



Meeting Minutes for the Park District of Ottawa County

June 10, 2025

Meeting Location: Village of Marblehead Municipal Services Building
517 West Main St.
Marblehead, Ohio 43440

The Park District of Ottawa County meeting was called to order by Judy Indorf at 6:02 PM.

1. Roll Call

- | | |
|--|-----------------------------|
| a. Judy Indorf | Present - Y |
| b. Jack Madison | Present - Y |
| c. Trish McCartney | Present - Y |
| d. Mike Shadoan | Present - Y; arrive 6:18 PM |
| e. Betsy Slotnick | Present - Y; arrive 6:06 PM |
| f. Jannah Wilson | Present - Y |
| g. Others | |
| i. Chuck Mattimoe – Park District of Ottawa County Operations Assistant; exit 7:27 PM | |
| ii. Rhonda Sower- Village of Marblehead Fiscal Officer; exit 7:27 PM | |
| iii. Jeff White – Village of Marblehead Administrator; exit 7:27 PM | |
| iv. Melissa Vlasak – Ottawa County resident, Friends of Ottawa County Parks Member; exit 7:27 PM | |

2. Minutes for Approval – Meeting Minutes for June 10, 2025 –

Trish McCartney moved to approve the minutes for the May 13, 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.

Jack Madison moved to approve the minutes for the May 21, 2025 Park District of Ottawa County Special Meeting.

Trish McCartney 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 June 10, 2025 –

Jannah Wilson reviewed the May 2025 Fiscal Report at a high level. Jannah noted the charges from Mooney's Lawn Care. They have begun mowing both the Islander Woods property and the West Harbor property. They will mow when needed, likely weekly.

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

Jack Madison 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 June 10, 2025 –

Rhonda Sower, Village of Marblehead Fiscal Officer, thanked the Park District of Ottawa County for the Parks and Trails Improvement Grant

awarded to the Village of Marblehead, for grading and resurfacing the north baseball field at James Park. She noted the many teams who use the field are very appreciative of the improvement.

5. **Executive Director Report – Meeting Minutes for June 10, 2025** – Jannah Wilson reviewed the Purchase Agreement for a 16.36 acre parcel the Park District of Ottawa County plans to purchase, contingent upon receiving grant funds, other public funds or private donations. She noted that she plans to apply for a Clean Ohio grant in the fall for a portion of the purchase price. We would likely find out in early November if we will receive grant funds and we would not receive grant funds until March 2026. She explained that the seller is requiring \$20,000 in earnest money, due within 30 days of the effective date of the purchase agreement and that we would forfeit the earnest money if we back out of the purchase. An additional \$15,000 in earnest money would be due November 15, 2025 if we are awarded grant money or receive other public funds or private donations. Jannah will reaffirm that the \$15,000.00 would not be forfeited if the Park District backs out of the purchase of the property prior to November 15th. Jannah noted that the Clean Ohio program also requires verbiage in the deed restricting the use to public and/or nature preserve use and that it can never be sold for commercial development. We will need to obtain a restricted use appraisal. Jannah read and requested the board approve Resolution 2025-18 Purchase Agreement 16.36 Acres, approving the purchase agreement for a 16.36 acre parcel, with closing contingent upon receiving grant funds, other public funds or private donations and requiring \$20,000 in non-refundable earnest money due within 30 days of the effective date of the purchase agreement, with an additional \$15,000 in earnest money due November 15, 2025 if we receive grant funds or other public funds or donations.

Jack Madison moved the board approve Resolution 2025-18 Purchase Agreement 16.36 Acres, approving the purchase agreement for a 16.36 acre parcel, with closing contingent upon receiving grant funds, other public funds or private donations and requiring \$20,000 in non-refundable earnest money due within 30 days of the effective date of the purchase agreement, with an additional \$15,000 in earnest money due November 15, 2025 if we receive grant funds or other public funds or donations

Trish McCartney seconded the motion.

A roll call vote was taken with the following results:

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

Resolution 2025-18 Purchase Agreement 16.36 Acres passes. A copy of the resolution is available in the resolution archive.

Jannah Wilson noted the Strategic Plan and Marketing Strategy were included in the board packet. She noted that Judy Indorf had comments regarding the Strategic Plan and Trish McCartney had comments regarding the Marketing Strategy. Judy explained that the financial discussion section of the Strategic Plan could be improved with a broader discussion on the future options for a levy and also could better explain that as the expiration of our current levy gets closer, we will have a clearer understanding of our future plans for 2029 and beyond as well as the desire of the community for future projects. This information will better inform our decision on the levy request we submit to the public. Trish explained that the Marketing Strategy contained some inconsistencies which needed to be corrected, particularly within our digital social media strategy. The board agreed both documents should be improved before the board approves them. Therefore, Resolution 2025 19 Park District 5- and 10- Year Strategic Plan, Park District Digital Marketing Strategy, Final Approval

was tabled. Jannah will either make the changes herself or work with EDG to have the changes made.

Jannah Wilson reminded the board that we will be having two Bike Safety Days this year. The first Bike Safety Day will be in Genoa on June 18, 2025 and the second will be held at the Hopfinger Zimmerman Memorial Park on July 30, 2025. Thirty kids are registered for the June 18 Bike Safety Day in Genoa, which is at capacity and the July 30 Bike Safety Day at Hopfinger Zimmerman Memorial Park is also nearly at capacity.

Jannah Wilson reported that the Park District of Ottawa County has moved into its new office at the Shores and Islands Welcome Center. She noted that while they are still organizing their office space, everything is going very well. The park district had only a few pieces of furniture we owned at the Allstate Building office location, so we have purchased furniture that needs to be assembled for the new office at Shores and Islands Welcome Center. She also reported that Thursday June 12, 2025 a number of the park district volunteers will help assemble the furniture for the new park district office. Jannah reported that a ribbon cutting for the new office space will be held July 24, 2025 at 4:00 PM.

See Catawba Island Twp. section for related discussion.

See Friends of Ottawa County Parks section for related discussion.

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

6. New Business – Meeting Minutes for June 10, 2025 –

- a. **Board Member Comments – Meeting Minutes for June 10, 2025** – Mike Shadoan reported that he was talking to Kim Kaufman, Black Swamp Bird Observatory Executive Director and she voiced an interest in the Park District of Ottawa County, including volunteer opportunities.

See Catawba Island Township section for related discussion.

See Oak Harbor Area section for related discussion.

See Friends of Ottawa County Parks section for related discussion.

7. Old Business – Meeting Minutes for June 10, 2025 –

- a. **North Coast Inland Trail Genoa/Elmore - Meeting Minutes for June 10, 2025** – Jannah Wilson reported that the construction of the multi-use path separated from Martin Williston Rd. has encountered a number of weather delays and the need for unexpected utility pole moves. Weather permitting, paving is expected to take place this week. The two RRFBs (Rectangular Rapid Flashing Beacon) for the crosswalks will also be installed by the contractor soon. Jannah noted that the two trail kiosks we received through the Ohio Department of Health's Creating Healthy Communities program will be placed along the North Coast Inland Trail at the intersection of the trail and Martin Williston Rd. and at the intersection of the trail and Witty Rd.
- b. **North Coast Inland Trail Genoa/Millbury – Meeting Minutes for June 10, 2025** – No discussion.
- c. **Catawba Island Township - Meeting Minutes for June 10, 2025** – Trish McCartney asked if Catawba Island Twp. was moving forward with their Parks and Trails Improvement Grant project we discussed with Matt Montowski at our May 13, 2025 meeting. Jack Madison responded that Catawba Island Twp. decided to not move forward with the project so will surrender their grant.

Jannah Wilson reported that the construction documents that Environmental Design Group is developing for the Islander Woods and Trailhead Phase One Construction are nearly complete and ready to go out to bid. Jannah noted that the bids would be sealed and a completion date of no later than October 2026 has been stipulated in the bid package. Jannah reminded the board that when we went out for bid on the Martin Williston Rd. trail separation work last year at this time of year and stipulated construction completion by the end of the summer, we received very few bids and the bids we received were very high because most construction companies already had full workloads for the summer. Jack Madison asked if the parking lot and entrance lined up with the Davenport property appropriately to facilitate the continuation of the multi-use trail and if the road crossing and parking lot entrance were agreed with the Ottawa County Engineer's office. Jannah confirmed that the parking lot did line-up appropriately but noted that the Ottawa County Engineer's Office will require that the brush be kept cut back to enable good line of sight of traffic for those crossing the road or entering/exiting the parking lot. Trish McCartney asked if the playground area would be ADA accessible. Jannah noted we would have two swings and one could be an ADA accessible swing. Trish asked if the surface of the playground area would be such that a wheelchair would be able to traverse it, noting that such a surface is typically more expensive. Jannah suggested we could specify an ADA accessible surface as an alternate bid item. The board agreed we should always make playground areas ADA accessible if at all possible. Jannah read and requested the board approve Resolution 2025-20 Islander Woods and Trailhead Construction approving Environmental Design Group to follow procedures to approve the lowest and best bid for the Islander Woods and Trailhead Phase One Construction with a not to exceed amount set at \$319,265.00.

Betsy Slotnick moved the board approve Resolution 2025-20 Islander Woods and Trailhead Construction approving Environmental Design Group to follow procedures to approve the lowest and best bid for the Islander Woods and Trailhead Phase One Construction with a not to exceed amount set at \$319,265.00.

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

Resolution 2025-20 Islander Woods and Trailhead Construction passes. A copy of the resolution is available in the resolution archive.

Jannah Wilson reported that we need to have a boundary survey conducted and markers placed at the Davenport Memorial Woods area. Jannah is working to get this done. Jannah also reported that one of the new park district volunteers is a retired landscape architect. He is very excited to work with us and has walked the Davenport Memorial Woods with Jannah and Chuck Mattimoe. He has offered to work with the park district to map out trail routes on the property. Neal Hess, Conservation Realty Group is helping with the trail routing also. Once marked, Jannah plans to have some of the park district volunteers help cut brush to establish the trail. Jannah also reminded the board that we have \$50,000 from the Clean Ohio grant for native species management at the Davenport Memorial Woods property.

D. Portage River Water Trail – Meeting Minutes for June 10, 2025 – No discussion.

- e. **Marblehead Peninsula – Meeting Minutes for June 10, 2025 – No discussion.**
- f. **Oak Harbor Area – Meeting Minutes for June 10, 2025 –** Several board members asked Mike Shadoan what the status is of the mural the Oak Harbor Development Group and Chamber of Commerce are considering for the NAPA building in Oak Harbor. Mike reported the project is progressing with a design being developed. He confirmed they are still in need of funds and will bring additional information to the next board meeting in July.

Mike Shadoan mentioned there is a piece of property for sale in Oak Harbor that may be of interest to the park district. Jannah will discuss the property with Neal Hess.

- g. **Friends of Ottawa County Parks – Meeting Minutes for June 10, 2025 –** Jannah Wilson reported that the Friends of Ottawa County Parks are working with the Park District staff organizing the bikes they are donating for Bike Safety Day from the Community Foundation Grant they received. The Friends are also donating ice cream coupons to attendees and have several members who will be volunteering at the two Bike Safety Day events.

8. Executive Session – Meeting Minutes for June 10, 2025 –

Trish McCartney moved the board enter Executive Session at 7:27 PM and invite Jannah Wilson to join the board for the purpose of discussing the potential purchase of property and pending or imminent court action.

Betsy Slotnick 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.

Trish McCartney moved the board exit Executive Session at 7:58 PM.

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.

9. Information Items – Meeting Minutes for June 10, 2025 – No discussion.

10. Adjournment – Meeting Minutes for June 10, 2025 –

Trish McCartney moved the meeting be adjourned at 8:09 PM.

Mike Shadoan seconded the motion.

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

The motion carries.

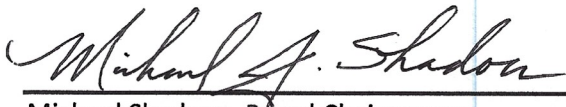
The next two meetings will be:

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

AND

August 12, 2025 at 6:00 PM at the Portage Twp. Community Room 2501 E. State Rd. Port
Clinton, OH 43452

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



Michael Shadoan, Board Chairperson

7/8/25

July 8, 2025



Jannah Wilson, Executive Director-Secretary

7/8/25

July 8, 2025