



Meeting Minutes for the Park District of Ottawa County

May 13, 2025

Meeting Location: Clay Center Village Hall
420 Main St..
Clay Center, Ohio 43408

The Park District of Ottawa County meeting was called to order by Judy Indorf at 6:01 PM.

1. Roll Call

- | | |
|--|-----------------------------|
| a. Judy Indorf | Present - Y |
| b. Jack Madison | Present – Y; arrive 6:03 PM |
| c. Trish McCartney | Present – Y |
| d. Mike Shadoan | Present – Y; 6:09 PM |
| e. Betsy Slotnick | Present – Y |
| f. Jannah Wilson | Present - Y |
| g. Others | |
| i. Quinton Babcock – Village of Oak Harbor, Mayor; exit 7:32 PM | |
| ii. Derrick Berkel – Harris-Elmore Fire and EMS Department; exit 6:37 PM | |
| iii. Jeffrey Berkel – Harris-Elmore Fire and EMS Department, Assistant Chief; exit 6:37 PM | |
| iv. Matt Montowski – Catawba Island Twp. Trustee; exit 7:06 PM | |
| v. Michael Murray – Harris-Elmore Fire and EMS Department, Captain; exit 6:37 PM | |
| vi. Melvin Sprauer – Village of Clay Center, Mayor; exit 8:25 PM | |

2. Minutes for Approval – Meeting Minutes for May 13, 2025 –

Trish McCartney moved to approve the minutes for the April 15, 2025 Park District of Ottawa County Meeting.

Betsy Slotnick 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 May 13, 2025 –

Jannah Wilson reviewed the April 2025 Fiscal Report at a high level. She then asked Jack Madison to report on his review of the credit card report for 1Q 2025 which Jannah included in the board packet. Jack and the board members had no questions on the credit card report.

Betsy Slotnick moved to approve the April 2025 Park District of Ottawa County Fiscal Report and the credit card report.

Trish McCartney 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 May 13, 2025 –

Jannah Wilson introduced Derrick Berkel, Jeffrey Berkel and Michael Murray from the Harris-Elmore Fire Department. They were present to discuss their potential purchase of a Hoverstream Evolution Hovercraft for rescues on the Portage River and other inland waters. Derrick showed a video and pictures of the hovercraft they would like to purchase. He noted the hovercraft is propelled by a large fan which lifts the hovercraft off of the surface of water or land several inches and pushes it forward, allowing it to move across water

or land and therefore would be extremely helpful on the Portage River where there are often low or zero water levels and hazards in areas. Currently there is no similar equipment in Ottawa County to support rescues on the Portage River or ponds and there have been multiple rescues in the past on the Portage River. Jannah and the board members noted that the Portage River Water Trail was officially designated a water trail in July 2022 and the Park District of Ottawa County is the facilitating organization for the water trail. With its formal designation as a water trail and development and improvement of launch sites, the use of the water trail has increased and continues to be promoted. Having the ability to conduct rescues is important. The Harris-Elmore Fire and EMS Department would own, maintain and operate the hovercraft and would be available for mutual aid rescues across Ottawa County including the entire length of the Portage River. The members of the Harris-Elmore Fire Department noted that specialized equipment such as this is typically purchased as a mutual aid asset. They are asking organizations for donations to help in the purchase of the hovercraft. Derrick Berkel noted the cost of the Hoverstream Evolution Hovercraft is \$55,000 and they also need to purchase a trailer, rescue suits and radio system. The board members agreed that having the ability to effectively conduct rescues on the Portage River is important and with the Park District of Ottawa County the facilitating organization for the Portage River Water Trail, the board agreed it would be appropriate for the park district to donate toward the purchase of the hovercraft.

Jack Madison moved that the Park District of Ottawa County donate \$10,000 to the Harris-Elmore Fire and EMS Department for the purchase of a Hoverstream Evolution Hovercraft to be used by the Harris-Elmore Fire and EMS Department as a mutual aid vessel across all of Ottawa County and particularly on the Portage River Water Trail for which the Park District of Ottawa County is the facilitating organization.

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

The motion passes.

Jannah Wilson introduced the Village of Clay Center Mayor Melvin Sprauer. The board thanked Mayor Sprauer and Clay Center for hosting the Park District of Ottawa County meeting. Mayor Sprauer noted that the gravel trail in Clay Center is a lot to maintain due to grass/weeds incursion onto the trail. He also noted that the park in Clay Center is a very nice park and is well used. The board reiterated that Clay Center keep the park districts Parks and Trails Improvement Grant program in mind for future grant applications.

See Catawba Island Twp. section for related discussion.

See Oak Harbor Area section for related discussion.

5. **Executive Director Report – Meeting Minutes for May 13, 2025** – Jannah Wilson reported that the construction of the park district's office space at the Shores and Islands Welcome Center is progressing well, and we are on track to move in after Memorial Day. We must vacate our current office space in Knoll Crest Plaza by May 31, 2025.

Jannah Wilson reported that she sent an electronic version of the draft Park District of Ottawa County Strategic Plan to the board members for their review and asked that any comments be sent

to her and she will pass them on to EDG. Jannah has provided several comments she has to EDG. Jannah plans to request the board approve the Strategic Plan at our June 2025 meeting.

See Catawba Island Twp. section for related discussion.

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

6. New Business – Meeting Minutes for May 13, 2025 –

See Friends of Ottawa County Parks section for related discussion.

See Board Member Comments section for related discussion.

7. Old Business – Meeting Minutes for May 13, 2025 –

- a. **North Coast Inland Trail Genoa/Elmore - Meeting Minutes for May 13, 2025 –** Jannah Wilson reported that the NCIT separated multi-use trail along Martin Williston Rd. has been cut and is expected to be paved next week concurrent with the paving of Martin Williston Rd. A ribbon cutting for this new separated multi-use trail is expected to be held in June 2025.
- b. **North Coast Inland Trail Genoa/Millbury – Meeting Minutes for May 13, 2025 –** Jannah Wilson noted that she included a request to amend the contract we have with Kleinfelder in the board packet. She included both a table summarizing all of the activity against our contracts with Kleinfelder, previously Poggemeyer, along with the latest invoice which Jannah has not yet paid and a letter from Kleinfelder summarizing the scope of the amendment that is being requested. Jannah noted that a lot changed as the development of the NCIT from Genoa to Millbury progressed and Kleinfelder's scope has been changing also to facilitate the project changes. The remaining scope for Kleinfelder is described in the letter from Kleinfelder, and includes:
 - Complete the legal descriptions and ROW descriptions for the legal reviews
 - Add the two parcels located in the Village of Genoa originally not included in our scope to the ROW work
 - Install the pins and boundary markers at the appropriate time.

Mike Shadoan moved the board accept the contract amendment specified in the contract amendment document from Kleinfelder dated May 8, 2025 with an additional cost of \$48,994.

Trish McCartney seconded the motion.

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

The motion passes

- c. **Catawba Island Township - Meeting Minutes for May 13, 2025 –** Jannah Wilson introduced Matt Montowski to discuss the Parks and Trails Improvement grant which Catawba Island Twp. was awarded in February 2025. Matt first congratulated the park district on the recent purchase of the Davenport Memorial Woods property in Catawba Island Twp. He also thanked the park district for the Parks and Trails Improvement Grant program. The grant program has revitalized the Catawba island Twp Park Board as they have been recipients of two grants in the program's four year history. This past January 2025, Catawba Island Twp. applied for a \$50,000 Parks and Trails Improvement Grant to construct a fitness trail at Heigel Park. From the application, the park board awarded Catawba Island Twp. a \$20,000 grant for the project, supposing that Catawba Island Twp. could construct the trail and install the concrete pads for the fitness equipment and then purchase the equipment outside of this grant based on the cost estimates included in the grant application. Catawba was concerned that since they could not purchase the equipment at the same time as installing the concrete pads, the pads would become obsolete before they could purchase the

equipment. Matt requested on behalf of Catawba Island Twp., that the park district allow them to change the scope of the grant project to construct a parking lot for the Cedar Meadows trail behind the township fire department. Matt provided maps and documents requesting this variance to their grant. He also noted that there was a suggestion to construct a path from the parking area to the Cedar Meadows trail entrance, but the maintenance team did not like this as they believe a gravel or paved trail would be difficult to mow around. The Park District of Ottawa County board was concerned with allowing a complete change in the scope and purpose of the grant, noting that the project that was reviewed, scored and compared to other grant application projects was completely different than the project requested through the variance. The board felt this would be unfair and would set a precedent that would enable grant applications to be awarded through our thoughtful and robust review process and then switched to a project not scored against the other projects and potentially with a completely different objective. Jannah reviewed the cost estimates that were included in the grant application and also the cost estimate Matt provided for the parking lot at Cedar Meadows and suggested that with the \$20,000 grant, Catawba could construct the trail in Heigel Park without the concrete pads or equipment for ~\$10,000 and construct the parking lot at Cedar Meadows with the remaining \$10,000. This would better align with the original objective of the grant application. Matt suggested the board document their suggestion and he would take that to the Catawba Island Twp Park Board and Catawba Island Twp. trustees. He suggested he leave and allow the park district board to discuss this. Following Matt's exit, the board discussed the options. The board feels strongly to not allow a complete change in scope, however, agrees with constructing the trail only at Heigel Park and constructing the parking area for Cedar Meadows. The board also feels very strongly that a trail/pathway should be constructed from the parking area to the entrance of Cedar Meadows for both visual and functional purposes.

Trish McCartney moved that Jannah Wilson communicate to the Catawba Island Twp. trustees that the \$20,000 Parks and Trails Improvement Grant awarded to them by the Park District of Ottawa County in February 2025, be used to construct the trail only at Heigel Park, for potential use as a future fitness trail, and also construct a parking area behind the Catawba Island Twp. Fire Department using the remaining \$10,000, to be used as a trailhead for Cedar Meadows and the Park District of Ottawa County highly recommends that a trail/pathway be constructed from the parking area to the entrance to Cedar Meadows.

Betsy Slotnick seconded the motion.

A voice vote was held with 4 in favor, 0 against and 1 abstain by Jack Madison.

The motion passes

Jannah Wilson requested the board approve the amendments to the EDG contract for the work they are conducting at Islander Woods. The change in scope is to move and redesign as necessary the parking area to minimize the need to cut down or impact trees, to prepare front end documentation for going out to bid on the construction of the parking lot and trail around Bob's Pond, to prepare the bid documents for publication in the newspaper selected by the Park District of Ottawa County, to be present in the opening of the bids and to prepare the bid award recommendation.

Trish McCartney moved the board accept the contract amendments to the EDG contract to conduct the work specified in the letter from EDG dated April 21, 2025 entitled Islander Woods Construction Documents – Amendment #1, Environmental Design Group 24-00143-010.

Betsy Slotnick seconded the motion.
A voice vote was held with 5 in favor and 0 against.

Jannah Wilson reported that the closing for the Davenport Memorial Woods was held on April 30, 2025. Our social media posts announcing the purchase and pictures with some of the Davenport family members at the Davenport Memorial Woods have received a lot of positive comments. Jannah is preparing a press release for the near future.

- d. **Portage River Water Trail – Meeting Minutes for May 13, 2025** – No discussion.
- e. **Marblehead Peninsula – Meeting Minutes for May 13, 2025** – No discussion.
- f. **Oak Harbor Area – Meeting Minutes for May 13, 2025** – Jannah Wilson introduced Quinton Babcock to discuss the two Parks and Trails Improvement grants that the park district has awarded to the Village of Oak Harbor. Jannah and Quinton noted that the Village of Oak Harbor was awarded Grant 2022-08 for \$52,355 and Grant 2023-09 for \$81,100 for construction of the Riverwalk in Oak Harbor. Quinton explained that after having preliminary engineering work done a landscape architect indicated to them that the work was not adequate and the preliminary design not appropriate for the Riverwalk that the village envisioned. He also indicated that some of the walk was within the floodway line and FEMA would not approve of this without further study to show that the area would not flood. As a result of all that has now been learned, the village would like to conduct engineering with a landscape architect involved in the design and also need to build a flood plain model for discussions with FEMA. As a result, the village requests to use \$52,355 from Grant 2022-08 and \$81,100 from Grant 2023-09 originally to be used toward construction of the Riverwalk, for engineering work for the Riverwalk. The village has already sent out a Request for Qualifications, RFQ, and have selected EMH&T with a cost estimate of \$321,800 to conduct the engineering up to, but not including, construction documents. The board discussed the change in scope for the grant awards and noted that the same project would be supported, but work for a different stage of development would be conducted with the grant money.

Trish McCartney moved to approve Resolution 2025-17 Parks and Trails Improvement Grant Variance – Grant 22-08 and 23-09, approving a variance for the Village of Oak Harbor to use \$52,355 from Grant 2022-08 and \$81,100 from Grant 2023-09 originally to be used toward construction of the Riverwalk, for engineering work for the Riverwalk.

Betsy Slotnick seconded the motion.

A voice vote was held with 4 in favor, 0 against and 1 abstain by Mike Shadoan.

The motion passes.

- g. **Friends of Ottawa County Parks – Meeting Minutes for May 13, 2025** – Jannah Wilson noted that the Friends of Ottawa County Parks will be meeting tomorrow night, Wednesday May 14, 2025.

8. Executive Session – Meeting Minutes for May 13, 2025 –

Mike Shadoan moved the board enter Executive Session at 8:25 PM and invite Jannah Wilson to join the board for the purpose of discussing the potential purchase of property.

Jack Madison seconded the motion.

A roll call vote was held with the following results:

Judy Indorf	Yes
Jack Madison	Yes
Trish McCarney	Yes

Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion passes.

Mike Shadoan moved the board exit Executive Session at 8:50 PM.

Judy Indorf seconded the motion.

A roll call vote was held with the following results:

Judy Indorf	Yes
Jack Madison	Yes
Trish McCarney	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion passes.

9. Information Items – Meeting Minutes for May 13, 2025 – No discussion.

- a. **Board Member Comments – Meeting Minutes for May 13, 2025 –** Mike Shadoan requested that Jannah confirm with Ottawa County Prosecutor James Van Eerten what types of events we are permitted to have 3 or more board members in attendance together. All board members agreed clarity on this would be helpful. For example, at the pictures at the Davenport Memorial Woods we had three board members in attendance, likewise, at some of the events at which we have our information booth at times there could be three or more board members.

10. Adjournment – Meeting Minutes for May 13, 2025 –

Mike Shadoan moved the meeting be adjourned at 8:59 PM.

Jack Madison seconded the motion.

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

The motion carries.

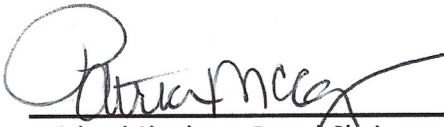
The next two meetings will be:

June 10, 2025 at 6:00 PM at the Village of Marblehead Municipal Services Building 517
W. Main St. Marblehead, OH 43440

AND

July 8, 2025 at 6:00 PM at the Village of Genoa Town Hall 102 E. 6th St. Genoa, OH
43430

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

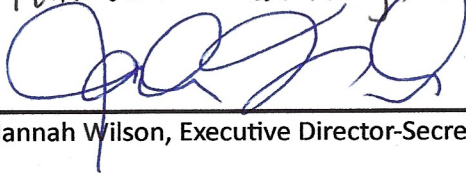


Michael Shadoan, Board Chairperson

06/10/2025

June 10, 2025

Patricia McCartney, 2nd Vice Chair



Jannah Wilson, Executive Director-Secretary

6/10/2025

June 10, 2025