

**Agenda**  
**Planning and Policy Committee**  
**West Olive Administration Building – Board Room**  
**12220 Fillmore Street, West Olive, Michigan 49460**  
**Thursday, March 11, 2010**  
**9:30 AM**

**Consent Items:**

1. Approval of the Agenda
2. Approval of February 11, 2010 Planning and Policy Committee Minutes

**Action Items:**

3. Grant Application - Olive Shores Improvement  
Suggested Motion:  
To approve and forward to the Board of Commissioners the resolution authorizing submittal of the Olive Shores Improvement Project grant proposal to the Michigan Natural Resources Trust Fund for \$730,000 total project cost.
4. Proposed Change to Park Rules and Regulations Regarding Alcohol  
Suggested Motion:  
To approve and forward to the Board of Commissioners the revision to Ottawa County Park Rules and Regulations in Section 8 pertaining to Alcoholic Beverages, rule 8.1, to read as follows: No person, while on Commission Park Property shall possess any alcoholic beverage of any kind except at specific times and at specific locations; by making application per established commission procedures; and being granted a permit by the Commission or its Agent.

**Discussion Item:**

None

**Adjournment**

**Comments on the day's business are to be limited to three (3) minutes.**

## PLANNING AND POLICY COMMITTEE

### Proposed Minutes

DATE: February 11, 2010

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Dennis Swarout, Gordon Schrotenboer, Roger Rycenga. (3)

ABSENT: Jane Ruitter, Joyce Kortman. (2)

STAFF & GUESTS: Alan Vanderberg, Administrator; Shannon Virture, Planning & Performance Dept.; Paul Sachs, Planning & Performance Dept.; Mark Knudsen, Planning & Performance Director; June Hagan, Fiscal Services Director; Sherri Sayles, Deputy Clerk; Lori Catalino, Deputy Clerk; Daniel Krueger, Clerk; Greg Rappleeye, Corporation Counsel; Keith Van Beek, Assistant Administrator, Kevin Bowling, Circuit Court Administrator; David Hulst, IT Director; Kathy Haiker, Register of Deeds; Deanna Sears, Prosecutor's Office; Gary Scholten, Register of Deeds; Barry Kantz, District Court Administrator; John Scholtz, Parks & Recreation Director

SUBJECT: CONSENT ITEMS

Approve by consent the agenda of today as presented and approve by consent the minutes of the January 14, 2010, meeting as presented.

SUBJECT: 2009 EVALUATION OF ELECTRONIC CONTENT MANAGEMENT SYSTEM REPORT

PP 10-007 Motion: To approve and forward to the Board of Commissioners the 2009 Evaluation of Electronic Content Management System Report and accompanying recommendations.

Moved by: Swartout

UNANIMOUS

A power point presentation was presented by Mark Knudsen.

SUBJECT: UNFUNDED MANDATES

PP 10-008 Motion: To approve and forward to the Board of Commissioners the proposed Resolution supporting the findings and recommendations of the Interim and Final Report of the Legislative Commission on Statutory Mandates.

Moved by: Schrottenboer

UNANIMOUS

**SUBJECT: PARK 12 RETAINING WALLS AND WALKWAY  
REPAIRS PROJECT**

PP 10-009 Motion: To receive bids for the Park 12 Retaining Walls and Walkway Repairs Project and accept the low bid from Civil Landscape Constructors in the amount of \$47,496.00 with funding from the Parks and Recreation Department budget.

Moved by: Swartout

UNANIMOUS

**SUBJECT: DISCUSSION ITEMS**

1. Closed Session to discuss property acquisition.

PP 10-010 Motion: To go into a Closed Session at 10:35 a.m. to discuss property acquisition.

Moved by: Swartout

UNANIMOUS

Roll call: Yeas: Schrottenboer, Swartout, Rycenga. (3)

PP 10-011 Motion: To rise from Closed Session at 10:33 a.m.

Moved by: Schrottenboer

UNANIMOUS

2. Review Approved Committee Per Diems – June Hagan asked the Committee to review the Committee Per Diems and get back to her with any questions.

**SUBJECT: ADJOURNMENT**

PP 10-012 Motion: To adjourn at 10:35 a.m.

Moved by: Swartout

UNANIMOUS

# Action Request



<b>Committee:</b> Planning and Policy
<b>Meeting Date:</b> 3/11/2010
<b>Requesting Department:</b> Parks and Recreation
<b>Submitted By:</b> June Hagan
<b>Agenda Item:</b> Grant Application - Olive Shores Improvement

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the resolution authorizing submittal of the Olive Shores Improvement Project grant proposal to the Michigan Natural Resources Trust Fund for \$730,000 total project cost.

## SUMMARY OF REQUEST:

This grant application is for partial funding to create Olive Shores County Park in Port Sheldon Township. This park has 20 acres of undeveloped land and 738 feet of Lake Michigan frontage.

The development of this park is included in the Parks Master Plan. The County Parks and Recreation fund will provide \$365,000 as a 50% match to the grant.

## FINANCIAL INFORMATION:

Total Cost: \$730,000	County Cost: \$365,000	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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If not included in budget, recommended funding source:  
Parks and Recreation fund balance from Park's millage

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

<input type="checkbox"/> Mandated	<input type="checkbox"/> Non-Mandated	<input type="checkbox"/> New Activity
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## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: # 3

Objective: # 3

## ADMINISTRATION RECOMMENDATION:

<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
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County Administrator:

*Alan G. Vanderberg*

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miotawa.org  
Reason: I am approving this document  
Date: 2010.03.03 14:37:42 -0500'

Committee/Governing/Advisory Board Approval Date:



## **MEMORANDUM**

Date: March 1, 2010  
To: Ottawa County Board of Commissioners  
From: John Scholtz, Parks and Recreation Director  
RE: Grant Application – Olive Shores Improvement Project

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The Ottawa County Parks and Recreation Commission is requesting authorization from the Board of Commissioners to submit a grant application to the State of Michigan through the Michigan Natural Resources Trust Fund for funding assistance to make improvements to currently unimproved park property in Port Sheldon Township to create Olive Shores County Park. The project will implement the majority of improvements called for in the recently established park master plan including entry drive and parking, restrooms, dune stairs and boardwalks for beach access, picnic facilities and other amenities.

Proposed motion:

*To approve and authorize the Board Chairperson and Clerk to sign the resolution authorizing submittal of the Olive Shores Improvement Project grant proposal to the Michigan Natural Resources Trust Fund.*

This request relates to a non-mandated activity and supports Goal #3 “To contribute to a healthy physical, economic and community environment.”

**COUNTY OF OTTAWA**

**STATE OF MICHIGAN**

**RESOLUTION**

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 23rd day of March, 2010 at 1:30 o'clock p.m. local time.

PRESENT: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT: Commissioners: \_\_\_\_\_  
\_\_\_\_\_

It was moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_ that the following Resolution be adopted:

WHEREAS, the Parks and Recreation Commission has completed a long range plan for the Ottawa County Park System identifying the need for expansion and improvement of County Parks and Recreation facilities; and,

WHEREAS, the Parks and Recreation Commission has identified the Olive Shores Improvement Project as a high priority for the 2010 fiscal year; and,

WHEREAS, the County of Ottawa will be responsible for supplying a 50% local match (\$365,000 of the \$730,000 total project cost) from County Park millage revenues for the proposed park improvement project; and,

NOW THEREFORE BE IT RESOLVED, that the Ottawa County Board of Commissioners authorizes submittal of the grant application for the Olive Shores Improvement Project to the Michigan Department of Natural Resources and fully intends to carry out the project if awarded.

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_

ABSTENTIONS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_

RESOLUTION ADOPTED.

\_\_\_\_\_  
Philip D. Kuyers  
Chairperson, Ottawa County  
Board of Commissioners

\_\_\_\_\_  
Daniel C. Krueger  
Ottawa County Clerk

CERTIFICATION

I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on March 23, 2010, the original of which is on file in my office. Public Notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 23<sup>rd</sup> day of March, 2010.

\_\_\_\_\_  
Daniel C. Krueger, Ottawa County Clerk



*Grant Summary Sheet*

**OLIVE SHORES IMPROVEMENT PROJECT**

*Granting Agency:* Michigan Natural Resources Trust Fund

*Grant Deadline:* April 1, 2010

*Project Summary:* Ottawa County is seeking to construct improvements to provide public access to Olive Shores County Park, an undeveloped 20 acre county park property with 738 feet of Lake Michigan frontage located in Port Sheldon Township. The property was acquired between 2001 and 2009 with the intent of creating a new county park to provide additional access to the Lake Michigan shoreline and preserve high quality natural land including coastal dunes. Park improvements will include entrance drive and parking, restrooms, trails, dune stairways and boardwalks, overlook decks and interpretive signs, picnic tables, and other site amenities.

*Project Budget:*

Total Estimated Cost:	\$730,000
Proposed Trust Fund Grant:	365,000 (50%)
Proposed County Cost:	365,000 (50%)

*Resolution:* See proposed resolution (attached) authorizing submittal of the grant project.



**Cost Breakdown for  
Olive Shores Improvement Project  
Port Sheldon Township, Michigan  
March 1, 2010**

<u>Scope Item Elements</u>	<u>Universal Design</u>		<u>Quantity</u>	<u>Units</u>	<u>Unit Cost</u>	<u>Total</u>
	<u>Yes</u>	<u>No</u>				
<b>Site Preparation and Grading (Item #1)</b>						
Tree Removals			1	LS	\$10,500.00	\$10,558.40
Earthwork and Grading			7748	SY	\$4.20	\$32,541.60
<b>Item # 1 Total</b>						<b>\$43,100.00</b>
<b>Parking and Vehicle Control (Item #2)</b>						
Drive and Parking	X		3212	SY	\$19.00	\$61,028.00
Drive Gate			1	EA	\$4,200.00	\$4,200.00
Walk Entrance Gate	X		1	EA	\$2,000.00	\$2,000.00
Concrete Paving	X		6381	SF	\$3.15	\$20,100.15
Exposed Aggregate Concrete Paving	X		593	SF	\$5.25	\$3,113.25
Concrete Flush Curb	X		729	LF	\$20.00	\$14,580.00
Concrete Rolled Curb			175	LF	\$21.00	\$3,675.00
Concrete Integral Curb			270	LF	\$13.50	\$3,645.00
Concrete Wheel Stops			49	EA	\$75.00	\$3,675.00
Timber Fence			50	LF	\$42.00	\$2,100.00
Black Vinyl Chainlink Fence (at trail access)			1	LS	\$1,400.00	\$1,403.60
3'-4' Boulders			24	EA	\$110.00	\$2,640.00
2' Boulder wall			20	LF	\$42.00	\$840.00
<b>Item # 2 Total</b>						<b>\$123,000.00</b>
<b>Trail Development (Item #3)</b>						
Elevated Boardwalk (6' wide)		X	145	LF	\$225.00	\$32,625.00
Elevated Boardwalk (4' wide)		X	216	LF	\$210.00	\$45,360.00
Wood Stairs (6' wide)		X	216	LF	\$295.00	\$63,720.00
Wood Stairs (4' wide)		X	58	LF	\$265.00	\$15,370.00
Decks with railings		X	2073	SF	\$38.00	\$78,774.00
Chips and Fines Trail	X		1565	SY	\$8.50	\$13,302.50
Turnpike Trail with edging and Rails		X	150	LF	\$154.99	\$23,248.50
Fieldstone Edging			175	LF	\$28.00	\$4,900.00
<b>Item # 3 Total</b>						<b>\$277,300.00</b>
<b>Restrooms and Utilites (Item #4)</b>						
Modern Restroom Building	X		1	LS	\$150,000.00	\$150,000.00
Vault Toilet Building	X		1	LS	\$8,500.00	\$8,500.00
Well			1	LS	\$8,500.00	\$8,500.00
Septic System			1	LS	\$8,500.00	\$8,500.00
Leaching Basins			1	EA	\$2,850.00	\$2,850.00
Electric Service			1	LS	\$2,650.00	\$2,650.00
Phone Service			1	LS	\$1,100.00	\$1,100.00
<b>Item # 4 Total</b>						<b>\$182,100.00</b>

**Site Amenities and Furniture (Item #5)**

Picnic Tables	X		3	EA	\$680.00	\$2,040.00
Bike Loops	X		6	EA	\$235.00	\$1,410.00
Benches	X		14	EA	\$750.00	\$10,500.00
Long Benches	X		2	EA	\$2,300.00	\$4,600.00
Litter Receptacles	X		4	EA	\$1,100.00	\$4,400.00
Lighting			3	EA	\$4,750.00	\$14,250.00
<b>Item # 4 Total</b>						<b>\$37,200.00</b>

**Signage (Item #6)**

Park Entrance Sign	X		1	LS	\$9,000.00	\$9,000.00
Trailhead Sign	X		1	LS	\$5,000.00	\$5,000.00
Regulatory Signage	X		1	LS	\$1,200.00	\$1,200.00
Interpretive Signs	X		3	EA	\$1,000.00	\$3,000.00
<b>Item # 6 Total</b>						<b>\$18,200.00</b>

**Landscaping (Item #7)**

Deciduous Trees			9	EA	\$425.00	\$3,825.00
Coniferous Trees			11	EA	\$315.00	\$3,465.00
Dune Grass Planting			31000	EA	\$0.30	\$9,300.00
Restoration Seeding			1	LS	\$1,000.00	\$1,010.00
<b>Item # 7 Total</b>						<b>\$17,600.00</b>

**CONSTRUCTION SUBTOTAL \$698,500.00**

**Permit Fees \$3,000.00**  
**MNRTF Sign \$1,000.00**  
**Design & Engineering (3.9%) \$27,500.00**

**GRANT PROJECT TOTAL \$730,000.00**

**Proposed Grant Funds \$365,000.00**  
**Proposed Millage Funds (50% Match) \$365,000.00**

**Non-Grant Items**

Entrance Pay Station	X		1	LS	\$10,500.00	\$10,500.00
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**PROJECT TOTAL \$740,500.00**

# Action Request



<b>Committee:</b> Planning and Policy
<b>Meeting Date:</b> 3/11/2010
<b>Requesting Department:</b> Parks and Recreation
<b>Submitted By:</b> John Scholtz
<b>Agenda Item:</b> Proposed Change to Park Rules and Regulations Regarding Alcohol

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the revision to Ottawa County Park Rules and Regulations in Section 8 pertaining to Alcoholic Beverages, rule 8.1, to read as follows: No person, while on Commission Park Property shall possess any alcoholic beverage of any kind except at specific times and at specific locations; by making application per established commission procedures; and being granted a permit by the Commission or its Agent.

## SUMMARY OF REQUEST:

Revise the park rules and regulations to allow alcoholic beverages on a limited basis at selected indoor park reservation facilities. If approved, the rule change would be in effect on a one year trial basis at the Weaver house.

If approved, the rule change would include a limited number of Parks Commission events.

This may increase the number of facility reservations.

## FINANCIAL INFORMATION:

Total Cost:	County Cost: Unknown	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

<input type="checkbox"/> Mandated	<input checked="" type="checkbox"/> Non-Mandated	<input type="checkbox"/> New Activity
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## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: # 3

Objective: # 3

## ADMINISTRATION RECOMMENDATION:

County Administrator:	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
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*Alan G. Vanderberg*

Committee/Governing/Advisory Board Approval Date:

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office,  
email=a.vanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.03.03 14:39:36 -05'00'



## MEMORANDUM

Date: March 1, 2010  
To: Ottawa County Board of Commissioners  
From: John Scholtz, Parks and Recreation Director  
RE: Proposed Change to Park Rules and Regulations Regarding Alcohol

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The Ottawa County Parks and Recreation Commission is recommending county park rules and regulations be revised to allow alcoholic beverages on a limited basis at selected indoor park reservation facilities and at selected Parks Commission functions. If the rule change is approved, the Parks Commission will allow use of alcohol at the Weaver House for a one year trial period with strict regulations as outlined below. Currently, no alcoholic beverages are allowed in any Ottawa County parks. The Parks and Recreation Commission is proposing the current rule be revised to read as follows:

### Section 8. ALCOHOLIC BEVERAGES

No person, while on Commission Park Property shall possess any alcoholic beverage of any kind except at specific times and at specific locations; by making application per established commission procedures; and being granted a permit by the Commission or its Agent.

### **PROPOSED BOARD MOTION:**

To approve and forward to the Board of Commissioners the revision to Ottawa County Park Rules and Regulations in Section 8 pertaining to Alcoholic Beverages, rule 8.1, to read as follows: No person, while on Commission Park Property shall possess any alcoholic beverage of any kind except at specific times and at specific locations; by making application per established commission procedures; and being granted a permit by the Commission or its Agent.

### **RATIONALE FOR CHANGE**

Through the above requested rule change, the Ottawa County Parks and Recreation Commission is seeking the ability to allow limited use of alcohol at the Weaver House; and at Ottawa County Parks sponsored events, provided adequate and proper administrative procedures and controls are employed. If the rule change is approved, the Parks Commission intends to permit alcohol use at the Weaver House for a one year trial period under strict regulations and approve use of alcohol

Memo

at a very limited number of Parks Commission events, possibly to include a donor recognition event for the new Nature Education Center. Additional details are provided below for each of the two categories under which alcohol could be allowed.

## **PROCEDURES AND CONTROLS – WEAVER HOUSE RESERVATIONS**

The procedures would begin when a request is made with office staff for a reservation that includes the use of alcohol.

The Parks representative would explain:

- The deposit required includes the standard \$250 deposit, and a \$250 alcohol deposit, \$500 total. This deposit is completely refundable unless damages or undue wear and tear, or rule violation(s) lead to withholding of part or all for damages and / or other expenses.
- The \$20 surcharge per reservation that includes alcohol, to cover additional staff time related to monitoring the reservation.
- A certificate of insurance (\$1 million minimum) would be required including general liability and alcohol liability which names Ottawa County as additional insured for the event.
- A temporary liquor license if required by the Liquor Control Commission.
- Specific rules relating to alcohol:
  - All applicable State and local laws and ordinances are in effect.
  - No underage drinking.
  - Beer and wine only.
  - Bottles, cans wine and boxes only.
  - Alcohol allowed in specified areas only.
  - Alcohol consumption must cease ½ hour before the end of an event.
  - No cash bars.
  - No pay for admission events.
- A bar tender service is required for parties over 50, by a licensed, insured, trained and pre-approved bartender service.
- The Ottawa County Parks Department reserves the right to monitor an event as appropriate with park staff or an Ottawa County Deputy Reserve Officer

NOTE: The on site monitor needs would be decided by the Coordinator of Maintenance and Operations and the Parks Manager for each reservation and could be a specially trained OCPRC staff member or a contracted Ottawa County Deputy Reserve Officer (at the expense of OCPRC). The site monitor would observe only for rule violations, and / or other problems. Problems would then be reported to full time parks staff or directly to 911 as appropriate for action as needed to resolve problems.

## **PROCEDURES AND CONTROLS - COMMISSION SPONSERED EVENTS**

Parks Commission sponsored events would also include events proposed by the Friends of Ottawa County Parks.

Memo

Proposed events would be carefully researched by staff including recommendations on all appropriate operational details, insurance requirements and considerations needed to limit liability exposure. A proposed event would then be presented to the Commission for consideration and possible approval.

Event monitoring would be done by parks staff specifically assigned this task.

At no time would Ottawa County purchase or provide alcoholic beverages.

These types of events would be considered appropriate only if the event is related to the OCPRC mission; the role of alcohol is minor and does not detract from the character of the event; no unhealthy precedent is set; and would be considered appropriate only if it was in the best interest of OCPRC and Ottawa County. Additional guidelines would evolve as experience is gained.

## **CONCLUSION**

During the one year trial period following the rule change, each and every event will be analyzed to see if changes to procedures are warranted. The intention is to err on the side of more control and restrictions rather than fewer, and to address any and all problems immediately and completely on site and / or prior to subsequent events. The Parks and Recreation Commission will report back to the Board of Commissioners at the end of the one year trial period with a comprehensive review of the rule change and a recommendation regarding future use of alcohol in the county park system.

NOTE: Because reservations can be made up to a year in advance, the Parks Commission recommends that any alcohol related reservations made in 2010 be honored, even if the actual reservation is scheduled to take place in 2011.