

Meeting Minutes for Meeting of the Park District of Ottawa County

Sept. 17, 2024

Meeting Location: Genoa Village Hall Council Chambers, 102 E. 6th St., Genoa 43430

The Park District of Ottawa County Meeting was called to order by Mike Shadoan at 6:05 p.m.

Roll Call

Mike Shadoan Present - Y

Judy Indorf Absent - N

Jack Madison Absent - N

Trish McCartney Present - Y

Betsy Slotnick Present - Y

Jannah Wilson Present

Others:

Sara Hill, Administrative Specialist for the Park District of Ottawa County

Chuck Mattimoe, Operations Assistant for the Park District of Ottawa County

Thomas Bergman, Genoa Village Administrator

Minutes for Approval

Betsy Slotnick moved to approve the minutes for the September 3, 2024, Park District of Ottawa County meeting.

Michael Shadoan seconded the motion.

A voice vote was held with 3 in favor (McCartney, Slotnick, Shadoan) and 2 absent (Madison, Indorf not yet joined virtually)

Fiscal Report – No fiscal report because it is the second meeting of the month

Public Comment – The board thanked Thomas Bergman, Genoa Village Administrator, for attending the meeting.

Executive Director's Report – Jannah announced there are three resolutions to discuss tonight.

Jannah Wilson requested that the board approve Resolution 2024-24 2025 Board of Park Commissioners Public Meeting Schedule that sets meeting dates for 2025. Jannah Wilson made the changes recommended at the September 3, 2024, board meeting, specifically that board meetings will be held twice a month in March, April, September, and October, and once per month the remaining months of the year. Meeting locations will rotate around Ottawa County and will be determined. The meeting schedule will be posted at the Park District of Ottawa County office and on the website.

Jannah Wilson read Resolution 2024-24 2025 Board of Park Commissioners Public Meeting Schedule.

Trish McCartney moved to approve Resolution 2024-24 Board of Park Commissioners Public Meeting Schedule. Betsy Slotnick seconded the motion. Betsy Slotnick then asked if language should be added that Special Meetings will be added as needed and Jannah Wilson stated that it was not necessary to have the language in there and we have that ability regardless of this Resolution.

A roll call vote was held to approve the resolution with the following outcome:

Judy Indorf – Absent

Jack Madison – Absent

Trish McCartney – Yes

Michael Shadoan – Yes

Betsy Slotnick – Yes
The motion carries.

Next, Jannah Wilson requested that the board approve Resolution 2024-25 Parks and Trails Improvement Grant Application. Jannah Wilson stated she made the requested corrections regarding typos and formatting. She announced that this is the clean version with all the updates and the hope is that the application is posted to the Park District of Ottawa County website on September 30, 2024, and will close January 10, 2025, at 4:30 p.m. Jannah Wilson read Resolution 2024-25 Parks and Trails Improvement Grant Application.

Betsy Slotnick moved to approve Resolution 2024-25 Parks and Trails Improvement Grant Application. Trish McCartney seconded the motion.

A roll call vote was held to approve the resolution with the following outcome:

Judy Indorf – Absent
Jack Madison – Absent
Trish McCartney – Yes
Michael Shadoan – Yes
Betsy Slotnick – Yes

Michael Shadoan asked Thomas Bergman, Genoa Village Administrator, what he was thinking as far as submitting a Parks and Trails Improve Grant application. Thomas Bergman said an ADA-accessible trail to the soccer fields has been mentioned, as well as basketball improvements. Bergman commended the Park District of Ottawa County for offering this grant. Bergman said the pickleball courts will get done this week. Bergman said he underestimated how popular the North Coast Inland Trail is, and that the improvements have been incredible. Bergman said the restroom facility is a wonderful improvement. Michael Shadoan said it is a proud moment for the Park District of Ottawa County to support projects in communities that wouldn't have been able to afford these projects without the grant program in place. Bergman said the grant program helps close the gap between townships and villages and the bigger cities. Bergman said it is amazing what can be accomplished when everyone is paying into the same pot. Michael Shadoan asked if Bergman's story can be incorporated into a social media video and Jannah Wilson stated the Park District will explore the option.

Jannah Wilson next moved to discussing Resolution 2024-26 Oak Harbor Parks and Recreation Master Plan Memorandum of Understanding. Jannah Wilson said the Park District of Ottawa County approved the Oak Harbor Parks and Recreation Master Plan so the Village could get started selecting a consultant, and there is no Memorandum of Understanding (MOU) in place. Wilson said a Memorandum of Understanding keeps a level of consistency with how the Park District of Ottawa County is funding such park plans. Wilson stated she met with Quinton Babcock, Mayor of the Village of Oak Harbor, and Warren Brown, and together reviewed everything that has been done for their Parks Plan, what the Park District of Ottawa County expects from the Village of Oak Harbor, making sure that the Park District of Ottawa County is recognized for its contributions and is represented appropriately with marketing and branding. Wilson noted it is important the Park District is included in the planning meetings, that the Park District is always included, and that every agency is working together on this project and that Park District funding and contributions are recognized. The Village of Oak Harbor will pay \$55,000.00 for the study and has asked the Park District of Ottawa County to support the study financially by contributing \$38,000.00 to the Oak Harbor Parks and Recreation Master Plan with the Village of Oak Harbor issuing the Park District an invoice. Park Plans the Park District of Ottawa County have helped fund will be published on the Park District of Ottawa County website because it is a use of taxpayer dollars.

Michael Shadoan then inquired about such plans being published on the Park District of Ottawa County website. Jannah Wilson said the Park District is keeping a comprehensive tab on Park Plans it is supporting because the Park District is paying for these plans, and plans should be provided to the public. Park District employees will be included in planning and steering committees and Michael Shadoan noted if this could be extended to board members. Jannah Wilson said yes and if Park District representation could not be present for a meeting that we would request a report. Jannah Wilson stated the Park District is not necessarily interjecting into the layout of these Park Plans, but that the Park District is there to provide that regional county influence for greater connectivity because these plans may dovetail into Park District projects. The Park District is making sure it is staying connected. Once this resolution is approved, it will be sent to Quinton Babcock, Mayor of Oak Harbor.

Michael Shadoan moved to approve Resolution 2024-26 Oak Harbor Parks and Recreation Master Plan Memorandum of Understanding.

Trish McCartney seconded the motion.

A roll call vote was held to approve the resolution with the following outcome:

Judy Indorf – Absent

Jack Madison – Absent

Trish McCartney – Yes

Michael Shadoan – Yes

Betsy Slotnick – Yes

The motion carries.

Next, Jannah Wilson began discussion on office space for the Park District of Ottawa County. She noted ideas are being reviewed, including renting a larger space in Port Clinton or purchasing property to build. Betsy Slotnick said in the future she would like to see the Park District of Ottawa County office be more centrally located within the county. Wilson said ultimately it makes sense for the Park District not to rent, to rather own and be completely autonomous. Wilson said both options – the larger rental space or buildable lots – seems like good options. Trish McCartney said that because a move is eminent, staff needs to be looking now.

Jannah said she will information-gather and do additional research regarding acreage available.

Chuck Mattimoe, operations assistant for the Park District of Ottawa County, was introduced by Jannah Wilson and presented the board with his findings regarding the potential purchasing of a park district truck vehicle. Mattimoe reviewed records for the times over the last three years that employees have used their own vehicles for work-related business, the mileage that is compensated for, and the anticipated future use of a park vehicle given the Park District's recent land acquisitions. Mattimoe said the Park District is looking at Ford F-150 trucks because it is the most reliable truck manufactured in the United States. It is on the state-bid program and he is reviewing the cost for it, including the gas and the vehicle maintenance and determining if this is the right time to continue moving in that direction. Mattimoe said in 2022, the Park District reimbursed \$2,746.00 in mileage, and \$4,040.00 in 2023, and the anticipated mileage reimbursement will be more than \$6,000.00. Mattimoe noted an employee used their personal vehicle 81 times in 2022, 165 times in 2023, and 218 times thus far in 2024, with a projected 291 at the close of 2024. Mattimoe noted an increase is being seen every year in usage and mileage reimbursement. Mattimoe said a park district truck is also a means of projecting the park district more to the community at large by way of Park District decals and logos that would be seen on the vehicle. Mattimoe noted there have been incidents where employees are doing work at sites and have been questioned as to why they are there because of no identifying vehicle. He noted it is in the

Park District's best interest to have higher visibility on the North Coast Inland Trail where we have received complaints about brush encroaching on the trail and brush not being trimmed. A park vehicle would address this complaint because staff could take care of these issues themselves. Mattimoe stated he is interested in knowing if we are weighing this correctly and to be aware that we anticipate in the near future that employees will be coming to board members for authorization to purchase a park vehicle. Michael Shadoan asked Chuck if he would consider a used vehicle and Chuck said yes and he would research how to go about acquiring a used vehicle. Betsy Slotnick asked if he would consider a hybrid truck because it is good for the environment and stated she would support that purchase more than a regular truck. Michael Shadoan said cost of insurance also needs to be considered. Shadoan commended Chuck on his research. Trish McCartney asked for clarification on why a park vehicle was being mentioned. Jannah Wilson explained they would like to know if the purchasing of a park vehicle is a recognizable need by the board members, noting that she's seen the needs of the Park District progress, and also if the purchase is put off, costs will only rise. Wilson expressed this is not meant to be a quick decision, but that there is an advantage to ordering a vehicle this year since a portion of the budget is remaining. Mike Shadoan expressed surprise at the amount of mileage used by district employees. McCartney voiced her support of a park district truck, stating it is a basic equipment need. Slotnick requested a comparison in price between a regular versus a hybrid truck. Wilson noted the Park District is in a competitive bid program and will do some research. Audience member Thomas Bergman, Genoa Village Administrator, recommended a light bar for on top of the truck. Bergman noted he is looking at a Ford Maverick truck for his official business and Sara Hill, administrative specialist, expressed her satisfaction with her personal vehicle which is a Ford Maverick truck. Shadoan said this research is a good starting point.

Board Member Comments

Michael Shadoan expressed interest in wanting to discuss the Auditor's Report following the meeting and Jannah Wilson said every board member should have received it and that it can be discussed now. Wilson noted it was a pretty clean audit report with only a few items of note including how board members go into Executive Session. Shadoan said he will continue to educate himself regarding Executive Session and questioned the Park District's Sunshine Law Compliance. Wilson said our Public Records Policy does exist, it just wasn't included in our Employee Policy Manual. She noted board members are not elected officials and exempt from Sunshine Law training. Wilson said she will be completing training Certified Public Records Training this week. She said this was the Park District's first audit and that it was a learning experience and that we know where to correct in the future. Slotnick commended Jannah Wilson on a clean audit. Wilson noted the Park District will get audited the year it receives TAP funds and it is projected we will get audited in 2026, 2027, and 2028.

Next, Jannah Wilson discussed the current projects worksheet she drafted for Board Members. Wilson noted it is a clear way to view projects and it is a good reference. Wilson presented the board with 24 projects currently underway for the Park District of Ottawa County, explaining that some are operational based while others, such as the marketing and volunteer efforts are being worked on by Sara Hill, administrative specialist. Wilson explained this list aids in understanding where the Park District of Ottawa County is at with projects, highlighting its big goals and projects, and that some items will drop off and this list will replace the Action Items section, which Judy Indorf produces.

Next, Michael Shadoan asked Thomas Bergman, Genoa Village Administrator, if there was a way to encourage developers to consider sidewalks and wider sidewalks for bike trails in their project plans, and if this is something Genoa would consider, and discuss with other communities, and that he wants it

to be part of everyone's thought process when designing a space. Bergman said yes and it needs to start with municipalities because it's easier to plan for it ahead of time. Bergman noted it should be incorporated into plans.

Adjournment

Trish McCartney moved the meeting be adjourned at 7:44 p.m.

Betsy Slotnick seconded the motion.


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

The next two meetings will be:

Tuesday, October 1, 2024, at 6 p.m. at the Ottawa County Agriculture Building, 240 W. Lake St., Oak Harbor 43449

Tuesday, October 15, 2024, at 6 p.m. at Lakeside Chautauqua Drackett Hall, 420 E. 6th St., Lakeside-Marblehead, 43440

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



~~Michael Shadoan, Board Chairperson~~

October 1, 2024

Elizabeth Slotnick Board Member



Jannah Wilson, Executive Director-Secretary

October 1, 2024