



Meeting Location

January 13, 2026

Park District of Ottawa County Office
770 SE Catawba Rd.
Port Clinton, OH 43452

The meeting was called to order by Mike Shadoan at 6:02 PM

1. Roll Call

- | | |
|---------------------|--|
| a. Judy Indorf | Present - Remotely – ineligible to vote |
| b. Jack Madison | Present - Yes |
| c. Trish McCartney | Present - Yes |
| d. Mike Shadoan | Present - Yes |
| e. Betsy Slotnick | Present - Yes |
| f. Jannah Wilson | Present - Yes |
| g. Others: | |
| i. Chuck Mattimoe | – Park District of Ottawa County Operations Assistant |
| ii. Zsolt Veress | – Ottawa County Resident |
| iii. Melissa Vlasak | – Ottawa County Resident, Park District of Ottawa County Volunteer |

2. Minutes for Approval – Meeting Minutes for January 13, 2026 –

Betsy Slotnick moved to approve the minutes for the December 9, 2025 meeting, with one correction regarding attendees at the Park District Volunteer Christmas Party.

Jack Madison seconded the motion.

A voice vote was held with 4 in favor, 0 against and 1 abstention.

The motion carried.

- ### 3. Financial Report – Meeting Minutes for January 13, 2026 –
- Jannah Wilson reviewed the December 2025 Park District of Ottawa County Fiscal Report. Jannah noted that a number of Park District grants were paid during December 2025. Judy Indorf asked what the grant for the Captain Alfred Park in Put-in-Bay township funded. Jannah explained that there were two grants awarded to Put-in-Bay. The grant for the Captain Alfred Park was awarded to Put-in-Bay Twp. Park District for improvements to the Captain Alfred Parker Park. This park is located next to the Benson Ford Ship. Improvements included invasive tree removal, new picnic tables and signage, improved fencing and a new bike rack. Jannah explained that a grant was also awarded to the Village of Put-in-Bay for improvements at the DeRivera Park. Jannah and Mike Shadoan also discussed the grants awarded to the Village of Oak Harbor. Jannah noted that the current phase of engineering for the Riverwalk is completed and the Park District has reimbursed for the engineering. The village has also received a 6-month extension to a donation from another entity for the Friendship Park for which the Park District also awarded the village a grant. The village now has an extension to mid- 2026 to complete the construction. The village can submit the invoices for the construction for reimbursement for \$50,000 to the Park District and once the Park District receives a copy of the construction document from the Village of Oak Harbor and the grant reimbursement required documents the grant will be paid. Jannah also noted the Park District provided \$10,000 toward the mural in Oak Harbor. The board asked about the travel expenses in the 2025 fiscal report. Jannah confirmed that a large percentage of the expenses were incurred before the Park District truck was acquired. Jannah reported that she and Jack Madison would bring the credit card report for 4Q 2025 to the board for approval at our next meeting.

Mike Shadoan moved to approve the December 2025 Financial Report.

Trish McCartney seconded the motion.

A voice vote was held with 4 in favor, 0 against and 1 abstention.

The motion carried.

4. **Public Comments – Meeting Minutes for January 13, 2026** – Zsolt Veress asked the Park District for an update on the work being done at the Islander Woods and Trailhead and other parks in Catawba. Jannah replied that the Park District awarded a contract to D2 Excavating for the Islander Woods and Trailhead Phase 1 construction. She explained that Phase 1 includes the addition of a small parking lot, a Nature Play playground, two fishing areas, one from the shore and one from an observation deck and a trail loop around Bob's Pond. Work is expected to start in early spring with clearing and grubbing and there is a construction completion deadline of August 1, 2026. Jannah also reported that a private group donated \$25,000 for the Nature Play equipment and the Park District was awarded \$80,000 from Clean Ohio for trail work and invasive species removal. The Clean Ohio funds can be used at either Islander Woods or the Davenport Memorial Woodlands property. Jannah added that the Friends of Ottawa County Parks will be providing funds for memorial signs for trees and picnic tables at Islander Woods. The Friends raised much of their funds from a letter campaign held in 2024 and 2025. Funds have also been received from the Joan Patthoff family who donated money for landscaping at Islander Woods, with particular requests for special trees in Joan's memory. Jannah then reported that following Phase 1, Phase 2 could include connecting the Islander Woods trail with a trail at Davenport Memorial, possibly including a crosswalk across NW Catawba Rd., although approval from the Ottawa County Engineers office is needed for this. A longer term goal is to connect Islander Woods and Trailhead and Davenport Memorial with Heigel Park and also with a private trail on the Twin Oast private property. Much remains to be determined and agreed to finalize these longer term plans. Jannah noted that a possible source of funding for the future trail work is the ODNR Recreational Trails Program. Zsolt thanked Jannah and the board for the update.
5. **Executive Director – Meeting Minutes for January 13, 2026** – Jannah Wilson reported that she included the end of 2025 Inventory Report in the board packet. She noted that with the Park District now holding ownership of a number of properties, executing a number of projects and in a larger office with two part-time employees, our inventory has grown to 50 items. As previously discussed with the board, Jannah added several new columns to the inventory report to document information about each item such as the item's purchase date, where it is located, it's life expectancy, its condition and assigning an inventory number to it. Mike Shadoan noted that a few of the items in the report include who the item is being used by in its name, e.g. Samsung LED Monitor (Jannah's) and Samsung LED Monitor (Sara's) but this information is not included with most of the items. Mike noted that he includes that information in his company's inventory and it allows him to track wear and tear and identify if someone's item may need to be upgraded for robustness or if additional training is needed to extend an item's life. Mike suggested Jannah add this information where appropriate and Jannah and the board agreed.

Jannah Wilson reported that she is having the Motions and Resolutions spreadsheet updated for use when needed.

Jannah Wilson reported that she included a copy of the agreement she signed with Julian and Grube, Inc, the accounting firm that has been completing our regulatory cash-basis financial statement which is required annually by the Auditor of the State of Ohio. She signed the agreement approving Julian and Grube to prepare our cash-basis financial statement for the next three years at a cost of \$1400 per year, a savings of \$200/year as compared to an annual agreement. Jannah noted she is

authorized to sign agreements of <\$10,000 without prior board approval, but must report she has signed the agreement to the board.

Jannah Wilson reported that applications for the Park District of Ottawa County's 2026 Parks and Trails Improvement Grants have been received and that she was happy to see that the entities applying for the grants span the county, including Allen Twp, Benton Twp., the City of Port Clinton, the Village of Oak Harbor, Danbury Twp., Catawba Island Twp., Put-in-Bay Twp. Park District and the Village of Genoa. We have received 8 applications totaling \$318,000 in requests and our budget is \$220,000.00. The board asked if she had identified a review team yet and Jannah responded that the review team would be the same as last year.

Jannah Wilson reported that she and her staff have been working on a number of programs scheduled for 2026. They are working on one in particular, jointly, with the Ottawa County - America 250 Committee and Shores and Islands in celebration of the United States' 250th year celebration. The Ottawa County - America 250 Committee has received a lot of donations to facilitate celebration of America's 250th anniversary and the Park District of Ottawa County and Shores and Islands are working jointly with the committee. The collaborative group plans to hold one event per quarter together and has also created a History Mystery Trail across Ottawa County which includes 31 historical sites across the county. A kickoff event was held on January 5, 2026 at the Shores and Islands Visitor Center to introduce the History Mystery Trail and it was a huge success with approximately 75 attendees. A participant in the History Mystery Trail is to visit and learn about the sites and then answer at least 15 trivia questions to earn an Ottawa County - America 250 History Mystery Trail patch.

The Park District will again be hosting a Hot Cocoa Walk in conjunction with the Elmore Historical Society on January 24, 2026 at the historical railroad depot in Elmore. There will be a Snowflake Scavenger Hunt and a hot cocoa bar with all the trimmings in the depot which will have a fire in their fireplace for warming up. There will also be an informative talk about the science of snowflakes with some of the first pictures taken of snowflakes displayed.

Jannah Wilson reported that Elizabeth (Betsy) Slotnick was reappointed to the Park District of Ottawa County board for a three year term, by Judge Haney, Ottawa County Common Pleas Court Judge, Probate and Juvenile Division. Jannah and the board congratulated Betsy and thanked her for her participation.

See North Coast Inland Trail Genoa/Millbury section for related discussion.
See Catawba Island Twp. section for related discussion.

6. New Business – Meeting Minutes January 13, 2026 – See Friends of Ottawa County Parks section for related discussion.

- a. **Board Member Comments – Meeting Minutes for January 13, 2026** – Jack Madison asked about the status of quarterly meetings with ODOT Division 2, as he hadn't attended one in a while. Jannah responded that she agreed with ODOT Division 2 that we would forego the quarterly meetings temporarily since she and the ODOT representatives were meeting so frequently to discuss the North Coast Inland Trail Genoa/Millbury Phase 1 Project.

Jack Madison also asked about the status of the crosswalk proposed between the Davenport Memorial Woodlands property and Islander Woods and Trailhead. Jannah responded that

she and Chuck Mattimoe have been talking to the Ottawa County Engineer's Office about the crosswalk. The board suggested that the Park District could talk to Ottawa County about installing a radar speed indicating sign to slow vehicles down.

The board also asked if there were plans to bring Lake Erie Tree Service, LLC. back to clear more trees from the North Coast Inland Trail Phase 1 area. Jannah agreed it would be good to keep the area cleared.

The board and Jannah discussed the land directly off of Martin Williston Rd. across from, where the North Coast Inland Trail turns on to Martin Williston Rd. Jannah indicated she plans to have Ethan Bomer, Intermittent Trail Technician, do some work in that area.

Jannah Wilson reminded the board that at our first meeting of the year we are to select officers for the upcoming year. She noted the current officers are:

Chairperson	Mike Shadoan
Vice Chairperson	Judy Indorf
2 nd Vice Chairperson	Trish McCartney
Compliance Officer	Jack Madison

Jannah asked the board to discuss and nominate officers for 2026. Following discussion, Betsy Slotnick moved the Park District of Ottawa County retain the current officers in their positions for 2026.

Jack Madison seconded the motion.

A voice vote was held with 4 in favor, 0 against and 1 abstain.

The motion carries.

The Park District of Ottawa County board officers will remain the same for 2026 on a one-year cycle.

See Marblehead Area section for related discussion.

7. Old Business

- a. **North Coast Inland Trail Genoa/Elmore – Meeting Minutes January 13, 2026 – No discussion.**
- b. **North Coast Inland Trail Genoa/Millbury – Meeting Minutes January 13, 2026 –** Jannah Wilson introduced Resolution 2026-01 LPA Federal Local-Let Project Agreement – ODOT. Jannah reported that we have completed the Stage 3 submittals with ODOT and have a cost estimate for the NCIT Genoa/Millbury Phase 1 project to extend the NCIT from Veteran's Memorial Park in the Village of Genoa to across Packer Creek. With these steps complete, ODOT will now move forward with signing the LPA contract with the Park District of Ottawa County for construction of the NCIT Genoa/Millbury Phase 1 extension. Jannah noted she included the LPA Federal Local-Let Project Agreement in the board packet for the board's review and she also confirmed that James VanEerten, Ottawa County Prosecutor, has reviewed the contract. Jannah noted there is a \$143,864 gap between EDG's cost estimate and the ODOT TAP grant the Park District was awarded and that the Park District would be responsible for any costs exceeding the ODOT TAP grant. Resolution 2026-01 LPA Federal Local-Let Project Agreement – ODOT gives Jannah approval to sign the LPA Federal Local-Let Project Agreement # 43487 with ODOT and also confirms that the Park District will fund costs in excess of the ODOT TAP grant. Jannah also informed the board that we will go out to

bid for construction in 2026 and completion of the extension is scheduled to be in 2027. Jannah will be the Project Manager and we will need to hire a Construction Engineer with a firm separate from the firm that completed the engineering plans. Matt Sommerfield, ODOT, LPA Manager District 2 will be our primary liaison with ODOT.

Trish McCartney moved the board approve Resolution 2026-01 LPA Federal Local-Let Project Agreement – ODOT, giving Jannah Wilson approval to sign the LPA Federal Local-Let Project Agreement #43487 with ODOT for the construction of the NCIT Genoa/Millbury Phase 1 extension from Veterans Memorial Park in the Village of Genoa to across Packer Creek and also confirming the Park District will fund any costs in excess of the ODOT TAP grant up to \$150,000.

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	Yes
Betsy Slotnick	Yes

Resolution 2026-01 LPA Federal Local-Let Project Agreement – ODOT passes.

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

- c. **Catawba Island Twp. – Meeting Minutes January 13, 2026** – Jannah Wilson reported that she signed an agreement with Environmental Design Group to add the construction of a Wildlife Observation Area to the scope of EDG's work at the Islander Woods and Trailhead at a cost of \$3,520 as previously agreed with the board. A copy of the agreement was included in the board packet for the board's review.
- d. **Portage River Water Trail – Meeting Minutes January 13, 2026** – No discussion.
- e. **Marblehead Peninsula – Meeting Minutes January 13, 2026** – Jannah Wilson reported that preliminary engineering for the trail along Alexander Pike is underway. She noted that the eastern portion of Ottawa County is a member of the Erie MPO and they have grants available. Jannah had been considering applying for one of these grants for construction of the trail, but she is concerned we won't be ready since the application deadline is April 30, 2026. Jannah noted there is Right of Way work that she thinks would need to be finalized before a construction application could be made. She noted that the grant application process occurs every two years. The board and Jannah agreed that she should determine what work we are ready to conduct when the grant application is due at the end of April, either the ROW work or the next phase of engineering, and apply for a grant to conduct that work.
- f. **Oak Harbor Area – Meeting Minutes January 13, 2026** – No discussion.
- g. **Friends of Ottawa County Parks – Meeting Minutes January 13, 2026** – Jannah Wilson reported that the Friends of Ottawa County Parks again held a Holiday letter campaign in Catawba Island Twp., requesting donations for projects they would like to conduct in Catawba. She also reported that they have confirmed that the accounting and reporting protocols they have adopted are consistent with the requirements to be a 501 (c) (3). Jannah also reported that the officers remain the same, with Sheri Lippus the President, Charlie Rasco the Finance Officer and Heidi Cline the secretary. The Friends intend to hold a letter campaign in different parts of Ottawa County each year. They repeated Catawba this year because the Park District has a lot of projects underway in Catawba and the mailing list was already set up. The board suggested several other fundraising ideas; such as a raffle for a pair of nice binoculars or a quilt.

8. Executive Session (if needed)

Mike Shadoan moved the board go into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official at 7:12 PM.

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	Yes
Elizabeth Slotnick	Yes

The motion carries.

Mike Shadoan moved the board exit Executive Session at 7:30 PM.

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	Yes
Elizabeth Slotnick	Yes

The motion carries.

Betsy Slotnick moved the board approve a salary increase of 4% for Jannah Wilson and a wage increase of 3% for Chuck Mattimoe and Sara Hill for the year 2026, retroactive to January 1st, 2026.

Trish McCartney seconded the motion.

A voice vote was taken with 4 in favor, 0 against and 1 abstention.

The motion carries.

Mike Shadoan moved the board go into Executive Session to consider the purchase of property of any sort – real, personal, tangible or intangible at 7:31 PM.

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	Yes
Elizabeth Slotnick	Yes

The motion carries.

Trish McCartney moved the board exit Executive Session at 8:01 PM.

Jack Madison seconded the motion.

A roll call vote was taken with the following results:

Judy Indorf	Abstain
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes

Elizabeth Slotnick Yes

The motion carries.

9. Information Items and Additional Business – Meeting Minutes January 13, 2026 – No discussion.

10. Adjournment

Trish McCartney moved the meeting be adjourned at 8:02 PM.

Betsy Slotnick seconded the motion.

A voice vote was held with 4 in favor, 0 against and 1 abstention.

The motion carries.

The next two meetings will be:

Tuesday February 10, 2026 at 6:00 PM at the Ottawa County Agriculture Extension, 240 W. Lake St., Oak Harbor, Ohio 43449

AND

March 3, 2026 at 6:00 PM at the Park District of Ottawa County Office, 770 SE 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

2/10/26

February 10, 2026



Jannah Wilson, Executive Director-Secretary

2/10/26

February 10, 2026