



## Meeting Minutes for Meeting of the Park District of Ottawa County

November 12, 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 Mike Shadoan at 6:03 PM

### 1. Roll Call

1. Mike Shadoan Present – Yes
2. Judy Indorf Present – Yes
3. Jack Madison Present – Yes
4. Trish McCartney Present – No; Absent
5. Betsy Slotnick Present – Yes
6. Jannah Wilson Present – Yes
7. Others

- i. Quinton Babcock – Village of Oak Harbor, Mayor; exited 6:20 PM
- ii. Chuck Mattimoe – Park District of Ottawa County, Operations Assistant; exited 7:37 PM

### 2. Minutes for Approval – Meeting Minutes for November 12, 2024 –

Betsy Slotnick moved to approve the minutes for the October 15, 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.

Betsy Slotnick moved to approve the minutes for the October 16, 2024 Park District of Ottawa County Special Meeting.

Judy Indorf 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 November 12, 2024 –
- Jannah Wilson reviewed the October 2024 Fiscal Report. She noted that the Park District received the quarterly interest for our funds held by the county. She also noted that the Park District had received funds from the Ohio Public Works Commission, Clean Ohio Funds grant. The funds were transferred directly from the Ohio Public Works Commission to Hartung Title for the purchase of property in Catawba Island Twp. Jannah noted she included a copy of the memo she wrote to the Ottawa County Auditor's Office in the board packet, requesting that the Auditor's Office make "memo entries" of the transfer to document the transfer of money directly from Ohio Public Works Commission to Hartung Title in our balance sheet. Jannah also reviewed the expenses report at a high level. She then asked Jack Madison to review the third quarter credit card report. Jack noted several of the charges, e.g. for small Park District tools and coffee mugs for the Fall Outdoor Hiking Challenge awards.

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

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 November 12, 2024** – See Oak Harbor Area section for relevant discussion.
5. **Executive Director Report – Meeting Minutes for November 12, 2024** – Jannah Wilson reported that she will have our bylaws updated for our January 2025 meeting.

Jannah noted that she included the 2025 budget worksheet in the board packet, updated for comments from our October 15, 2024 meeting. The board further suggested increasing the rent budget to \$2000/mo and reducing the line item for an HQ.

Jannah reported that the Park District of Ottawa County Strategic Plan Survey is up and running. She provided a small paper with a QR code to the survey on the paper.

See Catawba Islander Trail and Greenway for related discussion.

6. **Old Business**

- a. **North Coast Inland Trail Genoa/Elmore – November 12, 2024 Minutes** – No discussion.
- b. **North Coast Inland Trail Genoa/Millbury – November 12, 2024 Meeting Minutes** – No discussion.
- c. **Catawba Islander Trail and Greenway – November 12, 2024 Meeting Minutes** – Jannah Wilson noted that she included a proposal from Environmental Design Group to develop the bidding documents and to manage the bidding process for the Phase 1 engineering and construction work at the Islander Woods and Trailhead property in the board packet. She noted the Islander Woods and Trailhead Master Plan was nearing completion. Jannah suggested that Phase 1 would consist of a trail from the parking lot to the pond and around the pond, possibly with a temporary boardwalk and the parking lot will be constructed using ODOT Metroparks funds. She noted she included Resolution 2024-31 Islander Woods and Trailhead Construction Documents and Bidding to approve EDG to develop the bidding documents and conduct the bidding process for the Islander Woods and Trailhead Phase 1 engineering and construction. The board discussed the proposal and decided to table the resolution until our December 3, 2024 meeting when the master plan for the Catawba Islander Woods and Trailhead is complete and the board can review it. Jannah noted that EDG is finalizing the drawing for the master plan.
- d. **Portage River Water Trail – November 12, 2024 Meeting Minutes** – No discussion.
- e. **Marblehead Peninsula – November 12, 2024 Meeting Minutes** – No discussion.
- f. **Oak Harbor Area – November 12, 2024 Meeting Minutes** – Village of Oak Harbor Mayor Quinton Babcock requested the board provide an extension for three grants Oak Harbor has been awarded from the Park District of Ottawa County, namely accrual funds grants 22-08 and 23-09 for the Oak Harbor Riverwalk and grant 24-03 for the Oak Harbor Friendship Park. Quinton explained that the village had hired a firm to develop the conceptual design of the Riverwalk. It has since been determined that the Riverwalk cannot be constructed as conceptualized by the contractor. The Village therefore issued an RFQ and selected an engineering firm to review the concept already developed and revise it to meet the needs of the Village, however, it will not be possible to meet the deadline of December 1st, 2024 required in the grants. Additionally, the village had recently hired a Village Administrator who was working on the development of Friendship Park. The administrator recently left his position, and the village has now hired his replacement, but again, the deadline of December 1st, 2024 required in the grant cannot be met. Quinton requested the Park District extend the deadlines for the three grants to December 1st, 2027 for projects #22-08 and #23-09 and December 1<sup>st</sup>, 2025 for project

#24—03. Jannah Wilson read Resolution 2024-30 Parks and Trails Improvement Grant Deadline Extension Projects #22-08, #23-09, #24-03 and requested the board approve the resolution.

Judy Indorf moved the board approve Resolution 2024-30 Parks and Trails Improvement Grant Deadline Extension Projects #22-08, #23-09, #24-03, extending the deadlines for these grants to December 1st, 2027 for projects #22-08 and #22-09 and December 1<sup>st</sup>, 2025 for project #24-03.

Jack Madison seconded the motion.

A roll call vote was held with the following results:

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

Resolution 2024-30 Parks and Trails Improvement Grant Deadline Extension Projects #22-08, #23-09, #24-03 passes. A copy of the resolution is available in the resolution archive.

g. **Davis Besse Railroad Opportunity – November 12, 2024 Meeting Minutes** – No discussion.

h. **Friends of Ottawa County Parks – November 12, 2024 Meeting Minutes** – Jannah Wilson reported that the next Friends of Ottawa County Parks meeting is November 25, 2024 at the Park District's office.

## 7. **New Business**

1. **Board Member Comments – November 12, 2024 Meeting Minutes** – Jannah, Jack and Judy noted that the Genoa Area Chamber of Commerce Annual dinner, where the Park District was awarded the community service award, was very nice. Jannah thanked the Genoa Chamber of Commerce for our award and our cooperative working relationship at the dinner. Jack thanked the Ottawa County Commissioners for all of their support during the past several years. The board asked about the volunteer program. Jannah and Chuck noted many things we could ask volunteers to help with. They are working on developing a roster of volunteers and are planning to hold an orientation program in February 2025.

2. **Information Items – November 12, 2024 Meeting Minutes** – No discussion.

## 8. **Executive Session – November 12, 2024 Meeting Minutes** –

Mike Shadoan moved the board go into Executive Session at 7:42 PM for the purpose of discussing the purchase or sale of property and to discuss compensation of public employees.

Betsy Slotnick seconded the motion.

A roll call vote was held with the following results:

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

The motion passes.

Mike Shadoan moved the board exit Executive Session at 8:51 PM.

Betsy Slotnick seconded the motion.

A roll call vote was held with the following results:

Judy Indorf	Yes
Jack Madison	Yes

Trish McCartney	Absent
Mike Shadoan	Yes
Elizabeth Slotnick	Yes

The motions passes.

**9. Adjournment – November 12, 2024 Meeting Minutes**

Judy Indorf moved the meeting be adjourned at 8:52 PM

Mike Shadoan seconded the motion.

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

The motion carries.

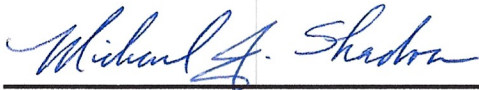
The next two meetings will be:

December 3, 2024 at the Ottawa County Agriculture Ext., 240 W Lake St # C, Oak Harbor, OH 43449

AND

TO BE CONFIRMED OR CANCELED – December 17, 2024 meeting. Time and place to be determined if needed

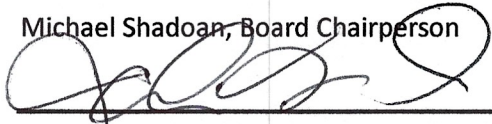
**I attest the meeting minutes have been approved by the Board of Park Commissioners in a public format:**



12/3/24

Michael Shadoan, Board Chairperson

12/3/2024



12/3/2024

Jannah Wilson, Executive Director-Secretary

12/3/2024