



Meeting Location

Shores and Islands Welcome Center
770 SE Catawba Rd.
Port Clinton, OH 43452

May 12, 2026

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	Absent
Mike Shadoan	Absent
Elizabeth Slotnick	Present – Yes

Staff Members:

Chuck Mattimoe, Operations Assistant; exit 8:06 PM
Jannah Wilson, Executive Director

Others:

Chris Cellier – Catawba Island Twp. Trustee; arrived 6:29 PM; exit 7:25 PM
Emily Gibson – Catawba Island Twp. Parks Trustee; exit 8:07 PM
Matt Kovach – Wetlands Ecologist & Seaweed Farmer, Littoral Services; exit 7:25 PM
Melissa Vlasak - Ottawa County Resident and Volunteer; arrived 6:25 PM; exit 8:07 PM

2. Minutes for Approval – Meeting Minutes for May 12, 2026 –

Elizabeth Slotnick moved to approve the minutes for the April 12, 2026 meeting with one error corrected, changing Park District of Ohio to Park District of Ottawa County.

Jack Madison seconded the motion.

A voice vote was held with 3 in favor, 0 against and 2 absent.

The motion passes.

3. Financial Report – Meeting Minutes for May 12, 2026 –

Jannah Wilson reviewed the April 2026 Financial Report, noting grant project Purchase Orders are being opened for reimbursement requests, our cost share and title agency fees were paid for the West Harbor Preserve, we purchased a trailer for the gator and for Islander Woods and Trailhead we purchased material for the Wildlife Observation Deck, a water line connection permit and recycle and trash bins from Jack's Amish Country Konnection. We also paid Lake Erie Tree Service for trimming trees along the North Coast Inland Trail between Martin Williston Rd. and Witty Rd. This will be reimbursed by the Village of Genoa per our maintenance agreement with the Village. We also paid Northwest Ohio Plant and Tree Doctor to analyze two trees at Davenport Memorial Woods which a neighbor was concerned about. The trees were determined to be fine and ODNR will now have their Urban Forestry Ecologist monitor the trees every six months.

Jack Madison moved to approve the April 2026 Financial Report.

Elizabeth Slotnick seconded the motion.

A voice vote was held with 3 in favor, 0 against and 2 absent.

The motion carried.

4. Public Comments – Meeting Minutes for May 12, 2026 –

No discussion.

5. **Executive Director – Meeting Minutes for May 12, 2026** – Jannah Wilson reminded the board that GEOACE developed several maps for the Park District of Ottawa County, including land use maps and an interactive Parks and Trails Improvement Grant map for our website. Per our previous agreement with GEOACE, they own the maps and they make any updates. Jannah requested the board approve a contract with GEOACE to provide 40 hours of support services at a cost of \$4600 and for the Park District of Ottawa County to purchase two Esri ArcGIS Online licenses at a cost of \$1075. Jannah explained that with the licenses we will have access to the GIS Platform and Park District employees can learn to use the GIS system. Jannah expects there are several other applications on the system that we can also take advantage of once we know how to use the system.

Jack Madison moved to approve the contract between the Park District of Ottawa County and GEOACE for 40 hours of support services at a cost of \$4600 and for two Esri ArcGIS Online licenses at a cost of \$1075 for a total cost of \$5675 and to authorize Jannah Wilson to execute the agreement, subject to final legal review of the contract.

Elizabeth Slotnick seconded the motion.

A voice vote was held with 3 in favor, 0 against and 2 absent.

The motion carries.

Jannah Wilson informed the board that she would like to create a Purchasing and Contractual Services Policy and also update our bylaws to indicate we have Purchasing Policy and not have the Purchasing and Contractual Services protocol as part of our bylaws. Jannah noted she has started a draft which she included in the board packet for the board's review noting there are a number of sections highlighted which need further work. Jannah is using other park district policies as references. The board agreed with creating the policy and suggested Jannah continue to work on it and also give Mike Shadoan and Trish McCartney a chance to review it and provide comments.

See Catawba Island Township section for related discussion.

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

See Marblehead Peninsula section for related discussion.

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

6. **New Business – Meeting Minutes May 12, 2026 –**

- a. **Board Member Comments – Meeting Minutes for May 12, 2026** – Jack Madison informed Chuck Mattimoe that there are some trees that need removed at Davenport Memorial Woods before he can mow. Chuck acknowledged he would take care of the trees.

Judy Indorf asked Jannah Wilson if our previously routine quarterly meetings with ODOT would be resumed after being paused when more frequent meetings were being held with ODOT, regarding the North Coast Inland Trail Genoa/Millbury Phase 1 project. Jannah indicated she will talk with Matt Somerfield about restarting the meetings. The board agreed that these meetings are beneficial for maintaining a close relationship with ODOT and making the park district aware of upcoming roadwork well in advance of the work, better enabling complementary park district projects.

7. **Old Business**

- a. **North Coast Inland Trail Genoa/Elmore – Meeting Minutes May 12, 2026** – No discussion.
- b. **North Coast Inland Trail Genoa/Millbury – Meeting Minutes May 12, 2026** – Jannah Wilson reported that the small easements needed from Clay Twp. and the Village of Genoa for the North Coast Inland Trail Genoa/Millbury Phase 1 are expected to be finalized by June 2026. When these are finalized, all work required by ODOT for our TAP grant will be complete and

ready for approval by the ODOT state office in Columbus. Jannah noted she expects to go out to bid for construction of this project in 2026 for 2027 construction. As required by ODOT, we will need to hire a construction engineer who is not in the Environmental Design Group organization.

- c. **Catawba Island Twp. – Meeting Minutes May 12, 2026** – Jannah Wilson provided an update on the development of Islander Woods and Trailhead. The concrete for the driveway and parking area has been poured and will be cured by Thursday of this week. Markings and signage will then be placed and the ground around the concrete will be backfilled and leveled out. The trail information kiosk will be installed and the Port a John will be delivered by June 12. The gravel trails are complete, and the Nature Play playground equipment has been installed with the exception of the swing set which is backordered. The two picnic table pads need to be poured and the picnic tables will then be set. The fishing area is finished and the additional boards are being added to the boardwalk. Jannah reported the additional boards make the boardwalk much more comfortable to walk on. The Wildlife Observation Deck is expected by the end of June. Jannah then asked Matt Kovach to discuss the invasive plant species work he started last year and continues. Matt indicated reseeding with grass on the south side of the park area has been completed except the area by the pond slope area. Jannah reported five trees were planted in the front west area of the park. Three of the trees are in memory of Joan Patthoff. Matt recommended that we plant oat seed on the backside of the Nature Play area explaining that oat seed is native, inexpensive, is a good groundcover for an area with minimal travel and will add organic material to the soil. On the front of the Nature Play area where the area will be more manicured and traveled, he recommended grass be planted. He also recommended seeding with grass in the dirt by the fishing area. Jack Madison asked if Islander Woods and Trailhead could be ready to open by the 4th of July in celebration of America's 250th anniversary. Jannah indicated she wasn't sure if the 4th of July was possible but thought sometime in July was realistic and since America 250 is being celebrated all year, we could still tie the opening to the America 250 celebration. Jannah added that an interpretive panel will be placed near Bob's Pond, describing former owner Bob Johnson and his love of the Islander Woods and Trailhead property, Catawba Island Twp. and Lake Erie. The interpretive panel will also include information about the area's native plants and wildlife. The board discussed the possibility of placing a time capsule somewhere on the property and identifying its location with a sign celebrating America 250. Jannah and Matt Kovach noted that they walked Islander Woods and Trailhead a couple of weeks ago to discuss ongoing ecological restoration. Matt noted that you are never really done as the restoration requires an ongoing maintenance plan. He noted the reed canary grass in the south portion of the park will require management. Matt also suggested we plant perennial wildflowers around the Nature Play area. He indicated we can purchase wildflower plugs relatively cheaply and he can help us with a source. He also suggested that he could work with Jannah and her team to mark a wildflower planting plan and the Park District could ask volunteers to help with the planting in early June. He noted that while some plants will bloom in the first year, it will take others 3 years to fully mature. Matt also suggested we consider some wetland plant plugs such as water lilies, spatterdock or lotus plants for a small area of the pond. For the first three years of growth, Matt suggested we install deer fencing from spring to August. He also suggested the ongoing invasive treatment could be conducted by a Park District employee who is certified in this treatment, likely only requiring a few hours every year to control the invasives. To pull all of his recommendations together, Matt suggested he work

with Jannah and her team to develop an overall Restoration Plan at an estimated cost of \$5,000.

Jack Madison moved that Jannah Wilson work with Matt Kovach from Littoral Services to develop a Restoration Plan for Islander Woods and Trailhead for native vegetation planting and reseeding including developing and marking a planting plan at a cost not to exceed \$5,000.

Elizabeth Slotnick seconded the motion.

A voice vote was held with 3 in favor, 0 against and 2 absent.

The motion passes.

Chris Cellier thanked the Park District for all of our efforts to preserve land in Catawba Island Twp. He appreciates our cooperation with the Catawba leadership and Catawba Island Twp Parks Board, noting Emily Gibson's introduction and presence at the meeting. He added that both the Catawba Island Twp. Parks Board and the leadership of Catawba look forward to working with the Park District in the future. He also told the Park District board to let them know if there is ever anything they can help us with. He referenced the recent zoning vote of over 90% of voters voting against a rezoning to allow high density development which he believes indicates the Catawba community is a very engaged community and they are aligned with what the Park District is bringing to Catawba. He believes Islander Woods and Trailhead is a good starting point.

Jannah Wilson reported that the Project Agreement between the Ohio Department of Transportation and the Park District of Ottawa County for the construction of the park entrance road and parking lot at the Davenport Memorial Woods is ready to be signed. The Project Agreement was included in the board packet Jannah sent to the board. Jannah reminded the board that the Park District has accumulated \$84,824 of funds in the Metro Parks Program, funded by ODOT and managed by the Ohio Parks and Recreation Association, available for use in constructing or maintaining roads and parking lots in Ohio county parks. The Park District would be responsible for any costs above \$84,824. Jannah requested that the board pass a motion giving her approval to sign the Project Agreement on behalf of the Park District.

Judy Indorf moved to approve the Project Agreement between the Ohio Department of Transportation and the Park District of Ottawa County for construction of the Davenport Memorial Woods entrance road and parking lot and to give Jannah Wilson approval to sign the Project Agreement.

Jack Madison seconded the motion.

A voice vote was held with 3 in favor, 0 against and 2 absent.

The motion passes.

- d. **Portage River Water Trail – Meeting Minutes May 12, 2026 – No discussion.**
- e. **Marblehead Peninsula – Meeting Minutes May 12, 2026 –** Jannah Wilson reported that the grant application for an Erie Regional Planning Commission and Metropolitan Planning Organization grant was submitted.
- f. **Oak Harbor Area – Meeting Minutes May 12, 2026 – No discussion.**
- g. **Port Clinton Area – Meeting Minutes May 12, 2026 – No discussion.**
- h. **Friends of Ottawa County Parks and Park District Volunteers – Meeting Minutes May 12, 2026 –** Jannah Wilson asked Melissa Vlasak if there was anything she would like to update the board on from the Friends last meeting. Melissa indicated that they had a good working meeting, approving a number of Friends board documents. Melissa also reported that they

have had several requests from people who would like to donate a memorial bench. They are developing the details around the process they will use for memorial bench donations. The Park District could include this on our website when completed.

Jannah Wilson reported that Friends will be contributing to the earnest money required for a land acquisition project, but have established contingencies regarding the contributions. They will continue discussions regarding the project.

Melissa Vlasak indicated that the Friends will issue a check to reimburse the Park District for ice cream that will be provided at the Genoa Bike Safety Day.

Jannah Wilson reported that there is a group in Ottawa County named 100 Caring Hearts who ask non-profit organizations to come give a presentation to them. They then vote on which non-profit will receive a \$10,000 donation to their organization. Jannah reported that Phil Enderle, Park District of Ottawa County volunteer and a retired landscape architect who has been designing our trail through the Davenport Memorial Woods will give a presentation on June 9, 2026 to the 100 Caring Hearts organization about the Farm Heritage Trail, the trail he is helping to design through the Davenport Memorial Woods.

8. Executive Session (if needed) – Meeting Minutes May 12, 2026 –

Jack Madison moved to enter executive session pursuant to ORC 121.22 for the purpose of purchase or sale of property at 8:10 PM.

Elizabeth 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	Absent
Elizabeth Slotnick	Yes

The motion passes.

Jack Madison moved the board exit Executive Session at 8:57 PM.

Elizabeth Slotnick seconded the motion.

A roll call vote was taken with the following results:

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

The motion passes.

9. Information Items and Additional Business – Meeting Minutes May 12, 2026 – No discussion.

10. Adjournment

Jack Madison moved the meeting be adjourned at 8:58 PM.

Elizabeth Slotnick seconded the motion.

A voice vote was held with 3 in favor, 0 against and 2 absent.

The motion carries.

The next two meetings will be:

June 9, 2026 at 6:00 PM at the Carroll Twp. Service Center, 11080 West Toussaint East Rd., Oak Harbor, OH 43449

AND

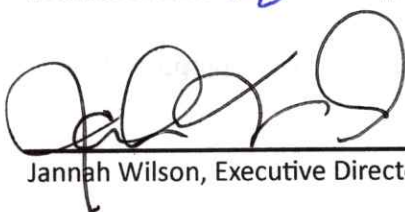
July 14, 2026 at 6:00 PM at Shores and Islands Welcome Center, 770 SE Catawba Rd., Port Clinton, Ohio 43452

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


Michael Shadoan, Board Chairperson

6/9/2026

June 9, 2026


Jannah Wilson, Executive Director-Secretary

6/9/2026

June 9, 2026