



## Meeting Minutes for the Park District of Ottawa County

December 9, 2025

**Meeting Location:** Danbury Twp. Hall  
5972 Port Clinton Eastern Rd.  
Marblehead, OH 43440

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

### 1. Roll Call

- |                                                                                       |             |
|---------------------------------------------------------------------------------------|-------------|
| a. Judy Indorf                                                                        | Present - Y |
| b. Jack Madison                                                                       | Present - Y |
| c. Trish McCartney                                                                    | Present - Y |
| d. Mike Shadoan                                                                       | Present - Y |
| e. Betsy Slotnick                                                                     | Present - Y |
| f. Jannah Wilson                                                                      | Present - Y |
| g. Others                                                                             |             |
| i. Chuck Mattimoe – Park District of Ottawa County Operations Assistant               |             |
| ii. Melissa Vlasak – Ottawa County Resident, Park District of Ottawa County Volunteer |             |
| iii. Jeff White – Village of Marblehead Administrator                                 |             |

### 2. Minutes for Approval – Meeting Minutes for December 9, 2025 –

Trish McCartney moved to approve the minutes for the November 10, 2025 meeting.

Betsy Slotnick seconded the motion

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

The motion passes.

3. **Financial Report – Meeting Minutes for December 9, 2025** – Jannah Wilson reviewed at a high level the expense transactions for the month of November 2025. She pointed out several of the larger payments including the Park District of Ottawa County Parks and Trails Improvement Grant reimbursement to the Village of Elmore for their grant from the Park District for the development of their village park plan, the payment to Lake Erie Tree Service for the brush clearing they did on a small portion of the recently purchased land outside of the Village of Genoa for the North Coast Inland Trail and a payment of earnest money to Hartung Title for the purchase of land. Jannah also noted we received \$34 in donations which was credited to our account. Jack Madison also reported that he reviewed the 3Q 2025 Credit Card Report and found everything to be in order.

Betsy Slotnick moved to approve the November 2025 Park District of Ottawa County Fiscal Report.

Judy Indorf seconded the motion.

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

The motion passes.

4. **Public Comments – Meeting Minutes for December 9, 2025** – No discussion.

5. **Executive Director Report – Meeting Minutes for December 9, 2025** – Jannah Wilson requested the board approve Resolution 2025-32 Health and Dental/Vision Insurance and Health Savings Account Reimbursements 2026. The board asked why we were approving these payments since we already approved health care for Jannah and are already paying our share. Jannah explained that the cost of her Health and Dental/Vision Insurance plans changes every year and the maximum amount she can

contribute to her Health Savings Account also changes, so this is an annual approval process for the new payment levels. Jannah also reminded the board that the Park District of Ottawa County pays 85% of her Health and Dental/Vision Plans and the Park District matches her Health Savings Account contributions. She also noted she has had the same plans, through Medical Mutual, since she was hired, but she has been researching options, particularly through the Chambers of Commerce in Ottawa County to determine if there is a more economical option. Jannah noted that a copy of her health insurance premiums quote for 2026 from Medical Mutual was included in the board packet. She currently has a Marketplace "off-exchange" plan and explained the premium payments need to be made by the individual, not an entity, and there is currently a two week lag for her to be reimbursed. Betsy Slotnick asked if she has looked into options offered to State of Ohio employees by the State of Ohio. Jannah replied that a person needs to be a state level employee to be eligible for those options.

Trish McCartney moved to approve Resolution 2025-32 Health and Dental/Vision Insurance and Health Savings Account Reimbursements 2026, approving the Park District of Ottawa County's 85% share of Health and Dental/Vision Insurance premiums for 2026 for Jannah Wilson and the Park District of Ottawa County's contribution to Jannah Wilson's Health Savings Account for 2026.

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 2025-32 Health and Dental/Vision Insurance and Health Savings Account Reimbursements 2026 passes.

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

Jannah Wilson requested the board approve Resolution 2025-33 2026 Appropriations. Jannah noted that the final worksheets for the Park District of Ottawa County's 2026 Budget as submitted to the Ottawa County Commissioners were included in the board packet. She also noted that no new changes were made so the appropriations were consistent with what the board reviewed at our previous meeting.

Trish McCartney moved to approve Resolution 2025-33 2026 Appropriations.

Jack Madison 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 2025-33 Appropriations passes.

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

Jannah Wilson reported that our Seasonal Trail Technician, Ethan Bomer, has worked with Operations Assistant Chuck Mattimoe, Park Volunteer Phil Enderle and other volunteers to complete the current phase of the trail clearing work at the Davenport Memorial Park in Catawba. Ethan has also helped clear the area for the driveway at the Islander Woods and Trailhead and

helped with the installation of barricades and signs for an approximately one-mile stretch of the NCIT newly purchased land just outside of the Village of Genoa. The barricades and signs for the new section of the NCIT will be completed next week. Ethan will be finishing his temporary Seasonal Trail Technician position on December 20<sup>th</sup>, 2025. Jannah requested that the board approve Ethan Bomer for a Seasonal Trail Technician part-time position for 2 days/week for January, February and March 2026. If hired, she would have him continue to work on the 1-mile section of the NCIT which will also provide a Park District presence on this new section of the NCIT. Jannah also requested that the board approve rehiring Chuck Mattimoe for the Intermittent Operations Assistant position. She explained that Chuck needed to come off of the payroll so he can access the OPERS fund that he paid into. An OPERS employee cannot have two pensions, but after retirement they can pay up to 10% of their pay into an employee purchased retirement plan. The employee can access the funds they pay into the OPERS fund after they are off of the payroll and they can then be rehired after OPERS receives their last payment into the fund. Intermittent employees can then work up to 1000 hours in a year with no more than 39 hours in a work week. Jannah would have Chuck work 20 hours a week beginning in January 2026. Jack Madison suggested that Ethan come back in January 2026 also as an intermittent employee up to 1,000 hours per year. Jannah agreed this would be a great solution and would allow Ethan and Chuck to work together on projects, typically 20 hours per week, up to 1,000 hours per year per position.

Jack Madison moved the board give Jannah Wilson approval to hire Ethan Bomer as an Intermittent Trail Technician beginning in January 2026. After further discussion, Mike Shadoan amended the motion to give Jannah Wilson approval to hire Chuck Mattimoe as an Intermittent Operations Assistant beginning on or about December 22, 2025 and Ethan Bomer as an Intermittent Trail Technician beginning in January 2026, both to work up to 1,000 hours per year, typically 20 hours per week.

Betsy Slotnick seconded the motion.

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

The motion passes.

Jannah Wilson discussed an option for a Master Service Agreement with Environmental Design Group with the board. Jannah explained a Master Service Agreement would enable EDG to conduct smaller tasks that are not part of an existing contract, such as generating cost estimates for smaller projects, updating existing cost estimates and a specific project to incorporate a wildlife observation deck for which we have received a grant from Coastal Management, into our existing construction documents for Islander Woods and Trailhead. She noted that any project over \$10,000 would still require separate board approval per our bylaws. Judy Indorf noted that the Master Service Agreement document indicates that it would auto-renew after a year. The board agreed with a Master Service Agreement, but not the auto-renew clause.

Trish McCartney moved the board approve the proposed Master Agreement with Environmental Design Group with the removal of the auto renewal clause.

Mike Shadoan seconded the motion.

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

The motion passes.

Jannah reminded the board that our first meeting in 2026 will be January 13, 2026 and will be an organizational meeting where the board will elect its officers.

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

**6. New Business – Meeting Minutes for December 9, 2025 – See Friends of Ottawa County Parks section for related discussion.**

- a. **Board Member Comments – Meeting Minutes for December 9, 2025** – Jannah Wilson told the board about the Volunteer Appreciation get together the Park District held on Wednesday December 3 at the Park District Office. Jannah noted that Trish McCartney and Judy Indorf attended. The event included a cookie exchange and gift exchange and everyone was complimentary of the event. Trish and Judy reiterated that it was a very nice party and the Park District office open area was decorated very pretty for the holidays. Jannah gave a lot of the credit to Sara Hill who did most of the planning and work.

**7. Old Business – Meeting Minutes for December 9, 2025** – Jannah Wilson reported that she is developing a 2026 Work Plan for progressing the Park District's projects in 2026. The Work Plan is a list of tasks and responsible persons for 2026. She noted she emailed it to the board members a couple of weeks ago and can send it again if desired. She is including more detail in the 2026 Work Plan than in the Project Update spreadsheet which she uses to provide updates on project status throughout the year.

Jannah Wilson reported that she attended a meeting with Port Clinton and the Greater Sandusky Partnership regarding a feasibility study for the potential Sandusky Bay bikeway utilizing the remaining portions of the Old Sandusky Bay Bridge.

She also met with officials from USG regarding opportunities for us to work together.

- a. **North Coast Inland Trail Genoa/Elmore - Meeting Minutes for December 9, 2025** – No discussion
- b. **North Coast Inland Trail Genoa/Millbury – Meeting Minutes for December 9, 2025** – Jannah Wilson requested the board approve an amendment to the Park District of Ottawa County's agreement with Environmental Design Group for the NCIT Genoa Phase One work. The NCIT cuts into a very small area of Clay Twp. and the Park District will therefore need an easement from Clay Twp. We also need an easement from the Village of Genoa for the portion that goes through their property in Veterans Memorial Park and by the Genoa Town Hall. Both easements require surveying, legal descriptions, approvals and recording the easements, which Jannah proposed EDG support.  
Mike Shadoan moved the board approve an amendment to the Park District of Ottawa County's agreement with Environmental Design Group to authorize EDG to conduct the work needed to obtain an easement from the Village of Genoa and Clay Twp. for portions of the NCIT that goes through their property.  
Betsy Slotnick 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 December 9, 2025** – No discussion.
- d. **Portage River Water Trail – Meeting Minutes for December 9, 2025** – No discussion.
- e. **Marblehead Peninsula – Meeting Minutes for December 9, 2025** – No discussion.
- f. **Oak Harbor Area – Meeting Minutes for December 9, 2025** – No discussion.
- g. **Friends of Ottawa County Parks – Meeting Minutes for December 9, 2025** – Jannah Wilson reported that the Friends of Ottawa County Parks requested that she remind the board that the Friends will be providing the funding for picnic tables and memorial plaques for trees at

the Islander Woods and Trailhead. Funding was received from their Christmas 2024 Holiday letter campaign which they held on Catawba last year. They are holding another Holiday letter campaign this year and have added a digital donation option.

8. **Executive Session – Meeting Minutes for December 9, 2025** – Jannah Wilson requested that the board go into Executive Session and invite Jannah Wilson to join the session for the purpose of the possible sale or purchase of property.

Mike Shadoan moved the board go into Executive Session at 7:26 PM for the purpose of the possible sale or 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 McCartney | Yes |
| Mike Shadoan    | Yes |
| Betsy Slotnick  | Yes |

The motion passes

Mike Shadoan moved the board exit Executive Session at 8:16 PM.

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.

Following Executive Session, the board made the following motion:

Trish McCartney moved Jannah Wilson explore the purchase of property in Ottawa County in partnership with Black Swamp and the possibility of a 25% match by the Park District of Ottawa County along with other funding sources.

Betsy Slotnick seconded the motion.

A roll call vote was taken with the following results:

|                 |     |
|-----------------|-----|
| Judy Indorf     | Yes |
| Jack Madison    | Yes |
| Trish McCartney | Yes |
| Mike Shadoan    | Yes |
| Betsy Slotnick  | Yes |

The motion passes.

9. **Information Items – Meeting Minutes for December 9, 2025** – Merry Christmas wishes were exchanged!

10. **Adjournment – Meeting Minutes for December 9, 2025** –

Betsy Slotnick moved the meeting be adjourned at 8:21 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:

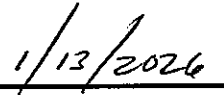
Tuesday January 13, 2026 at 6:00 PM at the Park District of Ottawa County Office, 770 SE  
Catawba Rd., Port Clinton, OH 43452

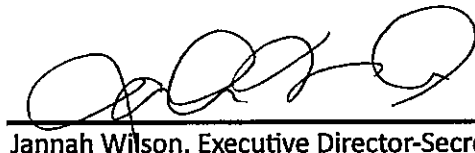
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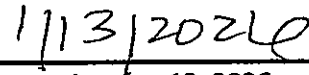
February 10, 2026 at 6:00 PM at the Ottawa County Agriculture Extension, 240 W. Lake  
St., Oak Harbor, OH 43449

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

  
\_\_\_\_\_  
Michael Shadoan, Board Chairperson

  
\_\_\_\_\_  
January 13, 2026

  
\_\_\_\_\_  
Jannah Wilson, Executive Director-Secretary

  
\_\_\_\_\_  
January 13, 2026