



March 15, 2024

NOTICE OF MEETING

Dear Interested Parties:

The regular meeting of the Ottawa County Parks and Recreation Commission is scheduled for **Wednesday, March 20, 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,

Jason D. Shamblin
Parks and Recreation Director

JDS/jls

Ottawa County Parks and Recreation Commission
March 20, 2024 3:00 p.m.
Regular Meeting Agenda
Public Access 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 February 21, 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 – March 5, 2024 Meeting Report
 - b) Executive Committee – March 11, 2024 Meeting Report (*verbal*)
 - c) Finance and Policy Committee – March 12, 2024 Meeting Report
 - d) Ottawa County Parks Foundation Update (*verbal*)
10. Old Business
 - a) [March 2024 Grant Status Report](#) - Information only

11. New Business

a) [Upper Macatawa Natural Area Restroom Design Contract](#)

Suggested Motion: *To accept the proposal from MCSA Group for architectural and engineering services for the Upper Macatawa 84th Street Trailhead Restroom Building and forward to the Board of Commissioners for final approval. Further, the Director is instructed to take such actions as are necessary to implement the intent of the Commission in these matters.*

b) [Ottawa Sands Ecological Enhancement – Change Order](#)

Suggested Motion: *To approve the addition to the contract for GEI consultants in the amount of \$99,963 for work at Ottawa Sands lake shoreline enhancements and forward to the Board of Commissioners for final approval. Further, the Director is instructed to take such actions as are necessary to implement the intent of the Commission in these matters.*

c) [Zeeland Township Easement](#)

Suggested Motion: *To approve the granting of an easement to Zeeland Township for construction of a portion of multi-use trail along the eastern edge of the Upper Macatawa Natural Area, pending concurrence by the Land Conservancy of West Michigan and Corporation Council, and forward to the Board of Commissioners for final approval. Further, the Director is instructed to take such actions as are necessary to implement the intent of the Commission in these matters.*

d) [Parks and Open Space Millage Levy Amount](#)

Suggested Motion: *To recommend that the Board of Commissioners levy the maximum amount allowed for the Ottawa County Parks and Open Space Millage.*

e) [Ottawa County Municipal Civil Infraction Bureau Policy & Procedure Statement](#)

Suggested Motion: *To receive the Ottawa County Municipal Civil Infraction Bureau Policy & Procedure Statement and put on file.*

f) [Ottawa County Parks and Recreation Commission Annual Report](#)

Information Only.

g) [Annual Review of Historic Ottawa Beach Society Pump House Museum Agreement](#)

Suggested Motion: *To accept the Historic Ottawa Beach Society annual summary as presented by staff.*

h) [Special Permit – Bend Area – Menno Lake Neighborhood Lake Access Improvement](#)

Suggested Motion: *To authorize staff to issue a revocable special permit to Brian Kintigh, a representative of the Menno Lake Homeowner's Association, authorizing access to and improvement of Parks property, providing access to the lake. Conditional upon meeting all county, local, state and federal regulations and participating in the Adopt-a-Park program.*

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):

April 17, 2024

Time: 3:00 p.m.

Fillmore Complex, Board Room

17. Adjournment