



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

October 1, 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 Judy Indorf at 6:00 PM.

### 1. Roll Call

- |                    |                                   |
|--------------------|-----------------------------------|
| 1. Mike Shadoan    | Present – Yes; arrived at 6:11 PM |
| 2. Judy Indorf     | Present – Yes                     |
| 3. Jack Madison    | Present – Yes                     |
| 4. Trish McCartney | Absent                            |
| 5. Betsy Slotnick  | Present – Yes                     |
| 6. Jannah Wilson   | Present – Yes                     |
| 7. Others          |                                   |

i. Tim Konieczny – Millbury resident

ii. Chuck Mattimoe – Park District of Ottawa County Operations

### 2. Minutes for Approval – Meeting Minutes for October 1, 2024 –

Betsy Slotnick moved to approve the minutes for the September 17, 2024 Park District of Ottawa County Meeting.

Jack Madison seconded the motion.

A voice vote was held with 2 in favor, 1 abstain and 1 absent.

The motion carries.

### 3. Fiscal Report – Meeting Minutes for October 1, 2024 –

Jannah Wilson reviewed at a high level the September 2024 Fiscal Report. She noted some of the more significant expenses, particularly grant payments.

Betsy Slotnick moved to approve the Park District of Ottawa County September 2024 Financial Report.

Jack Madison seconded the motion.

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

### 4. Public Comment – Meeting Minutes for October 1, 2024 –

Tim Konieczny asked the board what establishes quorum for the board to hold a meeting. Betsy Slotnick replied that quorum is 3 as we are a body of 5.

### 5. Executive Director Report – Meeting Minutes for October 1, 2024 –

Jannah Wilson noted the modified bylaws were included in the board packet. Jannah reviewed the modifications that are being made to the bylaws in order to update procurement of goods procedures and financial report approval procedures.

Jannah Wilson presented Resolution 2024-27 Environmental Design Group NCIT Genoa Phase One Engineering and Design Contract and requested the board's approval. Jannah explained that the contract includes EDG preparing final Front End documents for the construction bidding process. Jack Madison noted that the contract did not include a pre-bid meeting and thought it should be offered to bidders. Jannah noted that the Park District will receive funding for construction from our ODOT TAP grant during ODOT's fiscal year from July 1, 2026 to June 30, 2027. The board discussed the timeline and noted that based on our experience with the bidding for our Martin Williston Rd.

project, we should go out for construction bids no later than fall 2025 to begin construction July 1, 2026. The board agreed that the timeline for EDG's design work would be to start in 2024 and finish to allow the bidding process to take place in fall 2025. The board would like the contract with EDG to include the requirement that the bidding process for construction will occur in fall 2025 and asked Jannah to request those changes. The board felt the best way forward was to not approve Resolution 2024-27 Environmental Design Group NCIT Genoa Phase One Engineering and Design Contract. Jannah could make the requested changes to the EDG contract and then request board approval on an amended contract and resolution.

Betsy Slotnick moved to approve Resolution 2024-27 Environmental Design Group NCIT Genoa Phase One Engineering and Design Contract until the requested amendments are made.

Jack Madison seconded the motion.

A roll call vote was held with the following result:

Betsy Slotnick	No
Mike Shadoan	No
Jack Madison	No
Judy Indorf	No
Trish McCartney	Absent

The Resolution fails.

Jannah Wilson informed the board that CORSA, (County Risk Sharing Program) our insurance provider through Ottawa County, insures our inventory. As a result, our Inventory Policy needs to be amended to comply with CORSA's requirements. We now have an Asset Addition and Deletion Form we need to use and assets valued at \$200 and more, rather than our previous \$250 value, must be included in our itemized inventory. We also need to email completed Asset Addition and Deletion forms to the Ottawa County official responsible for asset management. Jannah read and requested the board's approval of Resolution 2024-28 Inventory Policy Updates.

Mike Shadoan moved to approve Resolution 2024-28 Inventory Policy Updates.

Betsy Slotnick seconded the motion.

A roll call vote was held with the following result:

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

Resolution 2024-28 Inventory Policy Updates passes.

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

Jannah Wilson noted that she included the link to the Motions and Resolutions file Sara Hill created in the board packet. The file summarizes all of the motions and resolutions the board has taken action on. Mike Shadoan asked about the format of the file and updates. Jannah explained the file is a Google Doc file which all of the board members can access and while not Excel, is similar to an Excel format. She and Sara will keep the file up to date.

Jannah Wilson informed the board that one of the Park District's printers no longer works. She has completed the Asset Deletion form and would like board approval to remove the printer from our inventory and dispose of it. The board asked how we prevent fraud with assets being retired and then given to a Park District employee or other person who finds value in it. Jannah explained that in this case she will recycle the printer at Staples and obtain a receipt from Staples confirming their receipt of the printer. A similar protocol will be followed for other asset retirements.



Mike Sha'doan moved to approve the Asset Deletion from the Park District's inventory of Item #17 HP Officejet Pro 8210 Wireless Color Printer.

Jack Madison seconded the motion.

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

The motion carries.

Jannah Wilson reviewed the 2025 budget process with the board. She explained that the board will hold their first review on October 15, 2024 after which agreed revisions will be made. Jannah will review the budget with the Ottawa County Commissioners in November at a date to be determined. This is a review and opportunity for the commissioners to comment on the budget, however they do not officially approve our budget. The budget will be finalized and submitted to the Ottawa County Auditor's office in December.

Jannah Wilson reported that she and Chuck Mattimoe continue to research the purchase of a vehicle for the Park District. Chuck has been researching purchase of a used vehicle and has learned of Carmax and Govdeals through which we could purchase a used vehicle from the government. He noted, as was requested at the previous board meeting, he is looking into hybrid vehicles but noted there are not a large number of used hybrid vehicles available.

Jannah Wilson reported that there are several volunteer opportunities for the Park District coming up and she has worked with the county to develop a Volunteer Form that meets CORSA requirements. She is looking for volunteers outside of the board and Friends' leadership for the Oak Harbor Apple Festival and possibly to help relocate some bulbs at the Islander Woods property. See Oak Harbor Area section for related discussion.

See Friends of Ottawa County Parks section for related discussion.

## 6. Old Business

- a. **North Coast Inland Trail Genoa/Elmore – October 1, 2024 Minutes** – No discussion.
- b. **North Coast Inland Trail Genoa/Millbury – October 1, 2024 Meeting Minutes** – No discussion
- c. **Catawba Islander Trail and Greenway – October 1, 2024 Meeting Minutes** – In response to Jack Madison's question, Janna Wilson reported that Littoral Services, LLC has begun invasive plant removal work at Islander Woods. They are treating for phragmites with targeted injections and will likely treat for Reed Canary Grass later this fall. They plan to plant Black-eyed Susans in November.
- d. **Portage River Water Trail – October 1, 2024 Meeting Minutes** – No discussion.
- e. **Marblehead Peninsula – October 1, 2024 Meeting Minutes** – No discussion.
- f. **Oak Harbor Area – October 1, 2024 Meeting Minutes** – Jannah Wilson reported that she met with Warren Brown, the new Oak Harbor Village Administrator. She reminded the board that the village received a grant in 2022 and 2023 for the Oak Harbor Riverwalk plan and design. The village had learned that the flood plain designation had been changed by the Army Corps of Engineers, triggering changes to the original plans. It was also determined that a landscape architect should be part of the planning process in order to create a design that better fits with the natural area and the downtown features. For these reasons, they need to rebid the design and have recently submitted an RFQ for the work. Jannah noted that the board will need to extend the grant contracts from 2022 and 2023 with the Village of Oak Harbor as we typically require project completion in the calendar year of the grant receipt. We have agreed extensions for several entities in the past. Jannah will bring requests to extend the contracts to our October or November meeting for the board's approval. She will also work with Warren to understand their timeline. This year Oak Harbor hopes to close their 2024 grant for the Friendship Park.
- g. **Davis Besse Railroad Opportunity – October 1, 2024 Meeting Minutes** – No discussion.

- h. **Friends of Ottawa County Parks – October 1, 2024 Meeting Minutes** – Jannah Wilson reported that the Friends met last week and had good attendance. They have created a spreadsheet for their financials. They continue to be excited to take on a fundraising project for a part of the development of the Islander Woods property. They received a \$1500 donation from being the sponsored non-profit organization for the Twin Oast Apricot Fest. The Friends' next meeting is next week. They meet monthly.

7. **New Business**

1. **Board Member Comments – October 1, 2024 Meeting Minutes** – Jack Madison asked about Littoral Services work at Islander Woods. See Catawba Islander Trail and Greenway section for related discussion.
2. **Information Items – October 1, 2024 Meeting Minutes** – Jannah Wilson noted that she included the spreadsheet which she plans to use to provide ongoing updates for all of our projects to the board. The board indicated they find this spreadsheet helpful.

8. **Executive Session – October 1, 2024 Meeting Minutes** – No executive session.

9. **Adjournment – October 1, 2024 Meeting Minutes**

Mike Shadoan moved the meeting be adjourned at 7:09 PM

Jack Madison 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:

October 15, 2024 at 6:00 PM at Drackett Hall, 420 E 6th St, Lakeside Marblehead, OH 43440

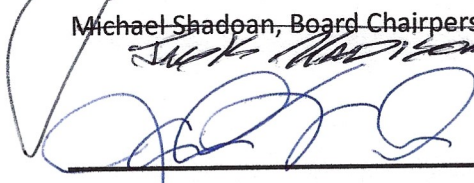
AND

November 12, 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

10-15-24  
10/15/2024

  
Jannah Wilson, Executive Director-Secretary

10-15-2024  
10/15/2024