



Meeting Minutes for Meeting of the Park District of Ottawa County

July 9, 2024

Meeting Location: Marblehead Municipal Services Bldg.
517 W Main St,
Lakeside Marblehead, OH 43440

The Park District of Ottawa County meeting was called to order by Mike Shadoan at 6:03 PM.

1. Roll Call

- a. Mike Shadoan Present – Yes
- b. Judy Indorf Present - Yes
- c. Jack Madison Absent
- d. Trish McCartney Present - Yes
- e. Betsy Slotnick Present – arrived 6:12 PM
- f. Jannah Wilson Present – Yes
- g. Others
 - i. Gabe Below – Port Clinton City Auditor; exited 6:57 PM
 - ii. Tom James – Environmental Design Group – Park Development Specialist
 - iii. Matt Kovach – Littoral Services, LLC – Senior Ecologist; exited 7:09 PM

2. Minutes for Approval – Meeting Minutes for July 9, 2024 –

Trish McCartney moved to approve the amended version of the minutes for the June 11, 2024 Park District of Ottawa County Meeting. The amended version adds the voting results for the motion to reimburse Genoa Bank for a portion of the cost of the environmental work they had contracted out on property which the Park District has an interest, which had been inadvertently left out of the original version of the minutes.

Mike Shadoan seconded the motion.

A voice vote was held with 3 in favor, 0 against and 2 absent.

The motion carries.

3. Fiscal Report – Meeting Minutes for July 9, 2024 –

Jannah Wilson reviewed at a high level the June 2024 Fiscal Report. She noted that she paid Kocher and Barney (legal counsel) for work they did regarding an old gas lease on property we plan to purchase. She also noted a payment she made for our portion of a payment for environmental work done on property we may purchase. Jannah also noted she had included in the board packet the reports documenting the encumbrance and balance for the West Erie Realty purchase order which was discussed at our June 11, 2024 meeting. She noted the report she provided shows the increase in the encumbrance from \$50,000 to \$120,000 as she had described and a second report shows the balance of \$61,250 following the payment of \$58,750 she made to West Erie Realty. The board agreed these additional reports explain the question that had been raised.

Judy Indorf moved to approve the June 2024 Fiscal Report.

Trish McCartney seconded the motion.

A voice vote was held with 4 in favor, 0 against and 1 absent.

The motion carries.

4. Public Comment – Meeting Minutes for July 9, 2024 –

- Gabe Below provided an update on the Port Clinton Recreational Amenities Plan which OHM Advisors is developing in conjunction with a working group for the City of Port Clinton. Gabe reviewed the range of amenities under consideration which include the original amenities that were identified by Port Clinton at the start of the plan development and quite a few additional amenities identified through a survey they conducted. The survey was completed by 500 people online and over 40 people who attended two public open houses they held. Gabe also discussed the active transportation amenities under consideration and of interest to the public. There is a desire to link these to other county/area active transportation amenities. Gabe noted the next steps are to complete the plan this month, review the plan with City Council committees of jurisdiction, followed by reviewing the plan with the full City Council. Gabe responded to a question regarding funding, noting several state level funding sources and grant sources were options identified thus far. The Park District thanked Gabe and indicated their interest in remaining informed and working with Port Clinton.
- Tom James introduced himself to the board, noting his prior engagement with the Park District several years ago and giving a brief summary of his career in park management, including as Executive Director of Medina County Park District. Tom indicated he would like to facilitate a discussion to kickoff the development of the Strategic Plan for the Park District of Ottawa County, which he is leading on behalf of Environmental Design Group. He noted he sent a questionnaire to the board members last week and he would like to discuss each question with the board and Jannah. A lengthy discussion was held regarding each of the eight questions. Highlights include:

- Most are happy with the mission statement, with a possible addition that we are creating things for both now and the future/future generations/leaving a legacy. It was noted the Park District was originally formed to develop trails and many would like to keep this intent visible.
- Most are happy with the Vision – believe it is catchy, short and to the point
- It was suggested to add “Accessibility” and possibly “Legacy” to the list of Values
- Most agreed the NCIT, Catawba property purchases and the grant program are the most important accomplishments to date
- Mike Shadoan referenced a map he has built into his business’ website that has a “pin” for each of his window installations and the ability for the viewer to see what the installation included. Mike suggested a similar concept could be used to illustrate all of the Park District’s projects
- Tom asked for any comments beyond the questions we discussed. It was noted that Trish McCartney had indicated in an early discussion that she would like the Strategic Plan to include a view/discussion of how we select projects to ensure they are in support of our mission/vision/values
- Tom was asked to describe next steps: Tom will do a deep dive into all of the material regarding the history and current activities of the Park District Jannah has provided him; he will do a financial projection; by August 22, 2024, he will put together all of the ideas he/EDG have for the Strategic Plan; this will be reviewed at a Stakeholder meeting to determine if the plan development is on the right path. Jannah indicated she has invited all of the Village and City Administrators, an ODNR representative, Jason Lewis from the Ottawa National Refuge, Vicki Rae Harder who continues to engage with the Park District, Lisa Brohl from Put-in-Bay Twp. Park District and a representative from Ottawa County Soil and Water Conservation to participate in the stakeholder group. Mike Shadoan suggested that Mark Messa,

Director of Regional Planning - Ottawa County be invited to participate and all agreed.

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

a. Jannah Wilson read Resolution 2024-21 Application for Clean Ohio Conservation Fund Grant Funding and requested the board's approval. The resolution gives her authorization to apply for an Ohio Conservation Fund grant.

Trish McCartney moved to approve Resolution 2024-21 Application for Clean Ohio Conservation Fund Grant Funding giving Jannah Wilson approval to apply for an Ohio Conservation Fund grant.

Betsy Slotnick seconded the motion.

A roll call vote was held with the following results:

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

Resolution 2024-21 Application for Clean Ohio Conservation Fund Grant Funding passes.

A copy of the resolution is available in the resolution archive.

See Marblehead Peninsula section for related discussion.

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

See Catawba Islander Trail and Greenway section for related discussion.

6. **Old Business**

a. **North Coast Inland Trail Genoa/Elmore – July 9, 2024 Minutes** – Jannah Wilson reported that the county only received one bid for the combined RFQ for the county Martin Williston Rd. repaving project and the Park District project to separate the North Coast Inland Trail from Martin Williston Rd. It is believed this is due to the RFQ going out late in the season and if sent early in the season more companies would submit proposals. Jannah noted that as a result Martin Williston Rd. cannot be repaved in 2024. The county applied for and was granted an extension on using their funds from ODOT for the repaving in 2025. Jannah requested the board's approval to give the Ottawa County Engineer's Office authorization to issue an RFQ again for the combined county's repaving and the Park District's NCIT separation project.

Trish McCartney moved the board give Jannah Wilson approval to authorize the Ottawa County Engineer's Office to issue an RFQ on behalf of the Park District for the combined Ottawa County project to repave Martin Williston Rd. and the Park District to separate the NCIT from Martin Williston Rd.

Betsy Slotnick seconded the motion.

A voice vote was held with 4 in favor, 0 against and 1 absent.

The motion carries.

b. **North Coast Inland Trail Genoa/Millbury – July 9, 2024 Meeting Minutes** – No discussion.

c. **Catawba Islander Trail and Greenway – July 9, 2024 Meeting Minutes** – Matt Kovach introduced himself and reviewed Littoral Services, LLC's proposal for ecological restoration services at the Islander Woods and Trailhead. Matt educated the board on removal of invasive plant species and seeding with native plants and reviewed Littoral Services proposed plan to conduct the restoration. The Park District noted we do not have a definitive plan for the Islander Woods property, e.g. trail route, wooded location, prairie location, etc. Matt noted that even with a plan under development, there are actions we could take that won't preclude options for our plan. Matt noted a prominent invasive on the

property is reed canary grass. Littoral Services' proposal includes two phases, Phase 1 – Invasive Species Removal and Phase 2 – Native Plant Seeding. Matt recommended that Phase 1 be implemented this fall, although it is likely a second, maybe spot rather than broadcast, treatment would be needed in the spring. He noted that seeding with natives will help to keep the invasives at bay. He also noted that once a plan is developed for the area, seeding could be strategically located to create borders, keep short plants near trails to prevent tall plants from falling on trails and to create a good mix of plant types and colors. He noted that seeding is typically a mixture of annuals and perennials and that annuals will fully bloom in the first year and often reseed themselves and perennials tend to take 2 or 3 years before they are vibrant. After further discussion at the end of the meeting, the board requested an amended proposal from Littoral Services, LLC.

Mike Shadoan moved the board approve Jannah Wilson to accept an amended proposal from Littoral Services, LLC to include Phase 1 Invasive Species Removal for \$12,000 and an abbreviated Phase 2 Native Plant Seeding to include seeding of native annuals on sprayed areas for \$3,000.

Betsy Slotnick seconded the motion.

A voice vote was held with 4 in favor, 0 against and 1 absent.

The motion carries.

- d. **Portage River Water Trail – July 9, 2024 Meeting Minutes** – No discussion.
- e. **Marblehead Peninsula – July 9, 2024 Meeting Minutes** – Jannah Wilson reviewed the document created by OHM Advisors summarizing the results of the first survey conducted by OHM for the Marblehead Trail Feasibility Study. Jannah noted the document was included in the board packet.
- f. **Oak Harbor Area – July 9, 2024 Meeting Minutes** – No discussion.
- g. **Davis Besse Railroad Opportunity – July 9, 2024 Meeting Minutes** – No discussion.
- h. **Friends of Ottawa County Parks – July 9, 2024 Meeting Minutes** – No discussion.
- 7. **New Business**
 - a. **Board Member Comments – July 9, 2024 Meeting Minutes** – No discussion.
 - b. **Information Items – July 9, 2024 Meeting Minutes** – No discussion.
- 8. **Executive Session – July 9, 2024 Meeting Minutes** – No Executive Session.
- 9. **Adjournment – July 9, 2024 Meeting Minutes**

Trish McCartney moved the meeting be adjourned at 8:36 PM

Betsy Slotnick seconded the motion.

A voice vote was held with 4 in favor, 0 against and 1 absent.

The motion carries.

The next two meetings will be:

August 13, 2024 at 6:00 PM at the Danbury Township Hall, 5972 Port Clinton Eastern Rd.,
Marblehead, OH 43440

AND

September 3, 2024 at 6:00 PM at the Ottawa County Agriculture Ext., 240 W. Lake St. # C, Oak
Harbor, OH 43449

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

Michael A. Shadoan

Michael Shadoan, Board Chairperson

8/13/2024

~~7/9/2024~~

Jannah Wilson

Jannah Wilson, Executive Director-Secretary

~~7/9/2024~~

8/13/2024

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