



**Ottawa County Parks &
Recreation Commission**

Jason D. Shamblin
Director

Kelly N. Rice
President

February 16, 2024

NOTICE OF MEETING

Dear Commission Member:

The regular meeting of the Ottawa County Parks and Recreation Commission is scheduled for **Wednesday, February 21, 2024**, at **3:00 pm** at the Ottawa County Fillmore Street Complex, 12220 Fillmore St., West Olive, MI in the Board Room.

Additional public viewing will be offered via YouTube by visiting <https://www.youtube.com/@OttawaCountyParks/streams>. Public comment will be received in-person only.

The agenda for the meeting is attached for your review.

Please contact the Parks and Recreation Commission Office at (616) 738-4810 if you have any questions or need additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. D. Shamblin".

Jason D. Shamblin
Parks and Recreation Director

JDS/jls

Enclosures

Kelly Rice, President · *Jane Longstreet, Vice President* · *Linda McAffrey, Secretary* · *Cheryl Clark, Treasurer*
Roger Belknap · *Joe Bush* · *Bruce Greenlee* · *Lukas Hill* · *Allison Miedema* · *Jim Miedema* · *Paul Sachs*

Nature Education Center 8115 West Olive Rd, West Olive, MI 49460
Administrative Office 12220 Fillmore St, West Olive, MI 49460

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Ottawa County Parks and Recreation Commission
February 21, 2024 3:00 p.m.
Regular Meeting Agenda
Public Viewing is provided via YouTube at:
<https://www.youtube.com/@OttawaCountyParks/streams>

Mission Statement:

The Ottawa County Parks and Recreation Commission enhances quality of life for residents and visitors, by preserving parks and open spaces and providing natural resource-based recreation and education opportunities.

1. Call to Order by President
2. Roll Call: Rice
Longstreet
McAffrey
Belknap
Bush
Greenlee
Hill
A. Miedema
J. Miedema
Sachs
3. Absences (excused/unexcused)
4. Additions/Deletions to Agenda
5. [Approval of Minutes of Previous Meeting](#)
 - a) Approve the minutes of the Commission's January 24, 2024 regular meeting.
6. Communications: None
7. Public Comment (Public comments limited to 3 minutes)
8. [Staff Reports](#)
 - a) Director's Report
 - b) Park Operations Report
 - c) Planning and Development Report
 - d) Community Engagement Report
 - e) Natural Resources Management Report
 - f) Development Report
 - g) Strategic Plan Progress Report
9. [Committee Reports](#)
 - a) Planning Committee – January 31, 2024 Meeting Report
 - b) Finance and Policy Committee – February 8, 2024 Meeting Report
 - c) Executive Committee – February 12, 2024 Meeting Report (*verbal*)
 - d) Community Engagement Committee – February 13, 2024 Meeting Report
 - e) Ottawa County Parks Foundation Update (*verbal*)

10. Old Business

- a) [2023 Michigan Edge Mountain Bike Association Memorandum of Understanding annual review](#)
Suggested Motion: *To accept the Michigan Edge Mountain Bike Association (MEMBA) annual summary as presented by staff, including the 2024 MEMBA Annual Maintenance Plan and Goals.*
- b) [Accept the donation of a storage shed](#)
Suggested Motion: *To accept the donation of a storage shed by Michigan Edge Mountain Bike Association.*
- c) [2023 Shoreline Amateur Astronomical Association \(SAAA\) Partnership Agreement annual review.](#)
Suggested Motion: *To accept the 2023 Shoreline Amateur Astronomical Association (SAAA) Hemlock Crossing Park Observatory Partnership Agreement annual summary.*
- d) [Special Permit allowing the installation of additional concrete and a pedestal to support a solar telescope.](#)
Suggested Motion: *Authorize staff to issue a special permit to Shoreline Amateur Astronomical Association allowing the installation of concrete at the Hemlock Crossing Observatory and a pedestal to support a solar telescope under the supervision of parks staff.*
- e) [2023 Ottawa County Parks Foundation Annual Report and Memorandum of Understanding annual review.](#)
Suggested Motion: *To accept the 2023 Ottawa County Parks Foundation Annual Report as submitted.*

11. New Business

- a) [Bend Area Family Event Center Professional Services agreement](#)
Suggested Motion: *To accept to proposal from VIRIDIS Design Group in the amount of \$30,400 for professional services related to the Bend Area Family Event Center preliminary engineering and feasibility study.*
- b) [Kirk Park Dog Beach Policy](#)
Suggested Motion: *To approve a change in policy that eliminates the dog beach hours at Kirk Park that were established in 2020 and replaces them with the policy allowing dogs off-leash on the south side of the beach only May 1st to September 30th, and on the whole beach the remainder of the year as was the practice prior to the loss of the south stairway in 2020.*
- c) [2024 Michigan Natural Resources Trust Fund Grant Application for Eastmanville Connector](#)
 - 1) Presentation of Grant Proposal by staff and Commissioner review
 - 2) Public CommentSuggested Motion: *To recommend an application to the Michigan Natural Resources Trust Fund (MNRTF) program for funding assistance to construct the Eastmanville Connector Segment of the Grand River Greenway Idema Explorers Trail and forward to the County Board of Commissioners for final approval.*

d) [2024 Land & Water Conservation Fun Grant Application for Upper Macatawa Natural Area-Greenway](#)

- 1) Presentation of Grant Proposal by staff and Commissioner review
- 2) Public Comment

Suggested Motion: *To recommend application to the Land and Water Conservation Fund program for funding assistance for Upper Macatawa Natural Area - Greenway Trailhead project and forward to the County Board of Commissioners for final approval.*

e) [Special permit to use the Hemlock Crossing Kayak launch for commercial purposes](#)

Suggested Motion: *To authorize staff to issue a special permit to Jonathan Fegel to allow him to use the kayak launch and parking area at Hemlock Crossing Park for specific and limited commercial purposes.*

12. Agenda Items for Next Meeting

13. Public Comment (Public comments limited to 3 minutes)

14. Commissioners Prerogative

15. Closed Session to discuss property acquisition Pursuant to the OMA Section 8d (not enclosed).

16. Upcoming meeting date(s):

March 20, 2024

Time: 3:00 p.m.

Fillmore Complex, Board Room

17. Adjournment

Annual Meeting of the Parks and Recreation Commission

Proposed Minutes

Date: January 24, 2024

Time: 3:00 p.m.

Place: Board Room, Fillmore Complex

Present: Kelly Rice, Jane Longstreet, Linda McAffrey, Allison Miedema, Bruce Greenlee, Jim Miedema, Joe Bush, Lukas Hill, Paul Sachs, Roger Belknap

Absent: None

Staff: Jason Shamblin, Director; Jason Boerger, Coordinator of Park Maintenance and Operations; Curt TerHaar, Coordinator of Park Planning and Development; Glenn Bosch, Coordinator of Fund Development & Major Gifts; Kyle Roffey, Administrative Assistant; Rylie Dorman, Communications Specialist

Guests: None

In the absence of officers beginning the new year, Director Shamblin called the meeting to order and asked for a report of the Nominating Committee, which consisted of Harmon, Longstreet and McAffrey. On behalf of the Nominating Committee, Shamblin submitted the following nominations: President, Kelly Rice; Vice President, Jane Longstreet; Secretary, Linda McAffrey. Shamblin asked for any further nominations from the floor, and there were none.

Motions

Close Nominations for Officers of

Ottawa County Parks and Recreation Commission 2024 and Elect Officers

PR 24-01 **Motion:** To close the nominations for 2024 officers of the Ottawa County Parks & Recreation Commission and to elect Kelly Rice to the office of President, Jane Longstreet to the office of Vice President, and Linda McAffrey to the office of Secretary of the Ottawa County Parks and Recreation Commission for 2024.

Moved by: Longstreet **Supported by:** McAffrey **Unanimous**

Approval of Minutes

PR 24-02 **Motion:** To approve the minutes of the Commission's December 20, 2023 regular meeting.

Moved by: Hill **Supported by:** Longstreet **Unanimous**

Community Engagement Policies

PR 24-03 Motion: To approve three Community Engagement policies: Cancellation & Refund Policy-Participant Cancellation; Severe Weather-Public Programs; and Cancellation Policy-Low Attendance.
Moved by: McAffrey Supported by: Hill Unanimous

Ottawa County Parks & Recreation Commission Meeting Dates

PR 24-04 Motion: To establish the 2024 Parks and Recreation Commission meeting dates.
Moved by: McAffrey Supported by: Longstreet Unanimous

Seasonal Wage Adjustment

PR 24-05 Motion: To approve the adjustments to the 2024 seasonal and part-time Parks staff wage scale and policies effective April 1, 2024, as approved by the County's Human Resources department and presented by Parks staff, and forward to the Board of Commissioners for approval.
Moved by: A. Miedema Supported by: Bush Unanimous

Reservation Facility Conditions of Use Document

PR 24-06 Motion: To approve the Conditions of Use document that will be agreed to by all future facility renters once the new recreation software is in use.
Moved by: McAffrey Supported by: Hill Unanimous

Contract for MDNR Support of Bass River Trail Segment

PR 24-07 Motion: To approve the Cooperative Agreement with the Michigan Department of Natural Resources for funding assistance in the amount of \$715,000 for the development of the Idema Explorers Trail Bass River Segment Phase 1 and forward to the Board of Commissioners for final approval.
Moved by: McAffrey Supported by: A. Miedema Unanimous

Lower Grand River Water Trail Memorandum of Understanding

PR 24-08 Motion: To approve the MOU between the Lower Grand River Organization of Watersheds (LGROW) and Ottawa County Parks and Recreation Commission for the development, promotion, and management of the Lower Grand River Water Trail contingent upon review and approval by corporation counsel.
Moved by: A. Miedema Supported by: Hill Unanimous

To go into Closed Session

PR 24-09 Motion: To go into Closed Session per Section 8d of the Open Meetings Act.
Moved by: Longstreet Supported by: Hill Unanimous

To Rise from Closed Session and Adjourn

PR 24-10 Motion: To Rise from Closed Session and Adjourn.
Moved by: McAffrey Supported by: Belknap Unanimous

Other Items Discussed

5. Additions/Deletions to Agenda:

None

6. Approval of Minutes

The proposed minutes of the Commission's December 20, 2023 regular meeting was approved.

7. Communications:

None

8. Public Heard:

None

9. Staff Reports

a) Director

The Commission accepted the Director's Report as written.

b) Park Operations

The Commission accepted the Parks Operations Report as written.

c) Planning and Development Report

The Commission accepted the Planning and Development Report as written.

d) Community Engagement Report

The Commission accepted the Community Engagement Report as written.

e) Natural Resources Management Report

The Commission accepted the Natural Resources Management Report as written.

f) Development Report

The Commission accepted the Development Report as written.

g) Strategic Plan Progress Report

The Commission accepted the Strategic Plan Progress Report as written.

h) Financial Status Summary

The Commission accepted the Financial Status Summary as written.

10. Committee Reports

- a) Longstreet updated the Commissioners on the Ottawa County Parks Foundation.

11. Old Business:

- a) The three Community Engagement policies: 5.03-Cancellation & Refund Policy - Participant Cancellation; 5.04-Severe Weather, Public Programs; and 5.05-Cancellation Policy - Low Attendance was approved.

12. New Business

- a) The Ottawa County Parks & Recreation Commission meeting dates was approved.
b) The Seasonal Wage adjustments for seasonal and part-time Parks staff wage scale and policies was approved.
c) The Reservation Facility Conditions of Use Document for future facility renters was approved.

- d) The Cooperative Agreement with the Michigan Department of Natural Resources (MDNR) for funding assistance in the amount of \$715,000 for the development of the Idema Explorers Trail Bass River Segment Phase 1 was approved and forwarded to the Board of Commissioners for final approval.
- e) The memorandum of understanding with the Lower Grand River Organization of Watersheds (LGROW) and Ottawa County Parks & Recreation was approved pending approval by Corporation Counsel.

13. Public Heard:

None

14. Commissioners Heard:

The new Commission members expressed their gratitude for the park system and being a member of the Ottawa County Parks Commission.

15. Closed Session

16. Meeting adjourned at 5:20 p.m.

Next meeting: February 21, 2024, Time: 3:00 p.m.

Location: Fillmore Complex, Board Room