



**Ottawa County Parks &
Recreation Commission**

Jason D. Shamblin
Director

Kelly N. Rice
President

March 15, 2024

NOTICE OF MEETING

Dear Commission Member:

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,

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

616-786-4847 miOttawa.org/parks
616-738-4810 ocparks@miottawa.org

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

Regular Meeting of the Parks and Recreation Commission

Proposed Minutes

Date: February 21, 2024

Time: 3:00 p.m.

Place: Board Room, Fillmore Complex

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

Absent: Linda McAffrey and Joe Bush

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; Nealy Molhoek, Coordinator of Natural Resources Management; Kyle Roffey, Administrative Assistant; Rylie Dorman, Communications Specialist

Guests: Angela Miller-Niarhos, Steve Sapienza, Jerry Vander Meulen, David Morren, Cheryl Roede, Christine Scott, and Roberta Harmsen

Motions

Approval of Minutes

PR 24-11 Motion: To approve the minutes of the Commission's January 24, 2024 annual meeting.

Moved by: Longstreet Supported by: Hill Unanimous

2023 Michigan Edge Mountain Bike Association Memorandum of Understanding Annual Review

PR 24-12 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.

Moved by: Hill Supported by: Longstreet Unanimous

Accept the Donation of a Storage Shed

PR 24-13 Motion: To accept the donation of a storage shed by Michigan Edge Mountain Bike Association.

Moved by: Greenlee Supported by: A. Miedema Unanimous

2023 Shoreline Amateur Astronomical Association (SAAA)

Partnership Agreement Annual Review

- PR 24-14 Motion: To accept the 2023 Shoreline Amateur Astronomical Association (SAAA) Hemlock Crossing Park Observatory Partnership Agreement annual summary.
- Moved by: Longstreet Supported by: Hill Unanimous

Special Permit allowing the installation of additional concrete and a pedestal to support a solar telescope

- PR 24-15 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.
- Moved by: Belknap Supported by: A. Miedema Unanimous

2023 Ottawa County Parks Foundation Annual Report and Memorandum of Understanding Annual Review

- PR 24-16 Motion: To accept the 2023 Ottawa County Parks Foundation Annual Report as submitted.
- Moved by: Longstreet Supported by: Greenlee Unanimous

Bend Area Family Event Center Professional Services Agreement

- PR 24-17 Motion: To accept 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.
- Moved by: Hill Supported by: Sachs Unanimous

Kirk Park Dog Beach Policy

- PR 24-18 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.
- Moved by: Belknap Supported by: Longstreet Unanimous

2024 Michigan Natural Resources Trust Fund Grant Application for Eastmanville Connector

- PR 24-19 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.
- Moved by: Hill Supported by: J. Miedema
- Yeas: Rice, Longstreet, A. Miedema, Greenlee, J. Miedema, Hill, Sachs
- Nays: Belknap Motion passed 7 to 1.

**2024 Land & Water Conservation Fun Grant Application
for Upper Macatawa Natural Area-Greenway**

PR 24-20 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.

Moved by: Longstreet Supported by: Belknap Unanimous

Special Permit to use the Hemlock Crossing Kayak launch for commercial purposes

PR 24-21 Motion: To authorize staff to issue a revocable special permit to Jonathan Fegel to allow him to provide private kayak shuttle services at Hemlock Crossing Park at no cost or liability to Ottawa County.

Moved by: A. Miedema Supported by: Greenlee Unanimous

To go into Closed Session

PR 24-22 Motion: To go into Closed Session per Section 8d of the Open Meetings Act.

Moved by: A. Miedema Supported by: Longstreet Unanimous

To Rise from Closed Session and Adjourn

PR 24-23 Motion: To Rise from Closed Session and Adjourn.

Moved by: J. Miedema Supported by: Belknap Unanimous

Other Items Discussed

4. **Additions/Deletions to Agenda:**

None

5. **Approval of Minutes**

The proposed minutes of the Commission's January 24, 2024 regular meeting was approved.

6. **Communications:**

None

7. **Public Heard:**

David Morren

8. **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.

9. Committee Reports

- a) The Commission accepted the Planning Committee meeting report of January 31, 2024 as written.
- b) The Commission accepted the Finance and Policy Committee meeting report of February 8, 2024 as written.
- c) The Commission accepted the Executive Committee February 12, 2024 verbal report.
- d) The Commission accepted the Community Engagement Committee meeting report of February 13, 2024 as written.
- e) Longstreet updated the Commissioners on the Ottawa County Parks Foundation.

10. Old Business:

- a) The Parks Commission approved the 2023 Michigan Edge Mountain Bike Association Memorandum of Understanding annual summary.
- b) The Parks Commission accepted the donation of a storage shed at Riley Trails.
- c) The Parks Commission approved the 2023 Shoreline Amateur Astronomical Association (SAAA) Partnership Agreement annual summary.
- d) The Parks Commission authorized a special permit allowing the installation of additional concrete and a pedestal to support a solar telescope at Hemlock Crossing.
- e) The Parks Commission accepted the 2023 Ottawa County Parks Foundation Annual Report.

11. New Business

- a) The Parks Commission accepted the 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) The Parks Commission accepted the Kirk Park Dog Beach Policy change that eliminates the dog beach hours at Kirk Park and replaces them with the policy allowing dogs off-leash on the south side of the beach only May 1 to September 30 and the whole beach the remainder of the year.
- c) Rice opened the public meeting at 4:05 p.m. for the 2024 Michigan Natural Resources Trust Fund Grant Application for Eastmanville Connector.

TerHaar provided background information and a description of the project elements for the Eastmanville Connector. Commissioners reviewed the information, and Rice called for comments from interested citizens. Two speakers shared concerns regarding the proposed project. These included possible trespassing on to private property, flooding of the trail route, and concerns the trail will not be utilized. Two speakers shared support for the project as a needed improvement on a busy street. One speaker relayed his questions about the location of the trail as it relates to his property. He conveyed that he did not oppose the trail if it was constructed in the road right of way, however he was unwilling to sell an easement for the trail. The motion carried to approve the grant application.

- d) Rice opened the public meeting for the 2024 Land & Water Conservation Fund Grant Application for Upper Macatawa Natural Area Greenway.

TerHaar provided background information and a description of the project elements for the Upper Macatawa Natural Area Greenway Trailhead project. Commissioners reviewed the information, and Rice called for comments from interested citizens. There were no public comments. The motion carried to approve the grant application.

- c) The Parks Commission approved the revokable special permit to Jonathan Fegel to use the Hemlock Crossing Kayak launch for commercial purposes.

12. Public Heard:

David Morren

13. Commissioners Heard:

14. Closed Session

15. Meeting adjourned at 5:27 p.m.

Next meeting: March 201, 2024, Time: 3:00 p.m.

Location: Fillmore Complex, Board Room



Grand River Greenway

Harbor Island

The former JB Sims power plant ceased operations in February 2020 and is now managed by the City of Grand Haven (City) as part of Harbor Island. The city is collecting community input as it moves this process through several avenues including the Harbor Island Community Advisory Group, of which the Ottawa County Parks Director is a member. Harbor Island provides a unique opportunity for nature-based enhancements which complement the work the Parks Commission has performed in the Grand River Greenway with 144 acres of existing wetlands and approximately 10,000 feet of river shoreline. The Grand River and Lake Michigan Coastal Corridor's wetlands and tributaries make up one of the globe's most important and endangered freshwater ecosystems. This habitat has been largely degraded and lost, which can be seen with the loss of 83% wetland habitat in Grand Haven and 97% in Ferrysburg.

I participated in a Community Advisory Group meeting on February 28, 2024. HDR staff reviewed work to date. The City is preparing a community survey to solicit input regarding the future of Harbor Island and reviewed the draft survey questions and format. As a result of the conversation, I provided background regarding the larger Grand River Coastal Corridor to HDR noting the historical loss of wetlands in this region. I also included a link to the [Grand River Coastal Corridor Ecological Assessment and Conservation Recommendations](#) and a copy of the scope of National Fish and Wildlife Foundation, Coastal Resilience grant staff are currently working.

Grand River Greenway Interpretation Plan

Ottawa and Kent Counties have been working to develop a regional connection along the 92-mile Grand River Greenway (GRG) from Grand Haven to Lowell. As the OCPRC nears completion of the Idema Explores Trail, staff have been coordinating with various stakeholders and partners along the greenway to engage the public and share the ecological, cultural, and historical significance of the region. In 2020 the OCPRC conducted a Grand River Greenway Identity Study. While the study identified various resources of the Greenway with some preliminary recommendations, it established that more work is needed to refine these resources and experiences. In 2023, Kent County prioritized the construction of missing trail connections from the Kent County border to Lowell in order to complete their sections of the Grand River Greenway. Additionally, Kent County Parks has initiated a regional GRG interpretive plan including Ottawa County. No update at this time.

Contact for MDNR Support of Bass River Trail segment of the Grand River Greenway, Idema Explorers Trail.

The BOC approved the Cooperative agreement with the Michigan Department of Natural Resources for funding assistance at the BOC meeting on March 12, 2024.

2024 MDNR Trust Fund Grant Application, Eastmanville Bayou segment of the Grand River Greenway, Idema Explorers Trail. The Board of Commissioners (BOC) approved the grant application at BOC meeting on March 12, 2024.

Pigeon River Greenway

Consumers Energy, J.H. Campbell Decommissioning

Staff continue to have conversations with stakeholders and Consumers representatives about the Parks Commission's interests. A J.H. Campbell Stakeholder meeting was conducted March 14, 2024, at the Campbell site. It was announced at the meeting that the ownership of the jetties will transfer to the State of Michigan and the responsible agency will be the DNR. Consumers staff indicated the intent to prepare for the transfer of property back to neighboring homeowner's associations this year anticipating going dark in 2025. I shared a presentation providing background on the OCPR interest in the Pigeon River Greenway. See attached. Several meetings are in the works with Parks staff regarding the various components of the decommissioning.

Macatawa River Greenway Pigeon River Greenway

Land and Water Conservation Fund Grant Application for UMNA – Greenway Trailhead project.

The Board of Commissioners (BOC) approved the grant application at BOC meeting on March 12, 2024.

Miscellaneous

Program and Facility Reservation Software

The new software has gone live at: [Ottawa County Parks and Recreation](#). If you have not already done so, please visit the site and set up a user account. Staff continue to work through minor issues as is to be expected, but overall the software has received positive feedback from customers, volunteers and staff.

Support for Other Local Initiatives

West Michigan Trails application to the DALMAC Fund for Regional Master Trails Plan (attached)

Ferrysburg Fire Barn Park Improvements (attached)

The Friend of Ottawa County Parks (Friends)

Staff met with the Friends Board and discussed the renewal of the cooperative agreement, which expires in June. Additionally, various opportunities on how Parks staff could better support Friends were discussed. These included exclusive programs and training opportunities, support with management of their membership list and website. Considerable discussion revolved around the need for membership dues and the possibility of Friends becoming the primary volunteer group associated with OCPR instead of them being managed separately.

County-wide Broadband Project

Reliable, high-speed broadband service is not consistently available and reliable in all corners of the County. As a result, the County, led by the Department of Strategic Impact with the assistance of stakeholders, endeavor to address the gaps in coverage and improve and expand affordable broadband access for all. The process has included:

- Researching the need, demand and identifying barriers for broadband services in the County.
- Developing strategies that address regulatory cost and equipment that prevent broadband access.
- Through a public-private partnership, building broadband infrastructure to connect areas of the County lacking reliable and affordable high-speed internet.
- Broadband internet plan consisting of two components: 1) fiber infrastructure (to be built by 123Net); and 2) fixed-wireless cell tower network (to be built by Tilson Infrastructure).

A standing agenda item has been added to the Parks Commission's Planning Committee allowing for regular updates on the County-wide Broadband project by the Director of the Department of Strategic Impact. There were no updates at the March meeting Planning Committee meeting.

Welcome



Mach 14, 2024

J.H. Campbell Stakeholder Meeting

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*Ottawa County Parks and Recreation Commission
Focus on the Pigeon River Greenway*

*Conservation/Redevelopment focus of the JH Campbell Site
Balancing public access with nature conservation*



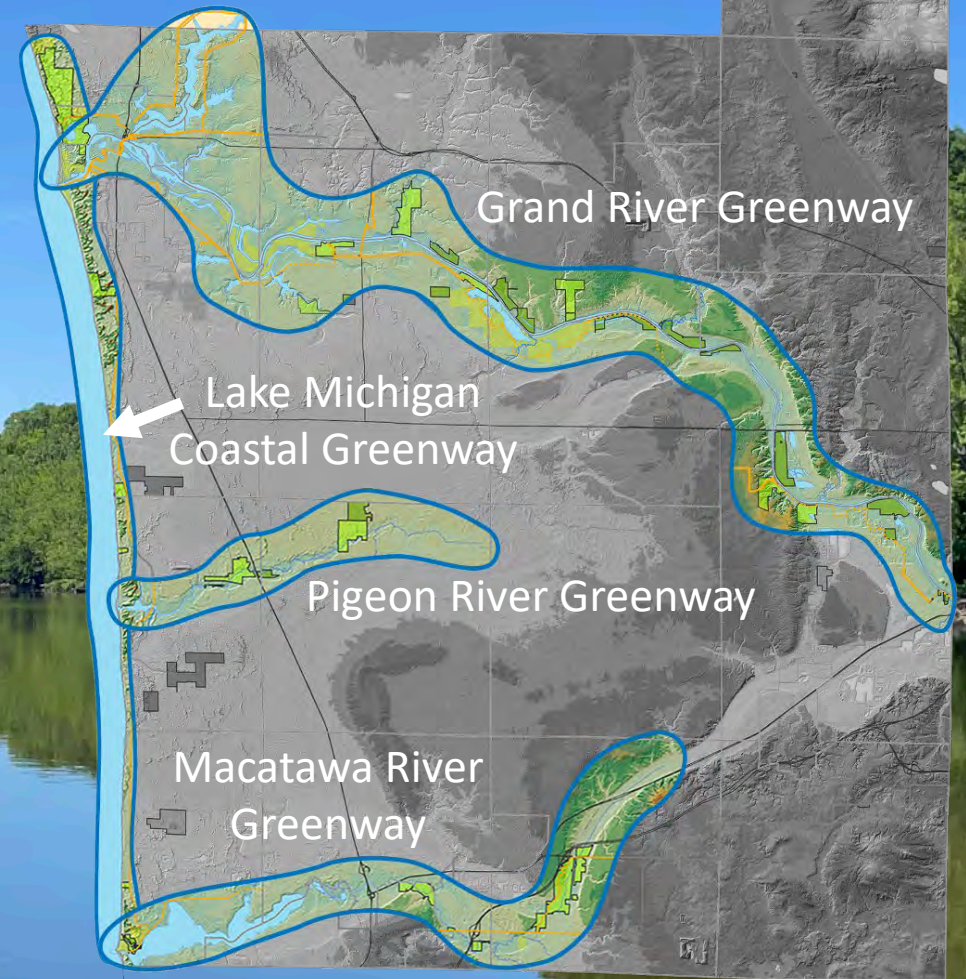
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What is a Greenway?

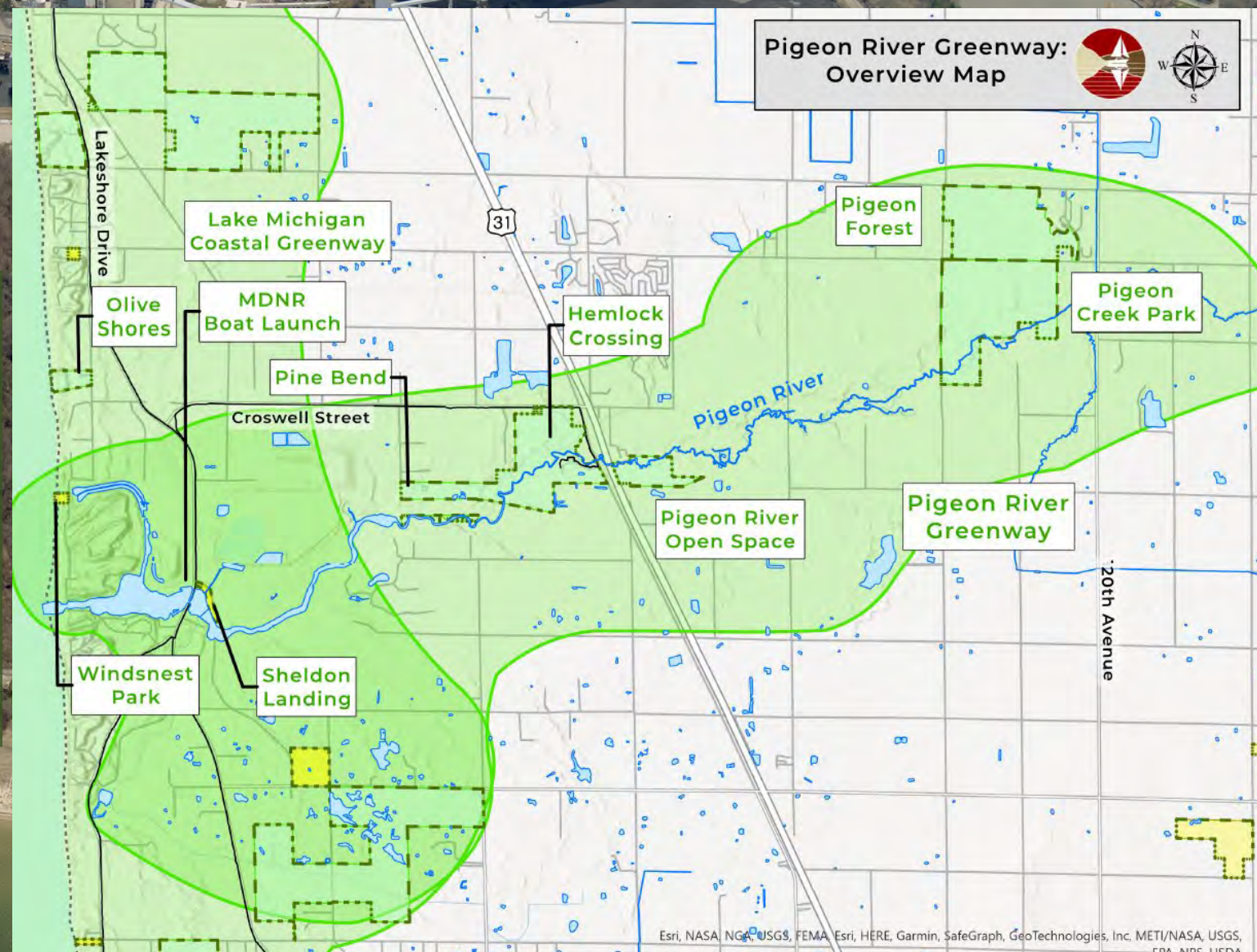
A greenway is a corridor of connected green spaces with ecological significance. Typically, near an urban area, set aside for recreational use or environmental protection.

There are four greenways in Ottawa County, each different and special in their own way.



What is the Pigeon River Greenway?

- Approximately 7-mile long natural/recreational corridor from central Ottawa County to Lake Michigan along the Pigeon River and Pigeon Lake
- Includes 756 acres of land managed by Ottawa County Parks

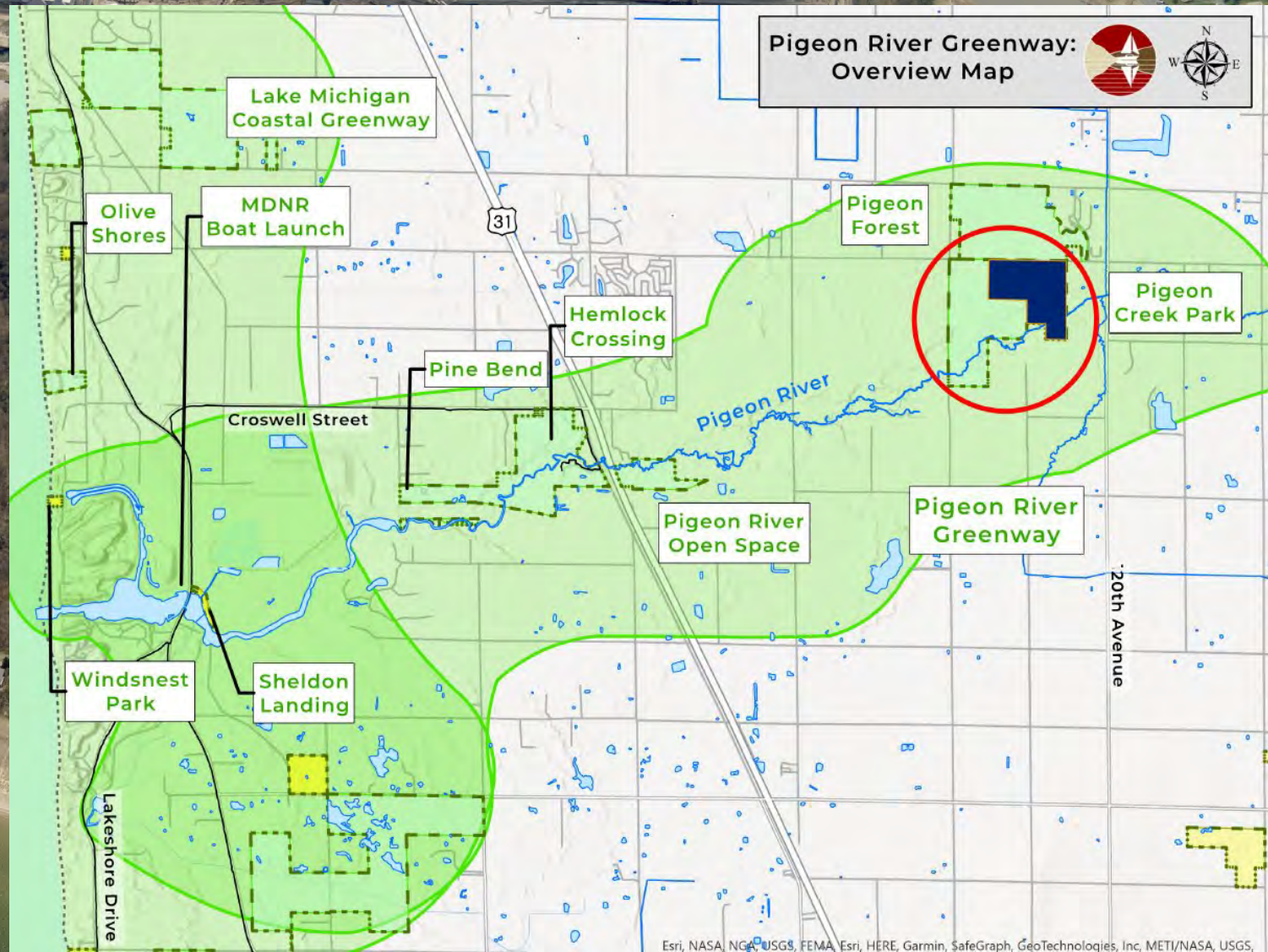


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History

- Ottawa County's interest in Pigeon River Greenway begins with 1964 acquisition of 112 acres from U.S. Forest Service. (Shown in dark blue at right).
- This land later becomes Pigeon Creek Park.



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History

- *In 1987, the Ottawa County Parks and Recreation Commission is formed by the Board of Commissioners.*

THEREFORE, BE IT RESOLVED, that the County Board does hereby adopt by the required two-thirds vote of its members to organize the existing parks system under Public Act 261, and hereby declare ten (10) vacancies on the new "County Parks & Recreation Commission" of which three (3) seats shall be filled by County Commissioners; and

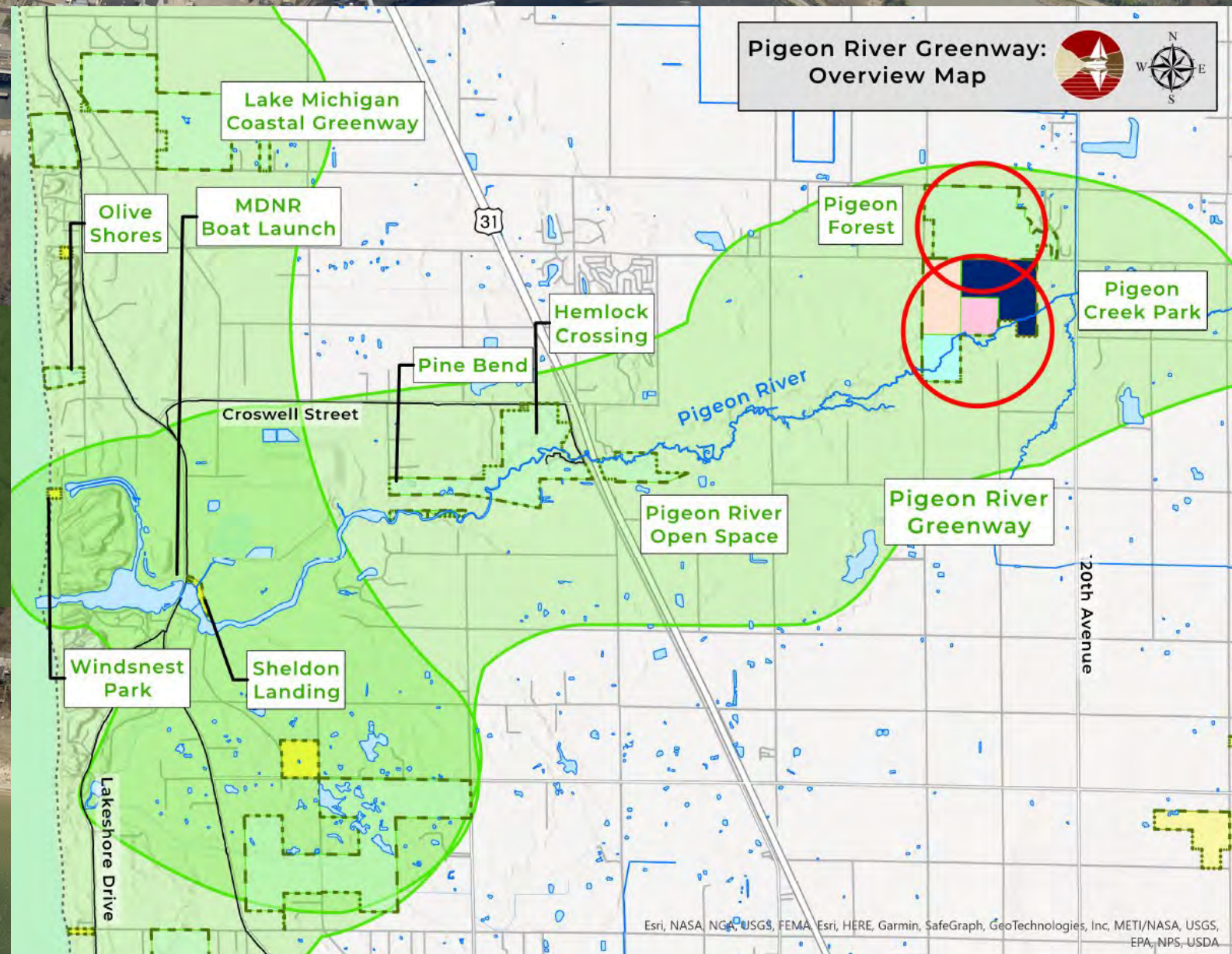


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History

- Pigeon Creek Park grows to 282 acres with 1989 Trust Fund grant acquisitions and a land donation. (Shown in various colors at right).



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History

- The Parks Commission identifies the "Pigeon River Greenway" as a "key area of interest" in the 1995 Parks, Recreation, and Open Space Plan

4. Pigeon Creek Greenway

The open space analysis presented in Chapter Nine identifies "areas of interest" for concentration of open space planning efforts. Because of the enormity of the task, it is necessary to further narrow the focus of open space protection efforts. **The Pigeon Creek corridor is considered a key area of interest** for several reasons. It is one of the most undeveloped stream corridors with significant adjoining forest lands. The quality of the stream is relatively high compared to similar water resources in Ottawa County. The stream corridor is centrally located in Ottawa County providing good access from all parts of the County. And finally, with existing Pigeon Creek Park anchoring the eastern portion of the stream corridor, and with relatively large land parcels in private ownership west along the corridor toward Lake Michigan, feasibility of the project is enhanced. Figure 11.10 on page 135 shows all mapped criteria for the Pigeon River Corridor illustrating the concentration of open space features found in this area.

It is recommended that a similar concept be explored as with the Grand River Greenway project and that efforts be initiated with establishment of an advisory committee and development of a long range greenway master plan. Extensive public involvement is again recommended as a key to long-range success. See Appendix M for a discussion of land protection methods.

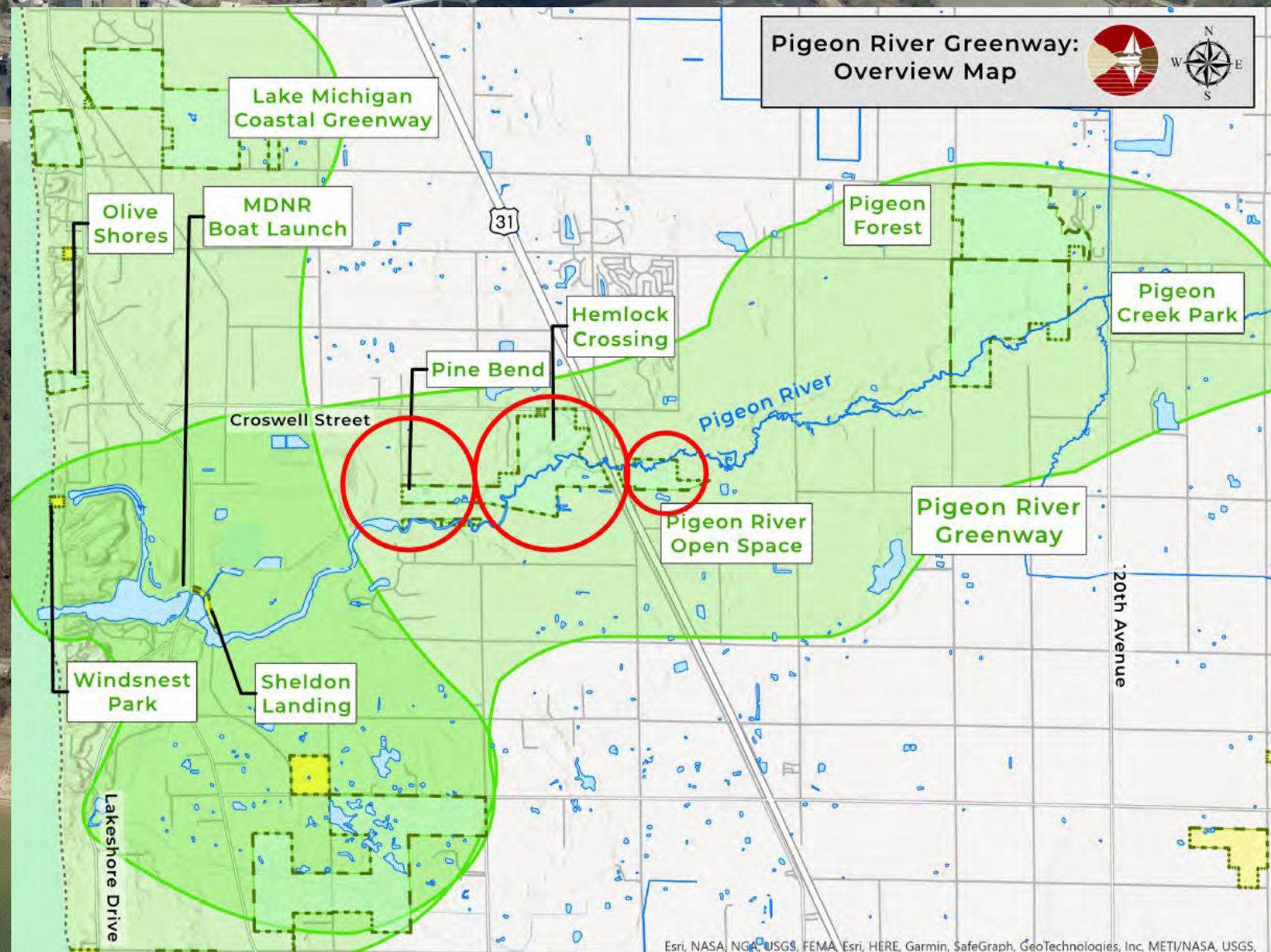
A Pigeon Creek Greenway could protect valuable open space in Ottawa County including forest lands, wetlands, sensitive plant communities and other key natural features. Future recreation trail development could expand the concept in place at Pigeon Creek Park with the provision of hiking, cross-country skiing, horseback riding, mountain biking and related trail uses. Provision of a trail easement through the stream corridor would greatly expand available trail opportunities creating tremendous recreation opportunities for future generations.



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History

- In 1997, Ottawa County Parks applies for a Michigan Natural Resources Trust Fund grant for acquisitions of property just west of the U.S. 31 along the Pigeon River.
- Acquisitions begin in 1998 for what becomes the 239-acre Hemlock Crossing/Pine Bend County Park
- This includes land directly adjacent to land owned by Consumers Energy.
- The 46-acre Pigeon River Open Space is donated in several transfers 2005 to 2013.

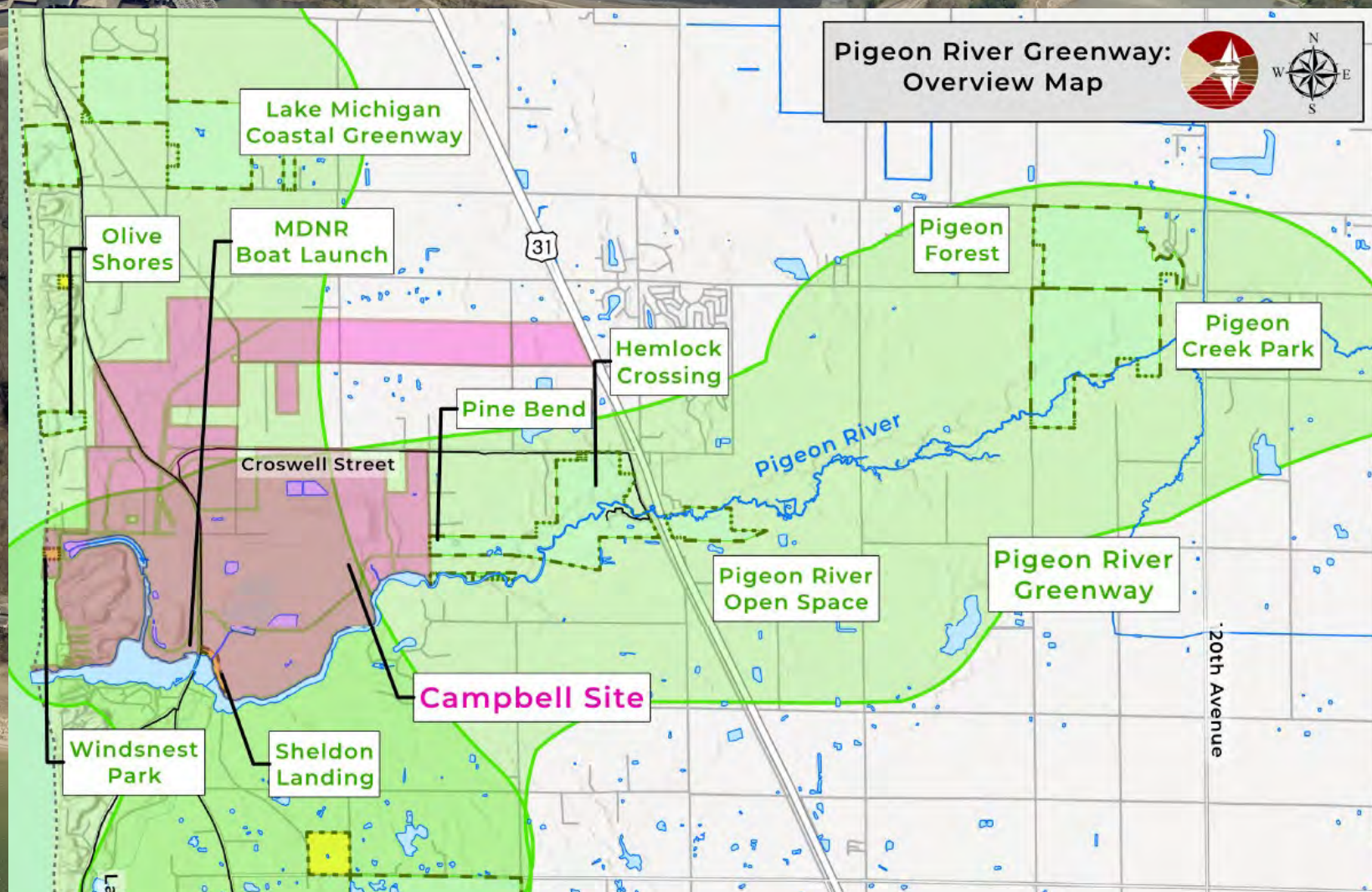


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History – 1999 Master Plan

- With the acquisitions underway for Hemlock Crossing/Pine Bend, Ottawa County Parks engages Consumers Energy to participate in a Pigeon River Greenway planning process
- Consumers Energy property has significant frontage on Pigeon River and Pigeon Lake.



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History

- The Pigeon River Greenway Master Plan is completed in December 2000.

A Master Plan for the:

Pigeon River Greenway

Ottawa County, Michigan



Prepared for:



**Ottawa County Parks &
Recreation Commission**

12220 Fillmore
West Olive, Michigan 49460

Prepared by:

O'Boyle, Cowell, Blalock & Associates, Inc.
Landscape Architects

with:

Slocum Associates, Inc.
Architects
&
William Martinus & Associates
Botanist

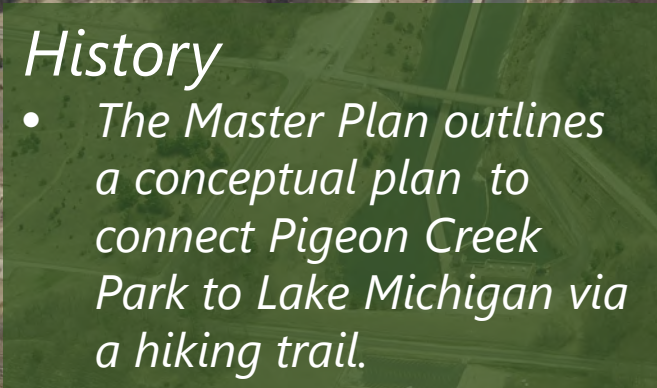
December 2000

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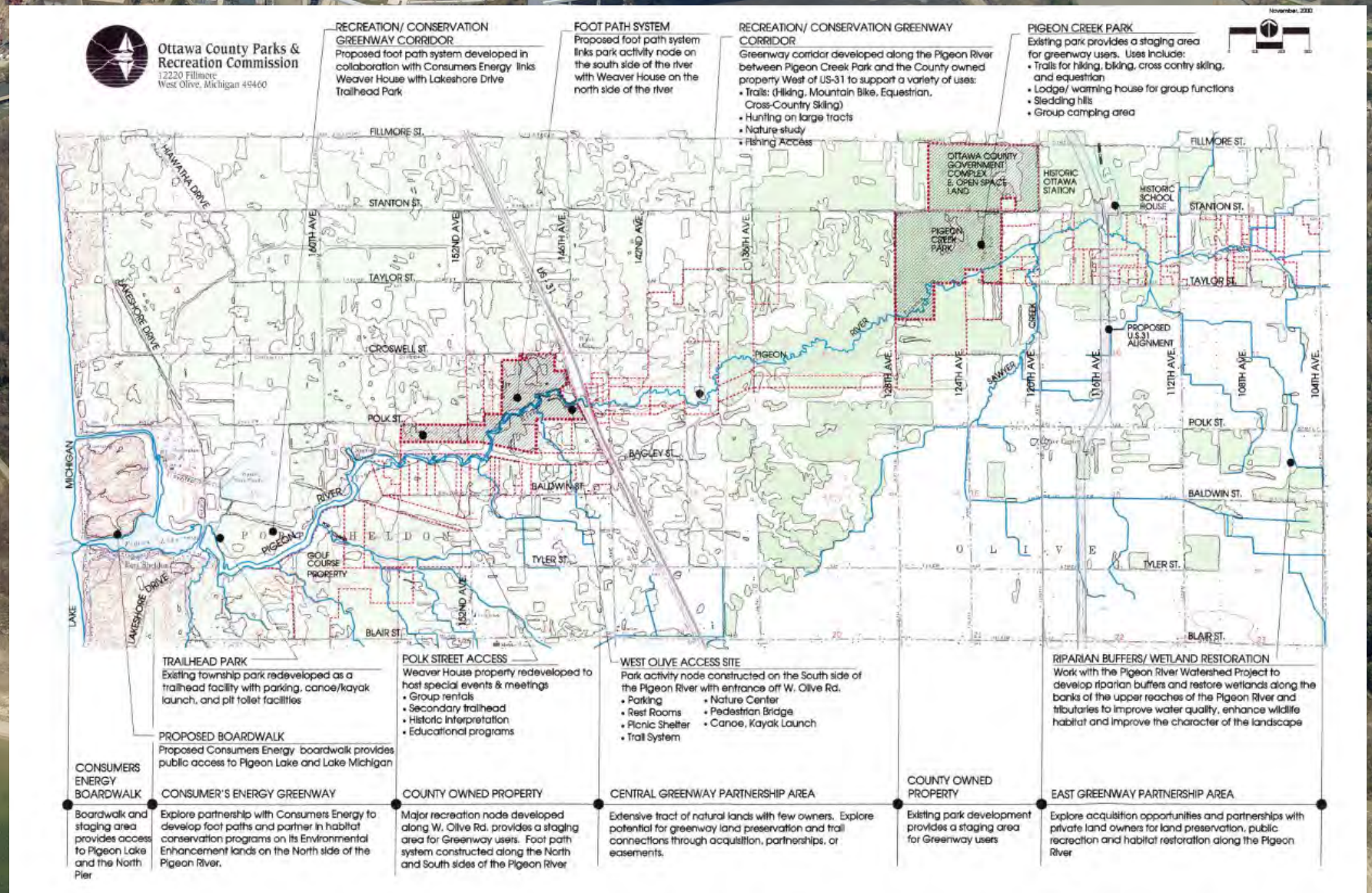
An aerial photograph of a park area, likely Pigeon Creek Park, showing a winding trail, green spaces, and a body of water (Lake Michigan) in the background. The image is used as a background for the presentation slides.

History

- *The Master Plan outlines a conceptual plan to connect Pigeon Creek Park to Lake Michigan via a hiking trail.*

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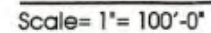
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History

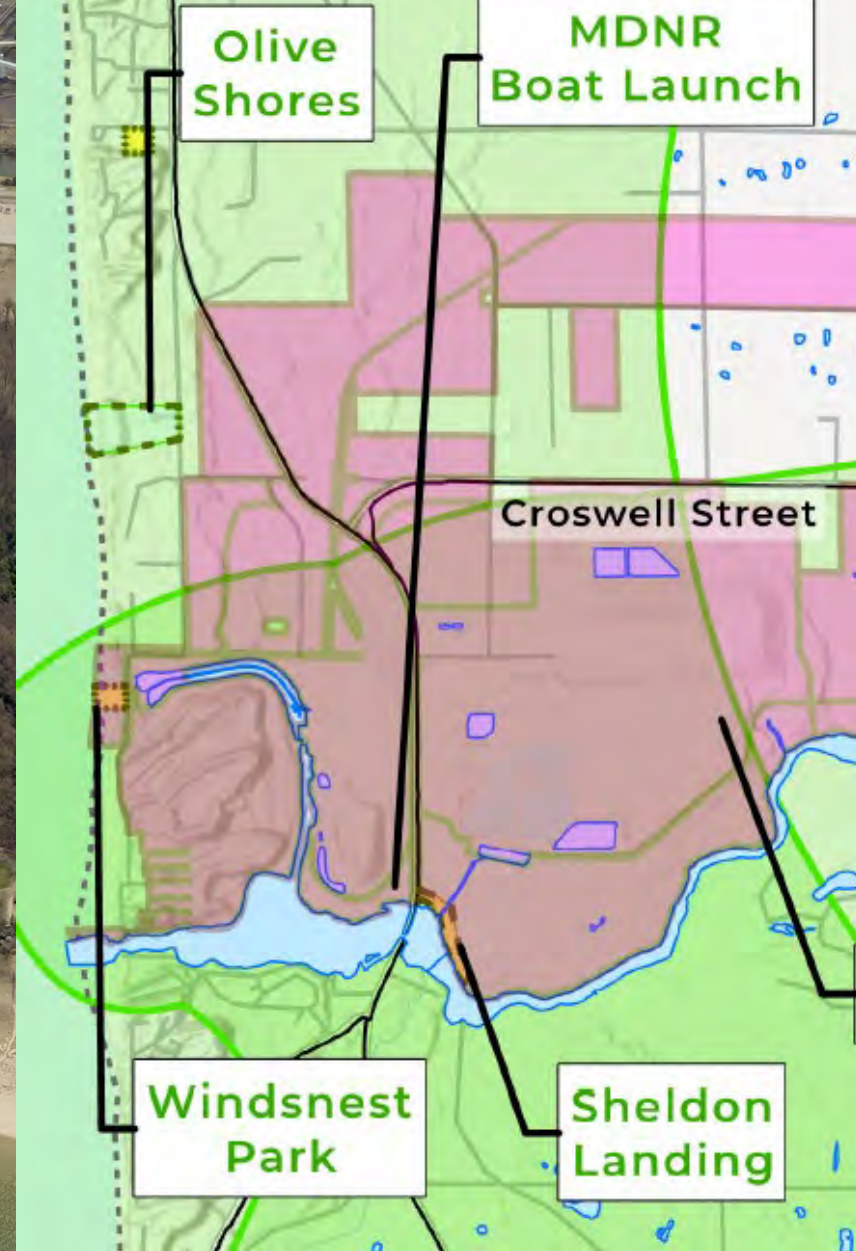
- Since the adoption of the Master Plan, Ottawa County Parks has had ongoing discussions with Consumers Energy regarding a partnership for a trail from Pine Bend to Sheldon Landing.
- These discussions were ongoing until the announcement of the Campbell Plant decommissioning

-
- LEGEND**
- Proposed Silt/Hike Trail
 - Proposed Hard Surfaced Trail
- Existing DNR boat ramp
Lakeshore Dr. Access (See detail)
- Proposed bridge (90' long s)
Existing bridges (2) to remain
Existing wetland boardwalk (150' s)
Existing bridge
- Existing trail through Consumer's Energy property, to remain
- Spur Trail to kayak landing
- Pigeon River
- Lakeshore
- Drive



Other Notable Context

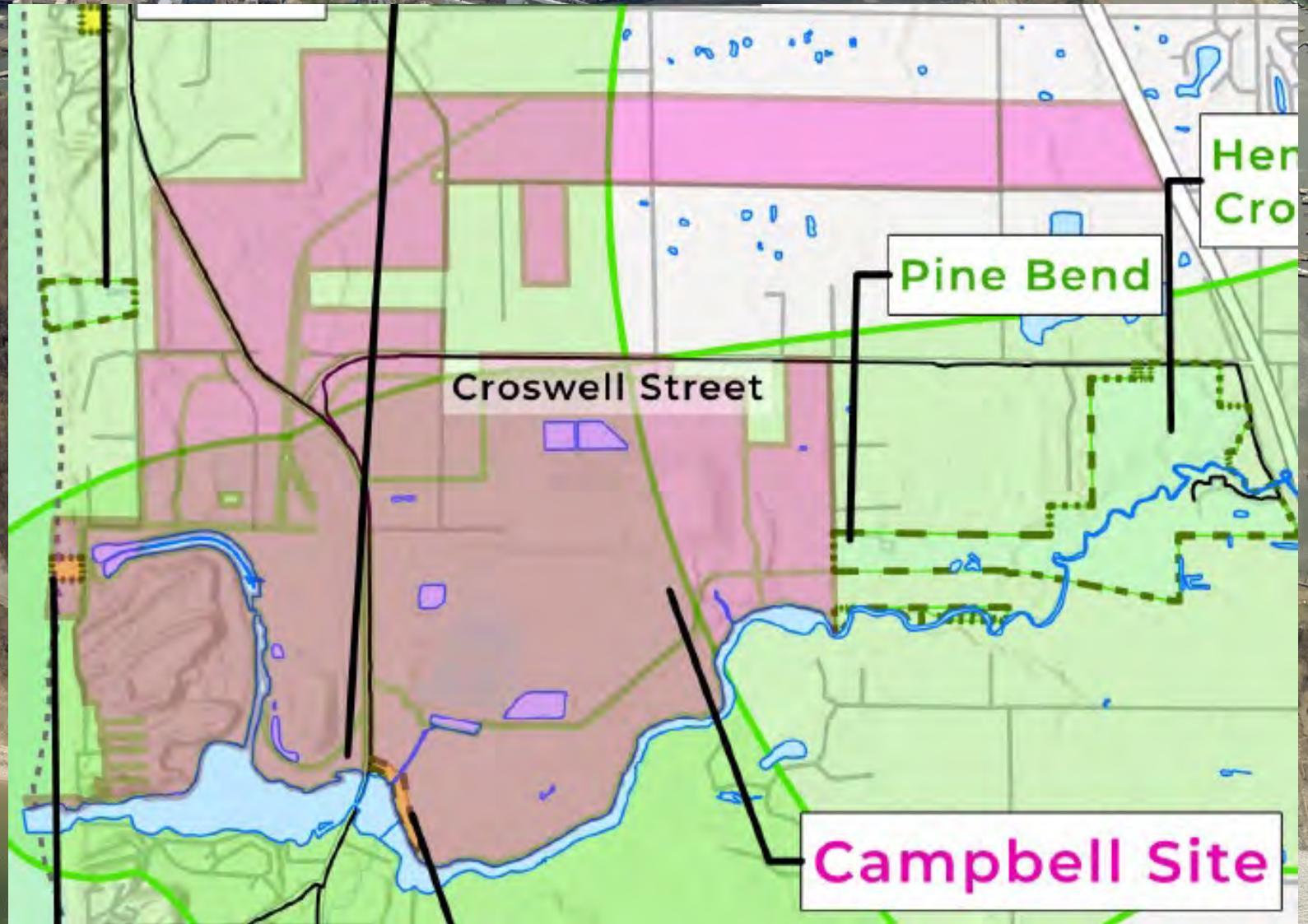
- Ottawa County Parks also manages the 21-acre Olive Shores County Park with Lake Michigan access
- Ottawa County Parks has a management agreement with Port Sheldon Township to manage Windsnest Park, which is a beach park owned by Consumers Energy
- Over the years, Ottawa County Parks has had various discussions about managing two other Consumer Energy-owned access sites:
 - Sheldon Landing (managed by Port Sheldon Township)
 - Pigeon Lake Boat Launch (managed by the Michigan Department of Natural Resources)



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Parks Focus Area

- Ottawa County Parks has anticipated possible disposal of at least some of the 2,400-acre plus Campbell Site
- Site is key to goals of Pigeon River Greenway and Lake Michigan Coastal Greenway
- Release of "Percheron" Consumers Future Use Study confirmed that disposal is possible and recreational uses may be a priority

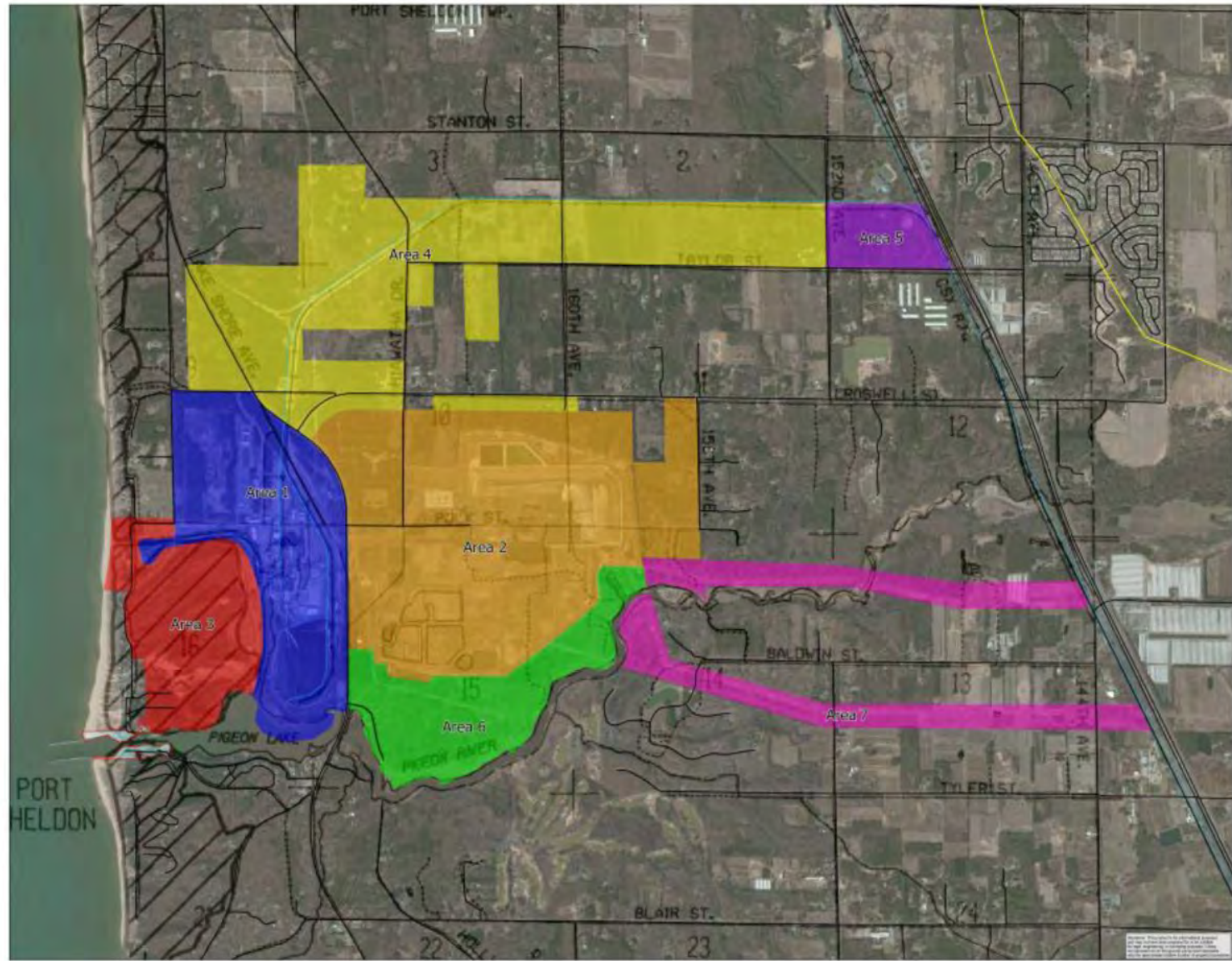


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Parks Review and Discussions

- In 2023, Ottawa County Park analyzed "Percheron" plan and confirmed that disposal is possible and recreational uses may be a priority.
- Discussions with local leaders, stakeholders from public agencies, and the business community soliciting input.

JH Campbell Site – Area Map

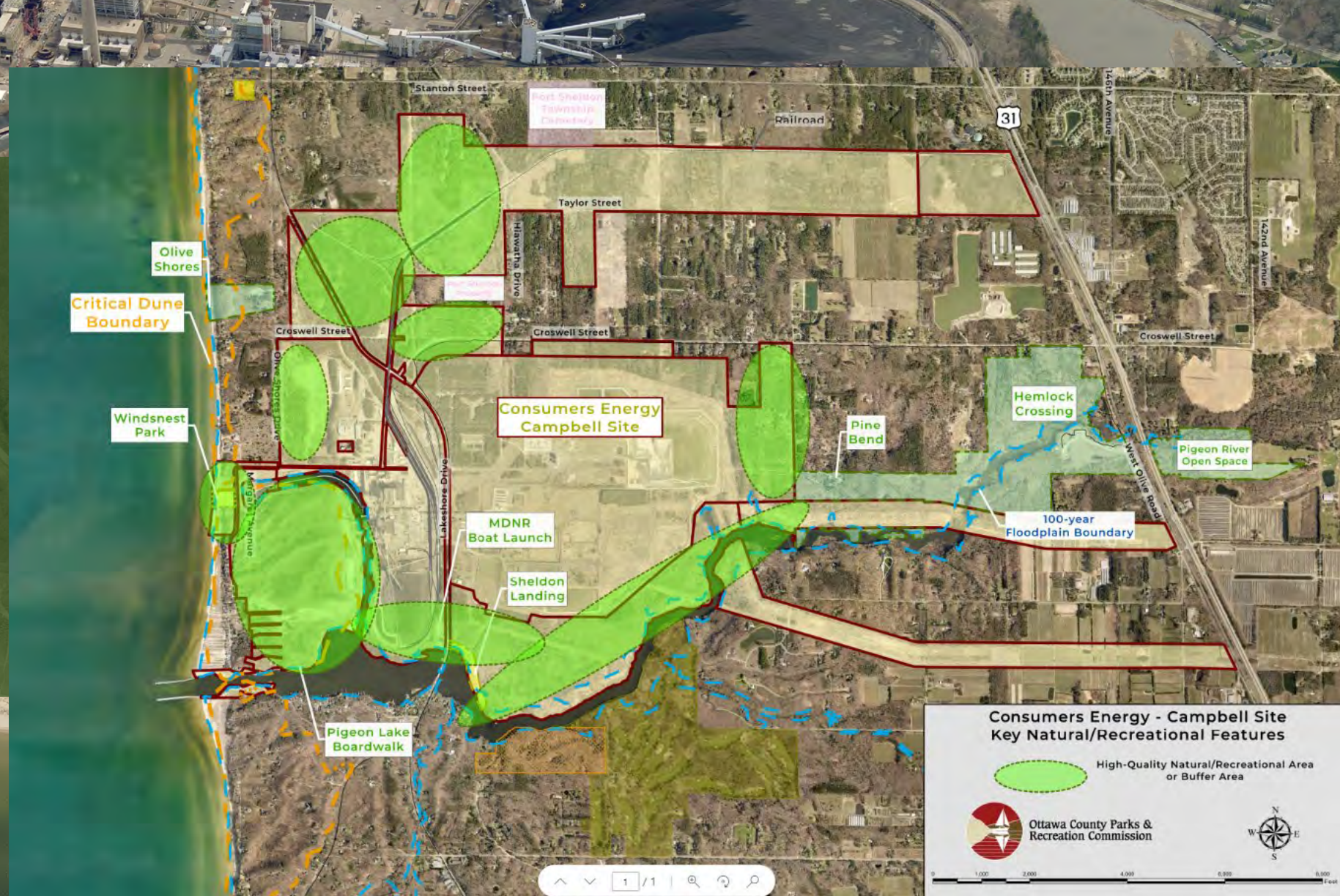


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Key Findings

- 185 acres of designated critical dunes (the largest area of undeveloped critical dune in Ottawa County under single private ownership)
- 1,505' of Lake Michigan frontage
- 12,496' feet of frontage along the Pigeon Lake & River system.

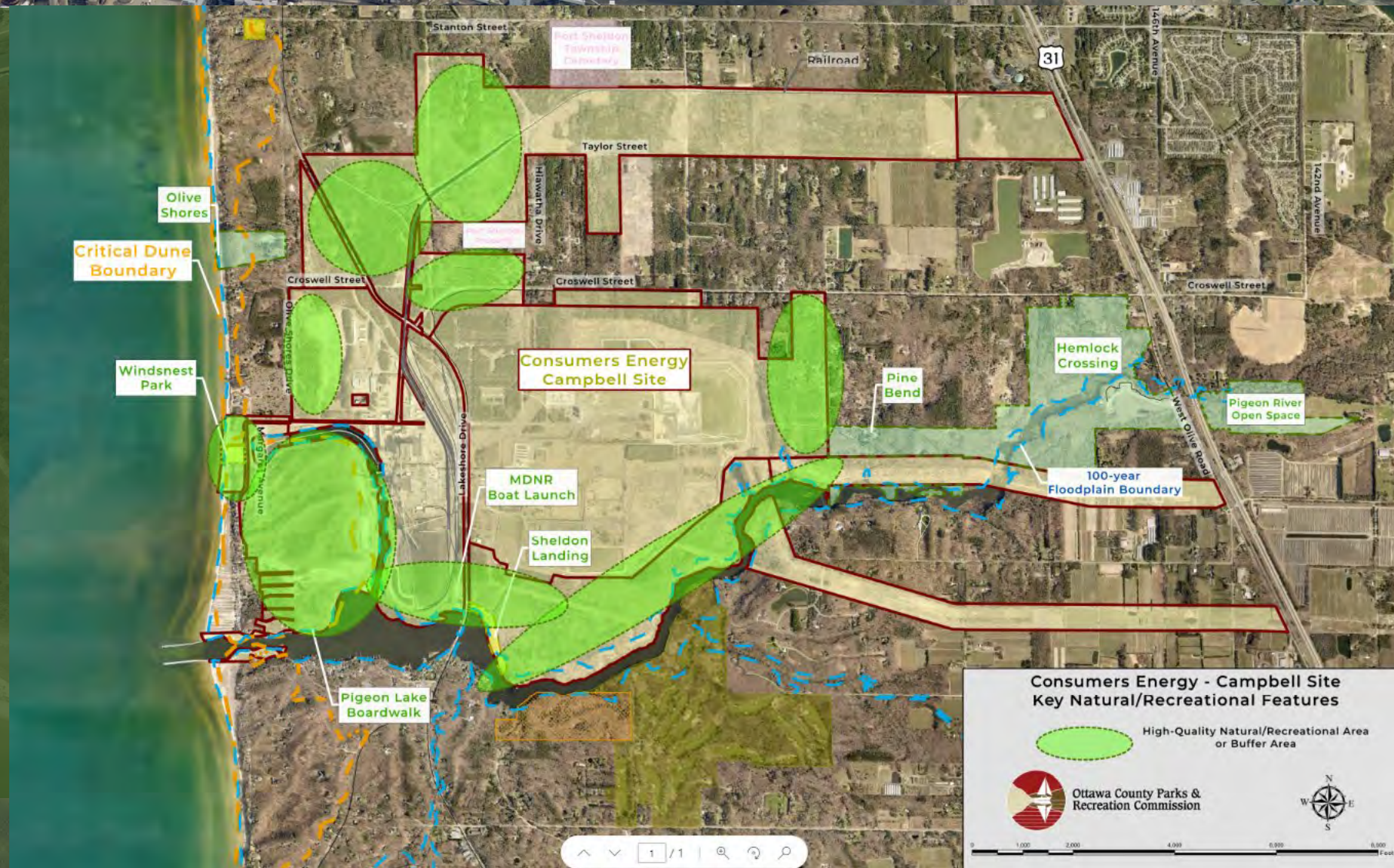


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Proposal Highlights

- Focused on highest quality natural/recreation land
- Focused on achieving Greenway goals
 - Trail connectivity from Pine Bend to Lake Michigan
- Enhance access to highest quality natural resources
 - Expand access to Pigeon Lake, Pigeon River, Lake Michigan, and Critical Dunes
- Preserve character of area
 - Provide buffers between uses



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The Pigeon River Greenway continues to be supported by the residents

2015 Township Survey,

- 82% supported a trail between Hemlock Crossing and the Lakeshore
- 78% indicated they would utilize a trail between Hemlock Crossing and the Lakeshore
- 64% had visited the Pigeon Lake Pier walkway in the past year
- Sheldon landing ranked second that residents would like to see improved
- Walking trails ranked the highest of facilities residents would like to see expanded

Of the 4,471 surveyed by the OCPRC in 2020,

- 87% supported regional trail systems
- 68% identified the need for more trails
- Trails received the highest rating with 47% ranking trails as the most valuable service of program offered
- 65% identified the need for more canoeing and kayaking sites

explore your parks



**Ottawa County Parks &
Recreation Commission**

Jason D. Shamblin
Director

Kelly N. Rice
President

February 28, 2024

DALMAC Fund Committee,

This letter is to express the Ottawa County Parks and Recreation Commission's support for West Michigan Trail's application to the DALMAC Fund for the Regional Master Trails Plan. This plan is necessary for the cohesive planning and building of the West Michigan trails network.

West Michigan Trails is a proven regional leader on projects enhancing the trails in West Michigan. A recent example is the creation of the Wayfinding Guide that promotes trail use while integrating local, regional, state, and national rules and guidelines. The guide provides a template for implementation guidance for regional stakeholders as well as local jurisdictions.

Like the Wayfinding Guide, a Regional Master Trails Plan will provide a guide for the building, connecting, and funding of our regional trail system. Working with local and state stakeholders, the plan will establish priorities that consider the impact on the region.

The non-motorized trail system in West Michigan is the result of hard work and cooperation between public, private, and non-profit sectors to plan, fund, and construct a trail network connecting numerous regional communities. In West Michigan these trails are vital as active transportation corridors used for commuting, recreation, and tourism. A plan that encourages connection between the regional trails, urban centers, and rural populations is an important link to the success of the system.

West Michigan Trails has been a key participant in the development of our regional non-motorized trail network. We support the Regional Master Trails Plan for the many benefits it provides our region. Thank you for your consideration.

Sincerely,

Jason Shamblin, Director

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
Administrative Office

8115 West Olive Rd, West Olive, MI 49460
12220 Fillmore St, West Olive, MI 49460

616-786-4847
616-738-4810

miOttawa.org/parks
ocparks@miottawa.org



**Ottawa County Parks &
Recreation Commission**

Jason D. Shamblin
Director

Kelly N. Rice
President

March 15, 2024

Craig Bessinger, City Manager
City of Ferrysburg
Ferrysburg, MI 49409

Subject: Fire Barn Park Improvement Project

Dear Craig,

The Ottawa County Parks & Recreation Commission is pleased to offer our full-hearted support for the park improvement project at the City of Ferrysburg's Fire Barn Park property proposed to be funded through the William H. Young and Dorothy Young Mixer Field of Interest Fund at the Grand Haven Area Community Foundation.

Ottawa County Parks believes that quality local park projects such as this one very much complement the work we are doing at a county-wide level and are mutually beneficial for our residents and visitors. We have been pleased to work with the City of Ferrysburg collaboratively in the past on other projects and wish you the best in this endeavor.

If you have questions or need additional information, please feel free to contact me. I can be reached by phone at (616) 738-4810 or email at jshamblin@miottawa.org.

Sincerely,
Jason D Shamblin

A handwritten signature in blue ink that reads "J-D. Shamblin".

Director
Ottawa County Parks and Recreation Commission

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	616-786-4847	miOttawa.org/parks
Administrative Office	12220 Fillmore St, West Olive, MI 49460	616-738-4810	ocparks@miottawa.org

Park Operations Report

March 20, 2024

Report Covers February 2024

Submitted by: Jason Boerger



Ottawa County Parks &
Recreation Commission

Responsive Maintenance and Repairs

- 139 down or dead trees were removed from 19 park properties.
- 6 vehicles and 10 other pieces of equipment received routine maintenance or repairs.
- Snow removal and plowing was performed as needed this month at various park locations.
- Staff removed broken sections of the Weaver House picket fence, made repairs, painted, and re-installed the repaired sections at Pine Bend Park.
- Staff swept and blew sand and other debris from paved trails county-wide.
- Staff continued repairs to the Eastmanville Farm barn window trim, siding, and doors where rot occurred.



Scheduled Maintenance and Tasks

- Set-up and clean-up was performed for 18 facility reservations. In comparison, 38 reservations were held during this time last year.
- 27 park signs were printed and mounted.
- Gravel roads and parking areas were graded at Eastmanville Farm.
- All seasonal slips, moorings, PWC ports, and kayak racks are full for the 2024 boating season at the Ottawa Beach Marina.



Project Updates

Pigeon Creek Forest Management project

A small amount of additional logging in a remote section of the park will resume in the spring.

Pigeon Creek Winter Operations

- The Lodge operated 0 days in February.
- The trails were reopened to hiking, dogs, and biking.

Port Sheldon Lakeshore Parks Partnership

Repairs are underway on the beach access stairs at Windsnest Park.

New Memorial Benches

One new memorial bench was installed at Grand Ravines North.

Fee Machine and Parking Software

Upgrades

No update

Park Rules Committee

No progress to report this month.

Oil Release at Bend Area

Work to permanently plug the wells will resume in the spring.

Keyless Lock Project

- The original locks are about 90% installed.
- A few new padlocks were installed.
- No additional progress since last month. We are waiting for a few key network upgrades to complete the installations.

Staff Updates

- The South Area Supervisor attended virtual training sessions from the Great Lakes Training Institute.
- The Coordinator of Park Maintenance and Operations attended the Mpark (Michigan Parks and Recreation Association) annual conference and trade show in Kalamazoo.

Seasonal Hiring Update

- 33 current open positions
- 28 applicants
- 6 interviews
- 2 contingent offers
- 0 hired

Ottawa Sands Idema Explorers Camp updates

- Staff met with an Amish furniture maker about furnishing for the Yurts and Treehouses.
- Staff began assembling the picnic tables for the tent camping area.
- Staff installed a concrete pad and mounting post for the gate control pad and equipment for the entry gate at Ottawa Sands.



Incident Reports

- Employee involved equipment damage – 0 incidents.
- Vandalism/theft/damage – 0 incidents.
- Graffiti – 1 incident.
- Visitor health and safety - 0 incidents.
- Employee health and safety – 0 incidents.
- Rules violation/law enforcement call for service – 1 incident.



GRAND RIVER GREENWAY

GR Greenway – Stearns Connector Segment. We finally have a proposed schedule for the project. Work has begun on the boardwalk at 128th Ave. Project completion date is set for September.

Project Budget Summary

Funding

Parks Budget	\$ 150,000.00
TAP Grant	\$ 3,428,238.00
Easement Budget	\$ 32,458.00
MNRTF Grant	\$ 300,000.00
Parks Foundation Greenway Funds (original allocation)	\$ 1,197,036.00
County ARPA Funds	<u>\$ 2,000,000.00</u>
Funding total	<u>\$ 7,107,732.00</u>

Projected Expenditures

Consultant fees	\$ 386,756.50
Additional Environmental Work	\$ 9,950.00
Mussel Relocation work	\$ 35,000.00
Archaeology	\$ 8,779.72
Tree Removal	\$ 29,757.00
Trail Construction (bid)	\$ 5,116,773.69
OCRC fees (est.)	\$ 33,079.00
Easements	<u>\$ 65,000.00</u>
Expenditure's total	<u>\$ 5,685,095.91</u>

Balance remaining \$ 1,422,636.09

GR Greenway – Bass River Segment. Design and Engineering work continues on the first phase of trail. An updated set of plans with the final trail layout has been completed. Wetland delineation has been completed, and required permits will be submitted soon. We have been given verbal confirmation that our permit to do archaeological work will be in place this week. The grant application being done in coordination with the State to assist with this project is also in progress.

Project Budget Summary

Funding

Michigan DNR Grants	\$ 840,000.00
County and Greenway Campaign Funds	<u>\$ 853,686.00</u>
Funding total	<u>\$ 1,693,686.00</u>

Projected Expenditures (estimated)

Engineering Fees	\$ 67,005.00
Trail Construction (estimated)	<u>\$ 1,565,091.00</u>
Expenditure's total	<u>\$ 1,632,096.00</u>

Balance remaining \$ 61,590.00

GR Greenway – Eastmanville Connector Segment. Park planning staff are preparing a grant application to the Michigan Natural Resources Trust Fund to assist with this project. We believe we have a reasonable chance of success based on the project location within the updated urbanized area zone which improves our grant score. The grant schedule also aligns well with the proposed construction schedule that is being coordinated with other Allendale Township public works projects in that area in 2025.

GR Greenway – Allendale Segment. A more detailed analysis of traffic movements at the 60th and M-45 intersection that was suggested by MDOT to determine if a traffic signal is appropriate at this intersection is in progress. Allendale Township approved moving ahead with this study, which is to be completed by their municipal engineer, Fleis & Vandenbrink (F & V). F & V is also being secured to begin preliminary engineering on this segment of the trail utilizing funds already provided by Allendale Township. Preliminary engineering will determine a preferred route and determine what easements may be needed or desirable.

Ottawa Sands Development. Major work continues on the treehouses with framing completed on one unit and in progress on the other two.

Contracts for the Lake Loop and Day-use Restroom were approved at the February 13 Board of Commissioners meeting. Foundation and underground work for the restroom has begun. Our EGLE permit for the lake loop has also been secured, so work can begin on the path and parking area as well.

Project Budget Summary

Funding

Private Donations	\$ 3,480,000.00
County ARPA Funds	\$ 3,400,000.00
Additional approved parks funding	\$ 700,000.00
MNRTF Grant (Day Use Parking/Lake Loop)	\$ 300,000.00
LWCF Grant (Day Use Restroom)	<u>\$ 242,864.00</u>

Funding total	<u>\$ 8,122,864.00</u>
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Projected Expenditures

Consultant fees	\$ 301,120.00
Phase 1 Contract	\$ 3,539,000.00
Phase 1 –Kayak Launch/Welcome Center	\$ 308,000.00
Fire Protection Additions	\$ 242,503.72
Other Contract Revisions	\$ 24,506.70
Contingency (remaining)	\$ 26,027.58
Treehouse Contract	\$ 1,667,000.00
Yurt and Treehouse Furnishings (est.)	\$ 103,690.00
Internet Service (estimate)	\$ 50,000.00
Day Use Parking/Lake Loop (contract)	\$ 788,314.25
Day Use Restroom (contract)	<u>\$ 510,000.00</u>
Expenditure's total	<u>\$ 7,559,474.25</u>

Balance remaining	<u>\$ 563,389.75</u>
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Tree house framing in progress



Day Use restroom foundation and utilities

Ottawa Sands Wetland Restoration Work. We received the required federal permit for this work. Construction will begin in the next couple of weeks.

Ottawa Sands and Harbor Island nature-based enhancements. The \$275,000 grant agreement with the National Fish & Wildlife Foundation has been approved. A Request for Proposal for this work has been issued.

Kirk Park Improvements. Major construction continues. Trusses are complete, new concrete floors poured, and electrical work in progress.

Project Budget Summary

Funding

Park Budget	\$ 237,000.00
MNRTF Grant	\$ 237,000.00
Additional approved parks funding (2022)	\$ 50,000.00
Additional approved parks funding (2023)	\$ 180,000.00
Additional approved parks funding (CPM004)	\$ 13,811.00
Additional approved parks funding (CPM006)	\$ 5,000.00
Funding total	<u>\$ 722,811.00</u>

Expenditures (estimated)

Building Renovation Contract	\$ 454,422.00
Building Renovation Revisions	\$ 14,814.38
Septic Field (contract)	\$ 83,877.09
Play Area (contract)	\$ 103,807.00
Consultant fees	\$ 38,453.00
Permit and other Expenses	\$ 875.00
Expenditure's total	<u>\$ 696,248.47</u>

Balance remaining (contingency)	<u>\$ 26,562.53</u>
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Framing and roof in progress

Lake Michigan High Water Damage Replacement/Repairs. Work on the dog beach stairs at Kirk Park is almost complete, although some adjustments need to be completed to meet Township building inspector requirements.

Project Budget Summary

Funding

Ottawa County Insurance Authority Claim	\$ 170,000.00
Contingency (also through OCIA)	\$ 17,000.00
Funding total	<u>\$ 187,000.00</u>

Expenditures

Kirk Park Dog Beach Stairs Contract – Landtec	\$ 38,130.00
Rosy Mound Additional (est.)	\$ 90,000.00
Kirk Park Additional (est.)	\$ 44,000.00
Expenditure's total	<u>\$ 172,130.00</u>

Balance (contingency) remaining	<u>\$ 14,870.00</u>
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MACATAWA RIVER GREENWAY

Middle Macatawa Trail Connection. Design and engineering work on this project has begun with the intent of starting construction in the fall.

Park planning staff are also in the process of submitting a grant application to the Land & Water Conservation Fund (through the State of Michigan MDNR) to assist with funding the restroom building at the UMNA. Successful grant funding would delay the construction start of this building into 2025. A proposal for architectural and engineering services from MCSA will be presented at the next Parks Commission meeting.

Project Budget Summary

Funding

County ARPA Funding	\$ 906,000.00
MNRTF Grant (recommended)	\$ 300,000.00
Partner Participation (Holland Township)	\$ 550,000.00
Funding total	<u>\$ 1,756,000.00</u>

Expenditures

Middle Mac trailhead and connector construction. (est.)	\$ 1,300,00.00
UMNA Restroom construction (est.)	\$ 456,000.00
Expenditure's total	<u>\$ 1,756,000.00</u>

Balance (contingency) remaining	<u>\$ 0.00</u>
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PIGEON RIVER GREENWAY

Consumers Energy Trail/Sheldon Landing. Conversations continue with various interested parties.

OTHER PROJECTS

Park Entrance Drives and Parking Lot Repaving Projects. No change since the last report. An agreement with the Road Commission to "Chip Seal" resurface the existing parking lot at Grand River Park has been approved. This work will occur next summer along with restriping. Work will need to be coordinated with the schedule of rentals at this park since the parking area will be closed for several days.

Project Budget Summary

Funding in current parks budgets

Spring Grove Park	\$ 20,000.00
Hager Park	\$ 147,000.00
Grand River Park	\$ 110,000.00
Riverside Park	\$ 171,000.00
Paw Paw West	\$ 40,000.00
Funding total	<u>\$ 488,000.00</u>

Expenditures to date

Paw Paw West total payment	\$ 43,002.45
Riverside Park total payment	\$ 116,410.20
Hager Park total payment	\$ 157,249.27
Grand River Park total cost (est.)	\$ 53,692.00
Consultant Fees	\$ 10,750.00
Expenditure's total	<u>\$ 381,103.92</u>

Balance remaining	<u>\$ 106,896.08</u>
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School Project Participation. Curt TerHaar participated in three question and answer sessions with students from the Georgetown 5/6 building. Students were learning about planning and design of outdoor spaces to maximize function, beauty, and biodiversity.



PROGRAM/VISITOR NUMBERS

Type	Participants	Programs	Notes
School Programs	256	7	
Private Programs	87	4	Senior, scout, other private programs
Public Programs	504	13	
Events	153	1	Family Wellness Event in Coopersville
Totals	323	21	

Type	Count	Notes
Nature Center Attendance	2,480	Above average visits; average month = 2,473*
Trafx Car Count (Jan)	1,955	Below average visits; average month = 3,522*
SAAA Public Observing	2	Three of five public viewing nights were cancelled.

*Averages visits based on FY23; see table below

UPCOMING EVENTS

- **April 8, 2024, from 2-4:30 pm** – Total Solar Eclipse with SAAA
- **April 20, 2024, from 1-3 pm** – Awareness, Art, & Action: Vernal Pools (registration required)
- **April 21, 2024** – Earth Day Volunteering
- **April 22, 2024** – Earth Day Volunteering
- **April 27, 2024, from 5-8 pm** – Art for your Parks with OCPF (\$10 suggested entrance donation)
- **June 1, 2024, from 9 am-1 pm** – Native Plant Sale with Ottawa Conservation District
- **June 1, 2024, from 10 am-12 pm** – National Trails Day Cleanup with FOOCF at Connor Bayou
- **June 22, 2024** – Grand Explorers Trail Race hosted by OCPF (registration required)

GOALS/OBJECTIVES – CURRENT AREAS OF FOCUS

Improve online registration and user-experience.

- Our new recreation software was launched at the end of February. The Community Engagement team is focused on troubleshooting issues, communicating the launch to public, and implementing new procedures related to updated recreation software. Our new pricing policy has also been implemented (resident vs non-resident).

Increase participation in Outdoor Education programs

- A process and procedure for scheduling school programs in the new recreation software has been developed.
- Program Supervisor gained certification as an instructor for Red Cross First aid/CPR.
 - Allows the county to certify parks staff in-house for First aid/CPR and more.
 - Allows the Outdoor educators to have more confidence when leading school programs with larger numbers in case of emergencies.
 - Allows Operations staff to have training and certification of First aid/CPR while on the job especially in remote areas of the county where Emergency Medical Services may be delayed.

Implement Marketing and Communications Plan

- Ottawa County Parks launched a strategic planning process in early February. The [public survey](#) has been advertised through constant contact via email, social media ads, the spring newsletter, and yard signs at parks. We have acquired 3,728 public survey responses so far. The survey closes on April 10, 2024.

**PRESS****Strategic Plan Process**

- [How do you feel about Ottawa County's 40 parks and open spaces? Officials want to know - mlive.com](#)
- [Ottawa Co. Parks to Conduct Strategic Plan Public Survey | 92.7 The Van WYVN | Holland's Classic Hits \(927thewan.com\)](#)
- [What's next for Ottawa County Parks? You can help decide \(upstrack.com\)](#)
- [Ottawa County Parks and Recreation want your feedback | WGVU NEWS](#)
- [What's next for Ottawa County Parks? You can help decide \(hollandsentinel.com\)](#)

Idema Explorers Campground

- [Idema Explorers Campground to Open at Ottawa Sands Park in 2024 \(wjimam.com\)](#)
- [Idema Explorers Campground to Open at Ottawa Sands Park in 2024 \(wfnt.com\)](#)
- [West Michigan park has 5 yurts ready for summer 2024, tree houses are next - mlive.com](#)
- [Idema Explorers Camp construction begins at Ottawa County Park | WGVU NEWS](#)

Ottawa 4-H Donation

- [Another Gift to Ottawa Co. Parks Towards Idema Trail Project | 1450 AM 99.7 FM WHTC | Holland](#)
- [Ottawa 4-H donates property to help complete Idema Explorers Trail \(yahoo.com\)](#)

Wage Increase for Seasonal Positions

- [Pay boost for seasonal positions in Ottawa County \(fox17online.com\)](#)

Kirk Park Dog Beach Rules

- [Lake Michigan's Beloved Dog Beach in Ottawa County to Welcome Furry Friends Full-Time Again \(bnnbreaking.com\)](#)
- [Popular Lake Michigan dog beach to fully reopen this spring - mlive.com](#)
- [Kirk Park Dog Beach Returning to Normal Hours Starting May 1st \(mix957gr.com\)](#)

GOVDELIVERY BULLETINS / EMAIL MARKETING

	Date	Recipients	Open Rate	Click Rate
Marketing				
Parks Update: February News	2/1/24	15,565	40%	5%
February Family Programs	2/1/24	256	32%	8%
Press Release: Strategic Plan (SP)	2/8/24	22,516	44%	4%
We want to hear from you! (SP)	2/13/24	21,104	44%	6%
Press Release: New Commission Members	2/15/24	5,203	41%	1%
Press Release: Wage Increase Seasonal	2/22/24	5,308	41%	4%
Help Shape our Future (SP)	2/27/24	21,711	40%	4%
Birding				
Birding Update: QUICK LOOK!	2/16/24	2,530	45%	6%



Ottawa Sands Restoration/Creation

- Staff continue to work with Audubon Great Lakes and GEI Consultants to ensure that the project stays on track. All involved are monitoring and waiting for NHPA and NEPA federal permitting to establish an updated timeline for restoration work.
- Audubon Great Lakes has drafted a one-year subaward extension for the Sustain Our Great Lakes grant (SOGL).
- Staff completed an interim report for the SOGL grant.
- Parks requested from the contractor an amended contract for additional restoration work in the amount of \$99,963 for the increase in grant money awarded for the project.

Hemlock Woolly Adelgid Management

- Staff surveyed and tagged hemlock trees at Port Sheldon Natural Area.

Stewardship Activities

- Staff installed live stakes to supplement existing plantings and establish native shrubs to assist in soil stabilization in new areas at Ottawa Sands.
- Staff and volunteers thinned the dense stands of willow and cottonwood that have established on the border of the ephemeral wetland area of the restored grassland at Hemlock Crossing to increase native biodiversity and maintain sufficient water levels for wildlife throughout the year.
- Staff and volunteers harvested beach grass from densely vegetated areas and transplanted plugs to stabilize erosion-prone sections of dune at Kirk Park near the recent staircase construction.
- **Staff completed site preparation and broadcast seeding throughout the prairie restoration area at Grose Park.**
- Staff processed and inventoried the remainder of native seed that was collected during the fall of 2023 and developed seed mixes for use in plantings at twelve different parks.





Invasive Species Management

- Staff and volunteers removed woody invasive plants from 7 different parks using the cut-stump method.
- Staff surveyed multiple parks for new populations of woody invasive species to obtain updated species distributions.

Volunteer Updates

- **Park Steward Volunteers helped to** remove woody invasives at Grand River Park and Olive Shores Park, **thin willows around the demonstration wetland at Hemlock Crossing**, and transplant marram grass at Kirk Park.
- 2/16: Volunteers from GVSU's Drop-in Day of Service worked on processing native seeds.
- Stewardship volunteers assisted staff in surveying hemlock trees for HWA at Port Sheldon Natural Area and mapping invasive species at Grand River Park, Olive Shores, and Grand Ravines North.
- Spring public workdays planned:
 - Beach cleanup 4/6: 10am-12pm at Kirk Park
 - Beach cleanup 4/6: 1pm-3pm at Olive Shores
 - Beach cleanup 4/13: 10am-12pm at HOBPs (meet at Black Lake Boardwalk West)
 - Beach cleanup 4/13: 1pm-3pm at Tunnel Park
 - Garlic mustard removal 5/11: 9am-11am Pigeon Creek Park
 - Garlic mustard removal 5/11: 12:30-2:30pm Ottawa Sands (meet at Coast Guard Park)
 - Garlic mustard removal 5/25: 9am-11am at Eastmanville Bayou (and dame's rocket)
 - Garlic mustard removal 5/25: 12:30-2:30pm at Stearns Creek
 - Garlic mustard and litter removal 4/21 and 4/22: Earth Day Volunteering events to be held at the Bend Area, Tunnel Park, Pigeon Creek Park, Hager Park, Olive Shores, and Grose Park.



Friends of Ottawa County Parks Updates:

Representatives from FOOC (Judy Tuttle and Joan Doney) met with staff Friday, February 23rd to discuss the upcoming renewal of FOOC's general agreement with OCPR. Friends will shift their March meeting to a week earlier (3/13/24) so that staff can attend. FOOC will reword their mission statement and draft a new agreement document to be reviewed at their next meeting. OCPR will work on providing training opportunities and programs to FOOC members.



Individual Gift Count:

○ 2022 – February	49	Year to date:	79
○ 2023 – February	51	Year to date:	81
○ 2024 – February	50	Year to date:	110

Percent Annual Revenue Goal

○ 2022 – February	8.2%	Year to date:	8.5%
○ 2023 – February	.6%	Year to date:	.8%
○ 2024 – February	3.5%	Year to date:	7.5%

Average Donation

○ 2022 – February	\$2,459	Year to date:	\$1,575
○ 2023 – February	\$96	Year to date:	\$75
○ 2024 – February	\$247	Year to date:	\$240

Notable Donor Development Activities:

- Secured \$6,000 in sponsorship support for Health & Wellness Programs consisting of the Step it Up! walking program and the Grand Explorers Trail Race.
- Met with the Frey Foundation to give an update on Grand River Greenway and introduce the Rosy Mound project
 - We received an invitation to submit a proposal for support in March
- Contributed to the Ottawa County Parks and Recreation Commission Annual Report
- Submitted a request for \$25,000 from the Carls Foundation in Bloomfield Hills, MI
- Organized first Planned Giving Luncheon to introduce interested volunteers in bequests and other estate gift instruments
 - This event was held at the Nature Education Center at Hemlock Crossing on March 6



Throughout the Parks Strategic Plan process, staff will provide the Parks Commission with updates on the project. The following provides an update for March 2024.

- Strategic Plan Process
 - Weekly project meetings are now being held with staff and Crowe to prepare for the Strategic Plan.
 - All stakeholder engagement sessions have been held and a report is being prepared to outline the themes of the engagement. Overall, the sessions were all well attended and provided valuable feedback. The final four sessions focused on the following groups (all sessions are in-person at the Nature Center at Hemlock Crossing):
 - Partner Organizations and Other Stakeholders: Thursday, March 7 at 10 am
 - Local Units of Government: Thursday, March 7 at 4 pm
 - Support Organizations (Parks Foundation/Friends of Ottawa County Parks): Friday, March 8 at 10 am
 - Parks Commission/Board of Commissioners/Advisory Committee: Friday, March 8 at 1 pm
 - Two surveys are now available to complete and will remain open until April 10.
 - [Strategic Plan Public Survey](#): This is a brief survey designed to gather public input. Over 4,200 responses were received as of Monday, March 11. A comment section was added to the end of the survey to allow additional public feedback.
 - Stakeholders Survey: This survey includes additional questions and is directed to the Parks Commission's many stakeholders, including local elected officials. Emails were sent to these stakeholders to request their participation.
 - Parks staff are implementing a community engagement strategy for the plan process. This included a press release that was distributed in February that announced that the Parks & Recreation Commission was launching the strategic plan. It was picked-up by several local media outlets, and included links to the public survey and a web page that was developed for the plan. The survey is also being promoted with signage in parks, on social media, and in our quarterly newsletter. Reminder emails will be sent to stakeholders on a periodic basis.
 - All other milestone meetings have been scheduled and calendar holds have been sent for these meetings, which include the following:
 - "Strategy Lab" (an engagement model exclusive to Crowe): this has been scheduled and will include key staff, the Parks Commission, and the Advisory Committee. The Strategy Lab is scheduled for Thursday, April 18 at the Nature Center. The exact time is to be determined.
 - First Draft Work Session: This 90-minute joint session of the Parks Commission and Advisory Committee to review the first draft of the Strategic Plan will be held on Wednesday, May 15th at 4 pm at the Nature Center.
 - Public Presentation of Strategic Plan: A public presentation of the Strategic Plan will be held Thursday, June 13th at the Nature Center. While we would love as many to attend as possible, this is optional.
 - Presentation of Final Strategic Plan: The presentation of the final strategic plan to the OCPRC is planned for its regular meeting on Wednesday, August 21st in the Board Room of the Fillmore Street Complex at 3 pm. While we would love as many to attend as possible, this will be an optional meeting for the Advisory Committee.



- Affiliated Projects

- Probolsky Research is being retained for the Scientific Survey. The survey questions were finalized at the end of February and the survey was conducted during the week of March 6 through March 11. A preliminary report has been received and is being reviewed by staff. A meeting will be scheduled with Probolsky to discuss the preliminary report more in-depth.
- Crowe consulting is being retained to perform the Community Benefits Analysis and the project is underway. Crowe has provided a detailed data request and staff is working to meet this request.
- Staff are working to purchase a one-year subscription to mobility data vendor Placer.ai, which will provide access visitor data to our parks dating back to 2017. It will provide the number of visits to each park, unique visitors, and resident/non-resident visits. This information will be used, along with other visitor data, to inform the Strategic Plan, including the Community Benefits Survey. It is hoped this data could be available before the end of the month.



Present: Roger Belknap
Joe Bush
Lukas Hill
Kelly Rice
Paul Sachs

Staff: Jason Shamblin, Director
Curt TerHaar, Coordinator of Park Planning & Development
Nealy Molhoek, Coordinator of Natural Resources Management
Aaron Bodbyl-Mast, Park Planner

2025 Budget

Shamblin provided an overview of the proposed capital project budget for Fiscal Year 2025 budget year and explained that the capital projects budget is being prepared in line with the Fiscal Years budget calendar. Shamblin explained the difference between the major capital projects and the smaller capital projects maintenance items. TerHaar provided a brief summary of the proposed 2025 capital projects as well as currently planned projects through Fiscal Year 2029. Shamblin stated that these projects will continue to be reviewed before being finalized. The next step will be a review by the Parks Finance and Policy Committee.

UMNA Restroom Design Contract

TerHaar explained that staff would like to commence design work for the proposed modern restroom for the 84th Avenue entrance at the Upper Macatawa Natural Area. Although a Land and Water Conservation Fund grant application will be submitted for the project this Spring, the plan would be to move ahead with the project whether or not the grant application is successful as there is funding budgeted for the project and it is a high priority. If the grant is approved, a portion of the design funding could be partially reimbursed. Staff is proposing to work with MCSA Group, which developed our standard restroom design and also designed the 84th Avenue trailhead. MCSA provided a proposal for \$78,683. This proposal will also require approval from the County's Purchasing Division before moving forward. Commissioners concurred with this recommendation.

Allendale Township Path Segment Preliminary Engineering Contract

TerHaar explained that staff have been closely coordinating with Allendale Township and the Ottawa County Road Commission on the "Allendale Connector" segment of the Idema Explorers Trail. This coordination involves several elements, including ongoing utility improvements along the route, paving a section of Pierce Street, obtaining approval from the Michigan Department of Transportation to reconfigure the intersection of M-45 and 60th Avenue and locate a trail crossing at the intersection, and to prepare an application for a Transportation Alternatives Program (TAP). The TAP grant application process will require additional detail, route analysis, and cost estimating by an engineering firm before submission. Allendale Township is working with Fleis & Vandenbrink on the utility projects in this corridor and on a traffic study for the intersection of M-45 and 60th Avenue. Therefore, staff requested a proposal from Fleis & Vandenbrink for engineering the trail route. Staff recommend accepting the proposal for the preliminary design phase of \$49,000 which can be funded in the current budget. Additional phases of engineering work would commence as funding becomes available. Commissioners concurred with this recommendation.

Ottawa Sands Ecological Enhancements

TerHaar provided an overview of proposed changes to the contract with GEI and Jackson Merkey for ecological enhancements at Ottawa Sands. With the addition of a Michigan Department of Natural Resources Fisheries Habitat grant, there is additional funding available for the project that has not been allocated. GEI has provided a proposal for \$99,963 in work that includes more native plantings, woody habitat structure, and construction fencing to protect newly

developed habitat areas while they are established. The increased density of native plantings will accelerate the process of habitat establishment and increase the likelihood of success. Commissioners concurred with this recommendation.

Zeeland Township Trail Coordination

TerHaar explained that Zeeland Township is requesting an easement through the Upper Management Natural Area for a non-motorized trail along 76th Avenue. The easement would allow for the trail route to minimize impact to wetlands closer to the road and to avoid constructing expensive stretches of boardwalk. Staff supported this easement because it would increase access to the park. Staff determined that the property is not under restrictions from the Michigan Department of Natural Resources but will require approval from the Land Conservancy of West Michigan, which holds a conservation easement on the property. As trail development has been acceptable in the past, no objections from the Land Conservation are anticipated. Staff recommended that a contact be made with the Land Conservancy. Commissioners concurred with this recommendation.

Bur Oak Landing Easement Request

TerHaar provided an update on the status of the utility easement request for a portion of Bur Oak Landing. Staff had communicated with the utility, who informed staff that they had “prescriptive” rights to the easement whether or not an easement is granted. However, the utility company is now proposing to move the utility lines underground and is requesting a formal easement. Staff consulted with the Michigan Natural Resources Trust Fund, which holds a grant encumbrance on the property. Trust Fund staff indicated via email that buried property lines would be acceptable. Commissioner Rice requested that the easement language require high standards for vehicle cleaning and possibly allows for supervision by Parks staff in order to avoid the spread of invasive species.

Eastmanville Bayou Trail Segment

TerHaar explained that staff are in the process of preparing a Michigan Natural Resources Trust Fund grant application for the Eastmanville Bayou Connector segment of the Idema Explorers Trail. Staff, Parks Commissioners, and Board of Commissioners held a fruitful site visit for the trail route earlier in the week to discuss various concerns about the route. The Board of Commissioners Planning and Policy Committee recommended the grant application to the full Board of Commissioners. Commissioner Belknap requested that staff have the engineer coordinate with the owner of the water line to confirm whether there are any improvements that could be made to the water line in conjunction with the eventual trail construction project.

Bend Area Family Event Center Feasibility Study

TerHaar provided an update on a major project at the Bend Area. The proposed project is dependent on the success of a pending request to a private funder. The project would involve renovation of the “Moss House” along 12th Avenue to convert it to a meeting and reservation space and the construction of a large three-season event facility nearby. A feasibility study is now underway with Viridis Design Group and their team of engineers who recently visited the Moss House to review the structure and gather data.

Ottawa Sands/Harbor Island Coastal Resilience Project

TerHaar explained that staff has been preparing a scope of work for a request for proposal for the National Fish and Wildlife Foundation Coastal Resilience grant. The project will help determine the feasibility of additional ecological enhancements at Ottawa Sands and Harbor Island. The purpose of the scope is to identify one vendor (or a team of vendors) to manage all aspects of the project, which include site assessments, engineering, and public engagement. The scope has been reviewed by stakeholders and a Request for Proposal could be posted yet this month.

Eastmanville Farm Barn/Master Planning

TerHaar explained that the update on the Master Planning has been on hold while funding is identified to conduct a feasibility study to review whether the barn would be a suitable site for a reservable facility. This project would involve a very similar scope to the Bend Area Family Event Center Feasibility Study, so staff has high confidence of the likely cost of a study of the Barn. Shamblin stated that a study is on the list of projects for consideration in Fiscal Year 2025. Several commissioners supported moving forward with a study as soon as possible if funding is available.

Property Issues

Various property issues were discussed.

Other Items

- **Grand River Greenway Regional Interpretation Plan**

Shamblin informed the commissioners that parks staff is coordinating with Kent County Parks on a possible Request for Proposal for a regional interpretive plan for the Grand River Greenway and design for several “experience nodes” that would serve as interpretive sites, place-making areas, and outdoor education spaces.

- **2024 Grants**

TerHaar provided an update on 2024 grants applications.

- **County-wide Broadband Initiative**

Commissioner Sachs provided a brief update on the County-wide Broadband Initiative and noted that their consultant is still seeking sites in northwest Ottawa County as service is poor in this area.

The meeting adjourned at approximately 4:45 pm.

The next regular meeting is scheduled for Tuesday, April 16, 2024 at 3 pm.



Present: Linda McAffrey
Kelly Rice

Absent: Jim Miedema
Jane Longstreet
Roger Belknap

Staff: Jason Shamblin, Director
Kyle Roffey, Administrative Assistant
Jason Boerger, Coordinator of Park Maintenance & Operations
Brandi Mitchem, Budget Analyst

The following items were discussed:

1. Special Permits – Proposed policy
2. Bend Area Open Space - Menno Lake neighborhood access - special permit.
3. 2025 CIP & CPM projects for 2025 Budget - review
4. MVP fee Structure Review – discussion for a veteran’s discount for the motor vehicle permits.
5. Historic Ottawa Beach Society – Pump House Museum annual review of agreement and report.
6. Review Maximum Millage Request
7. Review Civil Infraction Policy

Action Request

Electronic Submission – Request # 357



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 3/20/2024

Vendor/3rd Party: GRANT STATUS REPORT

Requesting Department: PARKS AND RECREATION

Submitted By: JASON SHAMBLIN

Agenda Item: 10A MARCH 2024 GRANT STATUS REPORT

Suggested Motion:

Information only.

Summary of Request:

Report attached.

Financial Information:

Total Cost: \$0.00

Parks Fund Cost: \$0.00

Included in Budget:

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: Non-Mandated

Action is Related to Strategic Plan:

Goal 4: To Continually Improve the County's Organization and Services.

Objective:

Administration:

Recommended by Parks Director:

Committee/Governing/Advisory Board Approval Date:

This document is meant to summarize the status of pending grant applications and active grants.

• **Pending Grant Applications**

Land and Water Conservation Fund (LWCF): 2024 Development Grants

- **Project:** Upper Macatawa Natural Area – Greenway Trailhead (Grant #: LW24-0025)
- **Request Amount:** \$347,500
- **Parks Commission Action:** **UPDATE**
- **Status:** **Grant Application Pending/Engineering Proposed**
- **Update:** After a MNRFT grant application for a planned modern restroom and related amenities project for the 84th Avenue entrance of the Upper Macatawa Natural Area was unsuccessful, staff determined that it would be a competitive project for a LWCF grant application. This grant will help fund sustainable and universal design features. A grant application will be submitted by the end of March. Since engineering costs can be a reimbursable item before a grant application is approved, staff has proposed moving ahead with MCSA to continue to make progress on this project.

LWCF: 2024 Development Grants with the MDNR

- **Project:** Idema Explorers Trail – Bass River Segment Phase 1 (Grant #: Unknown)
- **Request Amount:** \$750,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Grant Application Pending**
- **Update:** An operating agreement is now in place with the MDNR that allows us to design, construct, and operate the Bass River Segment of the Idema Explorers Trail. With this agreement in place, Parks staff have been coordinating with MDNR staff on securing additional funding to construct the trail. Three grants have previously been made available to assist with trail design. In consultation with the MDNR staff, it was determined that Phase 1 of this segment would be a competitive LWCF project and that the MDNR would be the most suitable applicant as they are allowed to request a larger grant amount. Parks staff is assisting the MDNR with completing this grant application and it is expected to be submitted by the end of March. Eng, Inc has been retained for engineering, which is underway for Phase I (of 4) of the Bass River Segment.

Michigan Natural Resources Trust Fund (MNRTF): 2024 Development Grants

- **Project:** Idema Explorers Trail -- Eastmanville Connector Project (Grant #: 24-0045)
- **Request Amount:** \$400,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Grant Application Pending**
- **Update:** Since 2018, Parks staff have been actively working to engineer and identify funding for the Idema Explorers Trail - Eastmanville Connector project, which would connect Eastmanville Bayou Open Space to neighborhoods in northeast Allendale Township. Because of the project's natural features access and its location within a Census urbanized area boundary, Parks staff believe that it would be a competitive MNRTF grant project. The application was approved for submission on March 12 by the Board of Commissioners and will be submitted by the end of March.



Coastal Zone: 2024 Acquisition Grants

- **Project:** Rosy Mound Expansion
- **Request Amount:** \$500,000 (\$100,000 for the Ottawa County Parks and Recreation Commission or OCPRC)
- **Parks Commission Action:** **UPDATE**
- **Status:** **Grant Application Pending**
- **Update:** In February, MNRTF staff approached Parks staff with an opportunity for additional funding for the Rosy Mound Expansion project through the federally funded Coastal Zone program, which is managed by the Michigan Department of Great Lakes, Environment, and Energy (EGLE). The Coastal Zone program is limited to communities directly along or near Great Lakes shoreline and this 2024 acquisition funding only recently became available. The Rosy Mound Expansion project was possibly the only project that fit the grant requirements. EGLE staff are preparing an application and are handling communications with federal staff. Under this arrangement, the amount of funds provided by the MNRTF would be reduced by \$400,000 and the Parks amount by \$100,000. This funding comes with some additional steps, including an updated appraisal according to federal standards and a grant contract that will need to be executed by the County. It is anticipated this funding will become available in Fall of this year.

Michigan Department of Natural Resources (MDNR) Cooperative Agreement 2

- **Project:** Idema Explorers Trail Bass River Segment
- **Request Amount:** \$715,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Agreement Pending**
- **Update:** An operating agreement is now in place with the MDNR that allows us to design, construct, and operate the Bass River Segment of the Idema Explorers Trail. With this agreement in place, Parks staff have been coordinating with MDNR staff on securing additional funding to construct the trail. Three grants have been made available to assist with trail design, including \$715,000 in funding through this cooperative agreement. Eng, Inc has been retained for engineering, which is underway for Phase I (of 4) of the Bass River Segment. On March 12, the Board of Commissioners approved this agreement, and it has been sent to the MDNR for signatures.

Michigan Department of Natural Resources (MDNR) Cooperative Agreement 1

- **Project:** Idema Explorers Trail Bass River Segment
- **Request Amount:** \$75,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Agreement Pending**
- **Update:** An operating agreement is now in place with the MDNR that allows us to design, construct, and operate the Bass River Segment of the Idema Explorers Trail. With this agreement in place, Parks staff have been coordinating with MDNR staff on securing additional funding to construct the trail. Two grants have been made available to assist with trail design, including \$75,000 in funding through this cooperative agreement. Eng, Inc has been retained for engineering, which is underway for Phase I (of 4) of the Bass River Segment. Staff is still awaiting signatures from the MDNR for this agreement.

Carls Foundation Grant Application by the Ottawa County Parks Foundation

- **Project:** Fulfilling the Rosy Mound Vision Capital Campaign
- **Request Amount:** \$25,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Grant Pending**



- **Update:** On behalf of the Ottawa County Parks and Recreation Commission, the Ottawa County Parks Foundation has commenced with a nearly \$1 million capital campaign to raise funding to assist with the acquisition of a 127-acre expansion of the Rosy Mound Natural Area and construction of priority improvements that would provide access while also protecting sensitive natural features. During the “Fulfilling the Rosy Mound Vision Campaign,” the Parks Foundation will be submitting a number of requests to non-profit foundations, including this application to the Carls Foundation which was submitted in February. It is unclear when the Parks Foundation will receive feedback on the outcome of the application.

Mixer Fund Grant Application by the Ottawa County Parks Foundation

- **Project:** Fulfilling the Rosy Mound Vision Capital Campaign
- **Request Amount:** \$5,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Grant Pending**
- **Update:** On behalf of the Ottawa County Parks and Recreation Commission, the Ottawa County Parks Foundation has commenced with a nearly \$1 million capital campaign to raise funding to assist with the acquisition of a 127-acre expansion of the Rosy Mound Natural Area and construction of priority improvements that would provide access while also protecting sensitive natural features. During the “Fulfilling the Rosy Mound Vision Campaign,” the Parks Foundation will be submitting a number of requests to non-profit foundations, including this application to the William H. Young and Dorothy Young Mixer Field of Interest Fund grant program (which is managed by the Grand Haven Area Community Foundation) was submitted in March. It is unclear when the Parks Foundation will receive feedback on the outcome of the application.

MNRTF: 2023 Acquisition Grants

- **Project:** Rosy Mound Expansion Phase II (Grant #: TF23-0030)
- **Request Amount:** \$1,642,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Grant Recommended**
- **Update:** An application to assist with the purchase of land adjacent to Rosy Mound Natural Area in Grand Haven Township has been submitted. On December 13, 2023, the Michigan Natural Resource Trust Fund Board recommended this grant for funding. Since due diligence is already underway through the Phase I Expansion, the next step for this grant will be appropriation by the Michigan Legislature sometime in mid-2024.

MNRTF: 2023 Development Grant for Holland Township

- **Project:** Middle Macatawa Improvements (Grant #: TBD)
- **Request Amount:** \$300,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Grant Recommended/Engineering Underway**
- **Update:** The Board of Commissioners awarded \$906,000 of American Rescue Plan Act funding for improvements to the Macatawa Greenway between Hawthorn Pond and Upper Macatawa Natural Area in collaboration with Holland Township, the ODC Network, and possibly Zeeland Township. This includes construction of a trailhead and modern restroom at Hawthorn Pond, development of a natural surface pathway between Ottawa County Parks land and ODC Network land east of Hawthorn Pond to Adams Street. Part of the funding plan included a proposed MNRTF development grant in 2023. Parks staff assisted with the submission of a grant application by Holland Township. On December 13, 2023, the Michigan Natural Resource Trust Fund Board recommended this grant for funding. Engineering has



commenced while the project team awaits appropriation by the Michigan Legislature sometime in mid-2024.

• **Current Grants**

Michigan Natural Resources Trust Fund (MNRTF): 2022 Acquisition Grants

- **Project:** Rosy Mound Expansion (Grant #: TF22-0039)
- **Request Amount:** \$3,291,800 (\$1,650,000 awarded)
- **Next Grant Report Due:** March 29, 2024
- **Parks Commission Action:** **UPDATE**
- **Status:** **Appraisal Review**
- **Update:** With the grant agreement now in place (executed on October 8, 2022), due diligence and, as required by the MNRTF, two appraisals have been completed. The appraisals have been submitted to the Trust Fund, which will select the “established market value.” Staff will then work with the appraiser whose appraisal was selected as the market value to propose a split of equal value to the landowner. Once a split is determined, an escrow closing can move forward.

MNRTF: 2022 Development Grants

- **Project:** Ottawa Sands Lake Loop and Idema Explorers Connector (Grant #: TF22-0153)
- **Request Amount:** \$300,000
- **Next Grant Report Due:** March 29, 2024
- **Parks Commission Action:** **UPDATE**
- **Status:** **Construction Pending**
- **Update:** The grant was executed on October 8, 2023. This grant will help to fund the 1.6-mile paved loop around the mining lake, day-use parking area, paved trail connection to North Shore Drive, and wayfinding and trailhead improvements along the Idema Explorers connector route in Ferrysburg. Bids were received on December 5 and the Parks Commission will be reviewing staff’s recommendation on December 20. With an EGLE permit issued on March 11, construction is expected to commence shortly.

Land and Water Conservation Fund 2022 (LWCF)

- **Project:** Ottawa Sands Day-Use Restroom (Grant #: LW22-0037)
- **Request Amount:** \$242,900
- **Next Grant Report Due:** March 29, 2024
- **Parks Commission Action:** **UPDATE**
- **Status:** **Construction Underway**
- **Update:** The grant was executed on September 15, 2023. This grant will help fund development of a modern restroom in the day-use area at Ottawa Sands in Ferrysburg. Bids were received on December 12 and the Parks Commission will be reviewing staff’s recommendation on December 20. Construction is now underway.

Fisheries Habitat Grant Program 2022

- **Project:** Ottawa Sands Lake Nearshore Habitat Enhancements (Grant #: FH22-0002)
- **Request Amount:** \$142,800
- **Next Grant Report Due:** April 14, 2024
- **Parks Commission Action:** **UPDATE**
- **Status:** **Construction Pending.**
- **Update:** The grant was executed on September 14, 2023. This grant will match Sustain Our Great Lakes grant funding for a project underway at Ottawa Sands, which includes enhancements of 2,500' of the Ottawa Sands mining lake shoreline, construction of 6 acres of dunal wetland at Ottawa Sands, acquisition of a property to expand Stearns Creek (completed), and invasive species management at



Stearns Creek. GEI and Jackson Merkey are under contract to design and implement this project at Ottawa Sands. Parks staff and GEI have assembled an advisory team for the design process. The fisheries grant would match the shoreline habitat improvements. With approval received by National Environmental Policy Act (NEPA) on March 11, construction is expected to commence shortly.

Michigan Department of Natural Resources (MDNR) Recreational Improved Fund (RIF)

- **Project:** Idema Explorers Trail Bass River Segment
- **Next Grant Report Due:** March 29, 2024 (if reimbursement is needed)
- **Request Amount:** \$50,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Project Design**
- **Update:** An operating agreement is now in place with the MDNR that allows us to design, construct, and operate the Bass River Segment of the Idema Explorers Trail. With this agreement in place, Parks staff has been coordinating with MDNR staff on securing additional funding to construct the trail. Two grants have been made available to assist with trail design, including this \$50,000 RIF grant. Eng, Inc has been retained for engineering, which is underway for Phase I (of 4) of the Bass River Segment.

MNTRF Acquisition Grant 2020

- **Project:** Bend Area Expansion Phase III (Grant #: TF20-0175)
- **Grant Amount:** \$504,700
- **Next Grant Report Due:** March 29, 2024
- **Parks Commission Action:** **UPDATE**
- **Status:** **Appraisals and Survey Underway (Grant Extension in Process)**
- **Update:** This grant will help fund a 194-acre expansion of the Bend Area in Georgetown Township. More information about the status of this complex acquisition is available in the closed session report. The grant project agreement expires on May 30, 2024. On November 3, 2023, a market value was established by the Trust Fund and negotiations with the landowner are continuing. Additional detail on the project status is available in the monthly closed session report.

MNTRF Development Grant 2021

- **Project:** Kirk Park Renovation (Grant #: TF21-0139)
- **Grant Amount:** \$237,000
- **Next Grant Report Due:** March 29, 2024
- **Parks Commission Action:** **UPDATE**
- **Status:** **Construction Underway on Restroom, Septic Field, and Playground**
- **Update:** This grant will help fund renovations of the restroom, replacement and relocation of the playground and trailhead amenities at Kirk Park. Construction on the restroom renovation, septic field, and playground is underway.

MNTRF Development Grant 2021

- **Project:** Idema Explorers Trail – Stearns Bayou Connector (Grant #: TF21-0039)
- **Grant Amount:** \$300,000
- **Next Grant Report Due:** March 29, 2024
- **Parks Commission Action:** **UPDATE**
- **Status:** **Construction Underway**
- **Update:** This grant will help fund the construction of a 2.4-mile segment of the Idema Explorers Trail in Robinson Township, including a major addition to the north side of the Green Street bridge over Stearns Bayou. A contractor has been secured for this project and has been approved by Trust Fund staff. Construction is underway.



National Fish and Wildlife Foundation (NFWF) 2022 National Coastal Resilience Fund (NCRF)

- **Project:** Design work for Shoreline and Wetland Restoration/Enhancements at Harbor Island and Ottawa Sands
- **Request Amount:** \$275,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Request for Proposals Posted**
- **Update:** On December 12, the Board of Commissioners approved the contract with NFWF for this grant to fund restoration design at Ottawa Sands and Harbor Island and will soon be submitted to NFWF for processing. Given this project involves Harbor Island, the City of Grand Haven will be a close project partner. An initial meeting was held with City of Grand Haven staff to start to outline responsibilities. Parks staff will manage the project and Ottawa County Parks will work to retain a single consultant to manage the project. A request for proposal has been posted and proposals will be received in April.

Ottawa County ARPA Grant 2022

- **Project:** Ottawa Sands Phase I Improvements (Grant #: N/A)
- **Grant Amount:** \$3,400,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Construction**
- **Update:** This grant will help fund the construction of various elements at Ottawa Sands, matching funding from the Bea and Bill Idema Family Foundation, MNRTF, LWCF, Sustain Our Great Lakes, and Parks Millage. These improvements include the Idema Explorers Camp and access drive and utilities, day-use parking area and restroom, kayak launch at the Sag, a 1.6-mile paved loop around the mining lake, the Idema Explorers Connector to North Shore Drive, and other trail connections within the park. This funding is already being utilized to assist with current improvements underway at the site, including the kayak launch, renovation of the welcome center, and the Idema Explores Camp.

Ottawa County ARPA Grant 2022

- **Project:** Idema Explorers Trail – ARPA Projects (Grant #: N/A)
- **Grant Amount:** \$2,000,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Construction Underway**
- **Update:** This grant will help fund the construction of segments of the Idema Explorers Trail in western and central Ottawa County (Allendale and Robinson townships). This includes the 2.4-mile Stearns Bayou Connector segment, for which construction with underway, and portions of the Bass River Segment through Riverside Park and the Bass River State Recreation Area (mileage to be determined). Next phase design work on the western portion of the Bass River Segment is underway.

Ottawa County ARPA Grant 2022

- **Project:** Middle Macatawa Trail System & Amenities (Grant #: N/A)
- **Grant Amount:** \$906,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Project Design/Securing Additional Grant Matching Funding**
- **Update:** This grant will fund improvements to the Macatawa Greenway between Hawthorn Pond and Upper Macatawa Natural Area in collaboration with Holland Township, the ODC Network, and possibly Zeeland Township. This includes construction of a trailhead and modern restroom at Hawthorn Pond, development of a natural surface pathway between Ottawa County Parks land and ODC Network land east of Hawthorn Pond to Adams Street. An additional project for this grant includes development of a modern restroom with mountain biking amenities at the 84th Avenue lot of the Upper Macatawa Natural



Area in Zeeland Township. Staff is working with stakeholders on project design and securing additional grant funds. Construction is currently targeted for 2024.

Michigan Department of Transportation (MDOT) Transportation Alternatives Program (TAP)

- **Project:** Idema Explorers Trail – Stearns Bayou Connector (Grant #: 2020039)
- **Conditional Commitment Amount:** \$3,428,238
- **Next Grant Report Due:** N/A
- **Parks Commission Action:** **UPDATE**
- **Status:** **Construction Underway**
- **Update:** This grant will help fund the construction of a 2.4-mile segment of the Idema Explorers Trail in Robinson Township, including a major addition to the north side of the Green Street bridge over Stearns Bayou. After the bids came in over construction estimate, the TAP grant amount was increased. A contractor has been secured for this project. Construction is underway.

Hope College Andrew W. Mellon Foundation Grant

- **Project:** Art in the Parks (Grant #: N/A)
- **Grant Amount:** \$33,500
- **Next Grant Report Due:** N/A
- **Parks Commission Action:** **UPDATE**
- **Status:** **Project Ongoing**
- **Update:** This grant is funding a collaboration with the Hope College Humanities Department to solicit input from residents and stakeholders and determine if arts-based programming could help improve park usage in the southwestern. The grant steering committee completed the focus groups, and a summary of the final Frost Center report will be shared at an upcoming Parks Commission meeting. The committee has invited Encompass Socio-ecological Consulting to assist with program recommendations, which should be completed soon.

Bill and Bea Idema Family Foundation Grant

- **Project:** Ottawa Sands – Idema Explorers Camp (Grant #: N/A)
- **Request Amount:** \$2,500,000
- **Next Grant Report Due:** Spring.
- **Parks Commission Action:** **UPDATE**
- **Status:** **Construction**
- **Update:** This grant will help fund the construction of various elements at the Ottawa Sands, matching funding from Ottawa County ARPA funds, MNRTF, LWCF, Sustain Our Great Lakes, and Parks Millage. These improvements include the Idema Explorers Camp and access drive and utilities, kayak launch at the Sag, day-use parking area and amenities, and the Idema Explorers Connector to North Shore Drive. This funding is already being utilized to assist with current improvements underway at the site, including the kayak launch, renovation of the welcome center, and the Idema Explores Camp. A grant report was provided to the Foundation in November 2023.

Ottawa County Parks Foundation Grant

- **Project:** Grand River Greenway (Grant #: N/A)
- **Request Amount:** \$6,815,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Project Ongoing**
- **Update:** This grant agreement governs distribution of funds for the Grand River Greenway project. These funds will help to complete the 36.5-mile-long Idema Explorers Trail and core Greenway property



acquisitions. The Ottawa County Parks Foundation holds most funds donated to this project, including numerous grants with formal agreements that are being overseen jointly with Parks and Foundation staff. Some of these grants are now closed (e.g. Wege Foundation and Frey Foundation) and some are still in process (e.g., Secchia Family Foundation).

Ottawa County Parks Foundation Grant

- **Project:** Staffing Support Grant (Grant #: N/A)
- **Request Amount:** \$260,000
- **Next Grant Report Due:** December 31
- **Parks Commission Action:** **UPDATE**
- **Status:** **Staff Member On-Board**
- **Update:** This 3-year grant will fund the addition of staffing capacity to Parks Foundation fund-raising efforts. A position is being created that will focus on evolving the Foundation's "major gifts" program, which takes intensive time and effort to implement. The grant agreement was approved by the Board of Commissioners in December and the position was approved in January. The coordinator is working on various fund development projects, especially the Fulfilling the Rosy Mound Vision Campaign.

Sustain Our Great Lakes (SOGL) Grant 2022

- **Project:** Restoring Coastal Wetlands for Birds and People in the Grand River Coastal Corridor (Grant #: N/A)
- **Request Amount:** \$400,000
- **Next Grant Report Due:** ?
- **Parks Commission Action:** **UPDATE**
- **Status:** **Construction Pending**
- **Update:** This grant will help fund enhancements of 6,000' of the Ottawa Sands mining lake shoreline, construction of 4 acres of dunal wetland at Ottawa Sands, acquisition of a property to expand Stearns Creek (completed), and invasive species management at Stearns Creek. GEI and Jackson Markey are under contract to design and implement this project at Ottawa Sands. Parks staff and GEI have assembled an advisory team for the design process. A critical dune permit and National Environmental Policy Act (NEPA) clearance have been received and construction should commence shortly.

Action Request

Electronic Submission – Request # 350



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 3/20/2024

Vendor/3rd Party: MCSA GROUP

Requesting Department: PARKS AND RECREATION

Submitted By: CURT TERHAAR

Agenda Item: 11A 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.

Summary of Request:

In keeping with plans developed with our project partners for improvements to the Macatawa Greenway including expansion of Hawthorn Pond Park and trail connections between that park and the Upper Macatawa Natural Area (UMNA), Ottawa County Parks is seeking to develop a new modern restroom facility at the 84th St. Park Entrance. The facility will serve general park users, bicyclists and others using the paved Macatawa Greenway Trail that extends both east and west from this location, and mountain bikers who utilize the extensive and challenging mountain bike trails at this park. The restroom will be fully accessible and feature men's and women's restrooms, a family restroom with an adult changing table, and changing rooms with showers for mountain bikers and other park users. MCSA Group will complete all design, engineering, permitting, bidding, and construction administration for the entire project.

It should be noted that Ottawa County Parks is currently seeking grant funding to assist with this project. This work would be eligible to be reimbursed by the grant if we are successful in securing it.

Financial Information:

Total Cost: \$78,683.00

Parks Fund Cost: \$78,683.00

Included in Budget: Yes

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: Non-Mandated

Action is Related to Strategic Plan:

Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Objective:

Administration:

Recommended by Parks Director:

Committee/Governing/Advisory Board Approval Date: Planning and Development: 03/05/2024



Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

February 15, 2024

Curt Terhaar, Coordinator of Park Planning & Development
Ottawa County Parks & Recreation Commission
12220 Fillmore Street
West Olive, MI 49460

RE: Upper Macatawa Modern Restroom

Dear Curt,

MCSA Group, Inc. is pleased to provide Ottawa County with our proposal for professional services for Upper Macatawa Modern Restroom. These services will include Design Development, Engineering/Architectural Construction Documents; Assistance with Bidding; and Construction Administration and Observation. These services will be based upon the following plans: Site Plan UMNA as provided by Ottawa County.

The scope for this project will include a modern restroom building and associated site work including new concrete walks at the existing Upper Macatawa Area Trailhead.

For this project, our consultants will include:

Prein and Newhoff – Topographic Survey

Soils and Structures – Soil Borings/ Geotechnical Recommendations

Land Resource Engineering – Civil Engineering

Our services will include the following Work Tasks:

Design Development:

1. Kickoff Meeting with County and consultants to review project scope and walk the project site.
2. Topographic Survey: The location of the restroom building and sidewalk as well as the utilities on 84th street shall be surveyed.
3. Soil Borings: Soil borings shall be conducted at the required locations on the site at various depths for a total of 50 feet of drilling. Following the soil borings, a report will be provided with recommendations for paving and building foundations.

Curt Terhaar
Ottawa County
Page 2

4. Develop preliminary site design development plan on topographic survey and modern restroom floor plan. Modern restroom building will be based upon Floor Plan and Elevations as provided by Ottawa County.
5. Meet with County to review the design development plans and preliminary architectural plan of the modern restroom building.

Construction / Bid Documents:

1. Architectural Plans
 - Foundation plan, Floor plan and Roof plan
 - Mechanical, Electrical and Plumbing Plans
 - Elevations
2. Site Construction Plans
 - Existing Conditions/ Removals
 - Site and Layout Plans
 - Walkways
 - Building Location
 - Grading and Storm Drainage Plans
 - Site Utility Plan
 - Water, Sanitary, and Electrical connections for Restroom Building.
 - Construction Details
 - Concrete Paving Details
 - SESC and Landscape Plans and Details
 - Restoration and Lawn Seeding
3. EGLE Permit
 - A. Pre-Application Meeting
 - B. Floodplain, Floodway and/ or Wetland Permit
 - C. Confirm if Hydraulic Analysis is necessary for Floodway Permit.
Note this portion of work is itemized in the professional fees.
 - D. Application
 - E. Drawings

Curt Terhaar
Ottawa County
Page 3

Review Meetings with County will be held at 30%, 60% and 90% and as needed. At each of these meetings a complete order of magnitude cost estimate will be provided. These meetings will be in person or virtual depending on the complexity of review documents.

Bid Proposal and Specifications:

1. Invitation to Bid
2. Contract General Conditions
3. Contract Technical Specifications
4. Contractor Qualifications Questionnaire
5. Bid Proposal Form
6. County Forms

Bidding

1. Coordination with Ottawa County
2. Advertise and Send Invitations to Contractor List
3. Send Documents to Plan Rooms and Bid Documents Distribution
4. Answer Bid Questions and Issue Addenda as Necessary
5. Attend Bid Opening and Prepare Bid Tab.
6. Review Bids – Recommend Award
7. Assist with submitting bid information to MDNR for Grant
8. Review Bids – Recommend Award

Construction Administration and Observation

1. Prepare the Contract Documents
2. Pre-Construction Meeting
3. Review Submittals and Shop Drawings
4. Progress Meetings (As deemed necessary with construction progress)
5. Construction Observation Field Reports
6. Review and Certify Payment Applications
7. Prepare Bulletins and Change Orders
8. Prepare Punch List and Close Out Documents

Note that all construction testing will be by the General Contractor.

Curt Terhaar
Ottawa County
Page 4

Project Schedule

Project Award	February 2024
Kick Off Meeting (Review Preliminary Floor Plan)	March 2024
Receive Topographic Survey	TBD
Receive Soil Borings	April 2024
Preliminary Design Review Meeting (30%)	May 2024
Submit EGLE Permits (90-day review period)	June 2024
Construction Documents (60% Review)	July 2024
Construction Documents (90% Review Meeting/Send out invitation to Bid)	August 2024
Out for Bids	September 2024
Bid Opening	September 2024
Award Project at Board of Commissioners Meeting (Pending Approval of EGLE Permit)	October 2024
Pre-Construction Meeting	October 2024
Begin Construction	October 2024
Construction Complete	September 2025

Note that this schedule is dependent on EGLE Permit Review time and bidding will be adjusted as necessary.

If grant is awarded, the construction schedule will be adjusted accordingly.



Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

Curt Terhaar
Ottawa County
Page 5

Our professional fees for Design Development, Engineering/ Architectural/Construction Documents, Permitting, Assistance with Bidding; and Construction Administration and Inspection will be \$78,683.00 This includes our fees for all consultants including the Topographic Survey and Geotechnical Investigation. Please find attached Hourly Professional Fee Breakdown.

Thank you for this opportunity to continue our long relationship with Ottawa County.

Sincerely,
MCSA Group, Inc.

A handwritten signature in purple ink, appearing to read 'Tiffany Smith', is positioned above the printed name and title.

Tiffany Smith
President

Action Request

Electronic Submission – Request # 351



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 3/20/2024

Vendor/3rd Party: GEI CONSULTANTS

Requesting Department: PARKS AND RECREATION

Submitted By: CURT TERHAAR

Agenda Item: 11B 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.

Summary of Request:

GEI Consultants was hired to implement natural resource restoration and enhancements at Ottawa Sands. Original funding was estimated at \$450,000. However, final funding, which comes completely from State and Federal grants, is \$542,000. This addition to the contract will allow for the project to be improved with more native plantings, woody habitat structures, and construction fencing to protect newly developed habitat areas while they are established. The increased density of native plants will accelerate the process of habitat establishment and increase the likelihood of success.

Financial Information:

Total Cost: \$99,996.00

Parks Fund Cost: \$99,963.00

Included in Budget: Yes

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: Non-Mandated

Action is Related to Strategic Plan:

Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Objective:


Administration:

Recommended by Parks Director:

Committee/Governing/Advisory Board Approval Date: Planning and Development: 03/05/2024

Ottawa Sands Wetland Restoration

GEI



Consultants

Ottawa Sands Wetland Restoration

Estimated Number of Hours

Scott Dierks, P.E., Senior Water Resource Engineer	Emma Gliese Hydrologist	Brian Majka/Chris May Restoration Ecologist	Ashley Truitt, Landscape Architect	Erin White, GIS	Steve Nyczak, Botanist	CAD/GIS	Lead restoration Field Technician	Restoration Technician	
\$170	\$120	\$160	\$100	\$90	\$100	\$85	\$75	\$65	

Expense Comments

	Labor Total	Expenses Total	TOTAL	
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Action Request

Electronic Submission – Request # 349



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 3/20/2024

Vendor/3rd Party: ZEELAND TOWNSHIP

Requesting Department: PARKS AND RECREATION

Submitted By: CURT TERHAAR

Agenda Item: 11C 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.

Summary of Request:

Zeeland Township has requested assistance from Ottawa County Parks in the development of a new segment of multi-use pathway in western Zeeland Township. The new 8' wide paved trail would connect existing pathway along Byron Road on the north to existing trail along Adams Street to the south including connection to Adams Elementary School. A large section of the path would be located on the west side of 76th Ave. adjacent to the Upper Macatawa Natural Area (UMNA). Specifically, the Township is seeking an easement to allow the path to be constructed outside of the existing road right-of-way in certain areas to minimize existing wetland impacts and the costs associated with constructing boardwalks and other infrastructure. This area of the park is also in a conservation easement held by the Land Conservancy of West Michigan, so approval from that organization is required. According to the easement documents, trails are allowed, and approval was granted several years ago by the LCWM for construction of large segment of the Macatawa Greenway trail. It is anticipated that the LCWM will similarly approve this request.

In addition to assisting a partner organization in improving non-motorized transportation in Ottawa County, this path will also provide barrier-free access to this edge of the park and to the eastern park entrance and trailhead.

Financial Information:

Total Cost: \$0.00

Parks Fund Cost: \$0.00

Included in Budget: No

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: Non-Mandated

Action is Related to Strategic Plan:

Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Objective:

Administration:

Recommended by Parks Director:

Committee/Governing/Advisory Board Approval Date: Planning and Development: 03/05/2024

NON-MOTORIZED PATHWAY EASEMENT

Tax Parcel Nos. 70-17-21-100-028, 70-17-21-100-021, 70-17-21-100-030, and 70-17-21-100-024
74th – 76th Avenue Non-Motorized Pathway

THIS NON-MOTORIZED PATHWAY EASEMENT (“*Easement Agreement*”) is made and entered into this _____ day of _____, 2024 by and between, **OTTAWA COUNTY**, of 12220 Fillmore Street, West Olive, Michigan, 49460 (the “*Grantor*”) and **ZEELAND CHARTER TOWNSHIP**, a Michigan governmental charter township, of 6582 Byron Road, Zeeland, Michigan 49464 (the “*Township*”).

WITNESSETH:

For the sum of One and No/100 (\$1.00) Dollar and other good and valuable consideration paid to the Grantor by the Township, the receipt and sufficiency of which is hereby acknowledged by the Grantor, the Grantor does hereby grant, bargain, convey, and assign unto the Township, and its successors and assigns, a non-exclusive, perpetual, and permanent easement and right of way (the “*Easement*”) over that portion of the land situated in the Township of Zeeland, County of Ottawa, State of Michigan, the subject parcel(s) described on the attached *Exhibit A* (the “*Property*”) and specifically described on the attached *Exhibit A* (the “*Easement Area*”) for the installing, constructing, operating, maintaining, repairing, replacing, reinstalling, inspecting and keeping in working order of a non-motorized pathway (the “*Pathway*”) for the enjoyment of the general public (which may be constructed as a sidewalk, boardwalk, or other suitable non-motorized-capable surface as determined in the Township’s sole and unfettered discretion) on the terms and conditions set forth herein.

Grant of Additional Easement Rights. The Grantor hereby grants, conveys, and warrants the following additional easement rights upon, over, across, and through the Property as part of the Easement:

- a. Access. The right to enter upon the lands of the Property adjacent to the Easement as is required for the construction, installation, maintenance, repair, replacement, reinstallation, operation and inspection of the Pathway, together with the right to install signs on the lands of the Property except signs will not be placed South of the pathway.
- b. Construction and Maintenance Easement Rights. The right to enter upon the Easement Area at any reasonable time for the purpose of such construction, maintenance, repair, replacement, reinstallation and inspection of the Pathway, together with the right to excavate a foundation for the location of such Pathway and the right to remove trees, brush, undergrowth and other obstructions situated

upon and about the Easement Area which may interfere with the location, construction, maintenance, repair or upkeep of such Pathway, provided that the Township, as a consideration for your granting the right to construct and install such Pathway, shall be obligated to fill and grade to ground level the areas adjoining the Pathway and shall also be obligated to restore to their former condition, insofar as is reasonable, the drives, parking areas, shrubs and/or grass alongside such Pathway and shall restore such piece or parcel of land to a similar condition, insofar as is reasonably possible, in the event it shall at any time become necessary to enter upon the Easement Area for the purpose of maintenance, repair, upkeep, replacement, construction or reinstallation of such Pathway.

- c. Other Easement Rights. All other easements and rights reasonably necessary, appropriate, or convenient to accomplish the activities permitted by this Easement Agreement or activities incidental to the purposes expressed in this Easement Agreement. To the extent that the Grantor holds any access, utility, transmission, or other easements or rights of way that do not prohibit the Township from using them, the Township is also granted use of the same for the benefit of the Easement.
2. Authority. The Grantor warrants that it has the authority to enter into this Easement Agreement and owns the Property in fee simple. Each person signing this Easement Agreement on behalf of the Grantor is authorized to do so. When signed by the Grantor and the Township, this Easement Agreement constitutes a valid and binding agreement enforceable against the Grantor and the Township in accordance with its terms.
3. Removal of Structures. The removal or demolition of any existing buildings, structures or fences required for the reasonable exercise of the foregoing rights shall be removed or demolished at the Township's expense.
4. Indemnification. The Township agrees to fully indemnify, save and keep harmless the Grantor from any and all claims for damage to real and personal property and injuries or death suffered by persons in any manner caused by or growing out of the exercise of Easement and the rights granted hereby, except for the negligence or intentional acts of the Grantor, their heirs, representatives, successors or assigns. The Grantor further agrees that it will not construct a building, structure or improvement on the Easement Area without first obtaining the written consent of the Township, or impede the access or use of anyone of the Pathway contemplated herein, and this conveyance includes a release by the Grantor of any and all claims to damage arising from or incidental to the exercise of any of the foregoing rights conveyed to the Township herein, except as above provided.
5. No Interference. The Grantor's activities and any grant of rights the Grantor makes to any person or entity, shall not, currently or prospectively, disturb, impair, materially increase the cost of, or interfere with the Easement.
6. Easement Runs with Land. The burdens of the easements and all other rights granted to the Township in this Easement Agreement shall run with and against the Property and shall be a charge and burden on the Property and shall be binding upon and against the Grantor and its successors, assigns, permittees, grantees, licensees, employees and agents. The

easements and all other rights granted to the Township in this Easement Agreement shall inure to the benefit of the Township and its successors, assigns, permittees, licensees and grantees.

7. Partial Invalidity. Should any provision of this Easement Agreement be held, in a final and unappealable decision by a court of competent jurisdiction, to be either invalid, void or unenforceable, the remaining provisions hereof shall remain in full force and effect, unimpaired by the holding. Notwithstanding any other provision of this Easement Agreement, the parties hereto agree that in no event shall the term of any easement or right granted herein be longer than, respectively, the longest period permitted by applicable law.
8. No Merger. There shall be no merger of this Easement Agreement, or of the easement estates or rights created by this Easement Agreement, with the fee estate in the Property by reason of the fact that this Easement Agreement or the easement estate or any interest therein may be held, directly or indirectly, by or for the account of any person or persons who shall own the fee estate or any interest therein, and no such merger shall occur unless and until all persons at the time having an interest in the fee estate in the Property and all persons having an interest in this Easement Agreement or in the estate of the Grantor and the Township shall join in a written instrument effecting such merger and shall duly record the same.
9. Cooperation. The Grantor shall fully cooperate and assist the Township in removing or limiting the interference of any leases, mortgages, deeds of trust, liens, security interests, mechanic's liens or any other encumbrances encumbering all or any portion of the Property that could interfere with the Township's operations on the Property as contemplated herein, including, but not limited to, obtaining a subordination and non-disturbance agreement where the Township deems it necessary, with terms and conditions reasonably requested by the Township to protect its rights hereunder, from each party that holds such rights.

[Remainder of Page Left Intentionally Blank]

IN WITNESS WHEREOF, the Township has executed this Easement Agreement to be effective as of the date first written above and certifies its reading of, understanding of, and agreement to the terms and conditions of this Easement Agreement.

ZEELAND CHARTER TOWNSHIP,
a Michigan governmental charter township

By: _____

Title:

STATE OF MICHIGAN)
)SS
COUNTY OF OTTAWA)

The foregoing instrument was acknowledged before me this _____ day of _____, 202__, by _____, as _____ of **Zeeland Charter Township, a Michigan governmental charter township**, on behalf of said township.

_____, Notary Public
_____ County, Michigan
Acting in _____ County, Michigan
My Commission Expires: _____

IN WITNESS WHEREOF, the Grantor has executed this Easement Agreement to be effective as of the date first written above and certifies its reading of, understanding of, and agreement to the terms and conditions of this Easement Agreement.

Ottawa County

By: _____
It's: _____

STATE OF MICHIGAN)
)SS
COUNTY OF OTTAWA)

The foregoing instrument was acknowledged before me this _____ day of _____, 202__, by _____, _____ of the Ottawa County Board of Commissioners.

_____, Notary Public
Ottawa County, Michigan
Acting in _____ County, Michigan
My Commission Expires: _____

Prepared by and after
recording return to:

Prein&Newhof
697 Ottawa Beach Road
Holland, MI 49424

EASEMENT SKETCH

70-17-21-100-028

EXHIBIT "A"



SCALE : 1" = 100'

0' 50' 100'

N LINE, S $\frac{1}{2}$, S $\frac{1}{2}$, NW $\frac{1}{4}$, SEC 21, T5N, R14W

-021

PART OF 70-17-21-100-028

24.00'

33'

57.00'

N LINE, S 500', S $\frac{1}{2}$, S $\frac{1}{2}$, NW $\frac{1}{4}$, SEC 21, T5N, R14W

-032

W LINE, E 600', NW $\frac{1}{4}$, SEC 21, T5N, R14W

76TH AVE
(66' PUBLIC R.O.W.)

SUBJECT PARCEL TAX DESCRIPTION

PART OF THE NORTHWEST $\frac{1}{4}$ OF SECTION 21, T5N, R14W, ZEELAND TOWNSHIP, OTTAWA COUNTY, MICHIGAN, DESCRIBED AS: THE SOUTH $\frac{1}{2}$ OF THE SOUTH $\frac{1}{2}$ OF THE NORTHWEST $\frac{1}{4}$ OF SAID SECTION LYING EASTERLY OF THE BLACK RIVER DRAIN, EXCEPT THE EAST 600 FEET OF THE SOUTH 500 FEET; ALSO EXCEPT COMMENCING S88°29'00"E ALONG THE NORTH LINE OF SAID SECTION AND S06°05'30"W 1972.51 FEET FROM THE NORTHWEST CORNER OF SAID SECTION; THENCE ALONG THE NORTH LINE OF THE SOUTH $\frac{1}{2}$ OF THE SOUTH $\frac{1}{2}$ OF THE NORTHWEST $\frac{1}{4}$ S88°16'57"E 250.73 FEET; THENCE S06°05'30"W TO THE EAST-WEST $\frac{1}{2}$ LINE; THENCE WESTERLY ALONG SAID LINE TO A POINT S06°05'30"W OF THE POINT OF BEGINNING; THENCE N06°05'30"E TO THE POINT OF BEGINNING.

EASEMENT DESCRIPTION

PART OF THE NORTHWEST $\frac{1}{4}$ OF SECTION 21, T5N, R14W, ZEELAND TOWNSHIP, OTTAWA COUNTY, MICHIGAN, DESCRIBED AS: THE WEST 24.00 FEET OF THE EAST 57.00 FEET OF THE SOUTH $\frac{1}{2}$ OF THE SOUTH $\frac{1}{2}$ OF THE NORTHWEST $\frac{1}{4}$ OF SAID SECTION, EXCEPT THE EAST 600 FEET OF THE SOUTH 500 FEET THEREOF. (3535 SQUARE FEET)

Prein & Newhof
Engineers • Surveyors • Environmental • Laboratory

3355 Evergreen Drive NE
Grand Rapids, MI 49525
www.preinnewhof.com

t. (616) 364-8491
f. (616) 364-6955
info@preinnewhof.com

CLIENT:
ZEELAND CHARTER TWP
6582 BYRON RD.
ZEELAND, MI
49464

LOCATED IN : SECTION 21
TOWN 5 NORTH, RANGE 14 WEST
ZEELAND TOWNSHIP,
OTTAWA COUNTY, MICHIGAN

Date : 02/12/2024
Project No. 2220953

PAGE
1 OF 1

EXHIBIT "A"

0' 50' 100'

PART OF THE SOUTHEAST $\frac{1}{4}$ OF SECTION 21, T5N, R14W, ZEELAND TOWNSHIP, OTTAWA COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE NORTH $\frac{1}{4}$ CORNER OF SAID SECTION; THENCE S02°01'32"W 1314.76 FEET TO THE NORTHEAST CORNER OF THE SOUTHEAST $\frac{1}{4}$ OF THE NORTHWEST $\frac{1}{4}$ OF SAID SECTION; THENCE N88°36'45"W 33.00 FEET ALONG THE NORTH $\frac{1}{2}$ LINE OF SAID SECTION TO THE WEST RIGHT OF WAY LINE OF 76TH AVENUE AND THE POINT OF BEGINNING; THENCE S02°01'32"W 29.71 FEET ALONG SAID WEST RIGHT OF WAY LINE; THENCE S35°05'51"W 49.05 FEET; THENCE S00°57'03"W 165.08 FEET; THENCE S09°36'34"W 54.64 FEET; THENCE S01°46'27"W 82.51 FEET; THENCE S22°51'06"W 72.52 FEET; THENCE S01°34'03"W 113.77 FEET; THENCE S44°53'17"E 75.85 FEET TO THE WEST RIGHT OF WAY LINE OF 76TH AVENUE; THENCE S02°01'32"W 51.43 FEET ALONG SAID RIGHT OF WAY LINE; THENCE N88°32'45"W 24.00 FEET ALONG THE SOUTH LINE OF THE NORTH $\frac{1}{2}$ OF THE SOUTHEAST $\frac{1}{4}$ OF THE NORTHWEST $\frac{1}{4}$ OF SAID SECTION; THENCE N02°01'32"E 46.73 FEET; THENCE N44°53'17"W 70.28 FEET; THENCE N01°34'03"E 126.11 FEET; THENCE N22°51'06"E 72.56 FEET; THENCE N01°46'27"E 80.16 FEET; THENCE N09°36'34"E 54.50 FEET; THENCE N00°57'03"E 169.71 FEET; THENCE N35°05'51"E 77.57 FEET TO THE NORTH $\frac{1}{2}$ LINE OF SAID SECTION; THENCE S88°36'45"E 4.55 FEET ALONG SAID LINE TO THE POINT OF BEGINNING.
(13890 SQUARE FEET)

PART OF 70-17-21-100-021

N-S $\frac{1}{4}$ LINE, SEC 21, T5N, R14W

(66' PUBLIC R.O.W.)

PAGE
1 OF 1

EASEMENT SKETCH

70-17-21-100-030

EXHIBIT "A"



SCALE : 1" = 100'

0' 50' 100'

-024

-001

SUBJECT PARCEL TAX DESCRIPTION

PART OF THE SOUTH $\frac{1}{2}$ OF THE NORTHEAST $\frac{1}{4}$ OF THE NORTHWEST $\frac{1}{4}$ OF SECTION 21, T5N, R14W, ZEELAND TOWNSHIP, OTTAWA COUNTY, MICHIGAN, DESCRIBED AS:
COMMENCING S00°48'04"W 657.47 FEET FROM THE NORTH $\frac{1}{4}$ CORNER; THENCE S00°48'04"W 369.47 FEET; THENCE N89°50'24"W 504.00 FEET; THENCE S00°48'04"W 288.00 FEET; THENCE N89°50'24"W 850.66 FEET ALONG THE SOUTH LINE OF THE NORTHEAST $\frac{1}{4}$ OF THE NORTHWEST $\frac{1}{4}$ OF SAID SECTION; THENCE N00°22'47"E 479.82 FEET, MORE OR LESS, ALONG THE WEST LINE OF THE NORTHEAST $\frac{1}{4}$ OF THE NORTHWEST $\frac{1}{4}$ TO THE CENTER LINE OF THE BLACK RIVER; THENCE N28°29'37"E 200.15 FEET, MORE OR LESS, ALONG SAID CENTER LINE; THENCE S89°54'20"E 1265.20 FEET TO THE POINT OF BEGINNING.

EASEMENT DESCRIPTION

PART OF THE SOUTH $\frac{1}{2}$ OF THE NORTHEAST $\frac{1}{4}$ OF THE NORTHWEST $\frac{1}{4}$ OF SECTION 21, T5N, R14W, ZEELAND TOWNSHIP, OTTAWA COUNTY, MICHIGAN, DESCRIBED AS:
COMMENCING AT THE NORTH $\frac{1}{4}$ CORNER OF SAID SECTION; THENCE S00°48'04"W 657.47 FEET ALONG THE NORTH-SOUTH $\frac{1}{2}$ LINE OF SAID SECTION; THENCE N89°54'20"W 86.16 FEET ALONG THE NORTH LINE OF THE SUBJECT PARCEL TO THE POINT OF BEGINNING; THENCE S00°52'43"W 46.17 FEET; THENCE S19°13'20"E 41.71 FEET; THENCE S00°17'43"E 63.90 FEET; THENCE S30°30'57"E 69.44 FEET; THENCE S00°43'43"W 42.49 FEET; THENCE S19°35'03"W 22.35 FEET; THENCE S01°13'29"E 28.69 FEET; THENCE S27°08'46"E 16.52 FEET TO THE WEST RIGHT OF WAY LINE OF 76TH AVENUE; THENCE S00°48'04"W 42.67 FEET ALONG SAID LINE; THENCE N27°08'46"W 58.83 FEET; THENCE N01°13'29"W 36.97 FEET; THENCE N19°35'03"E 22.70 FEET; THENCE N00°43'43"E 33.58 FEET; THENCE N30°30'57"W 69.24 FEET; THENCE N00°17'43"W 65.97 FEET; THENCE N19°13'20"W 41.92 FEET; THENCE N00°52'43"E 49.44 FEET TO THE NORTH LINE OF THE SUBJECT PARCEL; THENCE S89°54'20"E 20.00 FEET ALONG SAID NORTH LINE TO THE POINT OF BEGINNING. (7100 SQUARE FEET)

PART OF 70-17-21-100-030

TRAILSIDE
CONDOMINIUMS

-003

Prein & Newhof
Engineers • Surveyors • Environmental • Laboratory

3355 Evergreen Drive NE
Grand Rapids, MI 49525
www.preinnewhof.com

t. (616) 364-8491
f. (616) 364-6955
info@preinnewhof.com

CLIENT:
ZEELAND CHARTER TWP
6582 BYRON RD.
ZEELAND, MI
49464

LOCATED IN : SECTION 21
TOWN 5 NORTH, RANGE 14 WEST
ZEELAND TOWNSHIP,
OTTAWA COUNTY, MICHIGAN

Date : 02/12/2024
Project No. 2220953

PAGE
1 OF 1

EASEMENT SKETCH

70-17-21-100-024

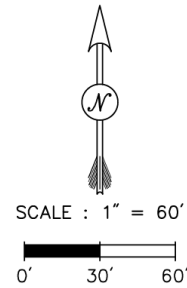
EXHIBIT "A"

SUBJECT PARCEL TAX DESCRIPTION

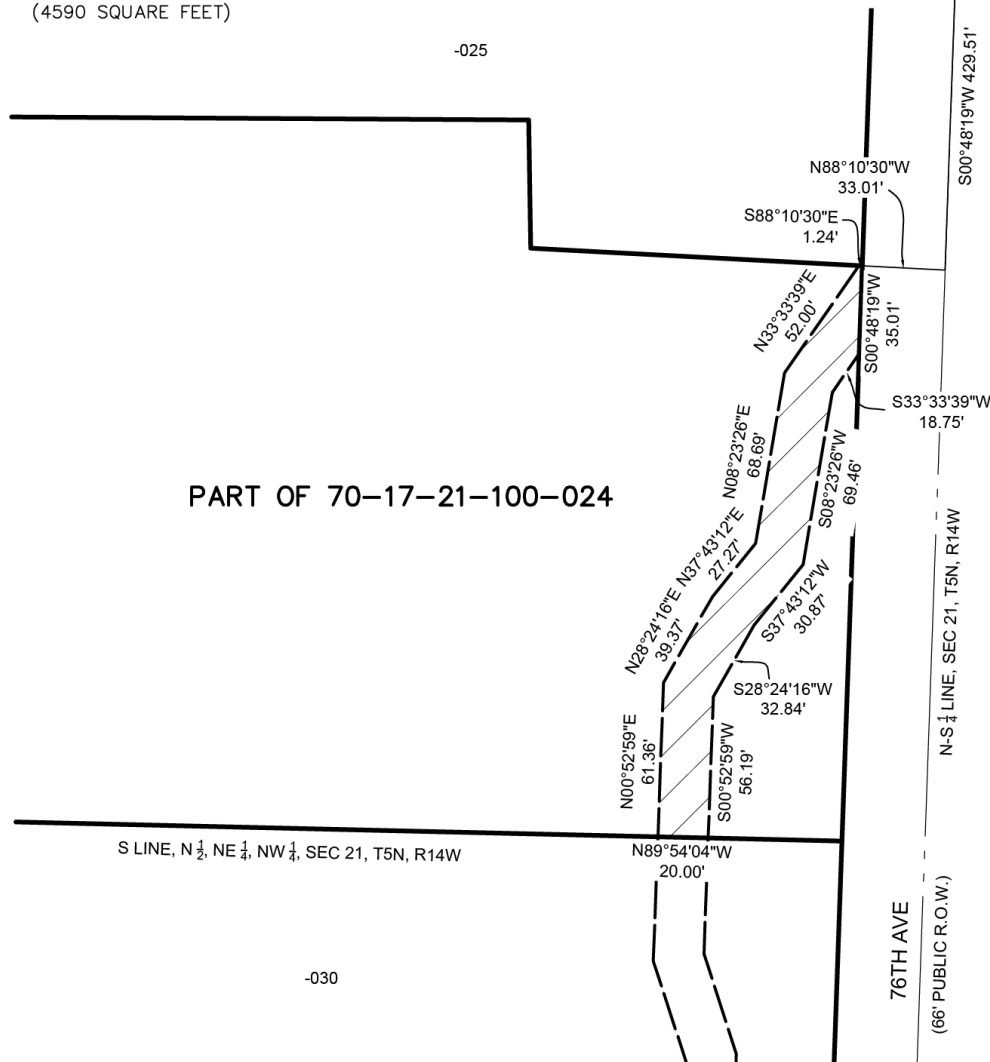
ALL THAT PART OF THE NORTH $\frac{1}{2}$ OF THE NORTHEAST $\frac{1}{4}$ OF THE NORTHWEST $\frac{1}{4}$ OF SECTION 21, T5N, R14W, ZEELAND TOWNSHIP, OTTAWA COUNTY, MICHIGAN, LYING EAST OF THE CENTER LINE OF THE BLACK RIVER DRAIN; EXCEPT THE NORTH 103.00 FEET THEREOF; ALSO EXCEPT COMMENCING S00°48'19"W 103.00 FEET FROM THE NORTH $\frac{1}{2}$ CORNER OF SAID SECTION; THENCE S00°48'19"W 326.51 FEET; THENCE N88°10'30"W 165.00 FEET; THENCE N02°06'00"W 51.00 FEET; THENCE S89°06'00"W 205.50 FEET; THENCE N00°48'19"E 273.70 FEET; THENCE S89°58'14"E 373.00 FEET TO THE POINT OF BEGINNING.

EASEMENT DESCRIPTION

PART OF THE NORTH $\frac{1}{2}$ OF THE NORTHEAST $\frac{1}{4}$ OF THE NORTHWEST $\frac{1}{4}$ OF SECTION 21, T5N, R14W, ZEELAND TOWNSHIP, OTTAWA COUNTY, MICHIGAN, DESCRIBED AS:
COMMENCING AT THE NORTH $\frac{1}{2}$ CORNER OF SAID SECTION; THENCE S00°48'19"W 429.51 FEET; THENCE N88°10'30"W 33.01 FEET TO THE WESTERLY RIGHT OF WAY LINE OF 76TH AVENUE AND THE POINT OF BEGINNING; THENCE S00°48'19"W 35.01 FEET ALONG SAID RIGHT OF WAY LINE; THENCE S33°33'39"W 18.75 FEET; THENCE S08°23'26"W 69.46 FEET; THENCE S37°43'12"W 30.87 FEET; THENCE S28°24'16"W 32.84 FEET; THENCE S00°52'59"W 56.19 FEET TO THE SOUTH LINE OF THE NORTH $\frac{1}{2}$ OF THE NORTHEAST $\frac{1}{4}$ OF THE NORTHWEST $\frac{1}{4}$ OF SAID SECTION; THENCE N89°54'04"W 20.00 FEET ALONG SAID LINE; THENCE N00°52'59"E 61.36 FEET; THENCE N28°24'16"E 39.37 FEET; THENCE N37°43'12"E 27.27 FEET; THENCE N08°23'26"E 68.69 FEET; THENCE N33°33'39"E 52.00 FEET; THENCE S88°10'30"E 1.24 FEET TO THE POINT OF BEGINNING.
(4590 SQUARE FEET)



N $\frac{1}{2}$ COR,
SEC 21,
T5N, R14W



Prein & Newhof
Engineers • Surveyors • Environmental • Laboratory

3355 Evergreen Drive NE t. (616) 364-8491
Grand Rapids, MI 49525 f. (616) 364-6955
www.preinnewhof.com info@preinnewhof.com

CLIENT:
ZEELAND CHARTER TWP
6582 BYRON RD.
ZEELAND, MI
49464

LOCATED IN : SECTION 21
TOWN 5 NORTH, RANGE 14 WEST
ZEELAND TOWNSHIP,
OTTAWA COUNTY, MICHIGAN

Date : 02/12/2024
Project No. 2220953

PAGE
1 OF 1

Park User Information

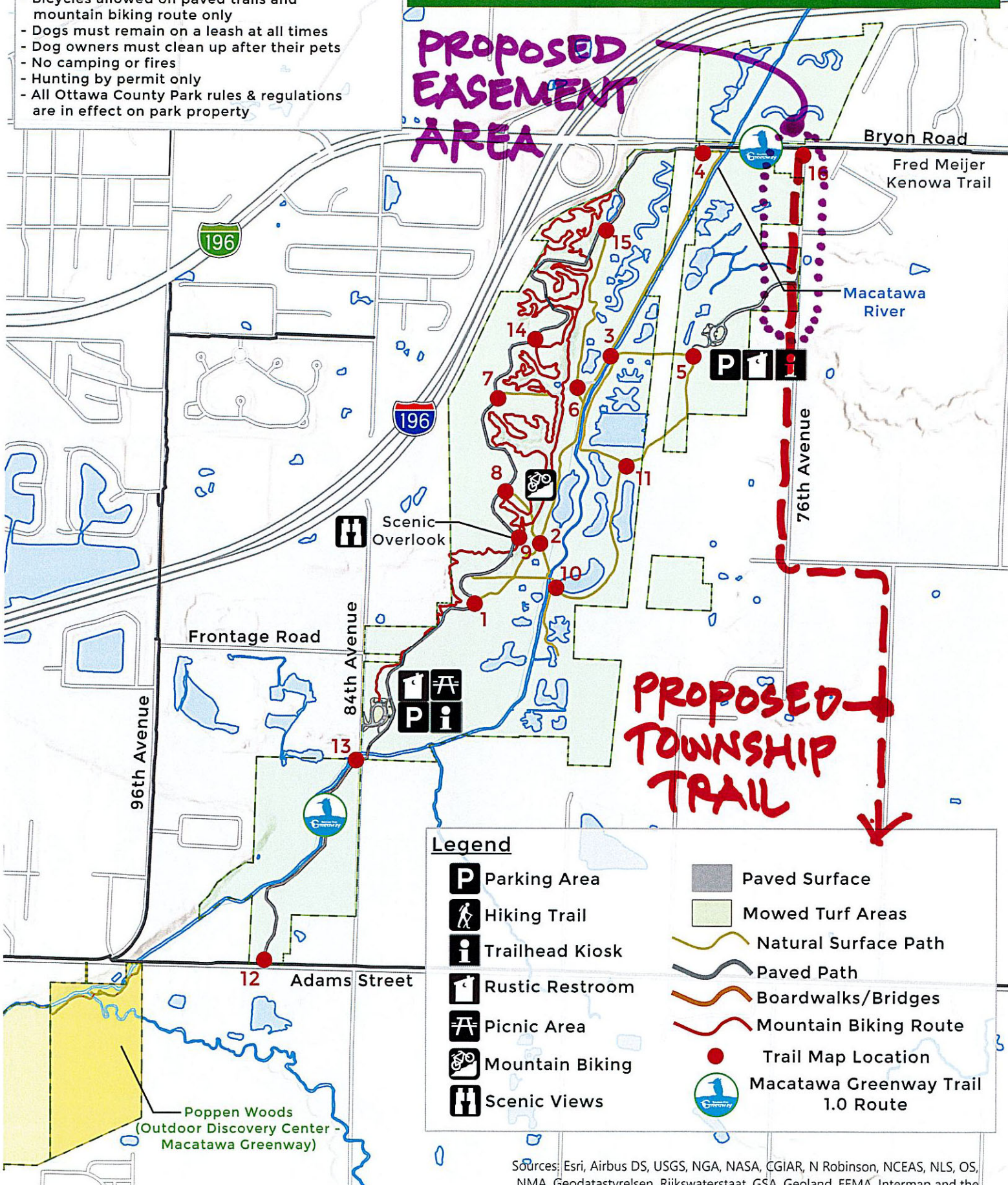
- Park Hours:
March 1 to October 15 - 7:00 a.m. to 10:00 p.m.
October 16 to February 28 - 7:00 a.m. to 8:00 p.m.
- No alcohol is permitted
- No motor vehicles beyond parking lot
- Bicycles allowed on paved trails and mountain biking route only
- Dogs must remain on a leash at all times
- Dog owners must clean up after their pets
- No camping or fires
- Hunting by permit only
- All Ottawa County Park rules & regulations are in effect on park property

Upper Macatawa Natural Area

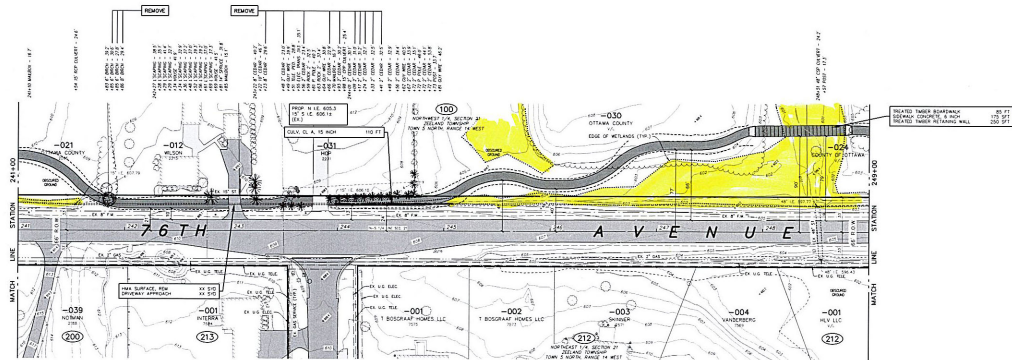
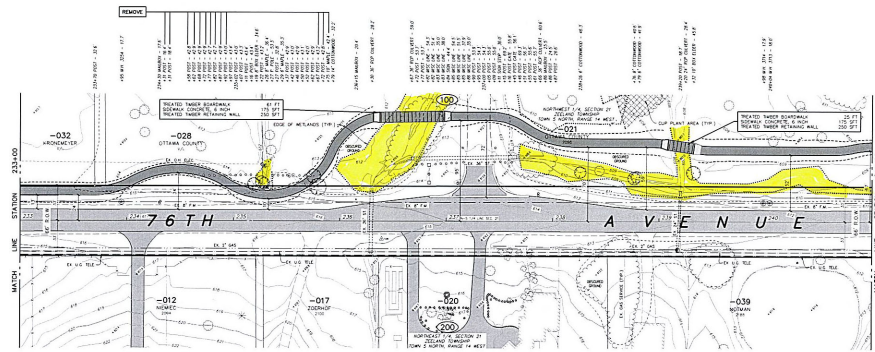
Macatawa River Greenway

**PROPOSED
EASEMENT
AREA**

**PROPOSED
TOWNSHIP
TRAIL**



B.M. 157.12 157.12 WEST OF CO. RD. 404 & 157.12 157.12 WEST OF CO. RD. 404 & 157.12 157.12 WEST OF CO. RD. 404 & 157.12 157.12 WEST OF CO. RD. 404 & 157.12	
B.M. 157.12 157.12 WEST OF CO. RD. 404 & 157.12 157.12 WEST OF CO. RD. 404 & 157.12 157.12 WEST OF CO. RD. 404 & 157.12	
CONTROL POINT TABLE POINT NO. POINT TYPE ELEVATION 1001 B.M. 157.12 157.12 1002 B.M. 157.12 157.12	



UNITS LOCATIONS ARE DERIVED FROM ACTUAL
 MEASUREMENTS OR AVAILABLE RECORDS. THE
 SHOWN ARE NOT BEING REPRODUCED TO BE EXACT
 LOCATIONS AND SHOULD BE CONSIDERED AS
 APPROXIMATE LOCATIONS ONLY.

SCALE: 1" = 50' (CONTOURS AT ONE FOOT INTERVALS)

NO.	REVISIONS	BY	DATE
1	1	S.J.V.	MAY 23

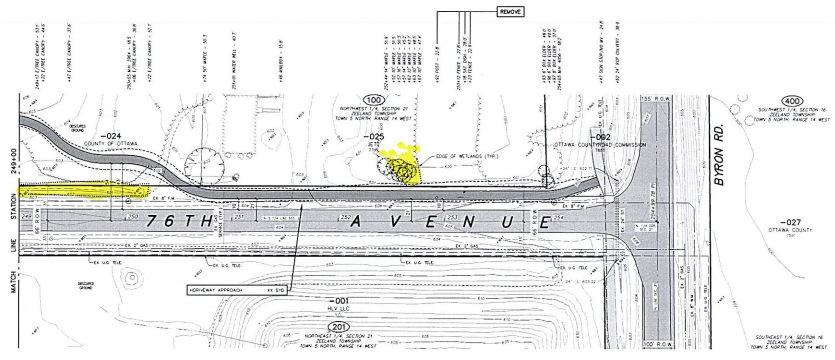
Prein & Newhof
 Engineers-Surveyors-Environmental-Laboratory

ZEELAND CHARTER TOWNSHIP
 OTTAWA COUNTY, MICHIGAN
 NON-MOTORIZED PATHWAY
 76TH AVENUE

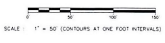
PROJECT NO.
 2220953
 SHEET NO.
 32 OF X

PLAN	DATE	BY	CHKD
76TH AVENUE	2/23/2011	W.A.	W.A.
BY	DATE	BY	CHKD
76TH AVENUE	2/23/2011	W.A.	W.A.

CONTROL POINT TABLE			
POINT NO.	DESCRIPTION	STATION	ELEVATION
1	START OF PROJECT	0+00	5.12
2	END OF PROJECT	1+00	5.12



811 LOCATIONS ARE DERIVED FROM ACTUAL
MEASUREMENTS OR AVAILABLE RECORDS. THEY
SHOULD NOT BE ASSUMED TO BE EXACT
LOCATIONS AND SHOULD BE VERIFIED BY FIELD
WORK. THEY ARE THE ONLY LOCATIONS IN THIS AREA.



NO.	REVISIONS	BY	DATE
1	AS SHOWN	W.A.	MAY 23
2			
3			
4			
5			
6			
7			
8			
9			
10			

Prein & Newhof
Engineering-Surveying-Laboratory

ZEELAND CHARTER TOWNSHIP
OTSEGO COUNTY, MICHIGAN
NON-MOTORIZED PATHWAY
76TH AVENUE

PROJECT NO.
2220953
SHEET NO.
42 OF 42

Action Request

Electronic Submission – Request # 352



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 3/20/2024

Vendor/3rd Party: MILLAGE REQUEST

Requesting Department: PARKS AND RECREATION

Submitted By: SHAMBLIN

Agenda Item: 11D 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.

Summary of Request:

The Board of Commissioners, through the Fiscal Services Department, requires that all agencies funded by special millage make a request to the Board of Commissioners regarding the amount millage to be levied in the upcoming fiscal year. Funds for the Parks and Open Space millage are levied on the 2024 tax bill. The Parks Director is recommending we ask for the maximum amount allowed for our millage.

Financial Information:

Total Cost: \$0.00

Parks Fund Cost: \$0.00

Included in Budget:

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated

Action is Related to Strategic Plan:

Goal 4: To Continually Improve the County's Organization and Services.

Objective:

Administration:

Recommended by Parks Director:

Committee/Governing/Advisory Board Approval Date: Finance and Policy: 03/12/2024

Action Request

Electronic Submission – Request # 353



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 3/20/2024

Vendor/3rd Party: MUNICIPAL CIVIL INFRACTION BUREAU POLICY & PROCEDURE

Requesting Department: PARKS AND RECREATION

Submitted By: BOERGER

Agenda Item: 11E 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.

Summary of Request:

The Municipal Civil Infractions Bureau was established within the County of Ottawa to outline procedures for infraction violations of Ottawa County ordinances. The Ottawa County Treasurer's Office was established as the Civil Infractions Bureau for the violation of those county ordinances which are established as municipal civil infractions. Municipal civil infractions are to be processed by the Civil Infractions Bureau as provided for in Act 12 of the Public Acts of 1994, as amended.

The Ottawa County Board of Commissioners establish rules and regulations for public parks and park facilities under the jurisdiction of the Ottawa County Parks and Recreation Commission, which established that violations of the rules and regulations are a municipal civil infraction violations, established penalties and to provide for the enforcement thereof.

The included Policy & Procedure Statement is an interdepartmental policy overseen by the Treasurer's office. Parks staff, in conjunction with the Treasurer's office, reviewed and updated the procedures in accordance with the new fee machines and software.

Financial Information:

Total Cost: \$0.00

Parks Fund Cost: \$0.00

Included in Budget:

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: Non-Mandated

Action is Related to Strategic Plan:

Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective:

Administration:

Recommended by Parks Director:

Committee/Governing/Advisory Board Approval Date: Finance and Policy: 03/12/2024

Ottawa County Municipal Civil Infraction Bureau
Policy & Procedure Statement
Ottawa County Treasurer's Office
Parks Violations & Citations

SUBJECT: Ottawa County Municipal Civil Infraction Bureau

DATE: May 5, 1995, Updated December 12, 2023

Definitions:

Authorized local official: Police officer or other personnel of the county, or regional parks and recreation commission created under Section 2 of 1965 PA 261, MCL 46.352, legally authorized to issue municipal civil infraction citations.

Notice of Violation: A notice, other than a citation, directing a person to appear at the municipal ordinance violations bureau in the county, and to pay the fine and costs prescribed by ordinance for the violation of the ordinance. A municipal ordinance violation notice may be issued and served by an authorized local official of the county, instead of a citation, if a county has established a municipal ordinance violations bureau. The notice will also inform the recipient that they had thirty (30) days to pay the fine at the Municipal Civil Infraction Bureau before a citation is issued. A Notice of Violation shall:

- Include a violation number, amount of the fine, license plate number and issuing state, type of violation alleged to have occurred, issue date, vehicle description, officer issuing notice.
- Inform the recipient that he or she may do 1 of the following:
 - Admit responsibility with full payment by making payment within 30 days at: OTTAWACOUNTY.RMCPAY.COM; or in person at the Ottawa County Treasurer's Office in either Grand Haven Courthouse or West Olive Administrative Building. OR
 - Admit responsibility with explanation by contacting the Municipal Civil infraction Bureau within 30 days from the issue date. A citation will be issued to the court and an informal hearing will be scheduled. OR
 - Deny responsibility contacting the Municipal Civil infraction Bureau within 30 days from the issue date on reverse side. A citation will be issued to the court and an informal hearing will be scheduled.
- Failure to make payment within 30 days is an assumed denial of responsibility which will result in the issuance of a municipal civil infraction citation by first-class mail to the alleged offender and filed with the District Court. Additional court fees may apply.

Citation: Written complaint or notice to appear in court upon which an authorized local official will record the occurrence or existence of 1 or more municipal civil infractions by the person cited. A citation shall:

- Include the name of the plaintiff, the name and address of the defendant, the municipal civil infraction alleged, the place where the defendant shall appear in court, the telephone number of the court, and the time at or by which appearance shall be made.
- Inform the defendant that he or she may do 1 of the following:
 - Admit responsibility by mail, in person or by representation at the court indicated on the citation.
 - Admit responsibility with explanation by mail, in person or by representation at the court indicated on the citation.
 - Deny responsibility by doing either of the following:
 - Appearing in person in court for an informal hearing before a judge or district court magistrate, without the opportunity of being represented by an attorney, unless a formal hearing before a judge is requested by the plaintiff.
 - Appearing in court for a formal hearing before a judge, with the opportunity of being represented by an attorney.
 - If a hearing date is specified, the defendant must appear on that date for an information hearing, unless they contact the court at least 10 days before the date by mail, telephone, representation, or in person to request a formal hearing.
 - If an appearance date is specified, the defendant must contact the court on or before the appearance date by mail, telephone, representation or in person to obtain a hearing date.
 - The court will schedule an informal hearing unless the defendant requests a formal hearing. The county may also request a formal hearing.

Article 4 – County Operations Ordinances

400.2.1 – Municipal Civil Infractions Bureau

This ordinance established a Municipal Civil Infractions Bureau within the County of Ottawa to deal with civil infraction violations of Ottawa County ordinances. The Ottawa County Treasurer's Office was established as the Civil Infractions Bureau for the violation of those county ordinances which are established as municipal civil infractions. Municipal civil infractions are to be processed by the Civil Infractions Bureau as provided for in Act 12 of the Public Acts of 1994, as amended.

Article 4 – County Operations Ordinances

400.3.1 – Rules and Regulations in Parks

An ordinance to establish rules and regulations for public parks and park facilities under the jurisdiction of the Ottawa County Parks and Recreation Commission, to establish violations of those rules and regulations as municipal civil infraction violations, to establish penalties therefore, and to provide for the enforcement thereof.

Motor Vehicle Permit Fee Schedule as of 2024

Annually from Memorial Day Weekend through Labor Day:

Current Rates	Dailies	Annual	Multi-Car (2)
Resident	\$8.00	\$15.00	\$20.00
Senior Resident	\$8.00	\$9.00	\$12.00
Non-Resident	\$8.00	\$25.00	N/A

Park Fine Resolution dated March 28, 1995

Whereas, the Ottawa County Board of Commissioners has adopted Ordinance No. 94-3, providing that violations of rules and regulations set forth therein are municipal civil infraction violations, as authorized by MSA 5.331(m); MCLA46.11(m); and, Whereas, the Ottawa County Board of Commissioners has been requested by the Ottawa County Treasurer and the 58th District Court to adopt a recommended fee schedule for each municipal civil infraction violation set forth in Ordinance No. 94-3.

Summary of fees from "Exhibit A"

Violation	Fine	Violation	Fine	Violation	Fine
4.1a Enter a Park after hours	\$54.00	6.1l Sledding, skating ect out of designated area	\$39.00	13.1c Parking in spaces designated for employees only	\$29.00
4.1b Remaining in a Park after hours	\$54.00	7.1a Indecent conduct	\$54.00	13.1d Obstructing traffic with unattended vehicle	\$29.00
4.1c Re-entering a Park after being expelled	\$54.00	7.1b Intoxication on Park property	\$54.00	13.1e Motor vehicle cruising	\$39.00
4.1d Entering a closed Park	\$54.00	7.1c Gambling	\$54.00	13.1f Exceeding posted speed limit	\$29.00
5.1a Using a Park or facility without payment	\$39.00	7.1d Resisting or Profanity to Parks staff	\$54.00	13.1g Property destruction with motor vehicle	\$54.00
5.1b Failing to display a permit when required	\$39.00	7.1e Loitering in environmentally sensitive areas	\$39.00	13.1h Operation of off road vehicle	\$44.00
6.1a & b Littering	\$39.00	7.1f Child under 8 unsupervised	\$39.00	14.1a Launching watercraft outside designated area	\$39.00
6.1c Building fires outside provided fixtures	\$54.00	8.1 Possession of Alcohol - Adult	\$54.00	14.1b Watercraft in swimming area	\$54.00
6.1d Overnight camping without permission	\$54.00	9.1 Possession of Alcohol - Minor	\$134.00	14.1c Watercraft on Park property after hours	\$39.00
6.1e Peddling or soliciting without permission	\$54.00	9.1a Unauthorized animal or pet	\$39.00	15.1a Use of bicycle, etc out of designated areas	\$39.00
6.1f Using audio equipment to disturb the peace	\$54.00	9.1b Unauthorized horse riding	\$39.00	15.1b Use of skateboard, etc out of designated areas	\$39.00
6.1g Possession or use of fireworks	\$54.00	10.1 Damaging or Destroying Park Property	\$54.00	15.1c Obstruction of traffic with bicycle, skateboard, etc	\$39.00
6.1h Glass bottle or container in swim area	\$39.00	11.1 Hunting, Trapping etc	\$54.00	15.1d Careless use of bicycle, skateboard, etc	\$39.00
6.1i Possession of or use of fishing equipment in a swim area	\$39.00	12.1a Possession or Use of weapon	\$54.00	16.1a Motorized model car, plane etc without permission	\$39.00
6.1j Using a reserved area without reservation	\$54.00	13.1a Use of unauthorized vehicle	\$39.00	16.1b Unauthorized use of hot air balloon, parachute, etc	\$54.00
6.1k Trespassing on adjacent property	\$39.00	13.1b Operation of vehicle on restricted roads	\$49.00		

Benefits:

The primary benefits of issuing violations and citations under County Ordinance and the Municipal Civil Infractions Bureau are:

- The County receives the revenue from the citations instead of the State of Michigan.
- More visitors will be encouraged to purchase annual park passes which generates more revenue directly to the Parks Commission which helps maintain the quality of Ottawa County Parks.

Parks and Recreation Commission Responsibilities:

- Maintain Passport Citation Management Program (user setup, updates, testing, etc.).
- Maintain handheld devices for issuing citations.
- Order paper for handheld devices.
- Provide training as needed on the Passport system.
- Facilitate a Parks Commission resolution to charge the fee schedule as needed.
- Provide the Treasurer's office with any invoices or expenses relating to the Municipal Civil Infraction Bureau.

Ottawa County Treasurer's Office Support

Bureau Manager (manager) = Deputy Treasurer

Bureau Assistant Manager (assistant manager) = Public Service Center Clerk

Customer Service Team = Clerk & Warranty Deed Clerk

- The Manager and Assistant Manager will be responsible for training, serve as a resource for questions from enforcing departments and Treasurer's Office staff, and serve as coordinator of the interactions between enforcing departments and the District Court.
- The Assistant Manager will manage and maintain the "Open" and "Closed" violation/citation files, the violation/citation list, and forward the citations to the District Court.
- The Manager will provide a daily report of activity to enforcing departments as requested, prepare the Annual Report, and distribute it to the enforcing departments, review all Notice of Violation and Civil Infraction Citation forms for clarity and legality. (any changes will be provided to Ottawa County Parks and Recreation to make changes as needed), review the Ottawa County Municipal Civil Infractions Bureau Policy & Procedure Statement, making changes as needed.
- The Customer Service Team, along with the Assistant Manager, will accept payment of fines, answer questions regarding the paying of specific violations, and enter the information in the notice of violations/civil infraction citations list.
- Record and report all fee revenue.
- Pay direct costs of the Passport Citation Management Program including software subscriptions, and citation paper.

Violation/Citation Time Frame:

Day 1:

Violation/Citation is issued.

- Parks and Recreation staff will print a notice of violation and place it on vehicles.
- Parks and Recreation staff will take a photo of the vehicle's license plate.
- The notice of violation and picture of the license plate will be saved and recorded in the Passport system.

Days 2-30:

Appeal window available

- Offenders will have 7 days to appeal. All appeals will be reviewed and decided upon by parks.
- Payments will be accepted online at OTTAWACOUNTY.RMCPAY.COM.
- Payments made in personal will be receipted into Tyler Cashiering by the Treasurer's office. Charge code T071 will be used to receipt the revenue into 10116501-657010. If the payment is received by anyone other than the assistant manager an email will be sent to the assistant manager with the notice of violation number, and a copy of the Tyler Cashiering receipt. After the payment is applied in Tyler Cashiering the assistant manager will mark the notice of violation as paid within the Passport system.

Day 30:

Defendant information is obtained, citations are prepared to be sent to the correct District Court.

- Assistant Manager will:
 - Beginning 30 days after Memorial Day will begin running a report weekly within Passport of any unpaid notice of violations that are outstanding more than 30 days and have a balance due.
 - Research the vehicle owner's information on the Lexis Nexis website and update "offender" information on Passport system.
 - Print the Copy of Citation with the updated offender information.
 - Attach a sticker to the notice of violation identifying which District Court the notice of violation is forwarded to.
 - Update the status notice of violation as "forwarded to the court" in the Passport system.
 - Mail a copy of the notice to the correct District Court as well as a copy to the offender.
 - File the violations/citations in the file by date and then in alphabetical order.

Process by admission of responsibility options:

Admit Responsibility:

- Notice of Violation is paid by the defendant according to the fee schedule, in one of the following ways:
 - Online with a credit card at:
 - ottawacounty.rmcpay.com for notice of violations less than 30 days old
 - By mail to Ottawa County Treasurer's Office, 414 Washington, Grand Haven, MI 49417.
 - In person or by a representative at the Treasurer's Office in West Olive and Grand Haven.
 - When paying by mail or in the Treasurer's Office, the following payment types will be accepted: Personal check, certified check, or money order made payable to Ottawa County Treasurer, Cash, or Credit Card
 - When payment is made in person or by a representative at the West Olive Treasurer's Office, the Customer Service Team will:
 1. Process receipt using charge code T071.
 - ***If the violation is paid with a check, the violation # is written on the back of the check.***
 2. Give receipt to the defendant/representative.
 3. Print a copy of the receipt and send it to the Assistant Manager making sure to include the notice of violation number.
 4. The assistant manager will mark the notice of violation as "paid" in the Passport system.

- When payment is made in person or by a representative at the Grand Haven Treasurer's Office, or paid online, the Assistant Manager will:
 1. Process receipt using charge code T071.
 - ***If the violation is paid with a check, the violation # is written on the back of the check.***
 2. Give receipt to the defendant/representative (if paid in person) OR hold onto the receipt.
 3. Mark the notice of violation as "paid" in the Passport system.

Admit Responsibility with Explanation **OR** Deny Responsibility:

- Defendant must initiate the process by mail, telephone, or in person to the Ottawa County Treasurer's Office.
 - If the defendant is in person, the Customer Service Team and/or Assistant Manager will:
 1. Direct the Defendant to go to the website listed on the back of the Notice of Violation where they can select the correct option
 2. Place a sticker with the District Court address and phone number on the signed Civil Infraction Copy.
 3. Make a copy of the signed Civil Infraction Copy and give it to the defendant.
 - a. If the defendant was at the West Olive Treasurer's Office, the original signed Civil Infraction Copy will be sent to the Assistant Manager.
 - b. If the defendant was at the Grand Haven Treasurer's office, the Assistant Manager will hold onto the original signed Civil Infraction Copy.
 - If the defendant is on the phone, the Customer Service Team and/or Assistant Manager will:
 - Direct the Defendant to sign and date in the Admit Responsibility with Explanation section **OR** in the Deny Responsibility section on the back of their Civil Infraction Copy.
 - Mail their signed Civil Infraction Copy to the Grand Haven Treasurer's Office.
 - The Assistant Manager will place a sticker with the District Court address and phone number on the signed Civil Infraction Copy.
 - Make a copy of the signed Civil Infraction Copy and mail it to the defendant with a letter directing them to contact District Court.
- After the signed Civil Infraction Copy has been given or mailed to the defendant. the Assistant Manager will:
 - Make a copy of the original signed Civil Infraction Copy.
 - Log into the Passport system and update the offenders information and reprint the Civil Infraction Copy
 - Attach copy of the signed Civil Infraction Copy to the reprinted Civil Infraction Copy that has the offenders information and send them to the correct District Court.

Unable to pay due to financial hardship:

- Only the District Court may offer payment plans to defendants who contact them and request a payment plan after the notice of violation is sent to them as a Citation.
- When a defendant requests a payment plan the courts will ask them questions to determine what if any payment plan is available to them

Non-Sufficient Funds checks (NSF):

- NSF checks will be processed in the same manner as other checks returned to the Treasurer's Office. The original receipt will be reversed; and a NSF letter will be mailed to the payer.
- All NSF fees and procedures will apply.
- Twelve days will be given to pay, if the notice of violation remains unpaid it will be sent directly to District Court in the same manner as an unpaid notice of violation.

Credit Card Chargebacks

- If a credit card chargeback is received the Manager/Deputy Treasurer will email the information to the Parks email ocparks@miottawa.org
- A Parks representative will reply to the email stating "We are accepting the chargeback and will void the previous receipt. Please forward this notice of violation to the District Court"
- A Parks representative will remove the "paid" status from the Passport system.
- The assistant manager will prepare the now unpaid notice of violation to be sent to District Court in the same manner as other unpaid notice of violations.

Records Management:

- The files will be maintained on a fiscal year basis.
- The following documents will be maintained on file in the Parks Department for 7 years:
 - All issued notice of violations issued through Passport.
 - All paid notice of violations
 - All notice of violations that were appealed and dismissed.
- The following documents will be maintained on file in the Treasurer's Office for 7 years:
 - Copy of violations/citations sent to District Court.
 - Annual Report.

Action Request

Electronic Submission – Request # 354



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 3/20/2024

Vendor/3rd Party: PARKS COMMISSION

Requesting Department: PARKS AND RECREATION

Submitted By: SHAMBLIN

Agenda Item: 11F OTTAWA COUNTY PARKS AND RECREATION COMMISSION
ANNUAL REPORT

Suggested Motion:

Information only.

Summary of Request:

In accordance with the Rules of the Ottawa County Board of Commissioners: Annual Reports - All County Departments shall present an annual written and oral report. Staff will be presenting the Annual Report to the Board of Commissioners at the April 9, 2024 Board of Commissioner meeting.

Financial Information:

Total Cost: \$0.00

Parks Fund Cost: \$0.00

Included in Budget:

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated

Action is Related to Strategic Plan:

Goal 4: To Continually Improve the County's Organization and Services.

Objective:

Administration:

Recommended by Parks Director:

Committee/Governing/Advisory Board Approval Date: Public Relations: 02/13/2024



2023 ANNUAL REPORT
Ottawa County Parks & Recreation Commission
October 1, 2022 - September 30, 2023

From the Director

The Ottawa County Parks and Recreation Commission is dedicated to providing residents and visitors alike with a wide range of recreational opportunities, while preserving and protecting the county's most sensitive natural resources. The following executive summary for the 2023 Annual Report provides highlights of our efforts to improve recreational opportunities, connect our community to the wonders of nature, and prepare for what lies ahead.

Project Highlights:

- **Observatory:** A grand opening celebrated West Michigan's first public observatory located at Hemlock Crossing. The observatory has enriched our community through monthly astronomy programming and public observation viewing nights.
- **Idema Explorers Trail:** Two newly completed sections of the Idema Explorers Trail were commemorated with major public events. A ribbon cutting ceremony at the Jenison Mill Segment celebrated the opening of the trail and the installation of the Secchia Gateway Arch. This segment signifies the linkage between Ottawa and Kent County, and connects Ottawa County to a vast network of trails spanning over 100 miles in Kent County. The Grand Explorers Trail Race in June showcased the scenic Bill Idema Nature Moraine Segment between Grand Ravines and Grand River Park.
- **Grand Ravines Treehouse:** The treehouse overlook at Grand Ravines was completed spring of 2023, providing visitors with a serene space to appreciate the encompassing canopy and stunning views of the deep ravines.
- **Parks for All Pilot:** Over 800 4th graders from the Allendale, Coopersville, Grand Haven, and Spring Lake school districts were provided with curriculum-based programming as part of a pilot project to remove barriers to outdoor education for the County's elementary students.

Staffing Realignment - Several organizational changes were implemented in 2023. The Natural Resources Manager position was upgraded to a Coordinator of Natural Resource Management with the goal of enhancing our conservation and natural resource initiatives. Our community engagement team was reorganized with two Program Supervisors and a Communications Specialist in an effort to broaden our outreach to the local community and schools. A Coordinator of Funds Development was also hired through a grant funded by the Ottawa County Parks Foundation. This role aims to secure long-term funding from philanthropic support to ensure financial stability and sustainability for the Ottawa County Parks and Recreation Commission.

Looking Ahead - Exciting projects are on the horizon. The Idema Explorers Camp is anticipated to welcome guests for overnight stays by late 2024. Access improvements and ecological enhancements are also underway at Ottawa Sands, with efforts expected to continue through 2024. The expansion of two parks, Bend Area and Rosy Mound, will be a focal point in 2024, laying the foundation for future regional development and conservation efforts. Lastly, we look forward to our strategic planning process to discover what will drive the future priorities and initiatives of the parks system.


Jason D. Shamblyn, Director
Ottawa County Parks & Recreation



Our Mission

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



Photos taken by @lydiaelizabeth

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7,400
ACRES

29*
COUNTY PARKS

13
OPEN SPACES

150+
MILES OF TRAIL

*The Ottawa County Parks and Recreation Commission was contracted in 2023 to manage the daily operations and management of Koww Park and Windsnest Park. The property is owned/overseen by Port Sheldon Township.

See page 17 for a listing of all lands administered by the Parks Commission.



Living in Ottawa County

Ottawa County is home to a diverse natural resource base that competes with any other county in the mid-west. The picturesque Lake Michigan shoreline, sand dunes, waterways, wetlands, bayous, and woodlands collectively create a truly unique environment in Ottawa County. These abundant resources offer ample opportunities for various outdoor recreational activities.

Ottawa County has been and continues to be the fastest growing county in the state, which is a reflection of the area's natural allure, diverse economy, and other indicators of a high quality of life.

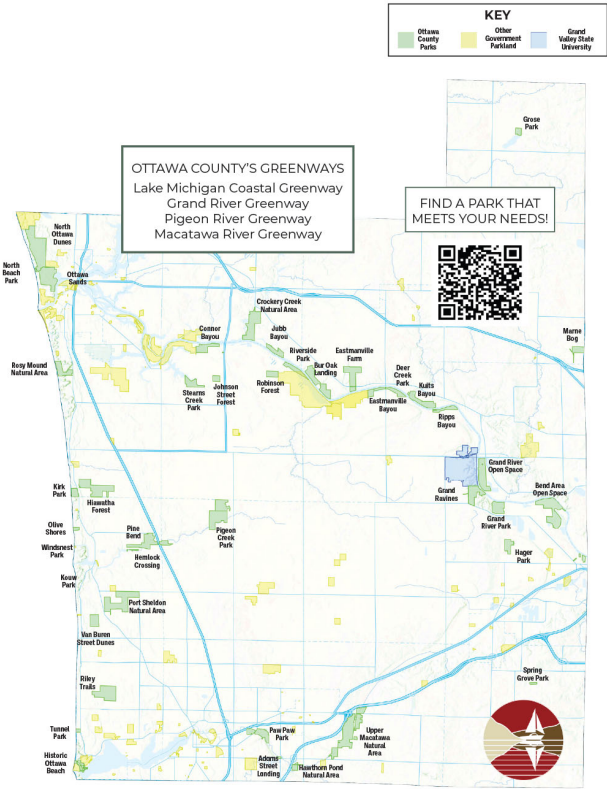
Greenways in Ottawa County

There are four greenways in Ottawa County, each unique in its own way:

- Grand River Greenway
- Lake Michigan Coastal Greenway
- Macatawa River Greenway
- Pigeon River Greenway

What is a Greenway?

A greenway is a connected and ecologically related corridor of park or protected green space near an urban area, set aside for recreational use or environmental protection.



Lake Michigan Greenway

Ottawa Sands Master Plan

At the confluence of the Grand River and Lake Michigan, work is underway on access improvements and ecological enhancements at Ottawa Sands. These projects are expected to continue through 2024 as part of a nearly \$8 million effort to implement the Ottawa Sands Master Plan.

news.mtmtawa.org/ottawasands



Idema Explorers Camp

Thanks to a generous \$3.48 million donation from the Bill and Bea Idema Foundation, construction has commenced on the Idema Explorers Camp at Ottawa Sands. The camp will consist of three treehouses, five yurts, and ten tent pads. This donation was leveraged to secure additional funding which will allow for improved public access, construction of a welcome center and a Grand River kayak launch, and key infrastructure improvements.



Idema Explorers Camp Restroom



Treehouse being constructed

Ecological Restoration

While undeniably a beautiful aesthetic experience, 188 acres of the park have been significantly disturbed by the previous sand mining operations and are not functioning properly as habitat, including the manmade mined lake.

In collaboration with Audubon Great Lakes and the Michigan Department of Natural Resources, with funding from the Sustain our Great Lakes program, the design phase for ecological improvements has commenced. The implementation of these enhancements, such as wetland creation and restoration, is scheduled to begin in early 2024.



Woody debris will be used along 6,000' of lake shoreline to improve habitat for aquatic ecosystems and stabilize shoreline.

"The ecological restoration at Ottawa Sands will include the creation of six acres of interdunal wetland to the south of the mined lake. This will improve habitat at the park and also increase the capacity of the area for stormwater storage."

— Neely Molhoek, Coordinator of Natural Resource Management

Lake Michigan Greenway

Improving Accessibility

Ottawa County Parks was recommended for a Michigan Natural Resources Trust Fund grant and a Land and Water Conservation Fund grant for two complementary projects to establish a "day-use" area at the northeast corner of the Ottawa Sands lake and to construct an accessible pathway around the lake. Construction is already underway on portions of the project. Project highlights include the following:

Day-use Area and Lake Loop

- Parking area with ADA spaces and modern restroom
- Paved 1.6-mile "Lake Loop" trail around lake
- Scenic views of lake
- Accessible benches

Other Access Improvements

- The entryway and access drive will be reconfigured, paved, and turned into a boulevard with an expanded connection to North Shore Drive.
- Paved non-motorized pathway access from North Shore Drive
- Paved access drive from North Shore Drive to Idema Explorers Camp
- Vehicle parking and bicycle loops
- Universally accessible kayak launch at "the Sag" with access to Grand River



Paved access drive from North Shore Drive to Idema Explorers Camp



View of "the Sag" from the kayak launch



Overhead view of Idema Explorers Camp parking



Reconfigured entryway to Ottawa Sands

Lake Michigan Greenway

Kirk Park Upgrades

Significant upgrades are coming to Kirk Park thanks to a Michigan Natural Resources Trust Fund Grant.

The project involves renovating the current restroom to make it accessible, adding new changing rooms, and installing a new roof. An existing playground will also be replaced and relocated. Alongside these changes, amenities and signage will be installed to establish Kirk Park as a trailhead for the Lakeshore Drive Pathway, US Bike Route, and the Lake Michigan Water Trail.



Playground design for Kirk Park

Management of Kouw and Windsnest Parks

With the goal of serving our mutual constituents, the Ottawa County Parks and Recreation Commission took on the management of two Port Sheldon Township Lake Michigan beach-front parks in 2023: Kouw Park and Windsnest Park. Port Sheldon Township maintains ownership/oversight of both parks, while the Ottawa County Parks and Recreation Commission is responsible for management and operations.

“This model of forging partnerships and collaborations to serve residents is consistent with the Parks Commission’s ongoing strategy of leveraging the public investment made by the community.”

— Jason Shamblin, Director



Kouw Park captured by @2goodspies



Windsnest Park captured by @frommichiganwithloveblog

Motor Vehicle Permits

Along the lakeshore, Ottawa County Parks adopted an automated method of selling motor vehicle permits by implementing onsite fee stations and new online software for vehicle registration. This adjustment enhanced our operations’ efficiency and streamlined the process.



55,693 total permits were issued in 2023

38,782 permits purchased at a pay-station

A motor vehicle permit is required Memorial Day weekend through Labor Day at lakeshore parks and the Riverside Park Boat Launch. The permit system helps us maintain and preserve these areas for everyone to enjoy.



Grand River Greenway

Celebrating the Bill Idema Moraine Nature Segment

The Bill Idema Moraine Nature Segment connects Grand Ravines to Grand River County Park with a multi-purpose path along the Grand River. In 2023, the vital link was celebrated during the Grand Explorers' Trail Race, organized by the Ottawa County Parks Foundation.



Participants started at Grand River Park and journeyed to Grand Ravines, discovering the recently completed segment of the Idema Explorers Trail. The event showcased the scenic trail section, which includes floodplain protection and boardwalk to address the region's high water levels.



Photo by Kellie Hall Photography

A Grand New Treehouse

The Ottawa County Parks Foundation received an anonymous donation allowing for the completion of the covered treehouse at Grand Ravines County Park.

The treehouse is located adjacent to the Grand Ravines Lodge. The raised structure has boardwalk access and provides another unique way to experience the wooded ravines as a resting point or location for small programs.



The treehouse has become a popular place for family photos!
Photo by @bloomoutside

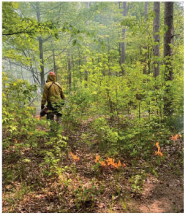


The Treehouse is dedicated to Bea Aldrink Idema in recognition of her love for nature, education, and having fun. The north ravines property is deeply connected to Bea and her family.

Natural Resource Management

Prescribed Fires

As part of the long-term land management of Robinson Forest, a prescribed fire was completed on the property in late May. A consultant was contracted to work with Parks staff to ensure a safe and effective burn. The burn this spring was the third conducted by the Parks at this site, with previous fires taking place in 2015 and 2019.



Positive effects have been seen, including the encouragement of desirable fire-loving plant species like wild lupine.
Wild Lupine photo by Mike Lozon.

Red Pine Management

In early fall, forest management activities were completed on 140 acres of aging pine plantations at Pigeon Creek. Logging red pine plantations is an investment in Ottawa County's future generations. By clearing out an unsustainable pine plantation that provides minimal wildlife support and would inevitably perish if left alone, we are enabling a thriving native forest to flourish.



Removing this crop plant will allow for a more diverse forest to emerge from the seedbank. Post-removal, this property will be restored to a forest of beech, sugar maples, and hemlock trees.

As this diverse forest grows, it has the potential to bring new species to Pigeon Creek Park, as well as expand habitat for existing ones.



Scarlet tanager photo by Blair Celano

Restoration Education

Restoration strategies are often intricate and may appear counterintuitive at times. For instance, why would a Parks Department opt to cut down trees? Isn't that bad? Questions like these are valid and we work hard to answer them in a way that makes sense. Through informative videos, we aim to demystify restoration efforts and highlight the long-term benefits they bring to our natural world.



Learn more: news.mtottawa.org/red-pines

Why Cut Down Trees?

To ensure park visitor safety, the parks department proactively removed unhealthy sections of the pine plantations. Over time, the pine plantations at Pigeon Creek had been deteriorating due to disease and insufficient biodiversity. Specifically, diplopedia tip blight and armillaria root rot, both fungus-related diseases, had a significant impact on the plantations.

Natural Resource Management

Volunteers

Our volunteers and school groups continued to be crucial to the work that we do. Their tremendous support contributed towards making our parks clean and more beautiful.

25 service-based workdays **22** Adopt-a-Park groups
114 volunteer workdays **7,512** volunteer hours



Invasive Species Management

Our Stewardship Crew, Park Stewards, and various staff members and volunteers helped manage invasive species on nearly half of our total acreage.

35 invasive species treated (#of species)
3,673 acres managed for invasive species

Our team also surveyed and treated for HWA, a harmful insect pest that negatively impacts hemlock trees. Lakeshore parks are of utmost importance due to their location near Lake Michigan, which is a major flyway for migratory birds.

The OCPR Stewardship Crew has finished surveys at the final lakeshore properties and will progress inland in upcoming surveys and treatments.

49 acres surveyed for hemlock woolly adelgid (HWA)



Planting Pawpaws at Paw Paw Park

Thanks to a generous donation by Yanfeng through their iCare program, Paw Paw Park finally has its namesake tree!



Pawpaws are tropical-looking understory trees that grow naturally along rivers in Southwest Michigan. While the park currently has only a few newly planted pawpaw trees, it is probable that there were more of them before European settlement. Therefore, we were grateful when Yanfeng offered to purchase and plant 65 pawpaw plants to establish Paw Paw Park as a destination to learn about this unique species.

"We were excited to work at Paw Paw Park and give back!"

— Darby Goodemoot, Senior Manager of Costing at YanFeng



Special Events

Secchia Gateway Arch Dedication



A celebration took place for the Jenison Mill Segment of the Idema Explorers Trail, linking Ottawa and Kent County, highlighted by the Secchia Gateway Arch. The arch pays tribute to Peter Secchia for his pivotal role in the Grand River Greenway Campaign.

The 1-mile segment connects to a 2-mile trail in Georgetown Township, linking users to over 100 miles of trails in Kent County. As a result, bike/pedestrian trail users in this area can enjoy connections to Millennium Park, downtown Grand Rapids, and the Grand Rapids riverfront.



We are grateful for our long-term partnerships and collaborators who have helped make this project come to life.

Public Observatory Grand Opening

Along the Pigeon River Greenway, a grand opening was held for the public observatory at Hemlock Crossing. This project was made possible with support from the Shoreline Amateur Astronomical Association (SAAA), Friends of Ottawa County Parks, the Ottawa County Parks Foundation, as well as many members of our community.



The facility, which houses a 16-inch Schmidt-Cassegrain telescope, is operated by members of the SAAA.

The SAAA hosts monthly astronomy programs at the Nature Center and public observing nights every Friday (weather permitting).

Learn more: holland-saaa.org

David VanGinhoven Trail Dedication

On October 27, a dedication event was held for the David VanGinhoven Memorial Trail located at Hemlock Crossing. The plaque honors David's 11 years of service and dedication to Ottawa County Parks and the Commission board.



"David was our previous Parks Commission president and also a founding board member of the Ottawa County Parks Foundation. He really gave so much to the community, so a trail was named in his honor at Hemlock Crossing."

– Jason Shamblin, Director



Community Engagement - Grants

Art in the Parks

In collaboration with the Hope College Arts & Humanities Department and CultureWorks, two free events were held in the Holland/Zeeland area. Both events focused on nature and art! This project was supported by the Mellon Foundation.

Story Stamping with Ayanna Njoroge took participants on a scavenger hunt for stamps around Hawthorn Pond. There was an opportunity afterwards to decorate a pot and take home a new plant!

Chalk, Walk, & Talk began with a poetry reading by Samuel Vega who shared poems inspired by visits to Ottawa County Parks. Afterwards, chalk was available for people to reflect and write their own poems or draw something inspired by the park.



Expanding Nature Access

Research demonstrates that kids who spend time outdoors are healthier and do better in school. Our Outdoor Education (OE) programs aim to provide opportunities to introduce and expose all children to outdoor experiences that promote physical and emotional health, civic engagement and long-term appreciation for nature.

5,013 students attended an OE program

Parks for All Pilot

Funded in part through a grant from the Grand Haven Area Community Foundation, with support from the Ottawa County Parks Foundation, Ottawa County Parks & Recreation piloted Parks for All this spring in the northwest Ottawa County area Grand Haven, Spring Lake, Allendale, and Coopersville school districts.

851 students were served in the pilot

The curriculum was created with both students and teachers in mind, with care to ensure the program not only meets Next Generation Science Standards to help teachers achieve their classroom goals, but also provides a fun and enriching experience for students.

Efforts are being made to secure funding that allows this program to be offered county-wide!



Community Engagement

Step it Up

The 2023 Step It Up! Fitness challenge kicked off in May with support from an Ottawa County Department of Public Health grant.

This free 8-week program is designed to help community members get active, visit new parks, and improve their physical and mental health through outdoor group walks.

Step it Up! also provides motivation and accountability with easy-to-use goal setting and tracking. All levels of fitness are encouraged to join and report their weekly activity each week to be eligible for raffle prizes!



Velo Kids

Velo Kids and Ottawa County Parks have partnered to provide adventure-based bike camps for grades 1st - 8th, which included a special kayaking opportunity.

At select camp sessions, a Park staff person spent an hour leading an Ottawa County Parks orientation activity.



Birdie Big Year

We continued to offer special events to engage our community.

Accomplished birder and speaker Tiffany Kersten, who achieved a new Lower 48 Big Year record of 726 species, visited the Nature Center along her birding tour.



Public Viewing Nights

The observatory is open to the public on Friday evenings throughout the year whenever viewing conditions allow. A member from the Shoreline Amateur Astronomical Association (SAAA) will be present to operate the telescope.

504 people attended a public astronomy SAAA program

Learn more: miottawa.org/observatory



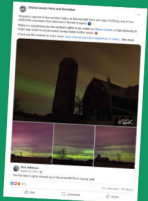
Engaging our Community

Programming

252 public programs **5,984** participants
131 private programs **5,881** participants
29,675 visitors to Nature Center at Hemlock Crossing

Outreach

16,181 Facebook followers
3,972 Instagram followers
14,557 Gov-Delivery (GD) subscribers
60% engagement rate
3 park topics in top 10 among GD subscribers



StoryWalks

We partnered with our local libraries to continue offering StoryWalks. Pages from a featured book were posted on signs along a path for families to read during park hours. Thank you Herrick and Loutit District Library!

"We went there today! The kids loved it!"

— StoryWalk Visitor via Social Media



Maintenance and Operations

Grose Park

In late 2021, a fire destroyed our maintenance building at Grose Park. The building and its contents were a total loss. The restroom facilities were also severely damaged. Since that time, those responsible for the arson and vandalism have been apprehended.

In 2023, the maintenance building reconstruction was finished, along with a major renovation of the restroom facilities. The restrooms are now fully operational and available for visitors to use.

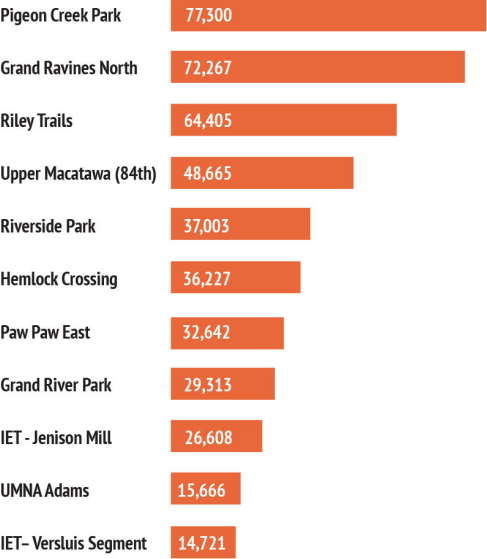
Seasonal Staff

Hiring seasonal support staff continued to be a challenge in 2023. To address this, seasonal wages will be increased in 2024 in an attempt to recruit and retain new seasonal and part-time employees.



Annual Visitors via TRAFx Car Count

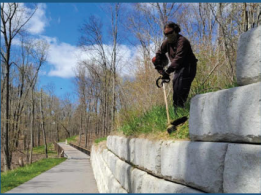
The OCPRC has utilized various methods to gather data about parks usage, including Traftx vehicle and trail counters. While the Traftx counters provide valuable and accurate data about usage trends over time at one site, more work is being done to verify how accurate when comparing usage from site to site.



Our Crew

Our Parks maintenance staff takes great pride in making sure all of our parks and facilities are ready for public use. They are responsible for opening gates, servicing equipment, mowing the grass, cleaning facilities, and much more. Their hard work ensures that visitors can enjoy a clean and safe environment while exploring the beauty of our parks.

12 full-time staff	88 part-time and seasonal staff
1,433 facility reservations	186 board sections replaced
302 downed trees cleared	452 signs printed and mounted
38,743 hours of part-time labor	



Supporting Organizations

Ottawa County Parks Foundation

The Ottawa County Parks Foundation (OCPF) is an independent 501 (c)3 non-profit organization formed to benefit the Ottawa County Parks and Recreation Commission. The Foundation relies on private donations and grants to do its work. Thanks to the support of many generous donors, the Ottawa County Parks Foundation enjoyed a successful year.



Some of the projects funded by the Parks Foundation in 2023:

- **Parks for All Pilot:** Thanks to a grant from the Grand Haven Area Community Foundation, the Parks Commission completed a Parks for All pilot. The Parks Foundation provided the matching funds for the grant.
- **Grand Ravines Treehouse:** Thanks to a significant gift to the Foundation the treehouse overlook at Grand Ravines was completed in spring of 2023.
- **Program Support:** The Foundation supported health and wellness programs in 2023 that connected over 1,000 people with nature.
- **Accessibility:** Through the Foundation's bench program, the Foundation improved accessibility in Ottawa County Parks by providing spaces for those with reduced mobility levels to rest.
- **Grand Explorers' Trail Race:** The OCPF hosted the first annual trail race from Grand River County Park to Grand Ravines to help support parks.



Parks Foundation President Anita Yoder speaking at Breakfast at the Park.

Learn more: ottawacountyparksfoundation.org

Friends of Ottawa County Parks

The Friends of Ottawa County Parks (FOOCP) is a membership-based organization that supports the parks through stewardship and monitoring, as well as community outreach.



FOOCP enjoyed a successful Holiday Luminary event which brought joy and light to the community. By attending various community events, they raised awareness and promoted the services offered by Ottawa County Parks. Their dedication to organizing open houses and cleanups highlights their commitment to not only enrich the parks but also deepen the connection between our community and nature.

Learn more: friendsofocp.org

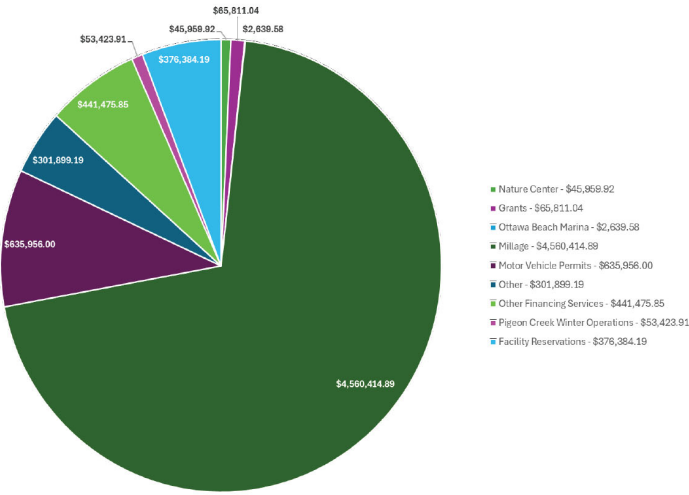


Thanks to the many generous donations made at the Holiday Luminary event, the Friends of Ottawa County Parks were able to donate 166 items to the Holland Boys and Girls Club!

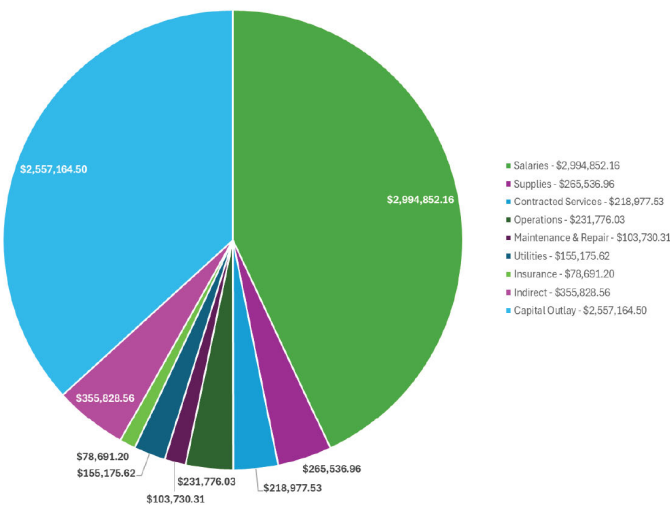


Revenue & Expenses

FY 2023 Revenue = \$6,483,964.57

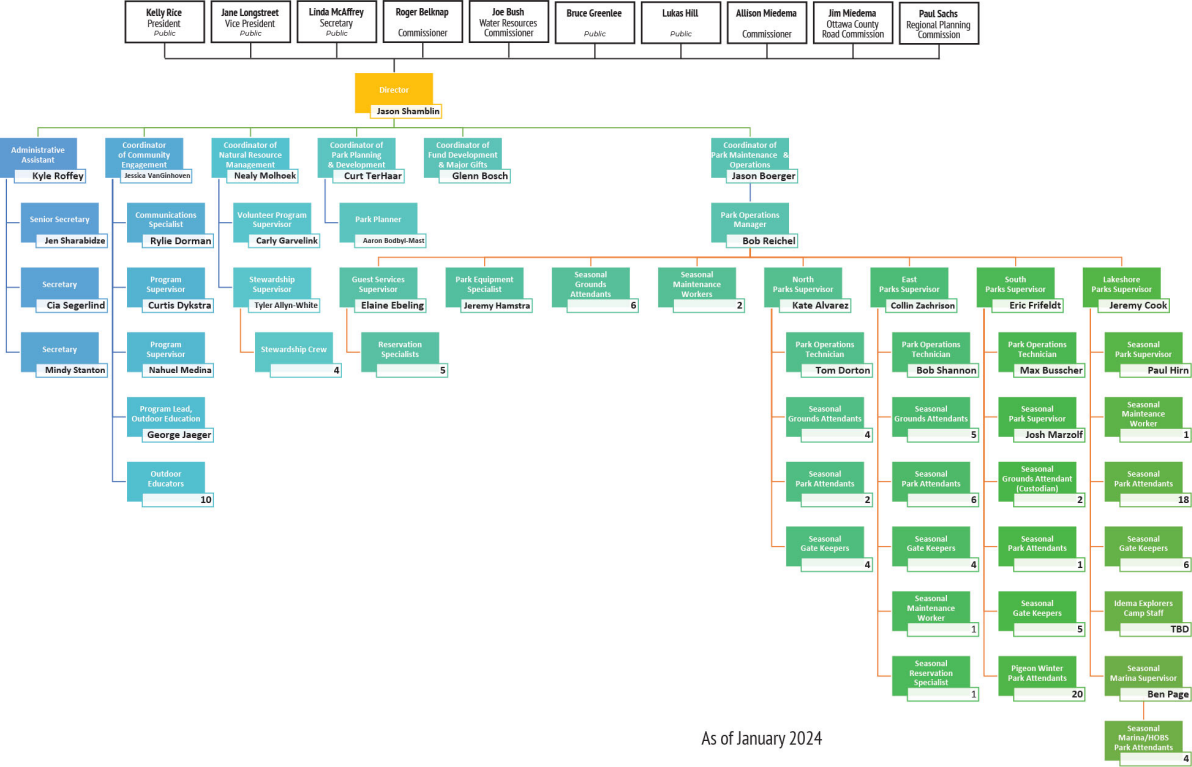


FY 2023 Expenses = \$6,961,732.87



*Other - Reimbursements, donations, Grand River Greenway, hunting fees, oil revenue, interest on investment
**Other Financing Services - In-kind Admin/IT services from Ottawa County
***Indirect - Admin/IT services from Ottawa County + additional IT service charge

Parks Commission & Staff



As of January 2024

Property Data

Parks and Open Spaces	Acreage	Lake Michigan Frontage (feet)	River Frontage (Grand River, Pigeon & Macatawa) (feet)	Bayou & Inland Lake Frontage (feet)
Grand River Greenway				
Stearns Creek	146	0	0	7,730
Connor Bayou	142	0	4,563	1,687
Crockery Creek Natural Area	334	0	2,640	0
Jubb Bayou (Open Space)	97	0	4,589	4,026
Riverside Park	95	0	6,737	0
Bur Oak Landing (Open Space)	263	0	7,392	5,267
Bass River Open Space	47	0	0	0
Eastmanville Farm	229	0	1,365	0
Eastmanville Bayou Open Space	157	0	9,364	8,300
Deer Creek Park	2	0	530	0
Ripps Bayou (Open Space)	173	0	7,550	7,992
Kuits Bayou (Open Space)	80	0	6,191	2,650
Grand River Open Space	279	0	7,890	0
Grand River Ravines	201.92	0	2,640	0
Grand River Park	162	0	2,505	0
Bend Area (Open Space)	421	0	10,032	33,263
Un-named Site - Georgetown Township	30.45	0	1,266.89	0
	2,859.37	0	75,254.89	70,915
Pigeon River Greenway				
Hemlock Crossing/Pine Bend	239	0	7,920	0
Pigeon River	46	0	2,354	0
Pigeon Creek Park	282	0	3,200	0
Pigeon Creek Forest (Open Space)	189	0	0	0
	756	0	13,474	0

Parks and Open Spaces	Acreage	Lake Michigan Frontage (feet)	River Frontage (Grand River, Pigeon & Macatawa) (feet)	Bayou & Inland Lake Frontage (feet)
Macatawa River Greenway				
Paw Paw Park	172	0	6,878	0
Adams Street Landing	10	0	1,100	0
Hawthorn Pond	40	0	1,792	0
Other Macatawa Propetry	10.16		1,994	
Upper Macatawa Natural Area	612	0	13,100	0
	844.16	0	24,864	0
Lake Michigan Coastal Greenway				
North Ottawa Dunes	593	0	0	0
North Beach Park	7	745	0	0
Rosy Mound Natural Area	164	3,450	0	0
Kirk Park	68	1,850	0	0
Ottawa Sands	345	0	5,740	8,400
Olive Shores	21	738	0	0
Tunnel Park	23	950	0	0
Historic Ottawa Beach Parks	58	756	0	2,560
Kouw Park*	4	155	0	0
Windsnest Park*	12.95	1,231	0	0
	1,295.95	9,875	5,740	10,960
General Parks, Open Space and Trails				
Musketawa Trail	NA	0	0	0
Conklin Trailhead	0	0	0	0
Marne Trailhead	0	0	0	0
Un-named Site - Wright Township	8	0	0	0
Grose Park	45	0	0	823
Marne Bog (Open Space)	83	0	0	0
Robinson Forest (Open Space)	80	0	0	0
Johnson Street Forest (Open Space)	50	0	0	0
Hiawatha Forest (Open Space)	365	0	0	0
Hager Park	104	0	0	0
Port Sheldon Natural Area (Open Space)	440	0	0	0
VanBuren Street Dunes (Open Space)	120	0	0	0
Spring Grove Park	16	0	0	0
Riley Trails	300	0	0	0
	1,611	0	0	823

*Port Sheldon Township owns Kouw and Windsnest parks. Ottawa County Parks & Recreation has been contracted for management and operations per a management agreement.

Action Request

Electronic Submission – Request # 355



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 3/20/2024

Vendor/3rd Party: HISTORIC OTTAWA BEACH SOCIETY

Requesting Department: PARKS AND RECREATION

Submitted By: SHAMBLIN

Agenda Item: 11G 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.

Summary of Request:

Ottawa County Parks partnered with the Historic Ottawa Beach Society (HOBS) to renovate the pump house structure at Historic Ottawa Beach. Parks and HOBS partnered on the first major phase of building renovation in 2014/15, splitting the cost of the project. Parks funded a restroom addition, which completed the first phase of major building renovations.

Use of the pump house building for museum purposes was addressed in the court-endorsed stipulation agreement approved in 2005, which states "Ottawa County shall restore and maintain the Pump House, generally developing it into a community room and museum. Ottawa County shall then lease the museum portion of the building to the Ottawa Beach Historic Commission (or another local non-profit museum-oriented group) on terms mutually acceptable to the parties for \$1 per year."

The current lease was reviewed and approved by the Parks and Recreation Commission and Board of Commissioners in 2021.

Historic Ottawa Beach Society – Pump House Museum - (HOBS) 2023 highlights:

Accomplishments:

- Estimated 1,100+ volunteer hours
- Estimated 3,000 visitors
- Wall paint touched up
- Flooring professionally cleaned and refinished

The current exhibits in the museum - The Hotel Ottawa: Illuminating History and the Sparking Change exhibits.

The SS Michigan exhibit is still on loan and displayed at Hemlock Crossing Nature Center Rotunda. HOBS has the complete Lakewood Farm and the Jenison Electric Amusement Park exhibits and can make them available to the OCPRC for use.

2024 – Initiatives

- Work with OCPR to repair wood floor inside west entry, approximately 20 square feet.
- Exterior doors on west side of the building to be refinished.
- Window trim and sashes to be prepped and repainted.
- OCPR to re-do landscaping on north end of building and HOBS will plant with natives.
- HOBS to coordinate with OCPR staff to design and install new exterior signage on the north side of the building.
- OCPR staff approved a 6' tall by 8' wide Big Red sign with head hold cut outs for visitor photos.
- HOBS inquired about utilizing parking for special events such as weddings and private parties. Due to very limited parking in the area during the busy season, reserving OCPR parking would negatively impact the general park visitor. As a result, it was determined that providing reserved parking at this time was not feasible. Prospective renters should be made aware that no designated parking came with the rental of the building and be informed of the various public parking opportunities in the area.

- It was discussed that OCPR Outdoor Education staff could be trained regarding the HOBS history and exhibits. A future meeting will be held when the Coordinator of Community Engagement has returned from leave.

Financial Information:

Total Cost: \$0.00

Parks Fund Cost: \$0.00

Included in Budget:

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: Non-Mandated

Action is Related to Strategic Plan:

Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective:

Administration:

Recommended by Parks Director:

Committee/Governing/Advisory Board Approval Date: Finance and Policy: 03/12/2024

LEASE

Ottawa County, a Michigan county, 12220 West Fillmore Street, West Olive, MI 49460, the "Lessor," and **Historic Ottawa Beach Society, Inc.**, a Michigan nonprofit corporation, P.O. Box 8462, Holland, MI 49422-8462, the "Lessee," enter into this lease subject to the following conditions:

1. Premises. The Lessor leases to the Lessee the portion of the Pump House property and building located at 2282 Ottawa Beach Road, Holland, Michigan 49424 ("Premises"), as depicted in the diagram attached as Exhibit A. The Lessor also confers a nonexclusive license to the restrooms and deck area depicted on Exhibit B.

2. Term. The initial term of this lease shall be twenty (20) years, commencing on April 1, 2021, and ending on March 31, 2041, subject to termination as provided herein or to renewal for successive three (3) year terms if neither party gives the other written notice at least sixty (60) days before the end of the then current term. Lessor shall have the right to terminate the lease upon thirty (30) days notice, if Lessee's is in default of a material term of this Lease, including but not limited to the obligation to operate the Pump House as a museum and has failed to cure the defect after thirty (30) days written notice given by Lessor. Notwithstanding the preceding, either party shall have the right to terminate the lease or any successive term, upon three (3) years advance written notice.

3. Rent.

- a. Base rent. The Lessor's consideration for the leasehold shall be Lessee's operation of a community museum within the Pump House, dedicated in part to the history of West Michigan, Park Township and Ottawa Beach areas, which museum will be open to the public without or upon reasonable admission fees at least three (3) hours on the Saturdays and Sundays between Memorial Day and Labor Day weekends, federal holidays excluded.
- b. Additional rent. Consistent with the provisions in Exhibit A, the Lessor shall be responsible for the delivery of all utility services for the Premises, including water, sewer, gas, electricity, heat, delivered to the Premises, but shall have the right to charge a reasonable monthly fee for utilities to the Premises to offset the Lessor's actual costs. The Lessee shall pay for such utilities within thirty (30) days after invoice is presented so that no past due accounts arise. In addition, any reasonable fees, costs, or expenses incurred by the Lessor for enforcing the Lessee's obligations under this lease, including reasonable attorney fees, shall be additional rent owing under the lease and shall be immediately due and payable by the Lessee.

- c. Insurance. Lessor shall be responsible for insuring the Premises, except for content insurance pertaining to Lessee's property and general liability pertaining to Lessee's activities, which shall be the obligation of Lessee.

4. Signs. All exterior signs placed on the Premises shall be in keeping with the character and decor of the Premises and must be approved in writing in advance by the Lessor's Parks Department.

5. Acceptance of Occupancy. The Lessee shall commence occupancy of the Premises on the commencement date and begin paying rent as required by this lease. The Lessee acknowledges that the Premises are in a state of repair that is acceptable for the Lessee's intended use of the Premises. The Lessee accepts the Premises as they are.

6. Vacation of the Premises. The Lessee shall not vacate or abandon the Premises during the term of this lease. If the Lessee does abandon or vacate the Premises or is dispossessed by process of law or otherwise, any of the Lessee's personal property that is left on the Premises after ninety (90) days shall be deemed abandoned by the Lessee, at the option of the Lessor.

7. Use. The Premises are to be used and occupied by the Lessee for museum, community meeting or private meeting or wedding purposes only. No hazardous waste may be brought onto or stored on the Premises and any service or consumption of alcohol is subject to the rules and regulations of the Ottawa County Parks Commission as unilaterally developed and updated from time to time. The Lessee's and its invitees' use of the restrooms and deck area in Exhibit B shall be subject to the rules and regulations of the Ottawa County Parks Department as unilaterally developed and updated from time to time. Notwithstanding any other provision in this Lease, the West Michigan Park Association ("WMPA") shall have the right to hold its meetings free of charge at the Pump House. The Lessee shall take responsibility for coordinating such meeting dates directly with WMPA.

8. Repairs and Maintenance. Consistent with Exhibit A, the Lessee shall be responsible for securing and repair of normal wear and tear and janitorial expenses within the Premises. The Lessee pledges to keep the premises in good and safe condition, including the electrical wiring, the plumbing, and other system or equipment on the Premises. The Lessor shall maintain the surrounding building and grounds, depicted in Exhibit B, and shall be responsible for repairing the exterior of the Pump House building.

9. Surrender of the Premises. The Lessee shall surrender the Premises to the Lessor when this lease expires in broom clean condition and shall have a sixty (60) day license, thereafter to work with the Lessor to access the Premises to restore it to the same condition as on the commencement date, except for normal wear and tear, unless the Lessor waives such obligation.

10. Entry and Inspection. The Lessee shall permit the Lessor or the Lessor's agents to enter the Premises at reasonable times and with reasonable notice, to inspect and repair the Premises.

11. Taxes and Assessments. The Lessor shall pay all real and personal property taxes and assessments levied against the Premises during the term of this lease. All taxes levied on personal property owned or leased by the Lessee are the sole responsibility of the Lessee.

12. Alterations. The Lessee may preform minor remodeling and improvements to the Premises at its own expense, but only after requesting and obtaining express, specific, written advance approval by the Lessor. Any improvements constructed on the Premises shall become the property of the Lessor when this lease, including any extensions, terminates. Any improvements with a cost in excess of \$10,000 shall be considered "major" and require architectural plans, composed by a licensed architect, that must be expressly approved by the Ottawa County Parks and Recreation Commission. Such major projects must be supervised by the Parks Department and shall be considered a public project, even though all out of pocket costs and expenses shall be paid for by the Lessee.

13. Assignment and Subletting. Absent event leases of no more than twenty-four (24) hours, the Lessee may not assign, sublet, or otherwise transfer or convey its interest or any portion of its interest in the Premises without written consent from the Lessor. The Lessor shall have total discretion on its approval of proposed assignments or subleases. In any fund raising or other public representations, Lessee must delineate that it is a lessee of the Premises and not the owner. Any naming rights associated with such fundraising must be expressly approved by the Lessor, whose discretion in approving or rejecting will be total.

14. Trade Fixtures. All trade fixtures and movable equipment installed by the Lessee in connection with the business it conducts on the Premises shall remain the property of the Lessee and shall be removed when this lease expires. The Lessee shall repair any damage caused by the removal of such fixtures, and the Premises shall be restored to the original condition. For purposes of this Paragraph, "trade fixtures" means removable personal property such as exhibits or display counters and other like property used in the museum operations.

15. Insurance. The Lessor shall insure the Premises, including all buildings and improvements, for the replacement cost of the buildings and improvements, against loss or damage under a policy or policies of fire and extended coverage insurance, including additional perils. The Lessee shall obtain and maintain in full force general liability and personal property damage insurance with coverage of not less than \$1,000,000 for injury or death to any one person, \$1,000,000 for injury or death to more than one person, and \$100,000 for personal property damage, covering all claims for injuries to persons occurring on or around the Premises. Each insurance policy shall also contain a provision exempting the Lessor from any loss of coverage as an insured due to the acts of the Lessee. The Lessee shall give the Lessor customary insurance certifications evidencing that the insurance is in effect during the term of the lease. All policies must also provide for notice by the insurance company to the Lessor of any termination or cancellation of a policy at least thirty (30) days in advance. All policies shall name both the Lessee and the Lessor as insured parties.

16. The Lessee's Liability. All the Lessee's personal property, including trade fixtures, on the Premises shall be kept at the Lessee's sole risk, and the Lessor shall not be responsible for any loss of business or other loss or damage that is occasioned by the acts or omissions of persons occupying adjoining Premises or any part of the Premises adjacent to or connected with the Premises.

17. Destruction of the Premises. If the Premises are partially damaged or destroyed through no fault of the Lessee, the Lessor shall, at its own expense, promptly repair and restore the Premises. If the Premises are partially damaged, rent shall not abate in whole or in part during the period of restoration. If the Premises are totally destroyed through no fault of the Lessee or if the Premises cannot be repaired and restored within one hundred and eighty (180) days, either party may terminate this lease effective the date of the destruction by giving the other party written notice of termination within thirty (30) days after the destruction. If such a notice is given within that period, this lease shall terminate, and rent shall be adjusted between the parties to the date of the surrender of possession. If the notice is not given within the required period, this lease shall continue, without abatement of rent, and the Lessor shall repair the Premises.

18. Mutual Releases. The Lessor and the Lessee, and all parties claiming under them, release each other from all claims and liabilities arising from or caused by insurance in connection with property or activities on the Premises, regardless of the cause of the damage or loss. The Lessor and the Lessee shall each include appropriate clauses waiving subrogation against the other party, consistent with the mutual release in this provision, in their insurance policies on the Premises.

19. Condemnation. If any part of the Premises is taken for any public or quasi-public purpose pursuant to any power of eminent domain, or by private sale in lieu of eminent domain, either the Lessor or the Lessee may terminate this lease, effective the date the public authority takes possession. The Lessor recognizes and stipulates to the right of the Lessee to challenge the necessity of any eminent domain. All damages for the condemnation of the Premises, or damages awarded because of the taking, shall be payable to and the sole property of the Lessor.

20. Liability, Loss, Demand Suit, Indemnity. The Lessee agrees to indemnify and defend the Lessor for any damage, cost, or expense (including attorney fees) based on any claim, or action by any party with respect to any personal injury (including death) or property damages, from any cause resulting from the rental of the Premises to Lessee, except for liability resulting from the intentional acts or gross negligence of the Lessor or its employees, agents, invitees, or business visitors.

21. Default and Reentry. If the Lessee fails to pay rent when due; if the Lessee fails to perform any other obligations under this agreement within thirty (30) days after receiving written notice of the default from the Lessor; if the Lessee makes any assignment for the benefit of creditors or a receiver is appointed for the Lessee of its property; or if any proceedings are instituted by or against the Lessee for bankruptcy (including reorganization) or under any insolvency laws, the Lessor may terminate this lease, reenter the Premises, and seek to relet the Premises on whatever terms the Lessor thinks advisable. Notwithstanding

reentry by the Lessor, the Lessee shall continue to be liable to the Lessor for rent owed under this lease and for any rent deficiency that results from reletting the Premises during the term of this lease. Notwithstanding any reletting without termination, the Lessor may at any time elect to terminate this lease for any default by the Lessee by giving the Lessee written notice of the termination. In addition to the Lessor's other rights and remedies as stated in this lease, and without waiving any of those rights, if the Lessor deems necessary any repairs that the Lessee is required to make or if the Lessee defaults in the performance of any of its obligations under this lease, the Lessor may make repairs or cure defaults and shall not be responsible to the Lessee for any loss or damage that is caused by that action. The Lessee shall immediately pay to the Lessor, on demand, the Lessor's costs for curing any defaults, as additional rent under this lease.

22. Notices. Any notices required under this lease shall be in writing and served in person or sent by registered or certified mail, return receipt requested, to the addresses of the parties stated in this lease or to such other addresses as the parties substitute by written notice. Notices shall be effective on the date of the first attempted delivery.

23. The Lessee's Possession and Enjoyment. As long as the Lessee pays the rent as specified in this lease and performs all its obligations under this lease, the Lessee may peacefully and quietly hold and enjoy the Premises for the term of this lease.


24. Holding Over. If the Lessee does not vacate the Premises at the end of the term of this lease, the holding over shall constitute a month-to-month tenancy at a monthly rental rate to be set by the Lessor at its sole discretion.


25. Entire Agreement. This Agreement, together with its Exhibits, contains the entire agreement of the parties with respect to its subject matter. This Agreement may not be modified except by a written document signed by the parties.

26. Waiver. The failure of the Lessor to enforce any condition of this lease shall not be a waiver of its right to enforce every condition of this lease. No provision of this lease shall be deemed to have been waived unless the waiver is in writing.

LESSOR
Ottawa County

LESSEE
Historic Ottawa Beach Society, Inc.

By: 
Roger Bergman, BOC Chair

By: 
Daniel N. Aument, President

By: 
Justin F. Roebuck, Clerk

March 9, 2021



0 10 20 30 40
SCALE OF FEET



Ottawa Beach Road

Pumphouse

**Pumphouse
Addition/
Restrooms**

Plaza

Shelter

Lake Macatawa

EXHIBIT A



0 10 20 30 40
SCALE OF FEET



Ottawa Beach Road

Pumphouse

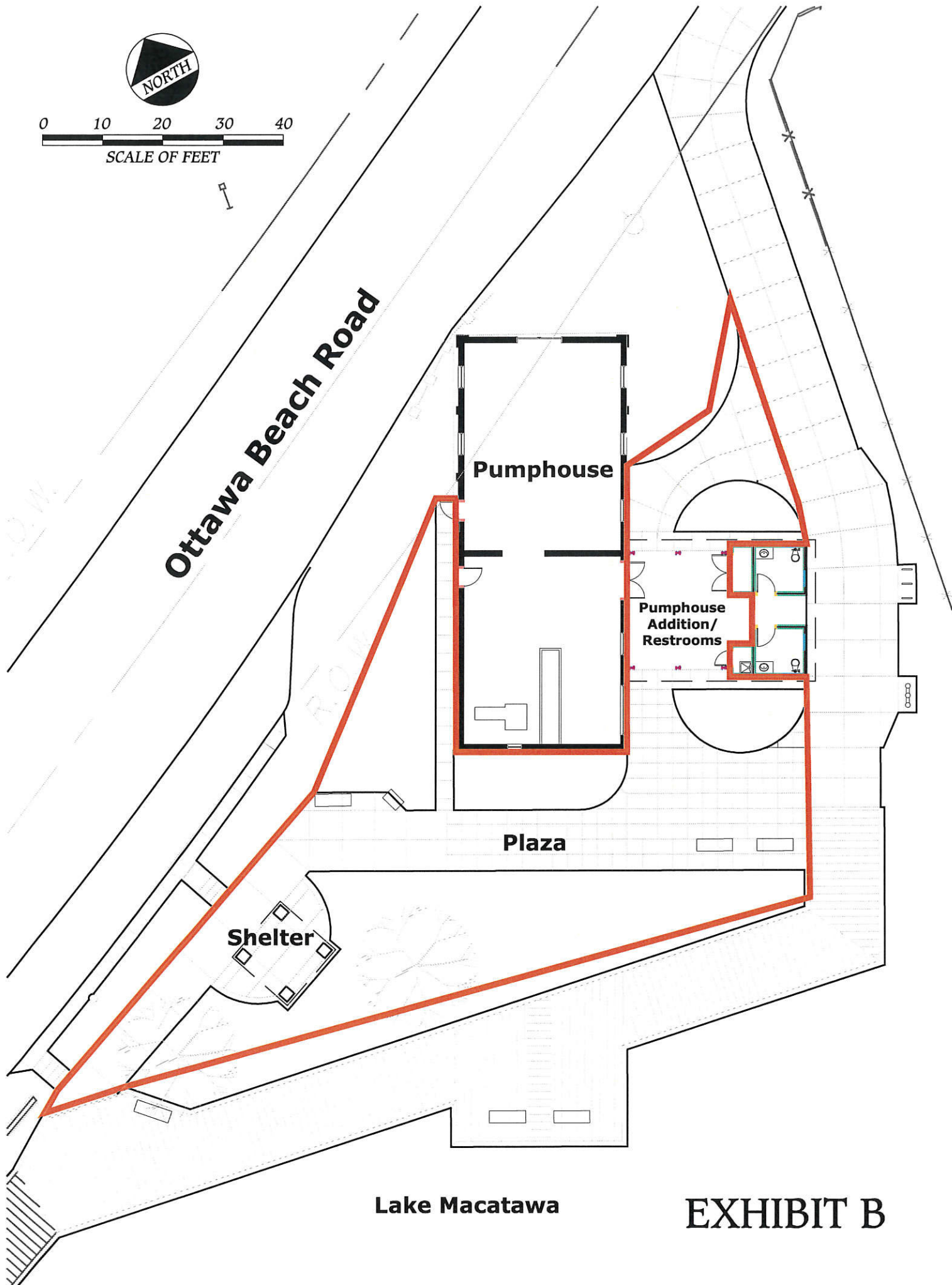
**Pumphouse
Addition/
Restrooms**

Plaza

Shelter

Lake Macatawa

EXHIBIT B





HISTO-1

OP ID: RH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/19/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Koop & Burr Insurance 348 South Waverly Road Holland, MI 49423 David M. Koop	616-355-2920	CONTACT NAME: David M. Koop PHONE (A/C, No, Ext): 616-355-2920 FAX (A/C, No): 616-355-2966 E-MAIL ADDRESS: dkoop@koopburr.com														
INSURED Historic Ottawa Beach Society Daniel Aument PO Box 8462 Holland, MI 49422-8462		<table border="1"><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: NSI/West Bend Mutual Ins Co</td><td>15350</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: NSI/West Bend Mutual Ins Co	15350	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:																
INSURER D:																
INSURER E:																
INSURER F:																

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		A409282	02/23/2021	02/23/2022	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 100,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 5,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMPIOP AGG</td><td>\$ 2,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMPIOP AGG	\$ 2,000,000		\$
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	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<table border="1"><tr><td>PER STATUTE</td><td>OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr></table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$						
PER STATUTE	OTH-ER																				
E.L. EACH ACCIDENT	\$																				
E.L. DISEASE - EA EMPLOYEE	\$																				
E.L. DISEASE - POLICY LIMIT	\$																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

County of Ottawa
Ottawa County Parks
and Recreation Commission
12220 Fillmore St Ste 267
West Olive, MI 49460

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
David M. Koop

Action Request

Electronic Submission – Request # 356



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 3/20/2024

Vendor/3rd Party: MENNO LAKE NEIGHBORHOOD

Requesting Department: PARKS AND RECREATION

Submitted By: TERHAAR

Agenda Item: 11H 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.

Summary of Request:

Residents of the Menno Lake Association (in the southwest area of the Bend Area) have requested permission to improve an unimproved boat launch on Parks property which provides access to the private lake the Association owns. As part of the purchase in 2007 of this property, Parks acquired the upland on the north and east sides of the lake but does not own the water's edge. This keeps the lake private.

The Association has utilized the unimproved boat launch in the past to launch boats for periodic lake treatments. The boat launch is gated.

While this improvement would have no public value, this situation is unique within the Parks system and allowing for this improvement would not set a precedent for requests at other locations. There also appears to be no other viable option for launch access at this site. It should also be noted that this property was purchased with millage funds and is not grant encumbered, providing Parks more flexibility to work with residents.

This topic was discussed at the Planning Committee in the fall of 2023 and at the Finance and Policy Committee in March. It was suggested that any agreement requires some type of benefit for the public and the neighbors have indicated they are willing to participate in the "Adopt-a-Park" program. See attached photos of the site and proposal the neighborhood has solicited from a contractor.

Financial Information:

Total Cost: \$0.00

Parks Fund Cost: \$0.00

Included in Budget:

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: Non-Mandated

Action is Related to Strategic Plan:

Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Objective:

Administration:

Recommended by Parks Director:

Committee/Governing/Advisory Board Approval Date: Planning and Development: 10/02/2023 Finance and Policy:
03/12/2024



submitted 9/15/2023

Menno Lake Association
Boat Ramp Improvement
12th Ave
Georgetown Township, MI

Boat Ramp Improvments	Total:	\$2,424
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Mobilize Equipment
Labor and Equipment: Grade road, Re-shape Ramp and Brush Hog Trail
Equipment Charge

Scope:

Minimal re-grading on trail from 12th ave. to boat launch
Re-Shape boat ramp, 25' wide x 50' gradual slope out
Brush Hog in boat ramp area and all along path around E & N sides of lake

Alternate:

Install 20 ton of 6AA Crushed Natural Stone on Ramp

Add: \$1,220

3407 58th Street
Hamilton, MI 49419
ph: 269-751-8898

MEJNO LAKE



Imagery ©2023 Google, Imagery ©2023 CNES / Airbus, Maxar Technologies, Map data ©2023 20 ft

BOAT RAMP/LAUNCH
(OVERHEAD)



- BOAT LAUNCH ACCESS
OFF OF 12TH AVE
- GATED ACCESS



- TRAIL/APPROACH TO BOAT RAMP/LAUNCH
(LOOKING BACK AT GATED ACCESS)



• TRAIL / APPROACH TO BOAT RAMP / LAUNCH

MENNO LAKE

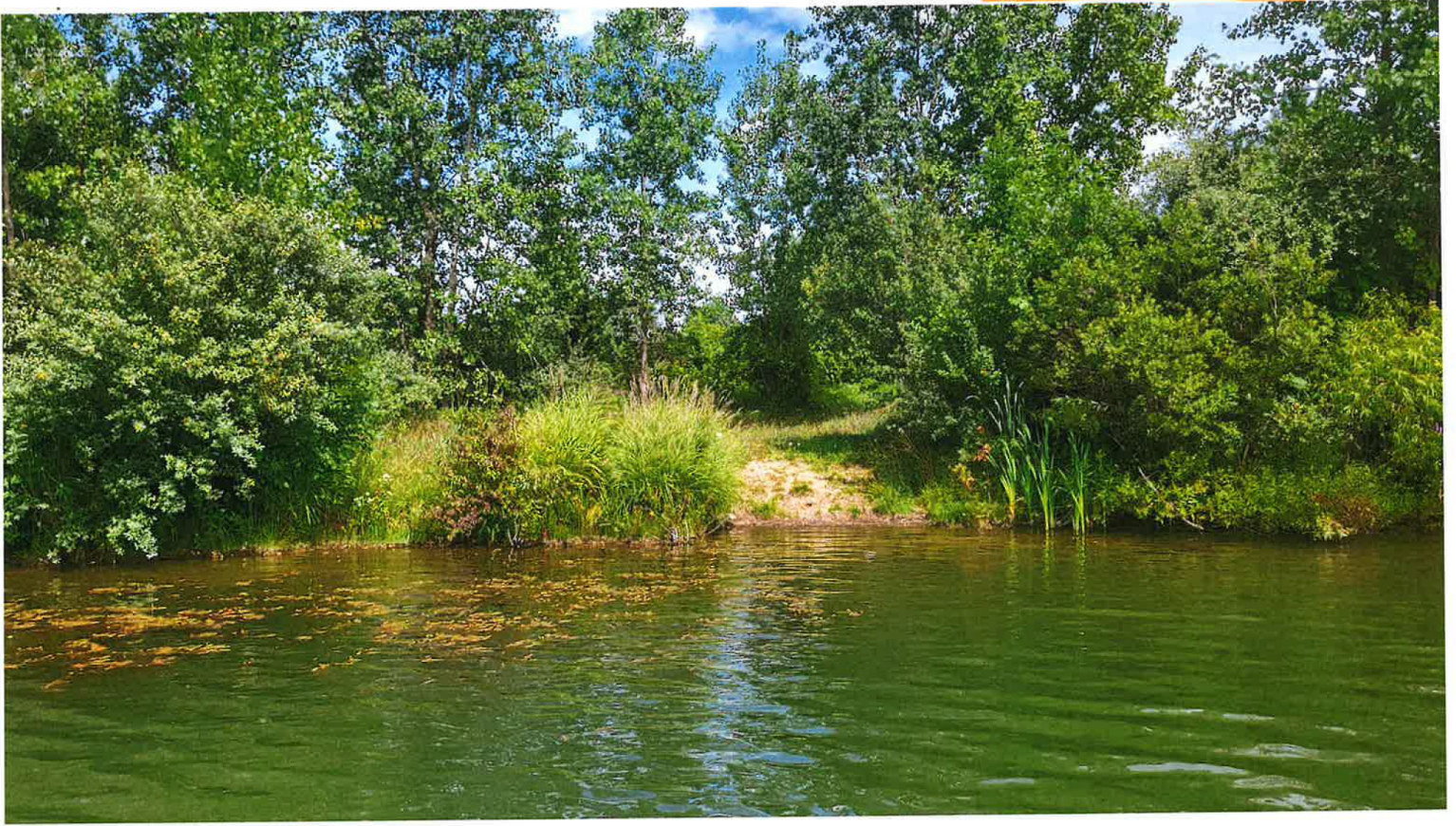


BOAT RAMP/LAUNCH

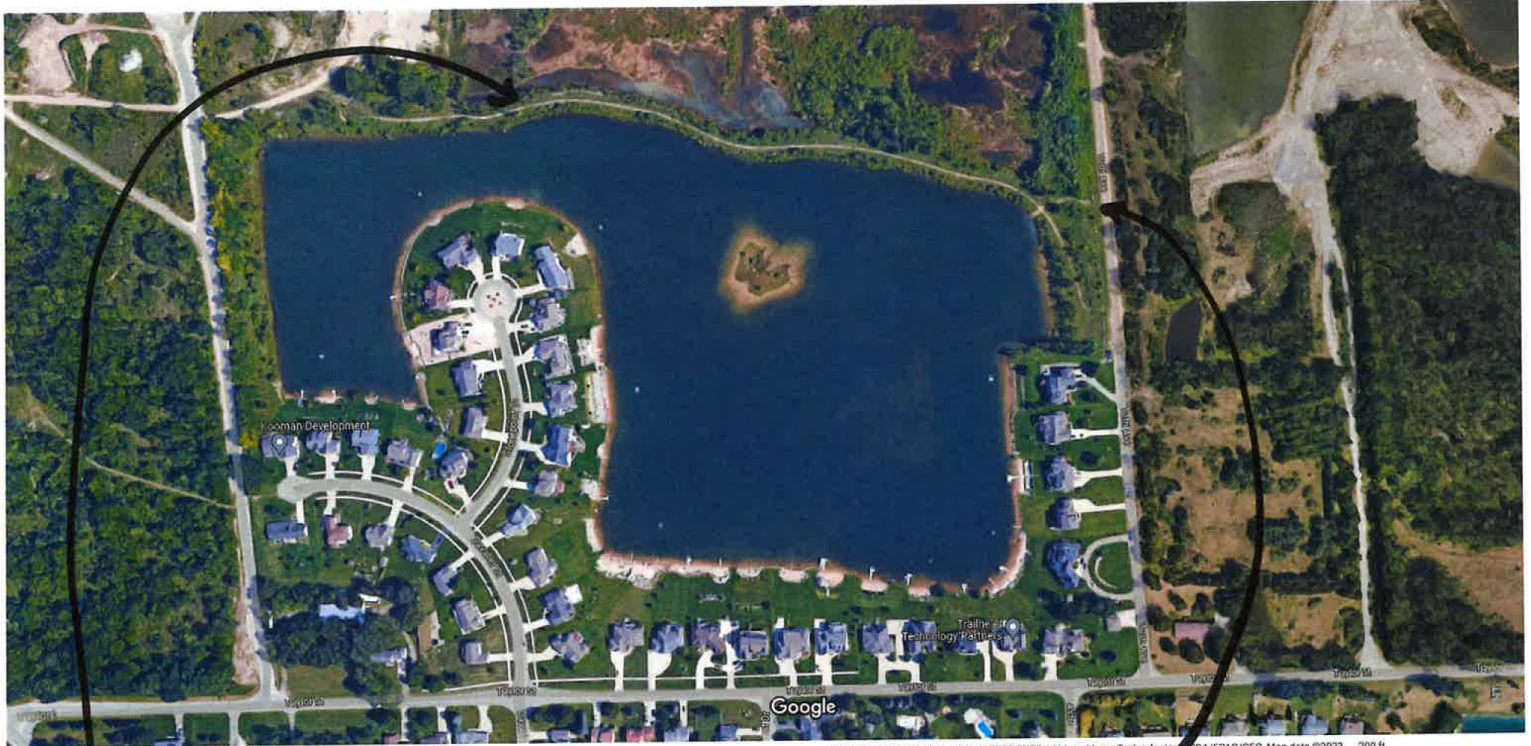
MENNO LAKE



BOAT RAMP/LAUNCH



• BOAT RAMP / LAUNCH
(VIEW FROM WATER)



- BOAT RAMP / LAUNCH
- LOCATION OFF OF 12TH AVE
- WALKING PATH - NORTH SIDE OF LAKE



Legend

Parcels

APPROX.
MENNO LAKE
BOAT RAMP
LAUNCH
LOCATION

Notes

752.3 0 376.17 752.3 Feet

WGS_1984_Web_Mercator_Auxiliary_Sphere
© Latitude Geographics Group Ltd.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

1: 4,514

