



Meeting Minutes for the Park District of Ottawa County

October 7, 2025

Meeting Location:

Ottawa County Agriculture Building
240 W. Lake St.
Oak Harbor, Ohio 43449

The Park District of Ottawa County meeting was called to order by Mike Shadoan at 6:01 PM.

1. Roll Call

- | | |
|--|---------------------------|
| a. Judy Indorf | Present - Y |
| b. Jack Madison | Present – arrived 6:10 PM |
| c. Trish McCartney | Present – Y |
| d. Mike Shadoan | Present – Y |
| e. Betsy Slotnick | Present – Y |
| f. Jannah Wilson | Present - Y |
| g. Others | |
| i. Tom Bergman – Village of Genoa Administrator; arrived 6:02 PM | |
| ii. Chuck Mattimoe – Park District of Ottawa County Operations Assistant | |
| iii. Ben Widmer – Bowling Green, Ohio resident | |

2. Minutes for Approval – Meeting Minutes for October 7, 2025 –

Mike Shadoan moved to approve the minutes for the September 16, 2025 Park District of Ottawa County Meeting.

Betsy Slotnick seconded the motion.

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

The motion passes.

3. Financial Report – Meeting Minutes for October 7, 2025 –

Jannah Wilson reviewed at a high level the September 2025 Fiscal Report for the Park District of Ottawa County. Jannah noted that we have received one invoice, which she paid, from the Ottawa County Engineer's Office for the construction of the separated North Coast Inland Trail along Martin Williston Road. The Engineer's Office is paying the invoices for the work from Great Lakes Demolition and billing the Park District for the multi-use path work performed. She expects to receive a few smaller invoices from them also. She also sent the Village of Oak Harbor the grant money awarded to them for the development of the Village of Oak Harbor Park Plan and she paid Great Lakes Demolition for the installation of the two kiosks on the North Coast Inland Trail. Jannah also reported she submitted the paperwork for the line item transfers for the Park District's support of the Village of Oak Harbor mural.

Trish McCartney moved to approve the September 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 October 7, 2025 –

Jannah Wilson introduced Ben Widmer a resident of Bowling Green, Ohio. Ben shared with the board that he grew up in the area, spent much of his adult life out of the area and moved back to the area after retiring. Ben

informed the board that he would like to include the Park District of Ottawa County in his will. He indicated that he has read our Strategic Plan and thought it was very good. He asked who he could work with to work through the details. The board agreed he could continue to work with Jannah Wilson. He wondered if we needed/wanted a maintenance building and discussed with Jannah and the board possibilities for a building location.

5. **Executive Director Report – Meeting Minutes for October 7, 2025** – Jannah Wilson informed the board that the State of Ohio requires that we have a cyber security procedure in place to report cyber security incidents to the Ohio Cyber Integration Center and the Auditor of the State of Ohio by September 30, 2025. Jannah has worked with Doug Rogers, the Park District's IT support contractor, and also consulted with Wood County Park District, to develop a Cyber Incident Reporting Procedure. Jannah reviewed the procedure with the board. Jannah also informed the board that by July 1, 2026, the Park District must have a cyber security policy in place and implemented. She expects we will need to add the cyber security policy and procedure in our Employee Manual. She will continue to work with Doug Rogers to meet the July 1, 2026 requirements.

Jannah Wilson informed the board that Mike Shadoan was at a meeting with a USG employee and learned that USG is interested in possibly facilitating the development of recreation amenities on land they own in Gypsum, Ohio/Portage Twp. They requested the Park District develop concepts by the end of this week. Jannah will reach out to the appropriate contact with USG to discuss next steps.

Jannah Wilson noted that she included the updated proposed 2026 budget in the board packet for the board's review. She explained that all changes from the previous version were highlighted in yellow. The board suggested that Jannah add a line item under Other Capital Improvements for a possible USG Project.

See Catawba Island Township section for related discussion

See the Marblehead Peninsula section for related discussion.

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

6. **New Business – Meeting Minutes for October 7, 2025 –**

- a. **Board Member Comments – Meeting Minutes for October 7, 2025** – Trish McCartney asked Jannah if she had awarded the grant money to the City of Port Clinton for the splash pad. Jannah responded that the city had signed a contract for the construction of the splash pad so per the park district guidelines she could award the money to them.

See Oak Harbor Area section for related discussion

7. **Old Business – Meeting Minutes for October 7, 2025 –**

- a. **North Coast Inland Trail Genoa/Elmore - Meeting Minutes for October 7, 2025** – Jannah Wilson and the board discussed an idea for a maintenance shed/building near the NCIT.
- b. **North Coast Inland Trail Genoa/Millbury – Meeting Minutes for October 7, 2025** – Jannah Wilson informed the board that the financial allocation to the Kleinfelder contract has been fully utilized. Jannah requested the board approve an amendment adding \$30,000 to the Kleinfelder contract to fund work that Kleinfelder will do to set pins and Carsonite markers, and finalize the ROW plan and remaining documents for the North Coast Inland Trail Genoa/Millbury.

Mike Shadoan moved the board approve an amendment to the Kleinfelder contract, increasing the Kleinfelder contract by \$30,000 to \$175,656.00, providing funding for Kleinfelder to set pins and Carsonite markers and to finalize the ROW plan and the remaining documents for the North Coast Inland Trail Genoa/Millbury.

Betsy Slotnick seconded the motion.

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

The motion passes.

Jannah Wilson and the board discussed next steps for the recently purchased Norfolk Southern corridor. Jannah noted she is still working with CORSA on insurance coverage, which she needs to finalize before any work can begin. She will contact Lake Erie Tree Service to discuss a possible scope of work and corresponding cost. Jannah would like to install boundary markings soon.

- c. **Catawba Island Township - Meeting Minutes for October 7, 2025** – Jannah Wilson reminded the board that last month the board approved a resolution giving her approval to apply for a Clean Ohio Conservation Fund Grant for use in purchasing property near our currently owned West Harbor Preserve. Jannah explained that Clean Ohio Conservation Fund grants typically favor projects which involve wetlands or flowing water. While our current property has wetlands, the additional property does not. She explained that projects with larger cost shares typically have an advantage and noted that we had previously discussed a cost share of \$200,000. Jannah read and requested the board approve Resolution 2025-25 Application for Clean Ohio Conservation Fund Grant Funding Cost Share which would approve a cost share of up to \$200,000 for the purchase of the additional property near West Harbor.

Jack Madison moved the board approve Resolution 2025-25 Application for Clean Ohio Conservation Fund Grant Funding Cost Share, approving a cost share of up to \$200,000 for the purchase of a 16.36 acre piece of property in Catawba Island Township.

Betsy Slotnick seconded the motion.

A roll call vote was held with the following results:

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

The motion passes.

Jannah Wilson requested the board approve Amendment #2 to the contract with Environmental Design Group, approving Environmental Design Group to perform construction services for the Phase 1 project at the Islander Woods and Trailhead. EDG estimates that the cost would not exceed \$9,820, bringing the total contract amount between the Park District of Ottawa County and Environmental Design Group LLC to \$31,891 for the Islander Woods and Trailhead work.

Mike Shadoan moved the board approve Amendment #2 to the Agreement between the Park District of Ottawa County and Environmental Design Group LLC, approving an additional amount not to exceed \$9,820 for construction services for the Phase 1 project at the Islander Woods and Trailhead, bringing the total contract amount to \$31,891.

Jack Madison seconded the motion.

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

The motion passes.

- d. **Portage River Water Trail – Meeting Minutes for October 7, 2025** – No discussion.
- e. **Marblehead Peninsula – Meeting Minutes for October 7, 2025** – Jannah Wilson explained that Resolution 2025-26 Alexander Pike Multi-Use Trail Preliminary Engineering, Request for Proposals gives her approval to submit a Request for Proposals to several qualified engineering firms and post the RFP on our website. Jannah noted this project could be the first project we submit a request for funding support to the Erie County MPO (Metropolitan Planning Organization). She also informed the board that in her discussions with the Village of Marblehead she has learned that Alexander Pike has been moved slightly over the years as quarry operations changed. As a result, the Right of Way is not clear, so it is important that the preliminary engineering for the multi-use trail gain a clear understanding of the Right of Way. Jannah read and requested the board approve Resolution 2025-26 Alexander Pike Multi-Use Trail Preliminary Engineering, Request for Proposals giving Jannah Wilson approval to issue a Request for Proposals for preliminary engineering of a multi-use trail along Alexander Pike.

Trish McCartney moved the board approve Resolution 2025-26 Alexander Pike Multi-Use Trail Preliminary Engineering, Request for Proposals giving Jannah Wilson approval to issue a Request for Proposals for preliminary engineering of a multi-use trail along Alexander Pike.

Jack Madison seconded the motion.

A roll call vote was held with the following results:

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

The motion passes

- f. **Oak Harbor Area – Meeting Minutes for October 7, 2025** – Mike Shadoan reminded the board that the ribbon cutting for the Village of Oak Harbor mural is scheduled for Saturday October 11, 2025 at noon during the Apple Festival.

Executive Session – Meeting Minutes for October 7, 2025 – Jannah Wilson requested that the board go into Executive Session and invite Tom Bergman into the session.

Mike Shadoan moved the board go into Executive Session at 7:31 PM for the purpose of the possible sale or purchase of property and also invite Jannah Wilson and Tom Bergman to join.

Betsy Slotnick seconded the motion.

A roll call vote was held with the following results:

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

The motion passes.

Mike Shadoan moved the board exit Executive Session at 8:14 PM

Trish McCartney seconded the motion.

A roll call vote was held with the following results:

Judy Indorf	Yes
Jack Madison	Yes

Trish McCartney	Yes
Mike Shadoan	Yes
Betsy Slotnick	Yes

The motion passes.

Following Executive Session, the board recommended that Jannah Wilson and Tom Bergman talk to the property owners along the prospective North Coast Inland Trail near the Village of Genoa limits.

8. Information Items – Meeting Minutes for October 7, 2025 – No discussion.

9. Adjournment – Meeting Minutes for October 7, 2025 –

Judy Indorf moved the meeting be adjourned at 8:16 PM.

Betsy Slotnick seconded the motion.

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

The motion carries.

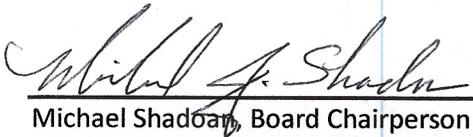
The next two meetings will be:

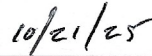
October 21, 2025 at 6:00 PM at the Ida Rupp Library, 310 Madison St., Port Clinton, OH 43452

AND

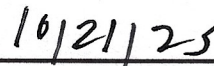
Monday November 10, 2025 at 6:00 PM at the Catawba Island Twp. Hall, 3307 NW Catawba Rd., Port Clinton, OH 43452

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


Michael Shadoan, Board Chairperson


October 21, 2025


Jannah Wilson, Executive Director-Secretary


October 21, 2025