



Meeting Minutes for the Park District of Ottawa County

February 11, 2025

Meeting Location: **Danbury Twp. Fire Dept.**
 7070 East Harbor Road
 Marblehead, Ohio 43452

The Park District of Ottawa County meeting was called to order by Mike Shadoan at 6:03 PM.

1. Roll Call

- a. Judy Indorf Present - Y
- b. Jack Madison Present – Y
- c. Trish McCartney Present – Y
- d. Mike Shadoan Present – Y; arrived 6:11PM
- e. Betsy Slotnick Present – Y; arrived 6:05 PM
- f. Jannah Wilson Present - Y
- g. Others
 - i. Jerry Buhrow – Village of Oak Harbor, Village Administrator
 - ii. Harper Cromley – OHM Advisors, Project Engineer
 - iii. Larry Fletcher – Shores and Islands Ohio, President
 - iv. Sue Hartman – Marblehead Lighthouse Historical Society; exited 7:30 PM
 - v. Jeremy Hinte – OHM Advisors, Senior Project Manager, Landscape Architect
 - vi. Matt Kovach – Littoral Services, Senior Wetlands Ecologist; arrived 6:49 PM, exited 7:23 PM
 - vii. Danielle Lajte – Ottawa County Resident
 - viii. Ron Lajti – OHM Advisors, Engineer
 - ix. Chuck Mattimoe – Park District of Ottawa County, Operations Assistant
 - x. Melissa Vlasak – Danbury Twp. Resident, exited 8:10 PM
 - xi. Jeff White – Village of Marblehead, Village Administrator, arrived 6:48 PM

2. Minutes for Approval – Meeting Minutes for February 11, 2025 –

Trish McCartney moved to approve the minutes for the January 14, 2025 Park District of Ottawa County Meeting.

Jack Madison seconded the motion

A voice vote was held with 3 in favor, 0 against and 2 absent.

The motion passes.

3. Financial Report – Meeting Minutes for February 11, 2025 – Jannah Wilson reviewed at a high level the January 2025 Financial Report. She noted she had transferred \$2,000 to the Real Estate Taxes & Assessments line to pay property taxes we have not yet been granted exemption on. Jannah asked Jack Madison to report on the Credit Card Expense Report. Jack responded that he approved the credit card expenses and passed the credit card expense log to the board members for their review. The board members did not have any questions.

Judy Indorf moved to approve the January 2025 Park District of Ottawa County Fiscal Report.

Betsy Slotnick seconded the motion.

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

The motion passes.

4. **Public Comments – Meeting Minutes for February 11, 2025** – No discussion.
5. **Executive Director Report – Meeting Minutes for February 11, 2025** – Jannah Wilson turned the meeting over to Larry Fletcher to discuss the possibility of the Park District leasing a portion of the Shores and Islands Visitor Center in Port Clinton for office space. Larry indicated that Shores and Islands is excited about a partnership with the Park District, noting that we have similar goals. He also noted that the Park District will likely be introduced to new audiences through Shores and Islands and the Visitor Center and likewise Shores and Islands and the Visitor Center will likely be introduced to new audiences through the Park District. Larry and Jannah responded to several questions the board had regarding the lease. Jannah noted that the Ottawa County Prosecutor has reviewed the lease and approved it as to form. Jannah then read and requested the board's approval of Resolution 2025-08 Ottawa County Visitors Bureau Lease Agreement.

Trish McCartney moved the board approve Resolution 2025-08 Ottawa County Visitors Bureau Lease Agreement.

Betsy Slotnick 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
Betsy Slotnick	Yes

Resolution 2025-08 passes. A copy of the resolution is available in the resolution archive.

Jannah Wilson reported that the Parks and Trails Improvement Grants review committee reviewed the ten grant applications received for our 2025 Parks and Trails Improvement Grants Program. A discussion was held regarding how grant recipients and amounts were determined. Jannah reviewed the rubric used by the review committee to score the applications. The board asked who was on the review committee. Jannah responded the committee consisted of:

Basia Gawin, US Fish and Wildlife, Ottawa National Wildlife Refuge Park Ranger
Melissa Price, Erie Metroparks Executive Director
Amanda Rasnick, Shores and Islands Destination Engagement Director
Chris Singerling, Ottawa County Improvement Cooperation, Executive Director
Chris Smalley, Wood County Park District Executive Director

The board and Jannah discussed the purpose of our grant program i.e. should grants be more aligned with our mission or should the grants be to help communities to do what they and their communities want. Board members had varying opinions. It was agreed that the rubric can be modified in the future if the board desires to modify the purpose of the grant program and to focus the grants differently. Jannah read and requested the board approve Resolution 2025-07 2025 Parks and Trails Improvement Grant Approval.

Betsy Slotnick moved the board approve Resolution 2025-07 2025 Parks and Trails Improvement Grant Approval.

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
Betsy Slotnick	Yes

Resolution 2025-07 passes. A copy of the resolution is available in the resolution archive.

Jannah Wilson reported that the Hot Cocoa Walk was a big success with ~75 participants. The board noted the great picture of Sara Hill's two daughters at the Hot Cocoa Walk on the front page of the Beacon.

Jannah Wilson reported that there will be an introductory meeting for those interested in being a Park District volunteer on March 6 at the Shores and Islands Visitors Center. She noted that she is working with the county to confirm whether all volunteers will be required to have background checks. Background checks cost \$25. Jannah and the board discussed whether the Park District or the volunteer should pay for the background checks. Mike Shadoan suggested that we ask the volunteers to pay for the background check and we give them a \$25 gift certificate to a local coffee shop after they have volunteered at two events. The board and Jannah agreed that was a great idea.

See Marblehead Peninsula section for related discussion.

See Catawba Island Township section for related discussion.

6. New Business – Meeting Minutes for February 11, 2025 – No discussion.

7. Old Business – Meeting Minutes for February 11, 2025 –

- a. North Coast Inland Trail Genoa/Elmore - Meeting Minutes for February 11, 2025 – No discussion.**
- b. North Coast Inland Trail Genoa/Millbury – Meeting Minutes for February 11, 2025 – No discussion.**
- c. Catawba Island Township - Meeting Minutes for February 11, 2025 –** Jannah turned the meeting over to Matt Kovach to review the invasive species work he is conducting at the Islander Woods and Trailhead park area. Matt explained that we had a long, dry fall through which he treated the area for invasive plants including phragmite and reed canary grass. He noted the phragmite was largely interspersed amongst other plants, including native species. He therefore used a backpack application to spray specific areas and plants. He passed around a sample of phragmite in a Ziplock bag to illustrate the many seeds in a small piece of phragmite. He explained he also seeded the area with Black-eyed Susans, so hopes we will have a nice display this summer. The board asked about next steps or follow-up needs. Matt replied that it would be ideal to continue to treat the area for three years and noted that application will likely be reduced as treatment continues. He also suggested that seeding of native species should also continue. He noted that phragmite will likely never be eradicated due to its prevalence in the Great Lakes area. Matt suggested that the Park District make contact with a Cooperative Weed Management Area group which is a group who work together to more efficiently manage invasive weeds in large areas rather than small individual areas. Matt agreed to help Jannah connect with a group in our area.

Jannah Wilson noted she would like to apply for a Coastal Management Assistance grant to construct an observation deck and a trail to the deck at Islander Woods and Trailhead. She noted Coastal Management Assistance Grants require a 50:50 cost share. Jannah read and requested the board approve Resolution 2025-06 Coastal Management Assistance Grants Program.

Jack Madison moved the board approve Resolution 2025-06 Coastal Management Assistance Grants Program.

Judy Indorf 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
Betsy Slotnick	Yes

Resolution 2025-06 passes. A copy of the resolution is available in the resolution archive.

- d. **Portage River Water Trail – Meeting Minutes for February 11, 2025** – No discussion.
- e. **Marblehead Peninsula – Meeting Minutes for February 11, 2025** – Jannah Wilson introduced Jeremy Hinte and turned the meeting over to him to review the Marblehead Trail Feasibility Study and Report. Jeremy introduced himself and noted the good public engagement received during the study. He indicated he had learned a lot about the area, including the very good amenities and the impressive efforts underway in the area. He noted that in addition to the study and purpose of developing an understanding of trail feasibility, the study and its report are also a tool for applying for and obtaining grants and a key necessary component viewed by both the Park District and grantors is public engagement. Jeremy noted that execution of the study paired the skills of OHM with the input received from the community. Public engagement was obtained through the development of a Steering Committee consisting of 12 community members, business owners and community leaders with two Park District participants, two Public Open Houses, formation of 5 Special Interest Groups, a pop-up event at the Marblehead Lighthouse during the summer and two online surveys, one in March to hear more from full-time residents and one in August to hear more from part-time residents and visitors. Input collected focused on where the public would like to see trails and why. Through the public engagement, the team heard that the most important objective for the public was to develop safe and effective connections throughout the area. A common concern heard was that the speed limit on many of the roads is too high for safe and comfortable active transportation near them. Jeremy reviewed the data which is used to understand trail feasibility, including the public right of way along each road and a scoring process the team undertook to identify roads along which a trail was most feasible which considers the number of utility poles that would need to be moved, drainage needs, ditches and roadside slopes and the number of driveway crossings. He also reviewed the locations of points of interest identified through public engagement. Jeremy noted that not surprising since the middle portion of the peninsula is a quarry, the top points of interest identified by the public are located around the perimeter of the peninsula. Jeremy explained that three types of trails were considered, namely a dedicated and separated trail from roadways, a bike lane alongside a road and a narrowed/shared road lane with vehicles and cyclists. It was noted that by far the least amenable and comfortable for cyclists is a shared road lane with vehicle traffic. Jeremy reviewed several maps, with two key maps being one which denotes the public right of way along the roads on the peninsula and the other a map which denotes the outcome of the trail feasibility scoring the team developed. Jeremy then reviewed the recommended Implementation Plan which identifies the priorities and most feasible trail development routes coupled with points of interest. Jeremy noted that the most feasible route aligns with one of the areas of most interest for the development of a trail. He then noted that OHM believes it makes the most sense to continue trail development contiguously around the peninsula rather than using a more piecemeal approach that results in non-continuous trail segments. Jeremy noted that the first priority recommended is a loop along Alexander Pike

and around the point of the peninsula, which would include the Marblehead Lighthouse and the Marblehead business area. The board asked what Jeremy saw as the next step, and he responded to conduct Preliminary Engineering which would include development of a deeper understanding and development of a high-level conservative cost estimate. Jeremy noted that a rule of thumb is that the cost of a trail is ~\$1 million per mile. The board asked what the cost to conduct Preliminary Engineering would be and he indicated \$50,000 to \$100,000. Jeremy then reviewed the many sources of grant funding available, their cost sharing requirements and maximum grant levels. Jeremy noted they are finalizing the Marblehead Trail Feasibility Report and Jannah noted she will ask the board to approve the final report at our March 4, 2025 meeting.

- f. **Oak Harbor Area – Meeting Minutes for February 11, 2025** – No discussion.
- g. **Friends of Ottawa County Parks – Meeting Minutes for February 11, 2025** – Jannah Wilson noted we continue to receive donations in memory of Joan Patthoff, Denny Patthoff's wife. Denny has discussed a number of ideas for the money with Jannah.
- 8. **Executive Session – Meeting Minutes for February 11, 2025** – No Executive Session held.
- 9. **Information Items – Meeting Minutes for February 11, 2025** –
 - a. **Board Member Comments – Meeting Minutes for February 11, 2025** – Mike Shadoan suggested the board hold a meet and greet with the new Ottawa County Engineer. Jannah and the board agreed. Jannah noted the new Ottawa County Engineer, is already engaged with the North Coast Inland Trail Phase 1 work in Genoa.

Mike Shadoan suggested we ask Ron Lajti, formerly the Ottawa County Engineer and now an engineer with OHM Advisors, his opinion on the trail priorities suggested in the Marblehead Trail Feasibility Study. Jannah and the board agreed.

10. Adjournment – Meeting Minutes for February 11, 2025 –

Mike Shadoan moved the meeting be adjourned at 8:23 PM.

Jack Madison seconded the motion.

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

The motion carries.

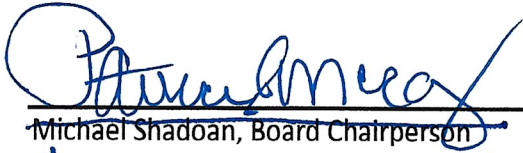
The next two meetings will be:

March 4, 2025 at the Ottawa County Agriculture Building, 240 W. Lake St., Oak Harbor, Ohio 43449

AND

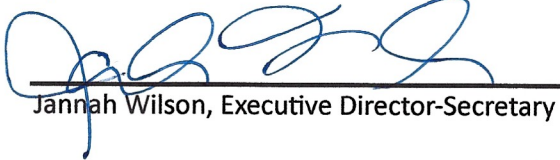
March 18, 2025 at 21030 Toledo St., Williston, Ohio 43468

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


Michael Shadoan, Board Chairperson

03/04/2025
March 4, 2025

Patricia McCartney, Second Vice Chair


Jannah Wilson, Executive Director-Secretary

3/4/2025
March 4, 2025