



Meeting Minutes for Meeting of the Park District of Ottawa County

October 15, 2024

Meeting Location: Drackett Hall
420 E. 6th St.
Lakeside Marblehead, OH 43440

The Park District of Ottawa County meeting was called to order by Judy Indorf at 6:05 PM.

1. Roll Call

1. Mike Shadoan Present – Yes; arrived at 6:07 PM
2. Judy Indorf Present – Yes
3. Jack Madison Present – Yes
4. Trish McCartney Present - Yes
5. Betsy Slotnick Present – Yes; arrived at 6:22 PM
6. Jannah Wilson Present – Yes
7. Others
 - i. Kyle Lukes – Environmental Design Group, Project Manager
 - ii. Chuck Mattimoe – Park District of Ottawa County, Operations Assistant

2. Minutes for Approval – Meeting Minutes for October 15, 2024 –

Jack Madison moved to approve the minutes for the October 1, 2024 Park District of Ottawa County Meeting.

Judy Indorf seconded the motion.

A voice vote was held with 2 in favor, 0 against, 1 abstain and 2 absent.

The motion carries.

3. **Fiscal Report – Meeting Minutes for October 15, 2024** – No discussion; Fiscal Report given at the first meeting of the month.
4. **Public Comment – Meeting Minutes for October 15, 2024** – No discussion
5. **Executive Director Report – Meeting Minutes for October 15, 2024** – Jannah Wilson informed the board that she identified another revision that needs to be made to our bylaws to be consistent with our processes. She noted she referenced several other park districts' bylaws for appropriate wording. She plans to give our bylaws to our legal counsel, Ottawa County Prosecutor James VanEerten and Brad Zura, the Ohio State Auditor who conducted our recent audit for their reviews.

Jannah Wilson reported that the board previously approved 400 work hours for Chuck Mattimoe in 2024. Chuck is getting close to the 400 hours and Jannah notes there is much more work to be accomplished. She requested the board approve an additional 150 hours at \$20/hour for Chuck Mattimoe in 2024.

Mike Shadoan moved the board approve 150 additional work hours at \$20/hr for Chuck Mattimoe in 2024.

Judy Indorf seconded the motion.

A voice vote was held with 5 in favor and 0 against.

The motion passes.

Jannah Wilson noted she included the proposed 2025 budget worksheets in the board packet for the board's review and comment. The board commented that it appeared the line item for Legal Services

was not adequate and suggested it be increased to \$50,000. Jannah would like any additional comments before Friday October 25, 2024 when the preliminary budget worksheets are due to the Ottawa County Administrator. Jannah will ask for the board's approval of the final 2025 budget worksheets in time for submission to the Ottawa County Auditor's Office by mid-December.

Jannah noted she included the Ottawa County Employee Performance Evaluation form in the board packet. She plans to use this form for Chuck Mattimoe's and Sara Hill's performance evaluations. Jannah will have Chuck and Sara's 2024 performance evaluations completed for the board's information at our November 12, 2024 meeting.

Jannah Wilson reported that the Park District's booth at the Oak Harbor Apple Festival went very good. We received \$15 in donations and several people signed up to receive our e-newsletter.

See Catawba Islander Trail and Greenway for related discussion.

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

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

6. Old Business

- a. **North Coast Inland Trail Genoa/Elmore – October 15, 2024 Minutes** – Jannah Wilson asked Chuck Mattimoe to provide a status report on the NCIT brush trimming work. Chuck reported that the Ottawa County Engineer agreed that the county maintenance team would cut the brush back at the Park District's cost this year on the NCIT from Martin Williston Rd. to Witty Rd., the portion of the NCIT owned by the Park District. Chuck reported that the Ottawa County Engineer also communicated that the county would not perform this work in the future. Chuck explained that the trail is mowed 3 ft on both sides of the trail and the brush was cut vertically from the far edge of the 3 ft. A flail cutter was used and since some fragments/wood chips from the cutter can be a risk, the crews blocked the trail while the cutting was taking place. There were no complaints about the closure and users were complimentary of the cutting. The board asked if this should be an annual process and Chuck indicated twice per year would be preferred as the brush being cut is then smaller, looks better after being cut and does not throw as many fragments/chips. Chuck also reported that he has researched various options for next year. He noted a new tractor and cutter attachment would cost ~\$180,000. A second option is to rent a cutter and he could operate it. He noted he has used similar equipment in the past. Alternatively, we could hire a contractor to do the work. The board asked if the brush blocking the view at some of the cross roads was cut back. Chuck and Jannah reported that while doing the brush cutting along the trail, the county also cut back at Witty Rd. where the complaints had been received. Jannah noted the cost was ~\$4,000 and that Genoa is paying for that. The board suggested Chuck begin to get bids for the brush cutting work for next year. The board asked how long the work had taken. Chuck reported 1 day and a crew of 5, with 2 of the 5 monitoring the trail to ensure no one entered, an operator and hand work. The board suggested Chuck ask for the manhours and the equipment used to conduct the work.
- b. **North Coast Inland Trail Genoa/Millbury – October 15, 2024 Meeting Minutes** – Jannah Wilson introduced Kyle Lukes from Environmental Design Group (EDG) and our Project Manager for the NCIT Genoa/Millbury Phase 1 Project Engineering and Design phase. Kyle provided an overview of the EDG tasks and the schedule ODOT has developed for the Engineering and Design phase and noted that EDG would like to spend more time on the development of plans in the Village of Genoa downtown area. EDG feels the downtown area has more options to consider and is more important to integrate well into the Village of Genoa's culture and plans. However, they believe they can meet ODOT's Stage 2 submittal date since the remainder of the Phase 1 trail will be

more straight forward and take less time than ODOT expects. Until the ODOT field review on October 29, 2024, ODOT has tentatively agreed with this, but needs to consider further. Kyle also noted that the ODOT schedule indicates the project will go out for construction bids in June 2026. The board noted that ODOT's fiscal year which includes the Park District of Ottawa County's TAP grant, is July 1, 2026 to June 30, 2027. The board voiced concern with going out for construction bids in June 2026 based on our experience with a similar bid schedule that resulted in one bidder that was very high, explaining that the construction companies had already filled their schedules for that summer's work. The board would like to go out for construction bids in Fall 2025 for a start of construction in July 2026. Kyle indicated EDG may be able to accelerate the bidding process from June 2026 to May or April 2026, but did not see how they could accelerate to Fall 2025. Jannah, along with several members of the board, voiced concern that delaying the start of the Engineering and Design phase to better understand the schedule would further risk the project schedule. The board requested that Jannah ask ODOT if we are required to complete construction by June 30, 2027, the end of ODOT's relevant fiscal year, or if construction can continue into ODOT's July 1, 2027 to June 30, 2028 fiscal year. Jannah read and requested the board approve Resolution 2024-29 Environmental Design Group NCIT Genoa Phase One Engineering and Design Contract.

Mike Shadoan moved the board approve Resolution 2024-29 Environmental Design Group NCIT Genoa Phase One Engineering and Design Contract giving Jannah Wilson approval to move forward with accepting and signing the contract with Environmental Design Group contract in an amount not to exceed \$194,960.

Trish McCartney seconded the motion.

A roll call vote was held with the following results:

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

Resolution 2024-29 Environmental Design Group NCIT Genoa Phase One Engineering and Design Contract passes. A copy of the resolution is available in the resolution archive

Jannah noted the contract has been reviewed by our legal counsel Ottawa County Prosecutor James VanEerten and was approved as to form.

c. Catawba Islander Trail and Greenway – October 15, 2024 Meeting Minutes –

Jannah Wilson reminded the board she would like to apply for a Coastal Management Assistance Grant for the Islander Woods Trailhead development and reported that the pre-proposal letter for a Coastal Management Assistance Grant is due Friday October 18, 2024. Jannah plans to submit a pre-proposal letter for the boardwalk overlook and the boardwalk from the overlook to the trail connection. portion of the Islander Woods trail plan. She will ask the board to approve a resolution for the grant application when the full application is due. She noted the Environmental Design Group's Conceptual Plan for the Islander Woods Master Plan was included in the board packet. The CMAG grant requires a 50% match. Jannah anticipates using Clean Ohio and Shores and Islands grants to assist with the remainder of the trail system at the Islander Woods.

Jannah Wilson reported that she has received a Letter of Support from the Catawba Island Twp. Trustees to include with our Clean Ohio Fund grant application for property acquisition, along with four additional letters of support. She noted the Clean Ohio funding meeting will be held

November 7, 2024 at the Wood County Park District Office. It is Jannah's understanding that two other projects have submitted applications.

- d. **Portage River Water Trail – October 15, 2024 Meeting Minutes** – No discussion.
 - e. **Marblehead Peninsula – October 15, 2024 Meeting Minutes** – No discussion.
 - f. **Oak Harbor Area – October 15, 2024 Meeting Minutes** – No discussion.
 - g. **Davis Besse Railroad Opportunity – October 15, 2024 Meeting Minutes** – No discussion.
 - h. **Friends of Ottawa County Parks – October 15, 2024 Meeting Minutes** – Jannah Wilson reported that the Friends of Ottawa County Parks discussed fundraising for a possible Islander Woods project and volunteering at the Pumpkin Walk at their most recent meeting.
7. **New Business**
- 1. **Board Member Comments – October 15, 2024 Meeting Minutes** – Trish McCartney asked what the Park District did at the Apple Festival. Jannah responded we had a table with brochures.

Mike Shadoan commented that the board had good questions for Kyle Lukes, Environmental Design Group Project Manager tonight regarding our project. Mike believes this is because of the experience we have gained over the past couple of years and our leadership skills have developed as a result.

Jack Madison commented that we should write a thank you note from the board and Jannah to the Ottawa County Engineer Office thanking them for the brush cutting work they have done on the NCIT, noting that we appreciate their willingness to collaborate.

- 2. **Information Items – October 15, 2024 Meeting Minutes** – No discussion.
8. **Executive Session – October 15, 2024 Meeting Minutes** – No executive session.
9. **Adjournment – October 15, 2024 Meeting Minutes**

Mike Shadoan moved the meeting be adjourned at 7:46 PM

Betsy Slotnick seconded the motion.

A voice vote was held with 5 in favor and 0 against.

The motion carries.

The next two meetings will be:

November 12, 2024 at the Ottawa County Agriculture Ext., 240 W. Lake St. # C, Oak Harbor, OH 43449

AND

December 3, 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

11/12/24

11/12/2024



Jannah Wilson, Executive Director-Secretary

11/12/24

11/12/2024