



Meeting Minutes for the Park District of Ottawa County

March 4, 2025

Meeting Location: Ottawa County Agricultural Extension
240 West Lake St. #C
Oak Harbor, Ohio 43449

The Park District of Ottawa County meeting was called to order by Trish McCartney at 6:06 PM.

1. Roll Call

- | | |
|--|---|
| a. Judy Indorf | Remote via Microsoft Teams; non-voting status |
| b. Jack Madison | Present – Y |
| c. Trish McCartney | Present – Y |
| d. Mike Shadoan | Absent |
| e. Betsy Slotnick | Present – Y |
| f. Jannah Wilson | Present - Y |
| g. Others | |
| i. Lisa Brohl – Put-in-Bay Twp. Park District Commissioner; exited 7:30 PM | |
| ii. Chuck Mattimoe – Park District of Ottawa County, Operations Assistant | |

2. Minutes for Approval – Meeting Minutes for March 4, 2025 –

Betsy Slotnick moved to approve the minutes for the February 11, 2025 Park District of Ottawa County Meeting.

Jack Madison seconded the motion

A voice vote was held with 3 in favor, 0 against, 1 abstain and 1 absent.

The motion passes.

3. Financial Report – Meeting Minutes for March 4, 2025 –

Jannah Wilson reviewed at a high level the February 2025 Financial Report. She explained that the Expense Report shows some line items 100% Used, which means there has been a purchase order written for the full amount of the line item, but that amount has not necessarily been spent. Only the amount in the YTD Expense column has been spent. Jannah reported that we continue to receive donations in memory of Joan Patthoff. She has spoken with Denny Patthoff regarding how the family would like the money to be used and his thoughts are to have flowering trees planted, particularly a red bud tree and lilac bush at the Catawba Islander Woods and Trailhead park area. Jack Madison has also talked to Denny and suggested we should reserve some of the money for use at an area we may develop on the Marblehead Peninsula. Jannah also reported that our annual Hinkle Report has been completed by Julian and Grube, Inc. and submitted to the Ohio State Auditor, as required. As required, Chuck Mattimoe has also published in the paper that our Hinkle Report is available for viewing at the Park District of Ottawa County office.

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

Jack Madison seconded the motion.

A voice vote was held with 3 in favor, 0 against, 1 abstain and 1 absent.

The motion passes.

4. Public Comments – Meeting Minutes for March 4, 2025 –

No discussion.

5. Executive Director Report – Meeting Minutes for March 4, 2025 –

Jannah Wilson introduced Lisa Brohl and asked her to discuss the Put-in-Bay Twp. Park District and their work with the Duff Family

Homestead. Lisa indicated that she is one of three Put-in-Bay Twp Park District board members, they currently own over 100 acres of park land and they work closely with the Lake Erie Islands Conservancy. Lisa also indicated that the Put-in-Bay Twp Park District currently owns the 13.5 acre Duff Homestead and Woods and the 6.5 acre Duff Bayfront Preserve. She acknowledged that the Park District of Ottawa County helped them purchase these areas along with Clean Ohio Funds and donations. The Park District now has their office in the former Duff home along with the Lake Erie Islands Conservancy, a pollinator project is underway on the property and a bird trail is located in the woods. Lisa also told the board the Put-in-Bay Twp. Park District would like to purchase the 11.5 acre Duff Vineyards and develop it into a working vineyard public exhibition. The Put-in-Bay Twp. Park District has raised some money for the purchase through a capital campaign with donations, local restaurant fundraiser events, other local fundraisers and acquiring two 0% loans, however have not raised the full amount needed. They have been unsuccessful in passing two levies. They currently have a purchase agreement with the Duff family, that has been extended several times, through the end of March 2025. Lisa noted that they have leveraged Clean Ohio funds for the purchase of the currently owned Duff properties, but Clean Ohio funds cannot be used to purchase the Duff Vineyards because they would like to maintain a working vineyard. Clean Ohio funds cannot be used for working agricultural sites. The board discussed providing support to the Put-in-Bay Twp. Park District for the purchase of the Duff Vineyards.

Jack Madison moved that the Park District of Ottawa County provide \$50,000 to the Put-in-Bay Twp. Park District as a portion of the money needed for the purchase of the Duff Vineyards.

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	Absent
Betsy Slotnick	Yes

The motion passes.

Lisa Brohl was extremely thankful to the Park District of Ottawa County. Jannah Wilson reported that she has developed a Memorandum of Understanding for the Put-in-Bay Twp. Park District and the Park District of Ottawa County to enter into, regarding our support of their land acquisitions for preservation and creation of public access park areas in Put-in-Bay Twp. The MOU outlines the acknowledgement that the Park District of Ottawa County will receive for financially supporting the purchases. Lisa Brohl discussed the signage currently in place and noted that the Park District of Ottawa County could have up to four vineyard rows designated as supported by the Park District of Ottawa County. The Park District tentatively indicated they would like one row designated to the Park District of Ottawa County and discussed possibly using the row to honor an individual. The board added they prefer the Put-in-Bay Twp. Park District use the remaining three rows to obtain additional funds. Jannah noted that the Ottawa County Prosecutor is currently reviewing the Memorandum of Understanding prior to the board's approval at an upcoming meeting. The board also suggested the Put-in-Bay Twp. Park District consider joining the Ohio Parks and Recreation Association, noting the valuable resources, contacts and education opportunities OPRA provides. Jannah will continue to work on the fund transfer to meet a March 31, 2025 closing date. Lisa noted that they are hoping to have a dedication in August during Island Green Week and possibly a dinner in the Vineyard. Jannah noted the Park District of Ottawa County has already registered for a booth at the Island Green Week.

Jannah Wilson and Chuck Mattimoe informed the board that Chuck has been working with Baumann Auto Group and Tri Motor Sales and has identified a truck that he and Jannah recommend the Park District of Ottawa County purchase. The truck is a 2016 Ford F-150 with approximately 86,000 miles, new tires and in very good shape. The vehicle cost is \$18,500 and the 2025 Park District of Ottawa County budget includes \$38,000 for the purchase of a vehicle. The original owner purchased the truck from Tri Motors and it has been well maintained by Tri Motors who has the maintenance records. A mechanic at Tri Motors has done a thorough inspection and also believes it to be in very good shape. We will receive a warranty on the powertrain for 5000 miles or 4 months, whichever comes first. Jack Madison asked if Chuck had researched the Fair Market Value and Chuck responded that the Blue Book Fair Market Value is between \$18,298 and \$21,879 and the Fair Purchase Price is \$20,000. Jack also asked if Baumann Auto Group had identified any trucks. Chuck responded that they had identified a newer truck with less miles selling for the mid \$30,000s. The board agreed the less expensive truck at Tri Motors seemed the better option. Jack asked Chuck to reach out to the person he has been working with at Baumann and inform them of our decision. Chuck agreed. Jannah read and requested the board approve Resolution 2025-10 A Resolution Authorizing Director Jannah Wilson to Purchase a Pre-Owned Truck for Use by Park Staff Up to the Budgeted Amount of \$38,000.

Trish McCartney moved to pass Resolution 2025-10 A Resolution Authorizing Director Jannah Wilson to Purchase a Pre-Owned Truck for Use by Park Staff Up to the Budgeted Amount of \$38,000.

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	Absent
Betsy Slotnick	Yes

Resolution 2025-10 A Resolution Authorizing Director Jannah Wilson to Purchase a Pre-Owned Truck for Use by Park Staff Up to the Budgeted Amount of \$38,000 passes. A copy of the resolution is available in the resolution archive.

The board asked what the life expectancy of an F-150 is and the consensus was that it was likely 150,000 – 200,000 miles. The board also asked if our insurance had any requirements regarding drivers. Jannah responded she had already received approval for her, Chuck and Sara Hill to drive the vehicle. Betsy Slotnick asked if we should purchase a cover for the truck bed since it will be used to transport material to events and possibly store material at night during events. Several different types of covers were discussed. Chuck will research types and costs of covers.

Jannah Wilson noted that she had sent an electronic copy of the draft Park District of Ottawa County Strategic Plan to the board for their review. She provided an 11 X 17" copy of the Strategic Plan budget projection to the board members. She also noted that she will also send the board an electronic copy of the Marketing Plan which had been provided this past fall. She informed the board that Tom James, Environmental Design Group will attend our March 18, 2025 meeting to present the Strategic Plan to the board and that she would like the board to approve the Strategic Plan in April. The board had a high level discussion of options regarding our levy.

Jannah Wilson noted that Thursday March 6, 2025 she, Sara Hill and Chuck Mattimoe will facilitate a meeting for prospective Park District volunteers. She will provide the volunteers with an informational packet which will include a schedule of upcoming volunteer opportunities. Near term

volunteer opportunities include a NCIT clean-up on Earth Day and the CIC boat show where we will have an information booth. She noted that she plans to ask the volunteers to pay for their background checks and when they have volunteered for 2 shifts, they will receive a \$30 gift card for their favorite local coffee shop.

See Marblehead Peninsula section for related discussion.

6. New Business – Meeting Minutes for March 4, 2025 – No discussion.

7. Old Business – Meeting Minutes for March 4, 2025 –

- a. **North Coast Inland Trail Genoa/Elmore - Meeting Minutes for March 4, 2025 – No discussion.**
- b. **North Coast Inland Trail Genoa/Millbury – Meeting Minutes for March 4, 2025 – No discussion.**
- c. **Catawba Island Township - Meeting Minutes for March 4, 2025 – No discussion.**
- d. **Portage River Water Trail – Meeting Minutes for March 4, 2025 – No discussion.**
- e. **Marblehead Peninsula – Meeting Minutes for March 4, 2025 –** Jannah Wilson noted that she received the updated version of the Marblehead Trail Feasibility Report and she and Judy Indorf have been reviewing it. Judy Indorf indicated she would like to table the board's approval of the report until our March 18, 2025 meeting to enable her to read the report more thoroughly.

Jack Madison moved that Resolution 2025-09 Marblehead Peninsula Trail Feasibility Study Final Plan Approval be tabled until our March 18, 2025 meeting.

Trish McCartney seconded the motion.

A voice vote was held with 3 in favor, 0 against, 1 abstain and 1 absent.

The motion passes.

- f. **Oak Harbor Area – Meeting Minutes for March 4, 2025 – No discussion.**

- g. **Friends of Ottawa County Parks – Meeting Minutes for March 4, 2025 – No discussion.**

8. Executive Session – Meeting Minutes for March 4, 2025 – No Executive Session held.

9. Information Items – Meeting Minutes for March 4, 2025 –

- a. **Board Member Comments – Meeting Minutes for March 4, 2025 –** Jack Madison suggested that Jannah provide him with a Fact Sheet regarding the ideas we have in Marblehead that he can use to talk with others.

10. Adjournment – Meeting Minutes for March 4, 2025 –

Betsy Slotnick moved the meeting be adjourned at 8:14 PM.

Trish McCartney seconded the motion.

A voice vote was held with 3 in favor, 0 against, 1 abstain and 1 absent.

The motion carries.

The next two meetings will be:

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

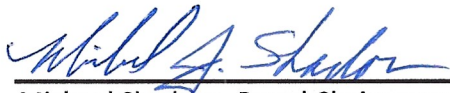
The next two meetings will be:

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

AND

April 1, 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

3/18/2025

March 18, 2025



Jannah Wilson, Executive Director-Secretary

3/18/2025

March 18, 2025