



Meeting Location

June 9, 2026

Carroll Township. Service Complex
11080 W. Toussaint East Rd.
Oak Harbor, OH 43449

The meeting was called to order by Judy Indorf at 6:04 PM.

1. Roll Call

Board Members:

Judy Indorf	Present - Yes
Jack Madison	Present – Yes
Trish McCartney	Present - Yes
Mike Shadoan	Present - Yes
Elizabeth Slotnick	Present – Yes

Staff Members:

Chuck Mattimoe, Operations Assistant; exit 7:07 PM
Jannah Wilson, Executive Director

Others: None

2. Minutes for Approval – Meeting Minutes for June 9, 2026 –

Elizabeth Slotnick moved to approve the minutes for the May 12, 2026 meeting.

Jack Madison seconded the motion.

A voice vote was held with 3 in favor, 0 against and 2 abstain, Trish McCartney and Mike Shadoan due to absence from the May 12, 2026 meeting.

The motion passes.

3. Financial Report – Meeting Minutes for June 9, 2026 –

Jannah Wilson reviewed the May 2026 Financial Report, noting we paid our first invoice to D2 Excavating, at \$211,044.48 for their work at Islander Woods and Trailhead. We also reimbursed Catawba Island Twp \$20,000 for their tennis court project, Allen Twp. \$42,000 for playground equipment and Put-in-Bay Park District \$23,500 for their Duff Homestead and Bayfront Preserve Agricultural History Improvement project, all awarded through the Parks and Trails Improvement Grant program. Separately, an additional \$20,000 was given to Catawba Island Twp. in support of their tennis court project from the Park District Catawba Capital Improvements budget line. Jannah also noted she will be submitting requests for reimbursements from the Clean Ohio Fund Public Works Commission for restoration and invasive species management at Davenport Memorial Woodlands and the trail loop installation at Islander Woods and Trailhead. Reimbursements will also be coming from the Friends of Ottawa County Parks for the Nature Play equipment at Islander Woods and Trailhead obtained from an anonymous donation given through the Friends of Ottawa County Parks and picnic tables for Islander Woods and Trailhead with funding the result of the Friends of Ottawa County Parks 2025 holiday letter campaign. Jannah also noted the expenses in May included \$1,624 to DGL Consulting Engineers for engineering work for the parking lot at Davenport Memorial Woods and \$1,500 to Anthony Tambini which will be reimbursed through our Clean Ohio Public Works Commission grant, for his invasive species work, also at Davenport Memorial Woods. Jannah noted the May 2026 Revenue report show the \$2,500 reimbursement we received from the Village of Genoa for the tree trimming we did on the NCIT from Witty Rd. to Martin Williston Rd., per our maintenance agreement with them. We also received \$148.65 from America 250 for supplies we purchased for America 250 events.

Jannah reported that she signed a Fee Agreement with Kocher and Barney for legal services to be provided by Gabriela Toscano in support of real estate acquisition. Kocher and Barney have done work for us previously and will be able to efficiently move forward with documents they previously developed. She reported she will also keep the agreement already signed with Angela LeForce.

Jannah asked Jack Madison to review the 1Q 2026 credit card report. Jack indicated that the charges looked fine but noted there are quite a few small charges with the only description of "truck". Jack requested that Jannah and her team provide more detail on these charges in the future and the board members agreed, as did Jannah. Jannah reported that there were some repairs needed on the truck, including a belt, some sensors and the tires needed to be rotated.

Jannah Wilson reported that the Ohio State Auditor will be conducting our bi-annual audit and as the Park District of Ottawa County board chairperson, Mike Shadoan needs to fill out a form, which Mike agreed to do. She expects the audit will again be an AUP, somewhat smaller than a full audit, but still thorough, due to our short time in existence.

Mike Shadoan moved to approve the May 2026 Financial Report.

Trish McCartney seconded the motion.

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

The motion carried.

See Oak Harbor Area section for related discussion.

4. **Public Comments – Meeting Minutes for June 9, 2026** – No discussion.
5. **Executive Director – Meeting Minutes for June 9, 2026** – Jannah Wilson noted that she provided an updated version of the proposed Purchase and Contractual Services Policy for the Park District of Ottawa County in the board packet for the board members' continued review. Jannah requested the board provide any additional comments on the policy and noted she will work with Trish McCartney to review the document together. Judy Indorf provided several comments from her review.

Jack Madison moved to approve the contract.

Elizabeth Slotnick seconded the motion.

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

The motion carries.

Jannah Wilson reported that the Park District of Ottawa County is required to have a Cybersecurity Policy in place by July 1, 2026. She has been working with John Winters, Technology and Infrastructure Consultant, CNJ Tech Services, to develop the policy, including our reporting plan which is required to include Jannah Wilson, the Ottawa County IT Department and the State of Ohio Department of Public Safety. She noted that she sent the most recent version to the board for their review in an email separate from the board packet. Jannah requested the board approve Resolution 2026-09 Cybersecurity Policy.

Mike Shadoan moved the board approve Resolution 2026-09 Cybersecurity Policy.

Trish McCartney seconded the motion.

A roll call vote was taken with the following results:

Judy Indorf	Yes
Jack Madison	Yes
Trish McCartney	Yes

Mike Shadoan Yes

Elizabeth Slotkin Yes

Resolution 2026-09 passes.

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

See Catawba Island Township section for related discussion.

See Oak Harbor Area section for related discussion.

6. New Business – Meeting Minutes June 9, 2026 –

See Friends of Ottawa County Parks and Park District of Ottawa County Volunteers section for related discussion.

- a. **Board Member Comments – Meeting Minutes for June 9, 2026** – Board members and Jannah Wilson commented on the great progress made at Islander Woods and Trailhead. Trish McCartney noted how nice the area looks and also commented it was great to see the signage at the West Harbor Preserve area, which she recently saw for the first time.

7. Old Business

- a. **North Coast Inland Trail Genoa/Elmore – Meeting Minutes June 9, 2026** – No discussion.
- b. **North Coast Inland Trail Genoa/Millbury – Meeting Minutes June 9, 2026** – Following Executive Session, the following motion was passed:

Jack Madison moved to approve a motion to give Jannah Wilson approval to work with the Park District of Ottawa County's legal counsel to develop an agreement for the Park District of Ottawa County to acquire property along the North Coast Inland Trail via a donation and a reciprocal work agreement.

Elizabeth Slotnick seconded the motion.

A roll call vote was taken with the following results:

Judy Indorf Yes

Jack Madison Yes

Trish McCartney Yes

Mike Shadoan Yes

Elizabeth Slotnick Yes

The motion passes.

- c. **Catawba Island Twp. – Meeting Minutes June 9, 2026** – Jannah Wilson reported that Islander Woods and Trailhead is nearing completion. She reported we have the front park sign, but it needs to be installed, and we are waiting to receive the parking lot bumpers, picnic tables, the Wildlife Observation Deck, an interpretive sign for Bob's Pond and a Park Rules sign. She added that Environmental Design Group is working on a trail map for a kiosk, the Port a John is on-site and ready for use with a cleaning schedule contracted, the drinking fountain, bottle filler and hose connection are in place and we have the trash and recycle cans in place. Jannah reported that approximately 25 volunteers did an outstanding job helping with the planting of a very large number of wildflower plants last Thursday June 5, 2026. Jannah expects the park to be ready for opening in mid-July.

Jannah Wilson reported that the concrete pad for the maintenance shed has been poured and the shed has been moved to the pad at Davenport Memorial Woods. Permitting requirements continue to be discussed to enable the modifications to the shed to be made.

- d. **Portage River Water Trail – Meeting Minutes June 9, 2026** – No discussion.

- e. **Marblehead Peninsula -- Meeting Minutes June 9, 2026** – Jannah Wilson reported that the grant application for an Erie Regional Planning Commission and Metropolitan Planning Organization scored second in the application process and she believes we may be awarded our full funding request, for construction of a trail from Bayshore Rd. to the Lakeside Daisy area along Alexander Pike. Jannah noted she continues to work with Amrize and the Village of Marblehead on the right of way and other details for the trail.
- f. **Oak Harbor Area – Meeting Minutes June 9, 2026** – During the Financial Report section, Jannah Wilson reported she signed an agreement with EnviroScience for \$4,999, to conduct a wetlands assessment on land near the Little Portage River to support a Coastal Wetlands grant application.

Jannah Wilson informed the board that she would like to apply for financial assistance under the U.S. Fish and Wildlife Service National Coastal Wetlands Conservation Program, seeking approximately \$1 million for the Little Portage River Protection and Restoration Project. She noted that we have already provided \$2500 in earnest money for the project and she requests the Park District provide an additional \$2500 for a total of \$5000 as match funds. She noted she may ask the Friends of Ottawa County Parks to provide additional money as a second entity providing money may result in a higher score on our application. She explained she has communicated to ODNR and USFWS that we would want to provide public access to the area with trails and access to the Little Portage River through our project. Jannah requested the board approve Resolution 2026-10 USFWS National Coastal Wetlands Conservation Program.

Trish McCartney moved the board approve Resolution 2026-10 USFWS National Coastal Wetlands Conservation Program, giving Jannah Wilson approval to file an application for the USFWS National Coastal Wetlands Conservation Program to become eligible for funding assistance for the Park District of Ottawa County's Little Portage River Protection and Restoration Project with the Park District providing \$5,000 of match funds for the grant.

Jack Madison seconded the motion.

A roll call vote was taken with the following results:

Judy Indorf	Yes
Jack Madison	Yes
Trish McCartney	Yes
Mike Shadoan	Yes
Elizabeth Slotkin	Yes

Resolution 2026-10 passes.

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

- g. **Port Clinton Area – Meeting Minutes June 9, 2026** – Jannah Wilson reported that the Federal Highway Administration grant for the Old Bay Bridge Pathway feasibility study is in the portal with final approval expected by the end of the week. Jannah reported that Smith Group has been selected to conduct the feasibility study which will provide a cost estimate and some of the key physical attributes, particularly the height of the bridge which would be required. Jannah and the team managing the study would like to understand the additional cost to construct the bridge with a load rating that would enable an emergency vehicle to cross, providing an alternate route to the Edison Bay Bridge for emergency vehicles which encountered problems with access to several accidents on the Edison Bay Bridge last year during construction work. The team believes this may open up further opportunities for

grant funds. Jannah also informed the board that she and our partners are interested in including additional feasibility work to evaluate the feasibility of connections between the Sandusky Bay pathway, the Port Clinton/Oak Harbor corridor, and ultimately linkage to the North Coast Inland Trail. The cost of the additional work would be \$20,000 - \$25,000 with funds provided by the various partners of the Sandusky Bay pathway. Jannah also indicated to our partners she would like to include a connection to the Gypsum area in the study.

- h. **Friends of Ottawa County Parks and Park District Volunteers – Meeting Minutes June 9, 2026** – Jannah Wilson reported that the Friends of Ottawa County Parks is assisting Catawba Island Twp with planning and due diligence for a project near Cedar Meadows.

8. Executive Session (if needed) – Meeting Minutes June 9, 2026 –

Mike Shadoan moved to enter executive session pursuant to ORC 121.22 for the purpose of purchase or sale of property at 7:08 PM.

Elizabeth 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
Elizabeth Slotnick	Yes

The motion passes.

Trish McCartney moved the board exit Executive Session at 7:23 PM.

Jack Madison seconded the motion.

A roll call vote was taken with the following results:

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

The motion passes.

Following Executive Session,

Mike Shadoan moved that Jannah Wilson facilitate the process to put up for bid to any public subdivision, including the Wood County Park District and the Village of Millbury who will be sent a certified letter regarding the sale, three parcels of land formerly owned by Norfolk Southern Railroad west of Fostoria Rd. in Wood County and currently owned by the Park District of Ottawa County, pursuant to Federal and State regulations including ORC 1545.12.

Elizabeth Slotnick seconded the motion.

A roll call vote was taken with the following results:

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

The motion passes.

See North Coast Inland Trail Genoa / Millbury section for second motion passed following Executive Session.

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

9. Adjournment

Judy Indorf moved the meeting be adjourned at 7:34 PM.

Trish McCartney seconded the motion.

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

The motion carries.

The next two meetings will be:

July 14, 2026 at 6:00 PM at Shores and Islands Welcome Center, 770 SE Catawba Rd., Port Clinton, Ohio 43452

AND

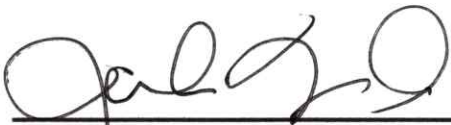
August 11, 2026 at 6:00 PM at the Ottawa National Wildlife Refuge - Visitor Center, 14000 State Route 2, Oak Harbor, Ohio 43449

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


Michael Shadoan, Board Chairperson

7/14/26

July 14, 2026


Jannah Wilson, Executive Director-Secretary

7/14/26

July 14, 2026