



Meeting Minutes for Meeting of the Park District of Ottawa County

August 13, 2024

Meeting Location: Danbury Twp. Hall
5972 Port Clinton Eastern Rd.
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; via Microsoft Teams; Abstained from voting
- c. Jack Madison Present – Yes; Arrived 6:09 PM
- d. Trish McCartney Present - Yes
- e. Betsy Slotnick Present – Yes
- f. Jannah Wilson Present – Yes

2. Minutes for Approval – Meeting Minutes for August 13, 2024 –

Mike Shadoan moved to approve the minutes for the July 9, 2024 Park District of Ottawa County Meeting with the signature date updated to August 13, 2024.

Betsy Slotnick seconded the motion.

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

The motion carries.

- 3. Fiscal Report – Meeting Minutes for August 13, 2024 –** Jannah Wilson reviewed at a high level the July 2024 Fiscal Report. She noted we received the second half revenue disbursement along with our quarterly interest revenue from funds held by the county. She also noted a payment to Genoa Bank of \$29,912.50 for purchase of a parcel of property in the Village of Genoa from the Genoa Bank along with the closing costs of \$1250. Jannah also informed the board that she made a line item transfer of \$20,000 from Land Acquisition to the Capital Improvement line for costs incurred in the development of our Strategic Plan and \$6,000 from Land Acquisition to the Property Tax line item for property tax payment. Jannah noted that the Park District received a notice from the Ottawa County Commissioners indicating an increase from \$333.32 to \$433.13 in the assessment base for a parcel of land we own that the North Coast Inland Trail goes through. The increase in the assessment is the result of the La Carpe Creek Ditch Improvement, a portion of which the North Coast Inland Trail goes through. Jannah noted she filed and received approval from the state for form DTE-23 requesting exemption from property tax on the West Harbor Preserve property. She has also filed a DTE-115 CAUV (Current Agricultural Use Value) form for the West Harbor Preserve property for repayment exemption. Jannah noted that next she will file the DTE -23 form for the Islander Woods property and then the Genoa Bank property. She noted it takes ~ 6 – 8 months to receive the tax exemption status so we therefore need to pay the taxes first and get reimbursed from the county on receipt of tax exemption status. She noted she also continues to pay for once per week mowing of the portion of the West Harbor Preserve property that was previously mowed. Jack Madison reported that he reviewed the Park District of Ottawa County credit card report for 2Q and approved the charges. He noted that the statement included a \$50 deposit for two shuttle buses to be used to transport Pumpkin Walk attendees from Dempsey Access to Meadowbrook Preserve to alleviate parking congestion and risks from the small parking area at Meadowbrook. We will pay the remaining \$300 at a later date.

Mike Shadoan moved to approve the July 2024 Fiscal Report.

Trish McCartney seconded the motion.

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

The motion carries.

4. **Public Comment – Meeting Minutes for August 13, 2024** – No discussion.

5. **Executive Director Report – Meeting Minutes for August 13, 2024** –

a. Jannah Wilson requested the board provide approval for her to explore the opportunity for the Park District of Ottawa County to participate in the State of Ohio Cooperative Purchasing Program. She explained the program allows the park district to participate in contracts distributed by the state of Ohio, Department of Administrative Services, Office of Cooperative Purchasing for the purchase of supplies, services, equipment and certain materials. Jannah will inquire regarding the annual membership charge and report this to the board. It was noted that Source Well is another cooperative buying program for government and education entities. Source Well does not have a fee and does not require a resolution, so Jannah could just join this program. Equalis Group is a third program that manages cooperative buying programs for public agencies. Due the Park District's relatively small number of equipment purchases, this service is not needed at this time. Jannah read and requested the board to approve Resolution 2024-22 Authorizing the Park District of Ottawa County to Participate in the State of Ohio Cooperative Purchasing Program which will give Jannah Wilson permission to explore participation in the Ohio Buys Cooperative Purchasing Program.

Trish McCartney moved the board approve Resolution 2024-22 Authorizing the Park District of Ottawa County to Participate in the State of Ohio Cooperative Purchasing Program.

Betsy Slotnick seconded the motion.

A roll call vote was taken with the following results:

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

Resolution 2024-22 Authorizing the Park District of Ottawa County to Participate in the State of Ohio Cooperative Purchasing Program passes.

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

Jannah Wilson reported that the development of the Strategic Plan for the Park District of Ottawa County is progressing with a stakeholder meeting scheduled for next week.

Jannah Wilson informed the board that the Park District will again host an Outdoor Hiking Challenge from September 3, 2024 to November 30, 2024. The challenge will include hikes at 13 sites with several guided hikes. She noted that the award for completing the hiking challenge is a camping mug. A lot of interest is being shown for the Hiking Challenge, including CrossFit in Port Clinton and the Ottawa County Employee Wellness program.

Jannah Wilson reported she has learned that the Erie-Ottawa International Airport is conducting a study with the FAA to determine if the existing airport buildings can be updated and refurbished or if new spaces should be developed. It's possible there could be space available depending on the options and decisions made. Jannah also noted that airport management has voiced an interest to develop walking trails in a wooded area near the airport.

Jannah Wilson reported that she is working with our legal counsel to respond to a public records request for the NCIT project.

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

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

See Catawba Islander Trail and Greenway section for related discussion.
See Marblehead Peninsula section for related discussion.

6. **Old Business**

a. **North Coast Inland Trail Genoa/Elmore – August 13, 2024 Minutes** – Jannah Wilson provided an update to the board, informing them that the second bid request for the combined project for the county Martin Williston Rd. repaving project and the Park District of Ottawa County project to separate the North Coast Inland Trail from Martin Williston Rd. will be sent out Thursday August 15, 2024. The sealed bids will be opened August 29, 2024 at the Ottawa County Commissioners' Office. Jannah read and requested approval for Resolution 2024-23 Martin Williston Rd North Coast Inland Trail Multi-Use Path Re-bid for 2025 Construction giving the Ottawa County Engineer approval to follow procedures to rebid the project for 2025 construction and approve the lowest and best bid for the multi-use trail portion of the project in conjunction with the road widening project.

Jack Madison moved the board approve Resolution 2024-23 Martin Williston Rd. North Coast Inland Trail Multi-Use Path Re-bid for 2025 Construction.

Betsy Slotnick seconded the motion.

A roll call vote was held with the following results:

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

Resolution 2024-23 Martin Williston Rd. North Coast Inland Trail Multi-Use Path Re-bid for 2025 Construction passes A copy of the resolution is available in the resolution archive.

- b. **North Coast Inland Trail Genoa/Millbury – August 13, 2024 Meeting Minutes** – Jannah Wilson provided an update on Phase 1 of the North Coast Inland Trail Genoa/Millbury project, informing the board that the bidding process closed yesterday for engineering and design of Phase 1. We have received 5 proposals and a team of herself, Genoa Village Administrator Tom Bergman, and Ottawa County Bridge Engineer Jim Moore will review the proposals and make a selection recommendation to the board. Jannah confirmed that Matt Sommerfeld, ODOT LPA Coordinator and our contact with ODOT, is guiding Jannah through the proper protocol for project execution.
- **Catawba Islander Trail and Greenway – August 13, 2024 Meeting Minutes** – Jannah Wilson reported that work on the Catawba Master Plan continues and approximately 140 public survey responses have been received. Jannah also noted that Littoral Services, LLC has begun the invasive species treatment at the Islander Woods and Trailhead property.
- d. **Portage River Water Trail – August 13, 2024 Meeting Minutes** – No discussion.
- e. **Marblehead Peninsula – August 13, 2024 Meeting Minutes** – Jannah Wilson reported that the second Open House for the Marblehead Trail Feasibility Study was held August 12, 2024 at the Shores and Islands Visitor Center with approximately 20 – 25 people in attendance. She noted that many good conversations were held with the attendees by both OHM staff and the Park District attendees. She informed the board that the second public survey to collect input from the public on trails in Marblehead is now open. OHM intends to hold one more Steering Committee meeting and a second set of Special Interest Group meetings. OHM will deliver a final report on the Marblehead Trail Feasibility Study this fall.
- f. **Oak Harbor Area – August 13, 2024 Meeting Minutes** – No discussion.
- g. **Davis Besse Railroad Opportunity – August 13, 2024 Meeting Minutes** – No discussion.
- h. **Friends of Ottawa County Parks – August 13, 2024 Meeting Minutes** – Jannah Wilson reported that the next meeting of the Friends of Ottawa County Parks is August 14, 2024. She also noted

that the Friends received a grant from the Ottawa County Community Foundation with which they purchased the bikes for Bike Safety Day. While Bike Safety Day was well attended, we only needed approximately half of the bikes Friends was able to purchase and will therefore store the remaining 15 bikes for next year's Bike Safety Day.

7. New Business

a. Board Member Comments – August 13, 2024 Meeting Minutes

Jack Madison moved that the board consider funding a Portage River Corridor Trail Feasibility Study that could potentially connect Port Clinton, through Oak Harbor to Elmore along the Portage River with a possible connection to the North Coast Inland Trail and that a line item be included in the 2025 Park District of Ottawa County budget for this study.

Mike Shadoan seconded the motion.

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

The motion carries.

b. Information Items – August 13, 2024 Meeting Minutes – No discussion.

8. Executive Session – August 13, 2024 Meeting Minutes –

Mike Shadoan made a motion to enter executive session at 6:50 PM for the purpose of discussing the possible purchase of property in Ottawa County. The board invited Jannah Wilson into executive session.

Trish McCartney seconded the motion.

A roll call vote was held with the following outcome:

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

The motion carries.

Trish McCartney made a motion to exit executive session at 7:28 PM.

Jack Madison seconded the motion.

A roll call vote was held with the following outcome:

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

The motion carries.

9. Adjournment – August 13, 2024 Meeting Minutes

Mike Shadoan moved the meeting be adjourned at 7:39 PM

Jack Madison seconded the motion.

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

The motion carries.

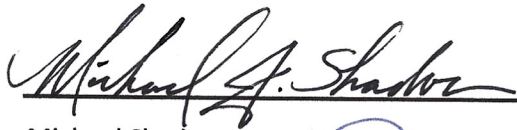
The next two meetings will be:

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

AND

September 17, 2024 at 6:00 PM at the Genoa Village Hall, 102 E. 6th St., Genoa, OH 43430

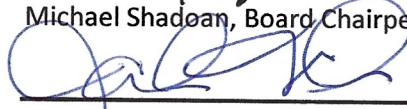
I attest the meeting minutes have been approved by the Board of Park Commissioners in a public format:



Michael Shadoan, Board Chairperson

9/3/24

9/3/2024



Jannah Wilson, Executive Director-Secretary

9/3/24

9/3/2024

Park District of Ottawa County Action List

Action Owner	Action Description	Action Timeline		
		Action Created	Target Date	Action Status
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