that while the board would typically vote on board officers at the first meeting of the year, due to Gary Kohli's retirement in June 2023, the board had voted on Gary's replacement as Chairperson along with the other Park District board positions in June 2023. Jannah suggested the board could still vote on new officers or agree to maintain the officers elected in June 2023. Jannah also suggested we formalize the role of Secretary



Assistant to reflect that she has delegated and Judy Indorf has accepted the role of documenting the board's meeting minutes.

Trish McCartney moved to maintain the current officers of the Park District of Ottawa County in their roles for 2024.

Judy Indorf seconded the motion.

A roll call vote was taken to approve the motion with the following results:

|                 |        |
|-----------------|--------|
| Judy Indorf     | Yes    |
| Jack Madison    | Yes    |
| Trish McCartney | Yes    |
| Mike Shadoan    | Yes    |
| Betsy Slotnick  | Absent |

The motion carries.

- c. See Catawba Islander Trail and Greenway section for related discussion.
- d. Jannah Wilson led a discussion on the proposed Request for Proposal to work with the Park District to develop a Strategic Plan for the Park District. The board provided the following comments on the RFP document:
  - Include a section on a Funding Strategy for the Park District
  - Add a Task 6 to outline a marketing strategy for the Park District, specifically discussing how the Park District can best market the great things they are accomplishing and identify what other efforts the Park District could provide Ottawa County residents and visitors that would best illustrate to the community the Park District is doing great things
  - Include development of a protocol or set of criteria that would ensure that the projects the Park District undertakes meet our Mission and Vision

The board and Jannah agreed to table this RFP to allow Jannah to include the items suggested by the board.

- e. Jannah Wilson noted that Chuck Mattimoe has completed a draft of a set of Park Rules and Regulations. Jannah will send these to the board members for their review and we will discuss them at our next meeting. The board and Jannah agreed to also discuss the approval process we should follow including Ohio Revised Code publishing requirements. Jannah explained that through her discussions with the Sherriff Department and the Ottawa County Prosecutor, once formally approved, the Sherriff Department can enforce them and non-compliance would result in a misdemeanor. Fines levied would be payable to the Park District through the Municipal Court.
- f. Jannah Wilson noted that Sara Hill has created a running log of the Park District's Motions and Regulations. The log was included in the board packet for the board's information. This was quite a big effort for Sara as she developed the log by reviewing all of our past minutes. Everyone acknowledged this will be a great reference and commended Sara and Jannah.

## 6. Old Business

- a. **North Coast Inland Trail Genoa/Elmore – January 9, 2024 Minutes** – No discussion.
- b. **North Coast Inland Trail Genoa/Millbury – January 9, 2024 Minutes** – No discussion.
- c. **Catawba Islander Trail and Greenway – January 9, 2024 Minutes** – Jannah Wilson read and requested approval of Resolution 2024-02, Catawba Park Areas Master Plans, Request for Proposals. Jannah explained the RFP would include a request to develop a master plan for a trailhead on the 7 acres parcel in NW Catawba and the 12 acres parcel in S Catawba adjacent to West Harbor. Jannah noted she included the Request for Proposal document which includes the Scope of Services requested, the amenities desired for each area and the qualifications required by applicants in the board packet for the board's review. Jannah

noted that Judy Indorf provided a comment prior to the meeting to include a list of Deliverables in the RFP which she will add.

Jack Madison moved to approve Resolution 2024-02, Catawba Park Areas Master Plans, Request for Proposals.

Mike Shadoan seconded the motion.

A roll call vote was taken to approve the motion with the following results:

|                 |        |
|-----------------|--------|
| Judy Indorf     | Yes    |
| Jack Madison    | Yes    |
| Trish McCartney | Yes    |
| Mike Shadoan    | Yes    |
| Betsy Slotnick  | Absent |

The motion carries.

Jannah Wilson reviewed the Hourly Fee Agreement proposed by Attorney John Kocher for legal services the firm of Kocher and Barney propose to provide for the purchase of a 17 acres plot in NW Catawba. Jannah read and requested the board's approval of Resolution 2024-04, John Kocher Fee Agreement.

Mike Shadoan moved to approve Resolution 2024-04, John Kocher Fee Agreement.

Jack Madison seconded the motion.

A roll call vote was taken to approve the motion with the following results:

|                 |        |
|-----------------|--------|
| Judy Indorf     | Yes    |
| Jack Madison    | Yes    |
| Trish McCartney | Yes    |
| Mike Shadoan    | Yes    |
| Betsy Slotnick  | Absent |

The motion carries.

Jannah Wilson read and requested approval of Resolution 2024-05, Purchase Agreement, giving Jannah Wilson approval to sign a Purchase Agreement with closing contingent on receiving grant funds and/or additional public funds and public donations for purchase of a 17 acres parcel in NW Catawba. Resolution 2024-05 confirms that legal counsel retained by the Park District has written and reviewed the purchase agreement and the Purchase Agreement has also been reviewed and approved as to form by the Ottawa County Prosecutor.

Mike Shadoan moved to approve Resolution 2024-05, Purchase Agreement.

Judy Indorf seconded the motion.

A roll call vote was taken to approve the motion with the following results:

|                 |        |
|-----------------|--------|
| Judy Indorf     | Yes    |
| Jack Madison    | Yes    |
| Trish McCartney | Yes    |
| Mike Shadoan    | Yes    |
| Betsy Slotnick  | Absent |

The motion carries.

- d. **Portage River Water Trail – January 9, 2024 Meeting Minutes – No discussion.**
- e. **Marblehead Peninsula – January 9, 2024 Meeting Minutes - No discussion.**
- f. **Oak Harbor Area – January 9, 2024 Meeting Minutes – No discussion.**
- g. **Davis Besse Railroad Opportunity – January 9, 2024 Meeting Minutes – No discussion.**



- a. **Friends of Ottawa County Parks – January 9, 2024 Meeting Minutes – Jannah Wilson** reported the Friends of Ottawa County Parks have a meeting tonight.
- 7. **New Business**
  - a. **Board Member Comments – January 9, 2024 Meeting Minutes – No discussion.**
  - b. **Information Items – January 9, 2024 Meeting Minutes – No discussion.**
- 8. **Executive Session – January 9, 2024 Meeting Minutes – No Executive Session.**
- 9. **Adjournment – January 9, 2024 Meeting Minutes**
  - Trish McCartney moved the meeting be adjourned at 7:47 PM
  - Judy Indorf seconded the motion.
  - A voice vote was held with 4 in favor, and 1 absent.
  - The motion carries.

The next two meetings will be:

Thursday February 8, 2024 at 6:00 PM at the Oak Harbor Public Library, 147 W Main St, Oak Harbor, OH 43449

And

February 20, 2024 at 6:00 PM at the City of Port Clinton City Hall, 1868 East Perry St., Port Clinton, OH 43452

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

*Michael J. Shadoan*

*2/8/2024*

Mike Shadoan, Board Chairperson

2/8/2024

*Jannah Wilson*

*2/8/2024*

Jannah Wilson, Executive Director-Secretary

2/8/2024

| 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          |
| 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 | 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          |