



Meeting Minutes for the Park District of Ottawa County

August 12, 2025

Meeting Location: Portage Township Hall
2501 E. State Rd.
Port Clinton, Ohio 43452

The Park District of Ottawa County meeting was called to order by Mike Shadoan at 6:09 PM.

1. Roll Call

- | | |
|--|--|
| a. Judy Indorf | Present, Remote – Y (ineligible to vote) |
| 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. Sara Hill – Park District of Ottawa County Administrative Specialist | |
| ii. Chuck Mattimoe – Park District of Ottawa County Operations Assistant | |

2. Minutes for Approval – Meeting Minutes for August 12, 2025 –

Betsy Slotnick moved to approve the minutes for the July 8, 2025 Park District of Ottawa County Meeting.

Jack Madison seconded the motion.

A voice vote was held with 3 in favor, 1 abstention (due to remote attendance) and 1 absent.

The motion passes.

- ### 3. Financial Report – Meeting Minutes for August 12, 2025 –
- Jannah Wilson reviewed the July 2025 Fiscal Report at a high level. Jannah noted that as indicated in the Revenue Report we received the 2Q 2025 interest payment of \$36,186.62 from Ottawa County. The Park District has also been allocated \$29,518.31 from the ODOT Metropark 2026/27 Biennial Appropriation. We now have \$84,824.48 available from the ODOT Metropark Program for use in the construction and maintenance of park roads and parking lots. Jannah is planning to use these funds for the parking area at Islander Woods. Jannah also reported that since the Ohio Public Works Commission submitted our Park District's Clean Ohio Funds grant directly to Hartung Title for the purchase of a 17 acre parcel in Catawba Island Twp., she needed to follow a Memo In/Memo Out process to document the funds being awarded to the Park District and used to purchase a 17 acre parcel in Catawba Island Twp. Receipt of the grant money is shown in the Revenue Report and payment for the property is shown in the Expense Report. Jannah also noted she included the letter she wrote to the Ottawa County Auditor's Office in the board packet, documenting these Memo Entries. Jannah reported that she had told the board there were adequate funds in the Signs and Maps budget line to utilize \$4,000 toward the Park District's \$10,000 donation to the Oak Harbor Development Group for a mural with the remaining \$6,000 intended to come from the Educational Programs budget line. Jannah reported that with the number of programs remaining this year she needs to transfer \$2600 from the Education and Membership line item to the Educational Programs line item. Our bylaws require that she report line item transfers to the board. The board agreed with the transfer. Jannah

also noted the payments to Kleinfelder for plat work they did for the Norfolk Southern purchase for the NCIT.

Mike Shadoan moved to approve the July 2025 Park District of Ottawa County Fiscal Report.

Betsy Slotnick seconded the motion.

A voice vote was held with 3 in favor, 1 abstention (due to remote attendance) and 1 absent.

The motion passes

4. Public Comments – Meeting Minutes for August 12, 2025 – No discussion.

5. **Executive Director Report – Meeting Minutes for August 12, 2025** – Jannah Wilson reported that the retainer for our legal counsel, Mansour Gavin has nearly been spent. She reminded the board that Mansour Gavin began providing legal services to the Park District ~ 2 ½ years ago and the board has approved additional funds for their retainer twice. Jannah requested the board approve Resolution 2025-21 Mansour Gavin Retainer, to provide an additional \$50,000 for the Mansour Gavin retainer. Jack Madison moved the board approve Resolution 2025-21 Mansour Gavin Retainer providing an additional \$50,000 for the Park District of Ottawa County's retainer for legal services with Mansour Gavin.

Betsy Slotnick seconded the motion.

A roll call vote was taken with the following results:

Judy Indorf	Remote – Abstain (due to remote attendance)
Jack Madison	Yes
Trish McCartney	Absent
Mike Shadoan	Yes
Betsy Slotnick	Yes

Resolution 2025-21 Mansour Gavin Retainer passes.

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

Jannah Wilson reported that we have a volunteer, Phil Enderle, who is a retired landscape architect and he has done a phenomenal job mapping and marking trails on the Davenport Memorial park area. Jannah would like to start to clear and construct the trail routes. She also would like to clear an area from East to West at the West Harbor Preserve. Jannah noted that when we developed the 2025 budget, we included money for a seasonal worker but have not yet hired one. Jannah proposed to the board that the Park District of Ottawa County hire a part-time Seasonal Trail Technician for the defined period of September 14, 2025 to December 20, 2025 to work a maximum of 24 hours/week at a pay rate of \$18.50/hour. Per our bylaws, we would post the position on our website for 3 days. Betsy Slotnick asked if we approve the position, would we be required to have the position each year. Jannah replied we would not. Jannah noted the person would work on specific projects as defined by Jannah. She and Chuck Mattimoe noted there are many felled trees on the Davenport Memorial property that need cleared and there is an old shed on the property that needs to be dismantled and removed and noted it is not suitable to have Park District Volunteers running power equipment. There are also piles of boulders/rocks that were collected on the property from ground in the Catawba area being cleared for farming in the past. The boulders may be used to enhance the park/trails. There is also some farm equipment that we likely will keep and utilize. Chuck Mattimoe also noted that he has done some clearing of brush on the side of the NCIT, but more is needed. Jannah added that there is trail kiosk work to be done and she may have a volunteer day to repair a kiosk in Elmore. The board asked if she knew of anyone interested and Jannah replied that one person with previous park and trail experience has proactively sent his resume voicing interest in employment. Jack Madison inquired if it would make more sense to hire out a tree service to perform the work. Jannah replied the clearing for trails is more intricate and the environment is sensitive, so it is more cost effective to hire a seasonal worker. Jannah and Chuck

both believe that Chuck and the Seasonal Technician working together would be more cost effective and result in a better outcome. Additionally, there are many other things a seasonal employee could do. Jack Madison voiced concerns with someone working with a chainsaw by themselves. Judy Indorf agreed. The board indicated that Chuck and the person should work together when using power tools/equipment. Jannah agreed and noted that there is also a lot of non-power equipment work the person could do if Chuck was not working or busy with other work and unable to be with the Seasonal Trail Technician at some times. Betsy asked if the metal from the old shed could be recycled. Jack replied yes, that is possible. Jannah also noted that the employment standard for public employees includes workers compensation, sick time accrual and OPERS.

Besty Slotnick moved the board approve a Seasonal Trail Technician position for the period of September 14, 2025 to December 20, 2025 to work a maximum of 24 hours/week at a pay rate of \$18.50/hour, at a total cost not to exceed \$8217. The person is to work with Chuck Mattimoe when using power tools/equipment.

Mike Shadoan seconded the motion.

A voice vote was held with 3 in favor, 1 abstention (due to remote attendance) and 1 absent. The motion carries.

Jannah Wilson informed the board of a TrailNation Summit being offered by Rails to Trails October 27 - 29, 2025 in Cleveland that she is interested in attending. The cost is \$475 and funding is available in our budget. Jannah described the summit as an opportunity to attend various learning sessions and to network with Rails to Trails professionals and other trail and park professionals. Jack Madison and Judy Indorf voiced an interest in attending also.

Mike Shadoan moved the board approve Jannah Wilson and others as Jannah approves, to attend the Rails to Trails TrailNation Summit in Cleveland, Ohio beginning the evening of October 27 through October 29, 2025.

Betsy Slotnick seconded the motion.

A voice vote was held with 3 in favor, 1 abstention (due to remote attendance) and 1 absent. The motion carries.

Jannah informed the board that she converted the Parks and Trails Improvement Grant application to a Jotform and the form is included in the board packet for the board's review and comment. She believes this will make the application process much easier by streamlining the process and organizing the application process through the form and form submission. She added some new features, including requesting the organization's mission statement, the population served and making it clear the project timeline, budget and summary of any grants received from the Park District in the past is needed and required. She also noted that she removed public libraries and schools from the application. Jannah will confirm whether Lakeside Chataqua or the residents pay property taxes and report back. She also noted some proposed modifications to the information packet applicants would receive, noting the importance of projects having a regional and county-wide impact to help us to be seen as a county park district. She noted that she proposes including a stipulation that an organization with an incomplete project is not eligible for another grant and that variances for projects with significant changes will not be allowed. Jannah expects that we will award up to \$220,000 in grants for the 2026 cycle, because of the \$20,000 returned by Catawba Island Township. She noted the application process does not open until October 6, 2025, so the board has time to provide comments on the new Jotform.

Jannah reported that the Park District now has regular office hours on Tuesday and Wednesday from 1:00 PM to 4:00 PM that are being covered by volunteers. The volunteers have been putting

together our monthly Nature Kits and handing them out to those visiting the office and requesting one. The August nature kit theme is Bugs. Jannah noted that as in the past, the office is also open whenever one of the Park District employees are in the office. Sara Hill is in the office on Tuesday, Wednesday and Thursday from 8:00 AM to 4:30 PM unless she is working on an event out of the office.

Jannah reported that the mapping work conducted by GeoAce is complete and on our website. Putting the map on our website was somewhat delayed due to a missing title/label for the Little Toussaint Ditch. The Ottawa County Engineer's Office had to do some digging for the name of the waterway to find the name on an old map at the Ottawa County Engineer's Office.

See Catawba Island Twp. section for related discussion.

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

See Friends of Ottawa County Parks section for related discussion.

6. New Business – Meeting Minutes for August 12, 2025 –

- a. **Board Member Comments – Meeting Minutes for August 12, 2025 –** Jack Madison reported that he attended a fundraiser for Ohio State Senator Theresa Gavarone at Keny Kirk on Catawba and made many connections, including talking to Theresa Gavarone. He spoke with them about the importance of the grant money we receive and the importance of their support of our projects. Quinton Babcock, Mayor of Oak Harbor was also in attendance and informed Jack that Oak Harbor received a grant from Lowe's for the Friendship Park in Oak Harbor. The park needs to be completed by the end of 2025 so they are under a tight timeframe.

The board learned there are a number of potential properties that are under consideration to be developed in Ottawa County. The board requested that Jannah ask Mark Messa, Director of Ottawa County Regional Planning to join one of our meetings to discuss the possibility of incentivizing developers to integrate multi-use trails into their designs. The board also asked Jannah to confirm with Jennifer Widmer, Ottawa County Auditor, if new construction impacts our levy revenue.

Jack Madison also reported that he reviewed the 2Q 2025 credit card report and approved the charges.

Mike Shadoan asked if the Put-in-Bay Park District had received a grant from the Park District of Ottawa County for the purchase of the Duff Vineyard property. Jannah responded that Put-in-Bay Park District received grant and other money from the Park District of Ottawa County over the past four years.

1. Massie Cliffside Preserve acquisition (\$20,000 Parks and Trails Improvement Grant)
2. Duff Homestead acquisition (\$50,000 Parks and Trails Improvement Grant)
3. Duff Homestead improvements for making the house ADA accessible, putting in bike racks and other improvements (\$44,336.50 Parks and Trails Improvement Grant)
4. This year, applied, but did not receive a grant for acquiring the Duff vineyard property

Following not receiving the grant in 2025, Lisa Broll, Put-in-Bay Park District Chairperson, attended a Park District of Ottawa County meeting to request support for the Put-in-Bay

Park District purchase of the Duff Vineyard property. The Park District of Ottawa County board agreed to provide \$50,000 to the Put-in-Bay Park District for the purchase. In total, we have awarded the Put-in-Bay Park District \$114,336.50 in Parks and Trails Improvement Grants and an additional \$50,000 to support the purchase of the Duff Vineyards property. Mike reported that he attended the Duff Vineyard Dedication on August 3, 2025. He met Walt and Sue Duff who indicated that they are very appreciative of the support the Put-in-Bay Park District has received from the Park District of Ottawa County in helping the park district acquire and preserve the Duff properties. Mike noted that the Park District of Ottawa County was recognized as a donor at the ceremony. Mike noted he was very impressed with the Put-in-Bay Park District and the former Duff properties now being preserved.

Mike Shadoan also noted that board members should have received an email from OPRA with details for the OPRA Board Seminar Series. The series is available virtually, is free and if you register you can access a recording of the session if you miss the live session. Sessions for 2025 are from 12:00 PM to 1:15 PM on: September 16, 2025, December 9, 2025, March 10, 2026 and June 16, 2026.

Mike Shadoan also asked if now that we have a larger headquarters office with a larger conference room, whether we wanted to move any of our meetings to our office location at Shores and Islands. Jannah indicated that she had thought we would wait to hold meetings at Shores and Islands until next year rather than change our publicized meeting locations. It was noted that some meeting locations result in area residents or local officials attending our meeting, whereas others do not. It was suggested we should preference locations at which area residents and local officials attend our meeting. Jannah also noted that board members are now permitted to attend meetings virtually and have voting privileges, as long as the Park District has a policy for virtual attendance. Jannah indicated that she will develop a policy soon to enable virtual attendance by board members. It was noted that having meetings at locations that have WiFi access is a benefit as using a "hot spot" to include virtual attendees is not as effective.

Judy Indorf asked Jannah if she was still meeting with West Erie Realty on the upcoming Friday. Jannah confirmed she is.

Jannah Wilson noted she has a paper copy of the Park District of Ottawa County Strategic Plan and Marketing Strategy for any board member who would like one. Judy Indorf suggested that she also offer one to the Ottawa County Commissioners.

7. Old Business – Meeting Minutes for August 12, 2025 –

- a. **North Coast Inland Trail Genoa/Elmore - Meeting Minutes for August 12, 2025** – Jannah Wilson reported that the Martin Williston Rd. trail separation project ribbon cutting will be held the first or second week of September.
- b. **North Coast Inland Trail Genoa/Millbury – Meeting Minutes for August 12, 2025** – No discussion.
- c. **Catawba Island Township - Meeting Minutes for August 12, 2025** – Jannah Wilson reported that the documents needed to go to bid for the Phase 1 work at Islander Woods and Trailhead are nearly complete. When complete, we will go out to bid for the work.

- d. Portage River Water Trail – Meeting Minutes for August 12, 2025 – No discussion.
 - e. Marblehead Peninsula – Meeting Minutes for August 12, 2025 – No discussion.
 - f. Oak Harbor Area – Meeting Minutes for August 12, 2025 – No discussion.
 - g. Friends of Ottawa County Parks – Meeting Minutes for August 12, 2025 – Jannah Wilson reported that the Friends of Ottawa County Parks meeting scheduled for Wednesday August 13, 2025 will be rescheduled due to conflicts with many of the members.
8. Executive Session – Meeting Minutes for August 12, 2025 – No Executive Session.
9. Information Items – Meeting Minutes for August 12, 2025 – No discussion.
10. Adjournment – Meeting Minutes for August 12, 2025 –
Mike Shadoan moved the meeting be adjourned at 8:02 PM.
Jack Madison seconded the motion.
A voice vote was held with 3 in favor, 1 abstention (due to remote attendance) and 1 absent.
The motion carries.

The next two meetings will be:

September 2, 2025 at 6:00 PM at the Ottawa County Agriculture Building, 240 W. Lake St., Oak Harbor, OH 43449

AND

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


September 2, 2025


Jannah Wilson, Executive Director-Secretary


September 2, 2025