

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