



Meeting Minutes for the Park District of Ottawa County

January 14, 2025

Meeting Location: Bay Township Hall
4471 W. Fremont Road
Port Clinton, Ohio 43452

The Park District of Ottawa County meeting was called to order by Mike Shadoan at 6:08 PM.

1. Roll Call

- | | |
|---|------------------------------|
| a. Judy Indorf | Remote – non-voting status |
| b. Jack Madison | Present – Y; arrived 6:14 PM |
| c. Trish McCartney | Present – Y |
| d. Mike Shadoan | Present – Y |
| e. Betsy Slotnick | Present – Y |
| f. Jannah Wilson | Present – Y |
| g. Others | |
| i. Elsebeth Baumgartner – Ottawa County, Oak Harbor resident; exit 8:06 PM | |
| ii. Art Castillo – Bay Twp. Trustee; exit 6:40 PM | |
| iii. Sara Hill – Park District of Ottawa County, Administrative Assistant; exit 8:11 PM | |
| iv. Chuck Mattimoe – Park District of Ottawa County, Operations Assistant; exit 8:11 PM | |

2. Minutes for Approval – Meeting Minutes for January 14, 2025 –

Trish McCartney moved to approve the minutes for the December 3, 2024 Park District of Ottawa County Meeting

Betsy Slotnick seconded the motion

A roll call vote was held with the following results:

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

The motion passes.

- ### 3. Financial Report
- Jannah Wilson reviewed the December 2024 Financial Report at a high level. She noted she is closing 2024 purchase orders when all 2024 expenses against the purchase order have been paid and opening 2025 purchase orders as needed. She also noted she used the Land Acquisition budget line to give Put-in-Bay Township Park District their \$50,000 funding the board approved at our December 3, 2024 meeting to go toward the purchase of the Duff Family Vineyards property. She reported Ottawa County now as the ability to make payments through the Automatic Clearing House (ACH) system. She also reviewed at a high level the end of year Inventory list, noting the broken printer which she recycled at Staples, was deleted from our inventory, following county protocol. She pointed out the addition of several tools the park district purchased in 2024. Mike Shadoan asked where the tools are kept, and Chuck Mattimoe responded the park district's storage unit. She noted the Motions and Resolutions file maintained by Sara Hill was emailed to all Park Board members.

Betsy Slotnick moved to approve the December 2024 Park District of Ottawa County Financial Report.

Jack Madison seconded the motion.

A roll call vote was held with the following results:

Judy Indorf	Abstain
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion passes.

4. **Public Comments – Meeting Minutes for January 14, 2025** – Elsebeth Baumgartner introduced herself and mentioned she is planning to launch a podcast. She complimented the Park District on the administration of our meetings and minutes. Elsebeth wanted to make the Park District aware of the intention of the Benton Carroll Salem school district to demo the now unused old middle school building. She would like to see the building re-used to enhance the community. The BCS School Board has received a \$500,000 Ottawa County Land Bank grant to pay for half of the estimated \$1 million demo of the building to prevent blight. A study was conducted and determined the cost to refurbish the building for school use or possible apartments or condos would be ~\$10 million. An estimate for new apartments was reported to be ~\$3.5 million. Mike Shadoan reported that ~600 people signed a petition to the BCS school board to pause the demo to enable a relook at the cost to reuse the building. Unfortunately, the grant's timeline requires the grant to be used by June 1, 2025, making a review of the refurbishment estimate not possible. One potential use identified is for the Oak Harbor EMS team. Additionally, Oak Harbor is developing a parks plan and may also identify a use for the building. Elsebeth thanked the board for their discussion with her.
5. **Executive Director Report – Meeting Minutes for January 14, 2025** – Jannah Wilson reminded the board that at the first meeting of the year the board is intended to agree the organizational structure of the board for the upcoming year, specifically agreeing our officers. Jannah reviewed the officer positions and who currently holds the position. The board discussed the positions and who would be willing to fill each position. While Trish indicated a willingness to take the Chairperson role, she is not looking to fill the role and asked if the current officers were willing to continue in their positions. All agreed they are amenable to keeping their positions. It was noted that Jack Madison holds both the 2nd Vice-Chairperson role and the Compliance Officer role. It was suggested that Trish take the 2nd Vice-Chairperson role and Jack remain the Compliance Officer. All agreed. Initially, Trish McCartney moved and Betsy Slotnick seconded a motion to accept the officers as discussed. The board then agreed it would be better to go through each office individually and then have a motion to accept the officer slate collectively. Trish moved to withdraw her motion and Betsy withdrew her second.

Trish McCartney moved that Mike Shadoan hold the role of Chairperson for 2025.

Betsy Slotnick seconded the motion.

Mike Shadoan was asked if he accepted the Chairperson role for 2025 and he responded yes.

Mike Shadoan moved that Judy Indorf hold the role of Vice-Chairperson for 2025.

Betsy Slotnick seconded the motion.

Judy Indorf was asked if she accepted the Vice-Chairperson role for 2025 and she responded yes.

Betsy Slotnick moved that Trish McCartney hold the 2nd Vice-Chairperson role for 2025.

Mike Shadoan seconded the motion.

Trish McCartney was asked if she accepted the 2nd Vice-Chairperson role for 2025 and she responded yes.

Mike Shadoan moved that Jack Madison hold the Compliance Officer role for 2025.

Betsy Slotnick seconded the motion.

Jack Madison was asked if he accepted the Compliance Officer role for 2025 and he responded yes.

Trish McCartney moved that Judy Indorf hold the Secretary Assistant role for 2025.

Betsy Slotnick seconded the motion.

Judy Indorf was asked if she accepted the Secretary Assistant role for 2025 and she responded yes.

Trish McCartney moved that the slate of officers discussed and agreed be accepted, specifically:

Chairperson – Mike Shadoan

Vice-Chairperson – Judy Indorf

2nd Vice-Chairperson – Trish McCartney

Compliance Officer – Jack Madison

Secretary Assistant – Judy Indorf

Betsy Slotnick seconded the motion.

A roll call vote was held with the following results:

Judy Indorf	Abstain
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion passes.

Jannah Wilson introduced Resolution 2025-01 Bylaws Amendment Approval to the board and indicated that she had completed the amendments. Mike Shadoan noted that in Article 2 Section 12 Order of Business needs to be adjusted for consistency with the order of our typical agenda. Betsy Slotnick also noted a typo. Jack Madison noted that the Compliance Officer is not included in the hierarchy to stand in for the Chairperson in the Chairperson's absence in Article 2 Section 11 Absence of Chairperson. Jannah explained that if the currently defined hierarchy is followed, quorum does not exist when the defined hierarchy is exhausted, i.e. there would only be the Compliance Officer and one other board member present. Following the discussion, Jannah read and requested the board's approval of Resolution 2025-01 Bylaws Amendment Approval.

Trish McCartney moved to approve Resolution 2025-01 Bylaws Amendment Approval, approving the amendments to the Park District of Ottawa County's bylaws as specified in Resolution 2025-01 and with the above noted adjustment to the Order of Business and the typo corrected.

Betsy Slotnick seconded the motion.

A roll call vote was held with the following results:

Judy Indorf	Abstain
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

Resolution 2025-01 Bylaws Amendment Approval passes. A copy of the resolution is available in the resolution archive.

Judy Indorf asked to confirm that the publication requirements for bylaws amendments would be met and Jannah responded that Chuck Mattimoe will manage the publication requirements of the bylaws amendments.

Jannah Wilson introduced Resolution 2025-02 Approval Basic Terms of Lease Agreement to the board. Resolution 2025-02 gives Jannah Wilson approval to move forward with developing and agreeing a lease agreement with the Ottawa County Visitors Bureau, based on the terms included in the document she included in the January 14, 2025 board packet. The board and Jannah discussed the lease agreement. A move-in date of July 1, 2025 is anticipated, and rent is proposed at \$1789 per month, less the deducted construction cost split between both entities. A question arose regarding the impact if Shores and Islands would sell the Ottawa County Visitors Bureau. Jannah responded that we could include the requirement that the Park District be reimbursed the full cost we incurred for the construction of our workspace. The board asked that this be included in the formal agreement. Jannah read and requested the board approve Resolution 2025-02 Approval Basic Terms of Lease Agreement.

Mike Shadoan moved the board approve Resolution 2025-02 Approval Basic Terms of Lease Agreement, giving Jannah Wilson approval to move forward with the development of and agreement to a formal lease agreement with the Ottawa County Visitors Bureau.

Betsy Slotnick seconded the motion.

A roll call vote was taken with the following results:

Judy Indorf	Abstain
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

Resolution 2025-02 Approval Basic Terms of Lease Agreement passes. A copy of the resolution is available in the resolution archive.

Jannah Wilson introduced Resolution 2025-03 Office Construction Proposal Approval, approving Telamon Construction to execute the proposed office renovations at the Ottawa County Visitors Bureau in Port Clinton at a cost not to exceed \$42,800 to the Park District of Ottawa County. The board asked if there were other construction companies who provided an estimate. Jannah replied that a second contractor began the process and then backed out. Jannah also noted that the Skilled Trades Academy in Ottawa County has agreed to do the needed demo work in the building and to make the modifications necessary to the boat exhibit currently in the Visitors Bureau to accommodate the Park District's office space, at no cost.

Betsy Slotnick moved the board approve Resolution 2025-03 Office Construction Proposal Approval to approve Telamon Construction to execute the proposed office renovations at the Ottawa County Visitors Bureau at a cost not to exceed \$42,800 to the Park District of Ottawa County.

Trish McCartney seconded the motion.

A roll call vote was taken with the following results:

Judy Indorf	Abstain
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes

Betsy Slotnick Yes

Resolution 2025-03 Office Construction Proposal Approval passes. A copy of the resolution is available in the resolution archive.

Jannah Wilson introduced Resolution 2025-04 Application for Destination Development Grant, giving Jannah Wilson approval to move forward with the Shores and Islands Destination Development Grant application process. Jannah stated that she intends to request a grant of \$5,000 to be used toward the development of a trail loop around Bob's Pond at the Islander Woods and Trailhead.

Mike Shadoan moved the board approve Resolution 2025-04 Application for Destination Development Grant, giving Jannah Wilson approval to move forward with the Shores and Islands Destination Development Grant application process.

Trish McCartney seconded the motion.

A roll call vote was taken with the following results:

Judy Indorf	Abstain
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

Resolution 2025-04 Application for Destination Development Grant passes. A copy of the resolution is available in the resolution archive.

Jannah Wilson introduced Resolution 2025-05 Proposal and Contract Natural Heritage LLC, giving Jannah Wilson approval to move forward with accepting and signing the Natural Heritage LLC proposal and contract for professional, technical, consulting, and other special services at a rate of \$55/hr and in an amount not to exceed \$6,025.00.

Jack Madison moved the board approve Resolution 2025-05 Proposal and Contract Natural Heritage LLC, giving Jannah Wilson approval to move forward with accepting and signing the Natural Heritage LLC proposal and contract for professional, technical, consulting, and other special services at a rate of \$55/hr in an amount not to exceed \$6,025.00.

Betsy Slotnick seconded the motion.

A roll call vote was taken with the following results:

Judy Indorf	Abstain
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

Resolution 2025-05 Proposal and Contract Natural Heritage LLC passes. A copy of the resolution is available in the resolution archive.

Jannah Wilson turned the meeting over to Chuck Mattimoe to discuss the purchase of a vehicle with the board. Chuck stated he was looking for a used vehicle through an online retailer such as CarMax. They have found that working with a local dealer is difficult because the time to process a payment through the county system typically results in the vehicle being purchased by another buyer before we can process the payment. Chuck noted that the board had expressed a desire to purchase a hybrid or electric vehicle, but very few, if any, used electric or hybrid trucks are available and new electric or hybrid vehicles are out of our price range and have long delivery times. Jannah and Chuck noted that with the budget we have allocated, we could purchase both a used truck and a car which would enable them to look at hybrid or electric cars along with a combustion engine truck. The

board questioned the change from purchasing a truck to purchasing both a truck and a car. Jannah and Chuck indicated they thought the board wanted to purchase an electric or hybrid vehicle and since it seemed unlikely to find an electric or hybrid truck in our price range, a used combustion engine truck and an electric or hybrid car would meet that desire. The board indicated that they only meant to request that an electric or hybrid vehicle be considered, not to require electric or hybrid and that we should focus on purchasing a truck, since that was our greatest need and not a car at this time. Chuck stated that he has seen a new Chevy Silverado 1500 4 wheel drive truck at a price of approximately \$40,000, a used Ford Escape for approximately \$26,347 and a used Ford 150-XL with 4 wheel drive for approximately \$23,447. The board had mixed opinions on new versus used vehicles. It was suggested that Mike and Jack contact a couple of the local dealerships they know to determine if there is a way for the Park District to be able to purchase a vehicle from them given the long payment processing time.

Jannah Wilson reported that the Park District of Ottawa County Strategic Plan development is progressing well. They still need to work on the Mission and Vision and they had been awaiting the end of year 2024 financials to complete the financial section. Jannah expects to have the Strategic Plan ready for the board's review at the first meeting in March.

Jannah Wilson reported a total of 10 applications were received for the 2025 Parks and Trails Improvement Grant Program for a total of \$367,000 in grant funding requests. The Review Panel will score the 10 applications on January 22.

6. **New Business – Meeting Minutes for January 14, 2025** – See Friends of Ottawa County Parks section for related discussion.
7. **Old Business – Meeting Minutes for January 14, 2025** –
 - a. **North Coast Inland Trail Genoa/Elmore - Meeting Minutes for January 14, 2025** – No discussion.
 - b. **North Coast Inland Trail Genoa/Millbury – Meeting Minutes for January 14, 2025** – No discussion.
 - c. **Catawba Island Township - Meeting Minutes for January 14, 2025** – No discussion.
 - d. **Portage River Water Trail – Meeting Minutes for January 14, 2025** – No discussion.
 - e. **Marblehead Peninsula – Meeting Minutes for January 14, 2025** – Jannah Wilson reported that the Marblehead Trail Feasibility Study is nearly complete and will be ready for the board's approval at our February 11, 2025.
 - f. **Oak Harbor Area – Meeting Minutes for January 14, 2025** – No discussion.
 - g. **Friends of Ottawa County Parks – Meeting Minutes for January 14, 2025** – Jannah Wilson reported that 2024 was a good rebuilding year for the Friends of Ottawa County Parks and the officer team is doing a good job. She reported that they sent out a campaign letter requesting donations for a project at the Islander Woods and Trailhead park area. The Park District has also received an anonymous gift of \$25,000 to develop a Nature Play Area.

Jannah also reported that the family of Joan Patthoff (the wife of Denny Patthoff who was instrumental in initiating the Friends of Ottawa County Parks and continues to work with the Friends) named the Park District of Ottawa County as the beneficiary of donations made in Joan's name at her passing in lieu of flowers. The Park District has received more than \$2,000 in Joan's name. Jannah reported that from the collection she received from the board members for sending flowers, she sent Denny and his family a very nice indoor plant arrangement to Denny and Joan's house. Denny continues to be engaged with the Friends of Ottawa County Parks. The board again voiced their condolences to Denny and his family.

8. Executive Session – Meeting Minutes for January 14, 2025 –

Elsebeth Baumgartner again complimented the board and Jannah on our meeting before exiting.

Betsy Slotnick moved the board go into Executive Session at 8:12 PM to discuss personnel matters and the potential purchase of property and invited Jannah Wilson into Executive Session.

Trish McCartney seconded the motion.

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

The motion passes.

Trish McCartney moved the board exit Executive Session at 8:59 PM.

Mike Shadoan seconded the motion.

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

The motion passes.

Following Executive Session, the board approved the wage increases for 2025.

Trish McCartney moved that the wage increases suggested in Executive Session be approved and be made retroactive to January 1, 2025.

Betsy Slotnick seconded the motion.

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

The motion carries.

9. Information Items – Meeting Minutes for January 14, 2025 –

- a. **Board Member Comments – Meeting Minutes for January 14, 2025** – Trish McCartney noted that the Park District received good visibility in Catawba through the Friends of Ottawa County Parks' campaign letter for the Islander Woods and Trailhead project. The board is very appreciative of the Friends' work.

The board asked if we had posted any signs at the Islander Woods and Trailhead. Jannah Wilson and Chuck Mattimoe responded that Chuck has put up an Islander Woods and Trailhead sign along with No Hunting signs. Additional signs will be put up following the trail development to mark the trail.

Betsy Slotnick informed Jannah and the board that her daughter has moved back to Ohio from the Tampa Bay area where she was working for a park district and is now working for the Toledo Zoo. Part of her role is working with teenagers to give them experience in environmental areas. She is looking for service projects they could become involved in, possibly helping with invasive plant species mitigation. Jannah will reach out to Betsy's daughter and discuss any opportunities.

Jack Madison stated that he was really happy to see the articles in both the Beacon and Farm and Dairy. He felt the articles were very good publicity for us.

Mike Shadoan reiterated that Chuck and Jannah should consider used trucks as well as new in their quest to find a truck to purchase.

All board members again voiced their condolences to Denny Patthoff's family on Joan Patthoff, Denny's wife's passing.

10. Adjournment – Meeting Minutes for January 14, 2025 –

Trish McCartney moved the meeting be adjourned at 9:11 PM.

Jack Madison seconded the motion.

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

The motion carries.

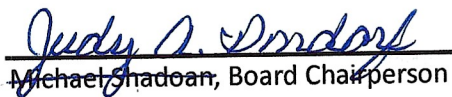
The next two meetings will be:

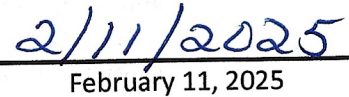
February 11, 2025 at the Danbury Twp. Fire Department, 7870 East Harbor Rd.,
Marblehead, Ohio 43440

AND

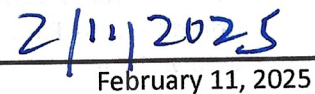
March 4, 2025 at the Ottawa County Agriculture Building, 240 W. Lake St., Oak Harbor,
Ohio 43449

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


Michael Shadoan, Board Chairperson


February 11, 2025


Jannah Wilson, Executive Director-Secretary


February 11, 2025