



Meeting Minutes for Meeting of the Park District of Ottawa County

September 3, 2024

Meeting Location: Ottawa County Agricultural Extension
240 Lake St.
Oak Harbor, OH 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 - No |
| e. Betsy Slotnick | Present – Yes |
| f. Jannah Wilson | Present – Yes |

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

Betsy Slotnick moved to approve the minutes for the August 13, 2024 Park District of Ottawa County Meeting.

Jack Madison seconded the motion.

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

The motion carries.

3. Fiscal Report – Meeting Minutes for September 3, 2024 – Jannah Wilson reviewed at a high level the August 2024 Fiscal Report. She noted a small revenue stream from the levy proceeds was received in August. Jannah answered questions regarding the meaning of several columns.

Judy Indorf moved to approve the August 2024 Fiscal Report.

Mike Shadoan 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 September 3, 2024 – No discussion.

5. Executive Director Report – Meeting Minutes for September 3, 2024 –

Jannah Wilson noted that she included a draft 2025 Park District of Ottawa County board meeting schedule in the board packet. She noted that she reduced the number of meetings down from 18 in 2024 to 14 proposed for 2025. The board and Jannah discussed this and agreed to increase the number from the proposed 14 meetings to 16 meetings in 2025 also recognizing that we can hold a Special Meeting if necessary between the scheduled meetings. The meeting locations were also discussed. Jannah will explore the possibility of holding a meeting in Salem Twp. and Allen Twp. in 2025.

Jannah Wilson reported that Tom James, Park Development Specialist - Environmental Design Group, will lead a public Open House to solicit input for the Park District of Ottawa County's Strategic Plan development on September 11, 2024 from 6:00 PM to 7:30 PM at the Port Clinton Arts Garage.

Jannah also reported that a Park District of Ottawa County Strategic Plan Stakeholder Meeting was held with most village and township governments represented, again to obtain input to the plan.

The board asked that Jannah forward the presentation that Tom used at the Stakeholder Meeting to the board members.

Jannah noted she included the 2025 draft Parks and Trails Improvement Grant Program documents in the board packet for the board's review. Jannah noted that the 2025 timeline gives applicants three months to complete the application and 10 ½ months to complete the project. The application process opens at the end of September and projects need to be completed by December 1, 2025. Jannah explained the document footer noting the document approval date will be updated with the date that the board approves the document. A couple typos were noted which Jannah will fix and bring back to the board for final approval. Jannah informed the board that 2024 projects are progressing well, providing several examples:

- Ottawa County's picnic shelter house at the fairgrounds kayak launch (kayak launch improvements made with a 2023 grant) is nearly complete,
- a ribbon cutting is scheduled for the Ida Rupp Storywalk on September 12, 2023 at 6:00 PM
- drainage improvements and paving at Meadowbrook Preserve are nearly complete.

An idea was shared by Mike Shadoan to use a big check at the photo opportunities for the projects to help advertise the support and community reach the Park District Parks and Trails Grant program provides.

Jannah Wilson reviewed with the board the following revisions to our bylaws she suggests we make:

- Article 2 Meetings of the Board Section 12 Order of Business – Revise “Item 4 Ratification of Bills” to “Approve Financial Report” as the board does not review and approve each bill, but the board does approve the monthly Financial Report.
- Article 4 Purchasing Section 2 Procurement of services with a cost up to \$10,000 – Delete the requirement to obtain no fewer than 3 quotes from persons or entities who could perform the contract.
- Article 4 Purchasing Section 2 Procurement of services over \$10,000 – Add a statement to indicate the board may issue a request to the Executive Director requesting an RFP or other competitive process be issued to identify the service provider.

The board and Jannah discussed the levels at which a competitive process should be conducted. Jannah will determine if any Ohio code/law sets these requirements. The board and Jannah will continue this discussion.

Jannah Wilson informed the board that she has been paying \$186 per quarter for her participation in the Port Clinton Rotary Club where she represents the Park District and has given one presentation this year on the Park District. She requested and the board agreed to have the Park District pay for her membership.

Mike Shadoan moved that the Park District of Ottawa County pay the Port Clinton Rotary Club membership cost of \$186/quarter for Jannah Wilson's participation, recognizing that she is representing the Park District of Ottawa County at the weekly meetings.

Jack Madison seconded the motion.

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

The motion carries.

Jannah Wilson noted that the Park District's lease of office space at the Allstate Building in Knoll Crest Plaza ends in March 2025. Sara Hill identified a potential space at the Soul Stretch property on Christy Chapel Rd. just off State Route 163. Jannah reported that she, Sara Hill and Judy Indorf visited the property and spoke to the owner about various options to lease or purchase the property. The current tenants plan to vacate the property in March 2025. Jannah provided pictures of the property and reported that the owner is going to provide Jannah with the cost of leasing one or both buildings and a shed. The board requested that Jannah ask that the option to purchase in 12 or 24 months be included. Jannah expects to have the cost of the lease options for our next meeting and will review them with the board.

Jannah Wilson reported that the Park District is registered to have a booth at the Oak Harbor Apple Fest October 11 -13, 2024.

Jannah Wilson reported that she has been looking into the process by which the Park District could have a volunteer team. She spoke to Robin Pfeifer, Ottawa County Human Resource Director, about volunteers and learned the volunteers could be covered under our CORSA insurance. Jannah sees benefits in the Park District having a team of volunteers that the Park District could utilize, separate from the Friends of Ottawa County Parks. The Friends are currently focusing on fundraising and do not yet have a process in place to manage a large team of volunteers. Mike Shadoan suggested that Aimee Arent, Executive Director of Friends of Ottawa National Wildlife Refuge, could be a good resource to discuss volunteer management with, for both the Park District and the Friends of Ottawa County Parks.

See North Coast Inland Trail Genoa/Elmore 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 – September 3, 2024 Minutes** – Jannah Wilson provided a copy of the bid tab for the NCIT Martin Williston Rd. Multi-use Path Separation Project. Seven bids were received. The Ottawa County Engineer will recommend to the Ottawa County Commissioners that Great Lakes Demolition be awarded the contract to execute the project. Project construction will begin in 2025 with a completion date of October 31, 2025. Jannah explained the accounting process and reporting process in place between the Park District and the Ottawa County Auditor office for a project like this. The board and Jannah together discussed how the Park District will oversee the project.
- b. **North Coast Inland Trail Genoa/Millbury – September 3, 2024 Meeting Minutes** – Jannah Wilson reported that seven proposals were received for the Engineering and Design work for Phase 1 of the NCIT Genoa/Millbury which will extend the NCIT from Veterans Memorial Park in Genoa across Packer Creek. A team of Ottawa County Bridge Engineer Jim Moore, Genoa Village Administrator Tom Bergman and Jannah reviewed and scored the proposals. The successful proposal is selected based on qualifications. Jannah is currently talking to ODOT regarding the selection. Following completion of the selection process, ODOT indicated the next step is for Jannah to negotiate a contract, including the cost, with the successful Engineering and Design firm. The Park District already has a rough cost estimate provided by Kleinfelder. If Jannah is unable to agree a negotiated contract with the selected Engineering and Design firm, the Request for Proposals will be repeated. Currently a scoping meeting with ODOT and the successful Engineering and Design firm is expected to take place in October. Jannah also reported that the Park District closed on the property we purchased from Genoa Bank.
- c. **Catawba Islander Trail and Greenway – September 3, 2024 Meeting Minutes** – No discussion.
- d. **Portage River Water Trail – September 3, 2024 Meeting Minutes** – No discussion.
- e. **Marblehead Peninsula – September 3, 2024 Meeting Minutes** – No discussion.
- f. **Oak Harbor Area – September 3, 2024 Meeting Minutes** – No discussion.
- g. **Davis Besse Railroad Opportunity – September 3, 2024 Meeting Minutes** – No discussion.
- h. **Friends of Ottawa County Parks – September 3, 2024 Meeting Minutes** – Jannah Wilson reported that the next meeting for the Friend of Ottawa County Parks is September 18, 2024.

7. New Business

- a. **Board Member Comments – September 3, 2024 Meeting Minutes** – Mike Shadoan asked how we remember the various dues we have approved for payment annually. Jannah noted that one way is with a spreadsheet she asked Sara Hill to develop listing out all of the motions and

resolutions that the board approves. A second way is through our budget. Under Education and Membership there is a Detailed Expense Transaction list that would show each membership we pay. A third is through our Budget Worksheet which also includes this detail.

Jack Madison asked Jannah if she has maintained contact with the Firelands Rails to Trails group in Huron County. Jannah reported she texts somewhat regularly with one of the leaders of the group. She noted that he recently texted her to tell her that they were paving approximately 1 mile of the crushed gravel trail. Jack thanked Jannah for maintaining contact with the all-volunteer group.

b. **Information Items – September 3, 2024 Meeting Minutes** – No discussion.

8. **Executive Session – September 3, 2024 Meeting Minutes** – No executive session.

9. **Adjournment – September 3, 2024 Meeting Minutes**

Mike Shadoan moved the meeting be adjourned at 8:34 PM

Betsy Slotnick seconded the motion.

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

The motion carries.

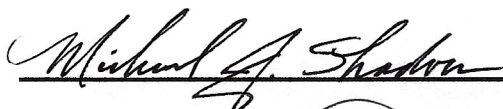
The next two meetings will be:

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

AND

October 1, 2024 at the Ottawa County Agriculture Ext., 240 W. Lake St. # C, Oak Harbor, OH 43449

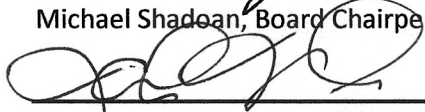
I attest the meeting minutes have been approved by the Board of Park Commissioners in a public format:



Michael Shadoan, Board Chairperson

9/17/24

9/17/2024



Jannah Wilson, Executive Director-Secretary

9/17/24

9/17/2024

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