



Meeting Minutes for the Park District of Ottawa County

September 2, 2025

Meeting Location: Ottawa County Agricultural Building
240 W. Lake St.
Oak Harbor, Ohio 43449

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

1. Roll Call

- | | |
|--------------------|-------------|
| a. Judy Indorf | Present - Y |
| b. Jack Madison | Present – Y |
| c. Trish McCartney | Absent |
| 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

2. Minutes for Approval – Meeting Minutes for September 2, 2025 –

Betsy Slotnick moved to approve the minutes for the August 12, 2025 Park District of Ottawa County Meeting.

Jack Madison seconded the motion.

A voice vote was held with 4 in favor and 1 absent.

The motion passes.

3. **Financial Report – Meeting Minutes for September 2, 2025** – Jannah Wilson reviewed the August 2025 Fiscal Report at a high level. Jannah noted that a USA Blue Book expense was charged to the Park District in error. Mike Shadoan asked what caused the erroneous charge. Jannah stated that the account numbers for the various Ottawa County departments and entities are very similar, noting that only one digit was different between our number and the correct account number, so the error was likely an account number entry typo. The board asked how Jannah checks the charges we receive and if it is a cumbersome process. Jannah indicated she reviews the list of charges in our report each month, noting it isn't cumbersome or time consuming as we don't have a significant number of charges. She also stated that she keeps a notebook of our POs for each month and if needed she can cross check the charges we receive against the POs. Jannah also noted that we received our second half 2025 levy proceeds along with another donation in memory of Joan Patthoff.

Judy Indorf moved to approve the August 2025 Park District of Ottawa County Fiscal Report.

Betsy Slotnick seconded the motion.

A voice vote was held with 4 in favor and 1 absent.

The motion passes

4. **Public Comments – Meeting Minutes for September 2, 2025** – No discussion.
5. **Executive Director Report – Meeting Minutes for September 2, 2025** – Jack Madison asked Chuck Mattimoe how the Park District truck is running. Chuck responded that the truck is working out very well. Chuck also noted that he is doing a lot of chainsaw work trimming the brush along the NCIT and he is nearly finished with that work.

Jannah Wilson noted she included the revised Parks and Trails Improvement Grant application packet for the board's continued review in the board packet. Jannah reported that she spoke with Jennifer Widmer, Ottawa County Auditor, regarding whether county property taxes are paid by those in Lakeside. Jannah learned that those living in Lakeside pay property taxes, however, Lakeside is a non-profit organization, so does not pay property taxes. Jannah also told the board she would like the board to approve the final revision of the Parks and Trails Improvement Grant application packet at our next board meeting, September 16, 2025, as the application process will open October 6, 2025. The board and Jannah discussed the grant program. Jannah and the board agreed that we want the projects we award grants for, to be material and therefore agreed with removing funding for studies from the grant process. The board suggested to Jannah that in addition to including the location and description of projects which we have awarded grants to on the map included on our website, that we also show other funding awards we have provided and relevant events on the map.

Jannah Wilson reported that Ethan Bomer has been selected to fill the Seasonal Trail Technician position which the board approved at our last meeting. Ethan is in the process of onboarding, with an expected start date of September 18, 2025. Jannah noted that Ethan still holds a part-time position at ODNR supporting a program to count and categorize fish caught in our area of Lake Erie. He therefore will work one day per week for the Park District until mid-October when his job at ODNR ends. Jannah intends to have him work primarily on trails on the Davenport Memorial Woodlands property.

Jannah noted that she included the Project Update spreadsheet in the board packet. Jannah offered to answer any questions or discuss any of the projects further with the board.

Jannah Wilson reported that the group we are working with to explore the feasibility of converting the old Sandusky Bay Bridge into a multi-use trail as part of the Sandusky Bay Pathway, has been awarded a grant to conduct the feasibility study. Jannah reminded the board that the City of Port Clinton was the official applicant for the cooperating group which the Park District of Ottawa County is part of. She noted we also applied for money from ODOT for this feasibility work.

See the Oak Harbor Area section for related discussion.

6. New Business – Meeting Minutes for September 2, 2025 –

- a. **Board Member Comments – Meeting Minutes for September 2, 2025 –** Mike Shadoan provided Jannah Wilson with a business card he saw at the Riverside Roost in Oak Harbor for a person/business that removes items such as the shed at the Davenport Memorial Woodlands property. The board noted that when hiring an entity such as this we should confirm they have the proper insurance for conducting the work they do.
- b. **2026 Meeting Schedule Draft -** Jannah Wilson noted that she included the proposed 2026 meeting schedule in the board packet for the board's review and discussion. She reported she proposes 16 meetings throughout the year, the same as we will have during 2025. She also proposes the first meeting of each month be held at the Park District office at Shores and Islands rather than the Ottawa County Agricultural Building. It was noted that any board member from the western portion of Ottawa County would then have a relatively longer drive than other board members for nearly half of our meetings, Betsy responded that she is fine with her commute to the Park District office, however, future board members from the western part of Ottawa County may feel differently.

The board also noted that we should ensure that meeting locations have adequate WiFi for remote attendees, and the Park District should have adequate equipment to facilitate remote attendees. Jannah also noted that the fall, when we develop and approve the budget for the next year, can be a busy time. She noted that if we find the budget work is too cumbersome for board meetings, we could create a Finance Committee to develop and propose a budget to the full board. The board also noted that the Elmore Library may be a good meeting location in Elmore. Jannah indicated she will bring the meeting schedule to a future meeting for final board approval.

See Marblehead Peninsula section for related discussion.

See Catawba Island Township section for related discussion.

See Friends of Ottawa County Parks section for related discussion.

7. Old Business – Meeting Minutes for September 2, 2025 –

- a. **North Coast Inland Trail Genoa/Elmore - Meeting Minutes for September 2, 2025 –** Jannah Wilson reported that Great Lakes Demo will install two trail kiosks on the NCIT. One was awarded to the Park District of Ottawa County by the Ottawa County Health Department's Creating Healthy Communities program and one was purchased by the Park District. One kiosk will be installed where the North Coast Inland Trail turns to run along Martin Williston Rd. and the second where the North Coast Inland Trail crosses Witty Rd. Jannah noted that the kiosk in Elmore also needs to be refurbished. Jannah shared a picture of the new kiosks with the board and the board thought they were very impressive. Jannah indicated she would like the kiosks along the Ottawa County portion of the NCIT to be consistent, which the board agreed with.

Jannah Wilson reminded the board that the ribbon cutting for the Martin Williston Rd. separated multi-use trail section is scheduled for September 24, 2025.

- b. **North Coast Inland Trail Genoa/Millbury – Meeting Minutes for September 2, 2025 –** No discussion.
- c. **Catawba Island Township - Meeting Minutes for September 2, 2025 –** Jannah Wilson noted that the construction bid documents for Phase 1 of the Islander Woods and Trailhead project are nearly complete and once complete she will give them to Ottawa County Prosecutor James VanEerten for his review. Jannah expects to go out for bid with the documents the week of September 18, 2025 and the sealed bids will be opened October 12, 2025. The bid contains several "alternate bid items" which we will need to decide if we want to add to the scope of the project. Jannah also reported that originally the Ottawa County Engineer's office indicated they would agree to traffic turning both left and right out of the Islander Woods and Trailhead parking lot. However, the engineer's office now may only allow a right hand turn. Environmental Design Group is working with the Ottawa County Engineer's office to finalize the design.

Jannah Wilson shared a map of the trails and points of interest that Phil Enderle, Park District of Ottawa County volunteer and retired landscape architect, made of the Davenport Memorial Woodlands property. The board was impressed with the very preliminary design.

Jannah Wilson reminded the board that Black Swamp Conservancy was awarded \$37,000 for invasive species work at West Harbor Preserve. Jannah helped Black Swamp with the

interviews to select a contractor to conduct the invasive species work. Black Swamp Conservancy has through 2027 to conduct the work.

- d. **Portage River Water Trail – Meeting Minutes for September 2, 2025** – No discussion.
- e. **Peninsula – Meeting Minutes for September 2, 2025** – Jannah Wilson reported that she is working with OHM Advisors to finalize the proposal and contract for the preliminary engineering for a multi-use trail along Alexander Pike. She is also working with Jeff White, Village of Marblehead Administrator, to develop a Memorandum of Understanding between the Park District of Ottawa County and the Village of Marblehead regarding the trail. Jannah explained that options for the trail will be explored during the Preliminary Engineering stage, including the termini and whether to have the trail on the east or west side of the road. ODNR owns the property on the east side of Alexander Pike and Holcim owns the property on the west side. Mike Shadoan suggested that the trail not be just a straight trail alongside the road, i.e. it should have some curves and possibly even some topography changes. The board also asked if OHM Advisors could do Right of Way work.
- f. **Oak Harbor Area – Meeting Minutes for September 2, 2025** – Jannah Wilson introduced Resolution 2025-22 Oak Harbor Mural, Memorandum of Understanding, explaining that both she and the Oak Harbor Development Group believe that we should have a Memorandum of Understanding that will document the expectations of both the Park District and the Oak Harbor Development Group regarding the Oak Harbor Mural Project. Mike Shadoan noted that work on the mural started today, September 2, 2025. He also noted that the mural artist is a local artist, Derek Brennan. Jannah read and requested the board approve Resolution 2025-22 Oak Harbor Mural, Memorandum of Understanding, documenting the expectations of both the Park District of Ottawa County and the Oak Harbor Development Group regarding the Park District's \$10,000 donation toward the development of the Oak Harbor Mural in downtown Oak Harbor. The board noted that the Park District should consider posting pictures on our Facebook site of the mural as it is developed. The board also asked if there will be an interactive component to the mural. Jannah responded that her understanding is that the mural will include information regarding the wildlife pictures in the mural and there will be a QR code that will take the user to a quiz regarding the mural with some prizes available.

Jack Madison moved the board approve Resolution 2025-22 Oak Harbor Mural, Memorandum of Understanding which documents the expectations of both the Park District of Ottawa County and the Oak Harbor Development Group regarding the Park District's \$10,000 donation toward the development of the Oak Harbor Mural in downtown Oak Harbor.

Betsy Slotnick seconded the motion.

A roll call vote was held with the following results.

Judy Indorf	Yes
Jack Madison	Yes
Trish McCartney	Absent
Mike Shadoan	Abstain (due to being a member of the Oak Harbor Development Group)
Elizabeth Slotnick	Yes

Resolution 2025-22 Oak Harbo Mural, Memorandum of Understanding passes.

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

- g. **Friends of Ottawa County Parks – Meeting Minutes for September 2, 2025** – Jannah Wilson reported that the Friends of Ottawa County Parks met on Tuesday August 19, 2025. Jannah reported that they discussed the fund-raising mail campaign they held at the end of 2024 in

Catawba. They had requested donations for the proposed Catawba Islander Trail beginning in Islander Woods and Trailhead. Jannah noted they received ~ \$6,000 but they had spent ~ \$3,000 to pay for the mailing. The Friends noted they will need money in order to fund the mailing campaign they intend to hold at the end of 2025, so discussed the need to deduct \$3,000 that had been spent from their bank account for the Catawba campaign. The board suggested they consider using email to conduct their campaigns, noting that they have a fairly large database of people who have voiced interest in supporting the Friends at events that have been held. This would avoid the cost of postage, paper, etc.

Jannah also noted that Linda Amos resigned from the board of the Friends of Ottawa County Parks. The board recognized that Linda has been involved in the Park District of Ottawa County for many years, before most board members were involved. The board voiced an interest in recognizing Linda. A number of ideas were discussed with a leading idea being some sort of permanent recognition item purchased for one of our parks in Linda's name. Jannah will continue to explore ideas.

8. Executive Session – Meeting Minutes for September 2, 2025 –

Mike Shadoan moved the board enter Executive Session at 8:12 PM and invite Jannah Wilson to join the board for the purpose of discussing the potential purchase of property.

Betsy Slotnick seconded the motion.

A roll call vote was held with the following results:

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

The motion passes.

Jack Madison moved the board exit Executive Session at 8:50 PM.

Betsy Slotnick seconded the motion.

A roll call vote was held with the following results:

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

The motion passes.

9. Information Items – Meeting Minutes for September 2, 2025 – No discussion.

10. Adjournment – Meeting Minutes for September 2, 2025 –

Judy Indorf moved the meeting be adjourned at 8:51 PM.

Jack Madison seconded the motion.

A voice vote was held with 4 in favor and 1 absent.

The motion carries.

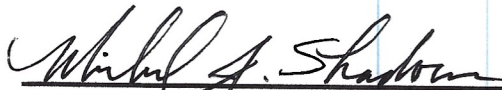
The next two meetings will be:

September 16, 2025, at 6:00 PM at the Ottawa National Wildlife Refuge Visitor Center,
14000 OH-2, Oak Harbor, OH 43449

AND

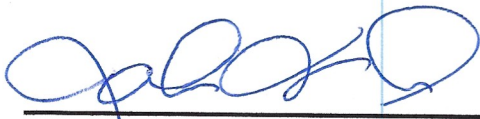
October 7, 2025, at 6:00 PM at the Ottawa County Agriculture Building, 240 W. Lake St.,
Oak Harbor, OH 43449

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


Michael Shadoan, Board Chairperson

9/16/2025

September 16, 2025


Jannah Wilson, Executive Director-Secretary

9/16/2025

September 16, 2025