

Ottawa County Parks and Recreation Commission
July 24, 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 May 22, 2024 regular meeting.
6. Communications:
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) Executive Committee – June 10 and July 15, 2024 Meeting Reports (*verbal*)
 - b) Planning Committee – June 4, 2024 Meeting Report
 - c) Community Engagement Committee – June 11, 2024 Meeting Report
 - d) Finance and Policy Committee – June 12 and July 9, 2024 Meeting Reports
 - e) Ottawa County Parks Foundation Update (*verbal*)
10. Old Business

a) [Strategic Plan Draft](#)

Information only

11. New Business

a) [2024 Budget Adjustment – Memorial program – Benches](#)

Suggested Motion: *To increase the FY24 budget: Parks Operations Center, Onetime Operating Expense, 20834502-739100, by \$10,500 from the unencumbered fund balance for commemorative/memorial benches.*

b) [Review and adopt 2025 parks budget](#)

Suggested Motion: *To approve the proposed 2025 budget as presented.*

c) [Rosy Mound Master Plan Consultant Recommendation](#)

Suggested Motion: *To accept the proposal from MCSA Group Inc. for professional design services to master plan the property expansion at the Rosy Mound Natural Area in the amount of \$49,950.*

d) [Grant Status Report](#)

Information only

e) [Idema Explorers Trail, Stearns Bayou Connector Grant Agreement Amendment](#)

Suggested Motion: *To approve and authorize staff to execute the amendment to the Idema Explorers Trail - Stearns Bayou Connector Trust Fund Grant agreement pending review and approval from Corporation Counsel and the Board of Commissioners. Further, the Director is instructed to take such actions as are necessary to implement the intent of the Commission in these matters.*

f) [IEC Business Plan](#)

Suggested Motion: *To approve the Idema Explorers Camp Business plan, including the proposed fees and rules.*

g) [Shoreline Amateur Astronomical Association reimbursement](#)

Suggested Motion: *Reimburse the Shoreline Amateur Astronomical Association in the amount of \$990.76 for repair costs for the telescope at the Observatory at Hemlock Crossing County Park.*

h) [Ottawa County Parks Foundation 2023 Audit and Financial Standing](#)

Suggested Motion: *To accept the Ottawa County Parks Foundation's 2023 Audit letter and the Statement of Financial Position.*

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):

August 21, 2024

Time: 3:00 p.m.

Fillmore Complex, Board Room

17. Adjournment

Regular Meeting of the Parks and Recreation Commission

Proposed Minutes

Date: May 22, 2024

Time: 3:00 p.m.

Place: Board Room, Fillmore Complex

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

Absent: 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; Jessica VanGinhoven, Coordinator of Community Engagement

Guests: None

Motions

Approval of Minutes

PR 24-39 Motion: To approve the minutes of the Commission's April 17, 2024 regular meeting.

Moved by: Longstreet Supported by: Hill Unanimous

Five Minute Break

PR 24-40 Motion: To take a five-minute break due to technical issues.

Moved by: Belknap Supported by: Longstreet

Annual Motor Vehicle Permits for Lakeshore Advantage Summer Intern Program

PR 24-41 Motion: To approve the disbursement of 120 Motor Vehicle Permits for the Lakeshore Advantage Summer Intern program at no cost. Further, the Director is instructed to take such actions as are necessary to implement the intent of the Commission in these matters.

Moved by: Longstreet Supported by: McAffrey Unanimous

**Ottawa Grant Distribution from Nature Education Center Endowment Fund
at Grand Haven Area Community Foundation**

PR 24-42 Motion: To approve a request for the allowable annual grant distribution from the Nature Education Center (NEC) Endowment Fund at Grand Haven Area Community Foundation (GHACF) in the amount of \$4,472.00 to the Ottawa County Parks Foundation. Further, the Director is instructed to take such actions as are necessary to implement the intent of the Commission in these matters.

Moved by: McAffrey Supported by: Belknap Unanimous

Sheldon Landing and Holly Drive Trash Pickup

PR 24-43 Motion: To authorize staff to include trash pickup Memorial Day – Labor Day at Sheldon Landing and Holly Drive a maximum of 2 times per week. Further, the Director is instructed to take such actions as are necessary to implement the intent of the Commission in these matters.

Moved by: McAffrey Supported by: Lucas Unanimous

To go into Closed Session

PR 24-44 Motion: To go into Closed Session per Section 8d of the Open Meetings Act.

Moved by: Lucas Supported by: Greenlee Unanimous

To Rise from Closed Session and Adjourn

PR 24-45 Motion: To Rise from Closed Session and Adjourn.

Moved by: McAffrey Supported by: Belknap Unanimous

Other Items Discussed

4. Additions/Deletions to Agenda:

None

5. Approval of Minutes

The proposed minutes of the Commission's April 17, 2024 regular meeting.

6. Communications:

a) Correspondence from Donn Werling

7. Public Heard:

None

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 Executive Committee May 13, 2024 verbal report.

b) The Commission accepted the Planning Committee meeting reports of April 16, 2024 and May 7, 2024 as written.

c) The Commission accepted the Finance and Policy Committee meeting report of May 14, 2024 as written.

d) Longstreet updated the Commissioners on the Ottawa County Parks Foundation.

10. Old Business

None

11. New Business

a) The Parks Commission approved the disbursement of 120 Motor Vehicle Permits for the Lakeshore Advantage Summer Intern program at no cost.

b) The Parks Commission approved the request for the allowable annual grant distribution from the Nature Education Center (NEC) Endowment Fund at Grand Haven Area Community Foundation (GHACF) in the amount of \$4,472.00 to the Ottawa County Parks Foundation.

c) The Parks Commission authorized staff to include trash pickup Memorial Day – Labor Day at Sheldon Landing and Holly Drive a maximum of 2 times per week.

12. Agenda Items for Next Meeting

13. Public Heard

None

14. Commissioners Heard

15. Closed Session

16. Meeting adjourned at 4:27 p.m.

Next meeting: June 19, 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. Additional information can be found at the Renew Harbor Island webpage at: <https://www.renewharborisland.org/>

UPDATE: The City Presented Reuse concepts on **May 22, 2024**, and to the City Council on **June 3, 2024**. The three concepts are attached.

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. As part of this engagement effort, the OCPRC conducted the Grand River Greenway Identity Study (completed in 2020). While the study provided preliminary recommendations for enhancing the Greenway experience through possible interpretive programs and even major amenities, 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, opening the way to broaden public engagement with the ecological, cultural, and historical elements of the Greenway. As a next step in this process, Kent County Parks has proposed a regional GRG interpretive plan including Ottawa County.

Update: The project scope was reviewed at the June Community Engagement Committee and funding for the project was included in the proposed 2025 budget. Kent Co. is working on an interagency agreement that will be shared with the Parks Commission when received.

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 at the Campbell site. We are working with Consumers to coordinate a Natural Features Inventory to provide information to assist with developing a balanced plan for the future of the site for years to come.



Grand River Greenway

Harbor Island

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UPDATE: None

Grand River Greenway Interpretation Plan

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Update: None

Pigeon River Greenway

Consumers Energy, J.H. Campbell Decommissioning

Consumers Energy is in the process of decommissioning the plant, which is expected to shut down in 2025. The large plant property, which is over 2,400-acres, includes high quality features along the Lake Michigan Coastal Greenway and Pigeon River Greenway (which are highlighted in the "Campbell Site Natural/Recreational Features Summary below). These greenways are key focus areas for the OCPRC. OCPRC has been in discussions with Consumers Energy about portions of this property for several decades. Consumers Energy even participated in the 2000 Pigeon River Greenway Plan. Notable Campbell Site Natural Features:

- 1,505' Lake Michigan frontage
- 185 acres of designated critical dune,
- 12,496' frontage along the Pigeon Lake and Pigeon River,
- Several existing public recreational amenities (Windsnest Park, Sheldon Landing, Pigeon Lake Boat Launch, and a boardwalk trail along Pigeon Lake)
- Directly adjacent to parks owned by the OCPRC (Pine Bend/Hemlock Crossing).
- In close proximity to Olive Shores County Park

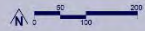
Update: An OCPRC sponsored Natural Features Inventory has commenced on several areas of the Campbell site.

The Township's consultant facilitating their Economic Resiliency Plan held an open house soliciting public input on the future of the Campbell site on June 12. I attended the open house and there was good public turnout and participation.

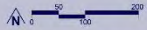
Consumers held a stakeholder meeting at the JH Campbell site on June 27. (notes attached). During this meeting, Consumers staff acknowledged Consumers' long-term commitment to the Pigeon Lake Boardwalk & north Jettie tied to the Federal Energy Regulatory Commission Ludington Pumpstation License.

Park staff met with representatives from the Mountain Beach homeowner's association and discussed the site, decommissioning process and desired outcomes.

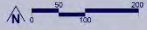
DAY 2 | CONCEPT A



DAY 2 | CONCEPT B



DAY 2 | CONCEPT C



2024 Q2 JH Campbell Stakeholder Meeting June 27, 2024

Consumers Energy Updates:

Decommissioning Plans: Decommissioning will start in 2026 and will take around three years. Please reference the attached slide for more details on the decommissioning timeline. The decommissioning team will follow all activities in a safe and permissible manner. Communication with stakeholders impacted (marine work) will be early and transparent to support alignment for all parties involved.

Environmental Impacts: Additional question and concerns on the impact to Pigeon Lake after closure. Consumers Energy is requesting internal project teams to review and identify opportunities to investigate this further. Stakeholders expressed concern on bringing the right groups together to properly understand the impact of closure to the waterways.

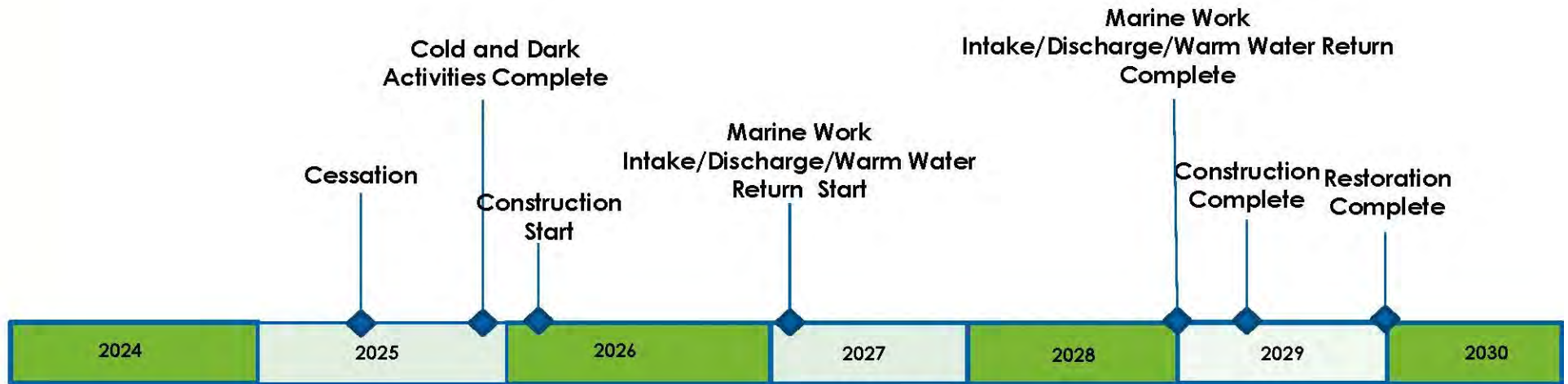
Jetties: Goal is to have jetty ownership finalized by the end of the year. Established contact and communication with DNR to investigate future opportunities with the jetties. State (EGLE) confirmed jetties would revert to the State five years post operation. Additional information regarding the FERC License for the boardwalk and fishing areas are required to continue conversations.

Economic Development: Lakeshore Advantaged noted that Master Planning is a key component to Economic Development. Capturing public comment/concerns to ensure the right fit for the community. Many questions on how master planning, zoning, and site readiness tie together. *Agenda topic for Q3 is to bring in key stakeholders to discuss economic development at a deeper level and how it ties to our decommissioning plans, master planning and zoning.*

Master Planning/Economic Resiliency Plan: Please utilize the township website to gather more information on the master planning process. <https://www.portsheldontwp.org/master-plan/> McKenna Group will be leading the effort with robust stakeholder engagement plans to involve residents, workshops planned for fall and delayed from the summer schedule to incorporate better attendance.

*Mark your calendar for 9/21 Community Open House!
If you have historical items that can be shared for the day we'd welcome them!*

JH Campbell Decommissioning Timeline



Park Operations Report

June 19, 2024

Report Covers May 2024

Submitted by: Jason Boerger



Ottawa County Parks & Recreation Commission

Responsive Maintenance and Repairs

- 27 down or dead trees were removed from 12 park properties.
- 3 vehicles and 17 other pieces of equipment received routine maintenance or repairs.
- Courtesy docks at the boat launches were adjusted due to river level change.
- Boardwalk, bridge, and stairway decking were replaced or repaired as needed.
- **The river trail at Connor Bayou has been partially or totally flooded since 2014. Staff now have most of the trail re-established and will continue to work on the rest over the next month.**



Scheduled Maintenance and Tasks

- Set-up and clean-up were performed for 137 facility reservations. In comparison, 209 reservations were held during this time last year.
- 27 park signs were printed, mounted, and installed.
- Gravel roads and parking areas were graded at Eastmanville Farm.
- Routine playground inspections were performed.



Project Updates

Spring Park Prep

- Staff took the required water samples for the type 2 wells.
- **Snow fence was removed from the beaches before grading took place.**
- Prepared the Kirk Park Dog Beach for the season.
- Prepared the new Kirk Park playground for the Memorial Day weekend.
- **Installed accessible walkways at Historic Ottawa Beach and North Beach Park.**
- Installed swim area buoys at Historic Ottawa Beach, Tunnel, Koww, Windsnest, and Grose.
- Installed the Kayak Launches at Ottawa Beach Marina, Connor Bayou, and Eastmanville Bayou.
- Staff turned on and made repairs to the irrigation systems throughout the parks.
- Overseeded turf where needed.
- Switched the Kirk Lodge to the summer configuration.
- Cleared winter sand buildup at the lakeshore parks.
- Trained seasonal staff.



Port Sheldon Lakeshore Parks Partnership

Staff worked with the Township Supervisor to work out the logistics for Ottawa County Parks taking over emptying 2 trash barrels at Sheldon Landing and Holly Dr.

New Memorial Benches

No new benches this month.

Fee Machine and Parking Software

- Installed all the pay stations and permit-related signage and turned on the pay stations for preseason annual permit sales.
- Staff began issuing citations and processing appeals.

Park Rules Committee

No progress to report this month.

Oil Release at Bend Area

Staff met for a bid meeting for oil well capping at the Bend Area. EGLE hopes the project will be completed this summer or fall, but permitting may delay it into 2025.

Keyless Lock Project

- The Pumphouse lock was installed, and Kirk Park locks are installed for contractor use only during construction.
- There are still a few bugs being worked out.

Ottawa Sands Idema Explorers Camp updates

Installed the new entry sign and logos at Ottawa Sands and the Idema Explorers Camp.

Seasonal Hiring Update

- Staff removed the now hiring banner from the highway road sign for the season as most of the open positions have been filled.
- 9 current open positions
- 145 applicants' total
- 16 interviews this month
- 6 offers this month
- 3 hired this month



Incident Reports

- Employee involved equipment damage –1 incident.
- Vandalism/theft/damage – 5 incidents.
- Graffiti – 1 incident.
- Visitor health and safety - 1 incident.
- Employee health and safety – 1 incident.
- Rules violation/law enforcement call for service – 0 incidents.

Special Permits Issued

- Oswald West Commercial Photography permit exp: 8/10/24
- NRCS conservation program at Eastmanville Farm: 6/5/24
- SEMCO Walk for Warriors (Tunnel and Koww rest stops): 8/24/24
- Life Stream Church North Beach Baptisms: 8/25/24
- Trey's Fun Run Grand Ravines: 5/19/24
- Karli Kemme Commercial Photography permit exp: 5/21/25
- Allison Bosman Commercial Photography permit exp: 12/13/24
- Kari Douma Commercial Photography permit exp: 5/16/25
- Funky Buddha Yoga Friday nights at Tunnel ending 8/23/24
- Life Stream Church Paint and Praise at Hemlock Crossing: 6/1/24
- Welcome Home Ministries fundraiser/picnic Spring Grove 6/11/24

Park Operations Report

July 24, 2024

Report Covers June 2024

Submitted by: Jason Boerger



Ottawa County Parks & Recreation Commission

Responsive Maintenance and Repairs

- 109 down or dead trees were removed from 19 park properties.
- 4 vehicles and 19 other pieces of equipment received routine maintenance or repairs.
- Power washed the walks and decks to remove Spongy Moth droppings at Connor Bayou for reservations.
- Patched (7) holes in the Musketawa Trail.
- Installed a trail camera to view the vending machines at Hager Age of Discovery restroom due to previous years' reoccurring vandalism of the vending machines.



Scheduled Maintenance and Tasks

- Set-up and clean-up was performed for 279 facility reservations. In comparison, 325 reservations were held during this time last year.
- Printed, mounted, and installed 33 park signs.
- Gravel roads and parking areas were graded at 2 Parks.
- Mowed the old ball field cover crop at Grose.

Project Updates

Spring Park Prep

- Installed swim area buoys at Olive Shores, Kirk, Rosy Mound and North Beach.
- Installed the Kayak Launches at Grand River and Grand Ravines North.
- Removed the old playground structures and play elements at Kirk and restored the area.
- Cleaned up building and grounds around the new restroom building and playground at Kirk from construction and prepared for the restroom opening dedication.
- Installed new signage on the restroom building at Kirk.
- Mounted and installed picture board at the Pump House Museum at Historic Ottawa Beach.



Port Sheldon Lakeshore Parks Partnership

Staff started emptying the trash receptacles at Sheldon Landing and Holly St twice a week.

New Memorial Benches

- Poured a new concrete pad for a Memorial bench along the walk leading to the Tree House at Ravines North.
- Installed a Memorial bench on the trail at Grand River.

Fee Machine and Parking Software

Updated the Pay Stations to be multilingual in both English and Spanish.

Park Rules Committee

No progress to report this month.

Oil Release at Bend Area

No update this month

Keyless Lock Project

New locks to replace the restroom privacy locks that were not functioning properly have been ordered.

Ottawa Sands Idema Explorers Camp updates

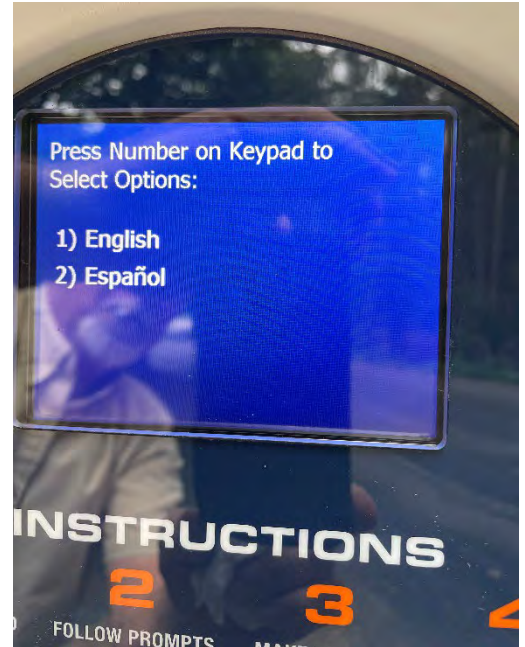
- Began weekly watering of the newly planted trees for the Idema Explorers Camp.
- Staff met to discuss signage needed for Ottawa Sands and the Idema Explorers Camp.

Seasonal Hiring Update

Seasonal Hiring continues for the 2024 season. 3 Park Caretakers were hired with one of them replacing one that had resigned from their position. We are still looking to fill (1) Maintenance Technician and (3) Park Caretaker positions.

Escape Ministries at-risk youth employment program

- Began this month working 3 days per week (1) with the Stewardship crew at Riley Trails, (1) at Paw Paw, and (1) Historic Ottawa Beach/Ottawa Beach Marina. There are (2) Supervisors and (5) workers
- Invasive removal at Riley Trails – Spotted Knapweed.
- **Invasive removal at Paw Paw- Spotted Knapweed.**
- Litter pickup at Paw Paw.
- Invasive removal at Ottawa Beach Marina/Historic Ottawa Beach – Spotted Knapweed.
- Litter pickup and general cleaning of facilities at Ottawa Beach Marina/Historic Ottawa Beach.



Incident Reports

- Employee involved equipment damage –3 incidents.
- Vandalism/theft/damage – 3 incidents.
- Graffiti – 0 incidents.
- Visitor health and safety - 0 incident.
- Employee health and safety – 2 incidents.
- Rules violation/law enforcement call for service – 2 incidents.

Special Permits Issued

- Positive Vibes Sunday Yoga at Black Lake Boardwalk
- Kate English Photography Permit



GRAND RIVER GREENWAY

GR Greenway – Idema Explorers Trail (IET) - Stearns Connector Segment. After several delays due to unexpected issues with utilities, work is fully in progress. Excavation and placement of gravel base material has started for the portion of the trail west of Stearns Bayou.

Work on the bridge itself including railings, bridge deck joint maintenance, and steel support pilings for the trail area are also in progress. The bridge continues to be closed to traffic but should re-open in the next couple of weeks.

A solution to the utility issues at 128th Ave, where a large boardwalk was proposed, has been submitted to the Road Commission for approval. This solution eliminates the boardwalk in favor of expanding the road embankment to accommodate a more standard paved trail. This solution addresses the concerns about driving piling in areas where an existing gas main may be impacted and is also less expensive.

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	<u>\$ 1,422,636.09</u>



Piling installation at the Stearns Bayou Bridge



Excavation and base material near 144th Ave.

GR Greenway – IET-Bass River Segment. Design and Engineering work continues on the first phase of trail. Plans have been resubmitted to EGLE to address comments from the State in regard to wetland and floodplain issues. Permission was also granted by the State archaeologist to complete the field work and report required for clearance from the State Historic Preservation Office (SHPO). This clearance is required to be eligible for grant funding from the Land & Water Conservation Fund (LWCF). We will find out about the success of our LWCF grant application (prepared by the State DNR with our assistance) in December.

Other work continues on desired easements for the second phase of the Bass River segment of the trail.

Project Budget Summary

Funding

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

Projected Expenditures (estimated)

Engineering Fees	\$ 67,005.00
Trail Construction (estimated)	\$ 1,565,091.00
Expenditure's total	<u>\$ 1,632,096.00</u>
Balance remaining	<u>\$ 61,590.00</u>

GR Greenway – Eastmanville Connector Segment. Parks planning staff have submitted 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. We will know if we are recommended for funding in December. 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. Additional work continues to secure desired easements along the route.

GR Greenway – Allendale Segment. No change since last report. F & V is 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 – Phase 1 Development. Major construction work continues by several contractors. The paved trail loop around the lake has been completed as well as the base course of paving for the day use parking area and access path from North Shore Drive. Masonry work on the day use restroom is almost complete, although work has slowed until timber beams for the roof are delivered later in June.

Work on the treehouses continues. Framing, windows, doors, as well as rough plumbing and electrical have been completed. Insulation, metal roofs, and siding are in progress along with the connecting boardwalks and decks.

Final details on the yurts are also in progress including cabinets, wood trim, and finishing the floors.

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)	\$ 242,864.00
Funding total	<u>\$ 8,122,864.00</u>

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	\$ 241,815.72
Internet Service	\$ 104,854.88
Other Contract Revisions	\$ -9,129.30
Contingency (remaining)	\$ 59,663.58
Treehouse Contract	\$ 1,667,000.00
Yurt and Treehouse Furnishings (est.)	\$ 103,690.00
Day Use Parking/Lake Loop (contract)	\$ 788,314.25
Contract Revision – Bench Pads	\$ 10,000.00
Day Use Restroom (contract)	\$ 510,000.00
Other Expenses	\$ 3,971.10
Expenditure’s total	<u>\$ 7,628,300.23</u>
Balance remaining	<u>\$ 494,563.77</u>



Completed entrance sign



Completed lake trail loop



Treehouses under construction



Connecting boardwalk between treehouses

Ottawa Sands and Harbor Island nature-based enhancements. The contract for our chosen consultant, GEI, has almost been finalized. A project Kick-off meeting has been scheduled, and initial site inventory and analysis work will begin soon as needed to determine opportunities and constraints for habitat enhancements and future recreational improvements

Kirk Park Improvements. Major construction continues on the restroom building. Siding is basically complete and painted, and new epoxy floor installed. Metal roofing, toilet partitions, and plumbing fixtures are in progress. The playground is complete as well as replacement of old asphalt connecting pathways. An open house to celebrate completion of the project is scheduled for June 27.

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
Additional renovation funds	\$ 5,000.00
Funding total	<u>\$ 727,811.00</u>

Expenditures

Building Renovation Contract	\$ 454,422.00
Building Contract Revisions (estimated)	\$ 19,248.98
Septic Field (contract)	\$ 83,877.09
Play Area (contract)	\$ 103,807.00
Play Area revisions and walkways	\$ 26,708.00
Consultant fees	\$ 37,634.86
Permit and other Expenses	\$ 1,486.00
Expenditure's total	\$ 727,183.93

Balance remaining (contingency) \$ 627.07



Completed playground with concrete walks



Restroom with metal roof nearing completion

Lake Michigan High Water Damage Replacement/Repairs. No change since the last report. Work on the dog beach stairs at Kirk Park is complete and approved by the Township Building Inspector. Design and permitting work are starting on the other repairs and replacements.

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 \$ 14,870.00

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. A progress meeting with the design consultant, Holland Township, and our other partners was held on May 21. Initial meetings with EGLE resulted in the requirement of additional work to determine wetland locations and final trail layout.

Initial design work on the UMNA restroom building has also begun.

Project Budget Summary

Funding

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

Expenditures

Middle Mac trailhead and connector construction. (est.)	\$ 1,300,00.00
UMNA Restroom construction (est.)	<u>\$ 456,000.00</u>
Expenditure's total	<u>\$ 1,756,000.00</u>
Balance (contingency) remaining	<u>\$ 0.00</u>

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 this 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	<u>\$ 40,000.00</u>
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	<u>\$ 10,750.00</u>
Expenditure's total	<u>\$ 381,103.92</u>
Balance remaining	<u>\$ 106,896.08</u>

Ottawa Beach Pumphouse Signage. Parks staff assisted the Historic Ottawa Beach Society in producing and installing new signs to advertise hours and special events at the facility. Two 3' x 6' signs with changeable panels were prominently mounted on the side of the building to hopefully attract additional visitors.



GRAND RIVER GREENWAY

GR Greenway – Idema Explorers Trail (IET) - Stearns Connector Segment. Construction continues but at a slow pace. The bridge over Stearns Bayou is still closed partially due to delays caused by wood obstructions encountered during pile driving. The large wood timbers removed from the piling area are suspected to be portions of a previous bridge.

The issues with crossing Little Robinson Creek at 128th Ave. have also been resolved, but path construction has not commenced in that area or any area east of the Stearns bridge.

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



Expanded bridge abutment in progress



Timbers removed from piling area

GR Greenway – IET-Bass River Segment. Design and Engineering work continues on the first phase of trail. Plans have been resubmitted to EGLE to address comments from the State in regard to wetland and floodplain issues. We now await a decision on our Land & Water Conservation Fund (LWCF) grant application (prepared by the State DNR with our assistance) in December. This will determine a potential bidding and construction schedule.

Other work continues on desired easements for the second phase of the Bass River segment of the trail.

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	<u>\$ 61,590.00</u>

GR Greenway – Eastmanville Connector Segment. No change since last report. Parks planning staff have submitted 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. We will know if we are recommended for funding in December. 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. Additional work continues to secure desired easements along the route.

GR Greenway – Allendale Segment. A project kick-off meeting was held with our consultant, Fleis & Vandenberg, and Allendale Township on July 8. Preliminary engineering will determine a preferred route and determine what easements may be needed or desirable. This work is necessary for us to apply for a Transportation Alternatives Program (TAP) grant needed to fund this segment of the trail.

Bend Area Family Event Center Feasibility Study. The final report from our consultant has been completed (see study document attached to the end of this report). Unanticipated costs for utilities, house renovations to meet current codes, and road construction have significantly increased the estimated cost of the project. Results will be discussed at the next Planning Committee to determine the next steps and impact on the overall plan for the Bend Area.

LAKE MICHIGAN COASTAL GREENWAY

Ottawa Sands – Phase 1 Development. Work on the treehouses continues with siding and roofing in progress. Final details on the yurts are also in progress including cabinets and trim. Work on the day use restroom continues to be slow with delays in getting the wood timber roof beams.

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)	\$ 242,864.00
Funding total	<u>\$ 8,122,864.00</u>

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	\$ 241,815.72
Internet Service	\$ 104,854.88
Other Contract Revisions	\$ -9,129.30
Contingency (remaining)	\$ 59,663.58
Treehouse Contract	\$ 1,667,000.00
Yurt and Treehouse Furnishings (est.)	\$ 103,690.00
Day Use Parking/Lake Loop (contract)	\$ 788,314.25
Contract Revision – Bench Pads	\$ 10,000.00
Day Use Restroom (contract)	\$ 510,000.00
Other Expenses	<u>\$ 3,971.10</u>
Expenditure's total	<u>\$ 7,628,300.23</u>
Balance remaining	<u>\$ 494,563.77</u>



Completed yurt interior



Treehouse Stairs



Treehouse firepit area



Grand Treehouse with siding in progress

Ottawa Sands and Harbor Island Resiliency Project. A project Kick-off meeting was held with our project consultant team on June 11. Initial site inventory and analysis work has begun as needed to determine opportunities and constraints for habitat enhancements and future recreational improvements.

Kirk Park Improvements. The remodeled restroom, new septic system, playground, and new walkways are complete and operational. The project officially opened to the public at an open house event on June 27.

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)	\$ 18,811.00
Additional approved parks funding (CPM006)	\$ 5,000.00
Additional renovation funds from CPM006	\$ 5,000.00
Funding total	\$ 732,811.00

Expenditures

Building Renovation Contract	\$ 454,422.00
Building Contract Revisions	\$ 22,167.48
Septic Field (contract)	\$ 83,877.09
Play Area (contract)	\$ 103,807.00
Play Area revisions and walkways	\$ 26,708.00
Consultant fees	\$ 37,634.86
Permit and other Expenses	\$ 4,175.50
Expenditure's total	\$ 732,591.93
Balance remaining	\$ 219.07



Completed restroom including grant plaque



Completed restroom with trailhead maps and signage (new play area in background)

Rosy Mound Expansion Master Plan. An RFP for professional design services has been put out for bids. Results will be presented at the July Parks Commission. The intent is for this work to start this fall and be complete in time for it to support a grant application for improvements to the expansion property

Lake Michigan High Water Damage Replacement/Repairs. Design and permit application preparation for repairs and replacement of stairs and boardwalks at Rosy Mound and Kirk Park are in progress.

Project Budget Summary

Funding

Ottawa County Insurance Authority Claim	\$ 170,000.00
Contingency (also through OCIA)	<u>\$ 17,000.00</u>
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.)	<u>\$ 44,000.00</u>
Expenditure’s total	<u>\$ 172,130.00</u>
Balance (contingency) remaining	<u>\$ 14,870.00</u>

MACATAWA RIVER GREENWAY

Middle Macatawa Trail Connection. Design and engineering work on this project continues with the hope of starting construction in the fall. Coordination with EGLE on wetland and floodplain issues and the Ottawa County Road Commission on the required road crossings is in progress.

Initial design work on the UMNA restroom building is also in progress.

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.)	\$ 1,300,000.00
UMNA Restroom construction (est.)	\$ 456,000.00
Expenditure's total	\$ <u>1,756,000.00</u>

Balance (contingency) remaining \$ 0.00

PIGEON RIVER GREENWAY

Consumers Energy Trail/Sheldon Landing. Conversations continue with various interested parties as we await clarification on the direction that Consumers Energy will determine for future use of its properties.

Hemlock Observatory Addition. Park Planning staff assisted the Shoreline Amateur Astronomical Association in securing a contractor to pour an addition to the observatory plaza space as required to accommodate the new solar telescope.

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 this 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.

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Grand River Park total cost (est.)	\$ 53,692.00
Consultant Fees	\$ 10,750.00
Expenditure's total	\$ <u>381,103.92</u>

Balance remaining \$ 106,896.08

Grose Park Beach Improvements. Erosion at the Grose Park Beach has caused undermining of the existing concrete walkways. Options to address this problem and required permitting for this work is in progress. \$50,000 has been allocated for this project as it may entail significant construction including sheet piling and additional concrete work.



Existing Beach conditions

Bend Area Family Event Center Feasibility Study

JUNE 2024



Ottawa County Parks &
Recreation Commission



PREPARED FOR THE OTTAWA COUNTY PARKS & RECREATION COMMISSION



Ottawa County Parks &
Recreation Commission

PREPARED BY VIRIDIS DESIGN GROUP

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VIRIDIS
Design Group



COMPREHENSIVE
ENGINEERING

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Introduction

PROJECT BACKGROUND

Ottawa County Parks & Recreation Commission (OCPRC) engaged with VIRIDIS Design Group to perform a feasibility study for various portions of a proposed Community and Family Event Center at the Bend Area Open Space located at 9408 12th Avenue in Georgetown Township, Michigan. The proposed facility includes renovation of the Moss House, a one hundred plus year old home, construction of a new approximately 5,000 square foot multi-purpose enclosed pavilion with restrooms and kitchen, as well as associated site improvements including paved roads and parking, walkways, and various outdoor gathering spaces.

The project team, led by VIRIDIS Design Group (Landscape Architects and Civil Engineer), included PURE Architects (Architects) and Comprehensive Engineering (Structural, Electrical and MEP Engineers).

The site is accessed by a gravel road, 12th Avenue, which is flanked on both sides by mining (man-made) lakes. The west lake is land-bound. The east lake has a channel connection to the Grand River to the northeast. 12th Avenue is prone to seasonal flooding, limiting access to the entire Bend Area property. Multiple oil wells are located on site, owned by private entities. A limited number of oil wells have been formally abandoned. A significant flood in April 2023 not only cut off vehicular access to the site but also resulted in oil leaks in the lake from two abandoned oil wells. The Michigan Department of Environment, Great Lakes and Energy's Oil Gas and Minerals Division conducted cleanup and is scheduled to permanently close the leaking wells in 2024.

OCPRC provided GIS data, including topography with 1-foot contours, 100- and 500-year floodplain limits, base flood elevation and floodway. Additional reports provided included Environmental Site Assessment reports for the full Bend Area property and the Moss House site, as well as a due-care plan for the larger site. No anticipated due-care plan was noted for the Moss House site. Assumptions for the project as informed by OCPRC include the following:

- Sustainability to be considered as much as possible in design.
- Moss House, though old, is not historic and will not be used as a museum.
- Option to remove/rearrange walls
- Option to build addition



MOSS HOUSE



EXISTING OUTBUILDING



BEND AREA SIGNAGE

Inventory & Analysis

INVENTORY & ANALYSIS SUMMARY

The project team did a site visit in February 2024. A foot path was observed near the lake on the east side of the site. Visual analysis did not indicate the presence of wetlands. Should the project move forward into implementation, a formal wetland delineation will be required. The house, unoccupied for approximately more than a decade, was noted to be in fair condition with some evidence of wildlife occupying the building. An outbuilding was noted north of the house. An abandoned well and septic system was also observed. An existing connection to a gravel trail system was noted on the north side of the site. Overall, the house is in solid, stable condition but would require certain code upgrades as a result in the proposed change of use. Our team looked at the finish, spatial, accessibility, and envelope components of the existing building and evaluated them against what would be required by the Michigan Rehabilitation code, current edition.

STRUCTURAL (MOSS HOUSE)

The existing house does not comply with the 2015 Michigan Building Code, which is a requirement because the property is changing from residential to commercial use, where the loading requirements are greater than the house was designed to support. The home will have to be upgraded for live loads, snow loads, and wind loads.

1. The roof system is not adequately designed to support current snow loads.
2. The floor framing is not qualified to support the proposed loading.
3. The lateral system is not adequate to resist code-required wind loading.
4. The foundation is in poor condition; mortar between the joints in the stone has deteriorated.

MECHANICAL (MOSS HOUSE)

1. Heating system is a fuel oil furnace system with ductwork to floor grilles. The furnace is not in working condition. The age of the furnace is past ASHRAE recommended service life of 20 years old.
2. Existing fuel oil tank is exterior to the building. The tank was empty and will not be needed for the new system.
3. Existing water service is a site well supply pump. The well is not adequately sized for the new use.
4. The kitchen and bathroom plumbing fixtures are aged and not adequate for the proposed use.

ELECTRICAL (MOSS HOUSE)

1. The existing electrical service and panels are in poor condition and do not meet current codes for capacity for use in a commercial setting. Mounting height and clearances also are not to code.
2. Existing wiring methods are type NM wiring of an older vintage, including some cloth jacketing that is deteriorating.
3. Existing receptacles are two-prong type and not in compliance with current codes.
4. Existing lighting controls are manual, and not in compliance with the energy code for commercial spaces.

There is no natural gas utility at the site. Based on proposed electric heat, and the desire to have air conditioning in both Moss House and the pavilion, the project team advises that OCPRC will need 3-phase power at the site. An allowance has been included for this item.



Existing Fuel Oil Furnace

Inventory & Analysis

ARCHITECTURAL (MOSS HOUSE)

This assessment concluded that as a change of use, accessibility will need to be provided to this space. This can be accomplished through grade changes or construction of ramps.

Applicable Codes

2015 Michigan Building Code

2015 Michigan Rehabilitation Code

2015 Michigan Energy Code

*Note : State of Michigan is in the process of updating Building and Energy code which could impact this project when adopted.

The existing Moss House is a 2,300 sf two-story, single family home. OCPRC would like to utilize this space as part of a campus revitalization project. The Moss house would serve as a rental facility for corporate meetings or as a green room / bride room in support of a new pavilion that would be created on site and could be rented for special events.

Chapter 4 of Michigan Rehabilitation Code defines this

project as a change in occupancy which comes with some requirements to upgrade certain systems in the building to meet current codes. First, the site will need to be made accessible to at least the first floor. This will require site interventions and building of ramps to the facility. Within the footprint, existing living / kitchen walls would need to be removed to open up the first floor plan. The existing kitchen would be removed and turned into two single occupant restrooms that are also part of the rental facility. Per section 407.3 of MRC, Existing stairways are not required to be upgraded to current code where the existing space and construction does not allow a reduction in pitch or slope.

The building envelope would need to be upgraded as well.

The Moss House would be subject to the requirements of the Michigan Rehabilitation Code for a change of use. Specifically, Chapter 10, Section 1012, 1012.8 Accessibility for a complete change of occupancy shall require the following improvements to the building to meet accessibility requirements :

- One accessible Building entrance
- One accessible route from an accessible building entrance to primary function areas
- Signage complying with Section 1111 of the International Building Code
- Accessible Parking

Since the building is undergoing a change in occupancy, compliance with the current iteration of the Michigan Energy Code would require the building to undergo improvement to the thermal envelope. This would require improved roof and wall insulation.



Existing Electrical Panel

Programming

MOSS HOUSE

Required Elements

- o Multipurpose/versatile
 - § Family gatherings
 - § Office or small meetings
 - § Educational/school groups
- o Designed for 30-35 people
- o Need A/V in main area
- o Modern restrooms (not public – for building renter)
 - § Small 1 or two fixtures per side
- o Storage for tables/chairs/equipment
- o Maintenance Room – bigger than a closet, slop sink, cleaning supply storage
- o Standard modern kitchen
 - § Refrigerator/freezer
 - § Stove/oven
 - § Lots of prep area counters
 - § Serving island
 - § Robust electric to accommodate warmers/crockpots
 - § Two basin sink
 - § Microwave
 - § Minimal cabinets – open shelves instead
- o Security system
- o Air Conditioning

Optional Elements

- o Upstairs (depending on code requirements)
 - § Green rooms
 - § Office
 - § Other
 - § Mechanical

PAVILION

Required Elements

- o Designed for 250 people
- o 3 season - closed in the coldest months
 - § some type of large doors
 - § ceiling fans
- o Event restrooms and public restrooms that can be used independently
 - § Design for all seasons for public restroom
 - § Family restroom
- o Air Conditioning
- o Security
- o Catering/warming kitchen

- § Commercial refrigerator
- § Prep area counters
- § Sink to accommodate a health permit
- § Robust electrical for warmers/crockpots
- § Shelving
- o Storage for tables/chairs/equipment
- o Maintenance Room – bigger than a closet, slop sink, cleaning supply storage
- o A/V
- o Security

Optional Elements

- o Gas fireplace (maybe indoor/outdoor)
- o Energy Supply/HVAC
 - § Solar?
 - § Energy Storage
 - § Heat Pumps

SITE

OCPRC provided the project team with a site design concept. Site elements included paved drives, paved parking for both Moss House and the new pavilion, event lawn spaces, utilities for the facility (water, septic, electric) and terrace/patio spaces for outdoor events. The views toward the east mining lake are most desirable and were requested to be made a priority.

Other Site Amenities

- Exterior Lighting between the event buildings and parking
- Robust electrical for outdoor events
- EV Vehicle Chargers
- Wi-Fi

Due to the seasonal flooding issues with 12th Avenue, OCPRC requested that the project team study two scenarios for filling and paving the existing gravel road to allow for continuous access to the site as well as a potential box culvert for future non-motorized watercraft access between the mining lakes. The first scenario was to fill to elevation 600, the approximate elevation of the April 2023 flooding. The second scenario was to fill to elevation 603.3, the 100-year floodplain elevation.

Programming

REGULATORY AGENCY MEETINGS

In preliminary correspondence with the Ottawa County Road Commission, May 1, 2024, Brett Laughlin, Managing Director, indicated to OCPRC that they were open to the concept of the latter organization funding and constructing the paved road on 12th Avenue, with the caveat that it would require approval by the State of Michigan's Environment, Great Lakes and Energy Department (EGLE), as it was in the floodplain.

On May 14, 2024, OCPRC and the project team had a virtual meeting with Minh-Huy Radics, EIT, the local floodplain coordinator for EGLE. Mr. Radics expressed concern that the FEMA map reflects the entire site being within the floodplain, while the OCPRC GIS data indicated a large portion of the site, including the existing Moss House, is above the floodplain elevation of 603.3. His recommendation was to write a letter (LOMA) to FEMA to have them amend the map prior to applying for a permit from EGLE. This will require a topographical survey for the site; this scope of work was not included in this feasibility study. Regarding the box culvert, Mr. Radics said a water flow model would likely be required to understand whether silt and water levels would be affected, especially pertaining to the channel connection from the east mining lake to the Grand River. Mr. Radics did not express any further concerns. Figures presented at that meeting are reflected on Pages 10 and 11.

Net fill in the floodplain for the site was 6,326 CY. The Moss House has an abandoned well and septic system. Neither are sized to accommodate the usage from the proposed facilities. Soil borings and a geotechnical report will be required when OCPRC moves forward with this project to design the future septic fields. The Health Department acknowledged that the conceptual septic system would be feasible.

Water sourcing requires additional work before one of two scenarios can be selected. The project team reached out to the Ottawa County Health Department to understand the current (abandoned) well on site as well as the possibility of a future well. This would be the best-case scenario. To determine whether the soils and water table are adequate and not contaminated, OCPRC submitted a test well permit to the Health Department.

Additional information from the Health Department follows:

"We discussed the two oil wells that are within 800' of the property during our meeting. I did the verify that the well to the West is plugged and verified abandoned, so that well will not be an issue. The well to the Northeast however is orphaned and not plugged. The state was recently onsite in October to do inspections of the wells and recommended a few of the orphaned wells in the area to be plugged with state funds, including that one. So, it could be plugged in the future, but there is no telling when.

For drinking water wells, we do not have much information on the area. The closest wells are about 90-160' deep and are all bedrock wells. There is one well directly to the south that is listed as 312' but I am not sure of the validity of that record. There are also a few wells nearby that are flowing wells, which means the water in the aquifer is under pressure and causes the water to flow above grade. There's a possibility that our well here is flowing as well, and that may present some challenges in drilling and changes in construction method.

As you know, the oil spill last spring is also a concern. There are a few other contamination sites listed on the state database, and I emailed my contact at the state to see if she has any more context and information she can give me on those. Those should be far enough away that we won't have to worry too much about them. It looks like there was an environmental assessment done in the area in 2011, but I could not find a copy of the assessment. I know during the meeting it was mentioned that there may have been one done more recently as well.

For the house at 9408 12th, we had a couple records. There was a drinking water well permit written in 1991, but no record of the well being drilled. Any old unused water wells will need to be properly plugged. There is a drawing of a septic system Southeast of the house, but no record of permit or

Programming

installation. Unused septic components will also need to be properly abandoned.

For the test well permit, the main thing we will be looking for is acceptable water quality. Once we get that, we will be able to justify lowering that isolation distance to 400' from the oil well to the Northeast and any other relevant contamination concerns. Other than the normal requirements of bacteria and partial chemistry testing, we will also require testing for Volatile Organic Compounds (VOC's), PFAS, and Complete Metals. VOC's and PFAS will give us an idea of the contamination from the oil wells and contamination zones, and metals will give us an idea if there is contamination from the mining in the area.

For construction of the test well, we may require that it be drilled with steel casing and cement grout (as opposed to PVC casing and bentonite grout.) Steel casing and cement grout is typical of Type II wells in areas of contamination, and any eventual Type II well will be required to have steel casing and cement grout. That being said, steel casing and cement grout is more expensive, so if you would like to drill the test well cheaper, and then abandon it and drill a new well for the Type II well, that may be an option. I have reached out to my advisor at the state to make sure we can allow that. If you do drill the test well with steel casing and cement grout, you may then use the same well for the Type II well if the water quality is acceptable."



APRIL 2023 FLOODING AT 12TH AVENUE

Design Recommendations

STRUCTURAL (MOSS HOUSE)

1. The roof system
 - a. Add ridge beams in roof structure and support throughout to the foundation level.
 - b. Sister roof rafters.
2. The floor framing
 - a. Sister floor joists and/or add beams throughout to reduce floor joists spans or increase capacity.
 - b. Add wood columns and footings to support beams listed above.
3. The lateral system
 - a. Add 7/16" wood sheathing to the interior of the exterior walls. Block sheathing joints at top, bottom, and middle of walls. Create connections between blocking and floor sheathing on 1st and 2nd floors.
4. The foundation
 - a. Add concrete foundation walls inside existing stone foundations. This will also assist in transferring lateral loads from the new shear walls in item 3. above to the foundation.

MECHANICAL (MOSS HOUSE)

1. Heating system
 - a. We recommend replacing the furnace and the ductwork with a high efficiency electric furnace and split AC condenser. See page 5 for picture of furnace.
2. Existing fuel oil tank
 - a. We recommend removing the abandoned fuel tank and piping.
3. Existing water service
 - a. We recommend replacing the well or extending the public water service to the site.
4. The kitchen and bathroom plumbing fixtures
 - a. We recommend replacing the fixtures and all the piping.

ARCHITECTURAL (MOSS HOUSE)

Our recommendation would be to install a new roof, new siding, and replace all windows and doors. Additionally, this facility would receive new finishes throughout. Finishes would include new flooring, paint, ceilings and millwork in the warming kitchen.

ELECTRICAL (MOSS HOUSE)

1. We recommend complete demolition of the electrical systems within the building and replacement with modern, commercial grade means and methods.

MECHANICAL (PAVILION)

1. We recommend the HVAC system to consist of a high efficiency electric furnace and split AC condenser.
2. We recommend the Plumbing system to consist of a new water well service, sanitary septic service, piping to all new fixtures.
3. We recommend an electric water heater for the hand washing sinks.

ARCHITECTURAL (PAVILION)

A pavilion has also been requested to be built on site that could serve as trail head bathrooms, event rental space for 250 people, warming kitchen, storage, and audio-visual. This structure has been assumed to be roughly 5,000 sf.

We have assumed that there would be two restrooms with four fixtures each that could be accessible to both the event space and the public for the park.

A catering kitchen would be provided that would include a sink. This would be intended purely for food warming and not preparation. Additional built spaces would accommodate site storage specifically for tables and chairs, audio visual room, and a janitor's room.

The pavilion structure itself would be designed to accommodate an on site solar array in the future although a ground mounted array would also be a future potential for the site as well.

Design Recommendations

SITE UTILITIES

A well, not including the test well and associated permit, is estimated to cost \$100,000.

The second scenario for water service is to connect to the existing watermain approximately at the end of the existing paved road at 12th Avenue. Georgetown Township's engineer provided the following water pressure data: 76 PSI average, 71 PSI max day, available fire flow 1,670 gpm. This is from modelling; running a flow test on 12th Street might provide better data was part of their response. Then it could be calculated what level of fire flow could be met at the end. The main would have to be 8" for any level of hydrant fire flow. The township standards allow PVC water mains. This solution bears a higher cost than the first scenario and has been included in the Opinion of Probable Cost (see Appendix).

Based on the proposed fixture counts, the project team provided two separate septic fields for each facility:

House area (Approx. 0.7 AC):

Septic Tank – 1,000 gal
 Septic Field – 1,200 SF for bed plus 1,200 SF reserve area
 100 Yr. Detention Volume – 14,000 CF

Event Center Area (Approx 2.6 AC):

Septic Tank – 1,250 to 1,500 gal
 Septic Field – 5,000 SF for trenches, plus 5,000 SF reserve area
 100 Yr. Detention volume – 53,000 CF

Note that 75 ft. isolation from well will apply.

The septic concept is based upon Web Soil Survey info, and soil investigations may yield more favorable design variables.

12TH AVENUE FILL

Two scenarios were explored to add fill to 12th Avenue to minimize the limitation of access from flood events. Both scenarios include paving the road and work to accommodate the box culvert. The west mining lake is currently split by some access roads for the mining operation but will eventually be opened up when the private company, GR Gravel, concludes their mining activities. Their mining permit expires in 2026.

Road paving was quantified with a 4" bituminous section, 8" aggregate base and minimum 12" class II fill.

Side slopes for regrading were held at 3:1.

Scenario 1: fill to elevation 600, \$927,735

Grading: 12,881 CY
 Class II Fill: 7,913 CY

Scenario 2: fill to elevation 603.3 (100-year floodplain elevation), \$1,529,720

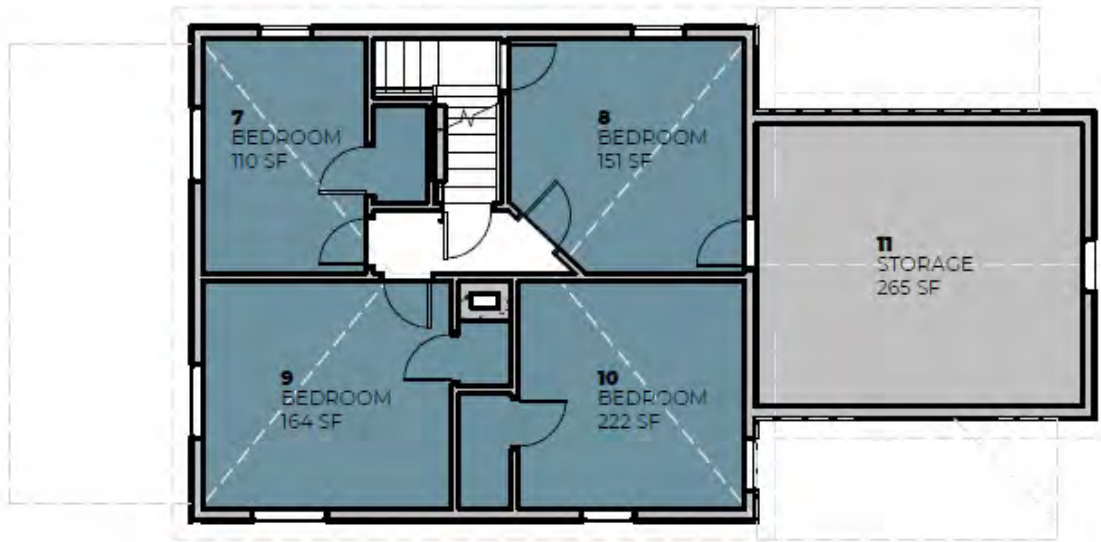
Grading: 26,396 CY
 Class II Fill: 20,852 CY

Additionally, the box culvert for watercraft access between mining lakes was studied (see Appendix). Cut in the floodplain for the box culvert was 2,390 CY.

Design Recommendations

PREFERRED DESIGN (MOSS HOUSE)

The preferred design for Moss House provides a Community Room for 30 person events. The support rooms are all shown on the east side with easy access to the catering kitchen from the Moss House parking area. The north and south entries are accessible.



NR TH SECOND FLOOR PLAN
1/8" = 1'-0"

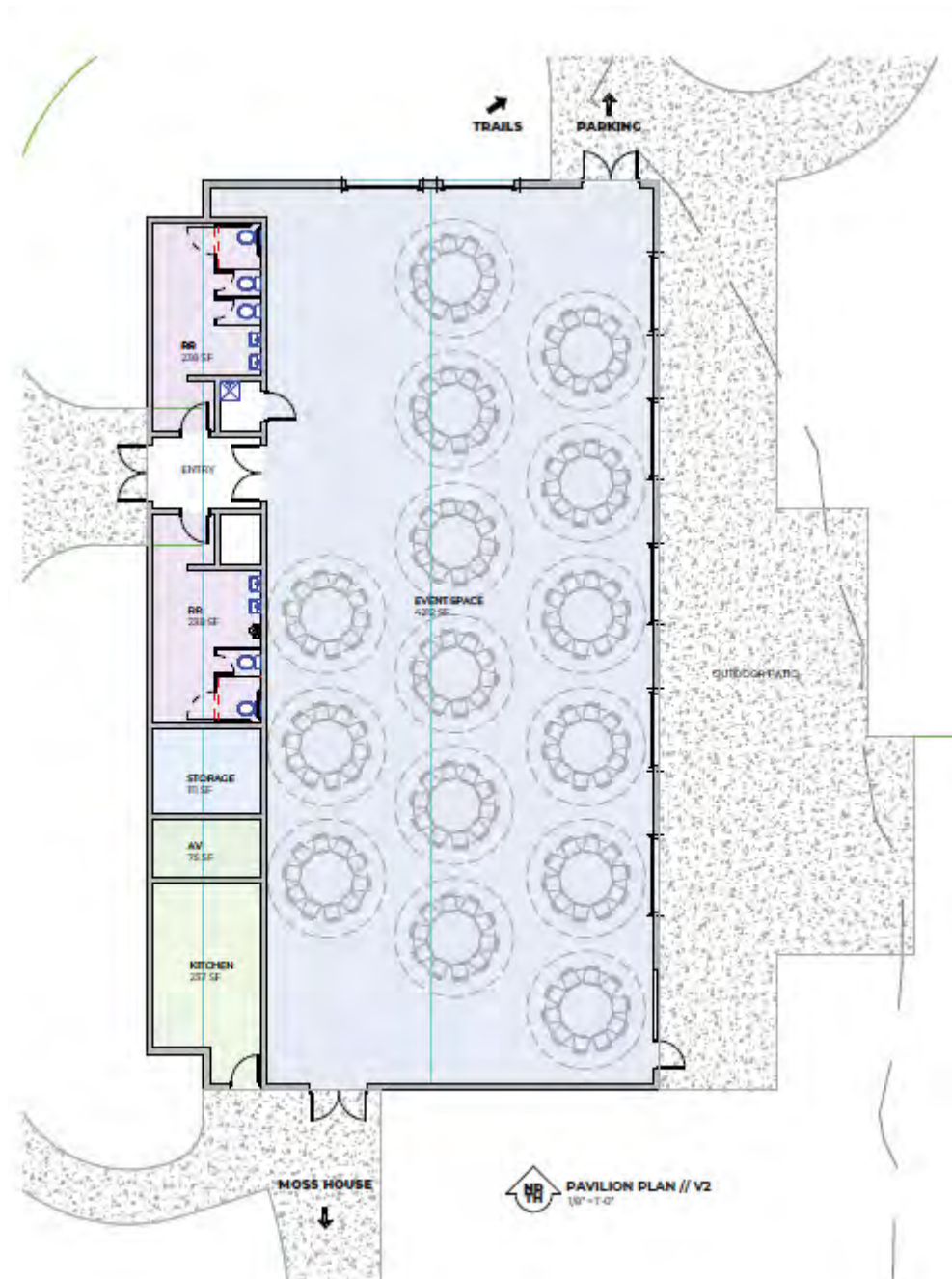


NR TH FIRST FLOOR PLAN
1/8" = 1'-0"

Design Recommendations

PREFERRED DESIGN (PAVILION)

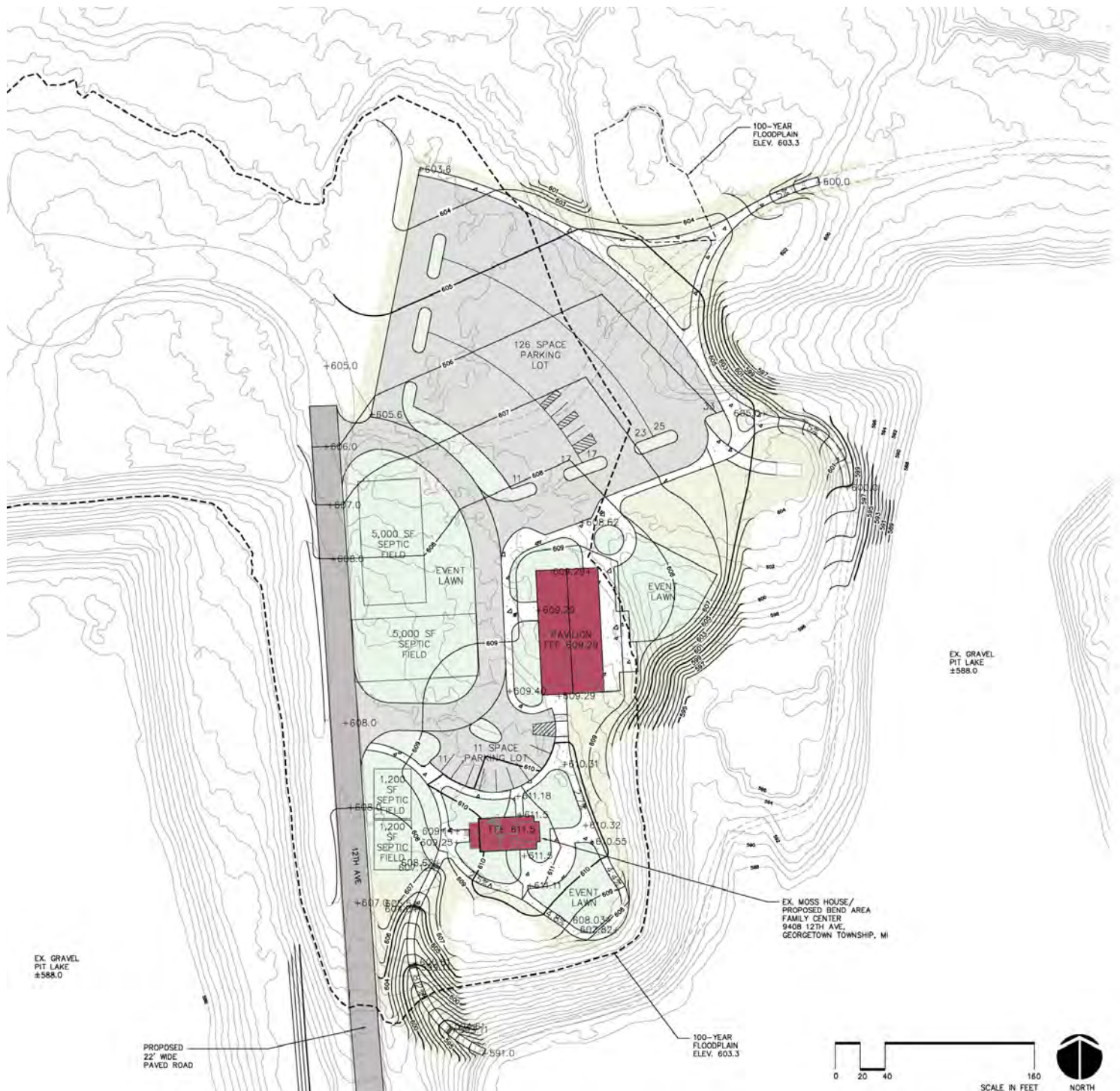
The preferred design for the pavilion makes the most of the east views to the east mining lake. With overhead doors to let in the fresh air in fair weather and heating and air conditioning to enable use of the rental facility year-round, the pavilion will allow for great flexibility for 250 person events. The support rooms are all shown on the west side with easy access to the catering kitchen from the Moss House parking area.



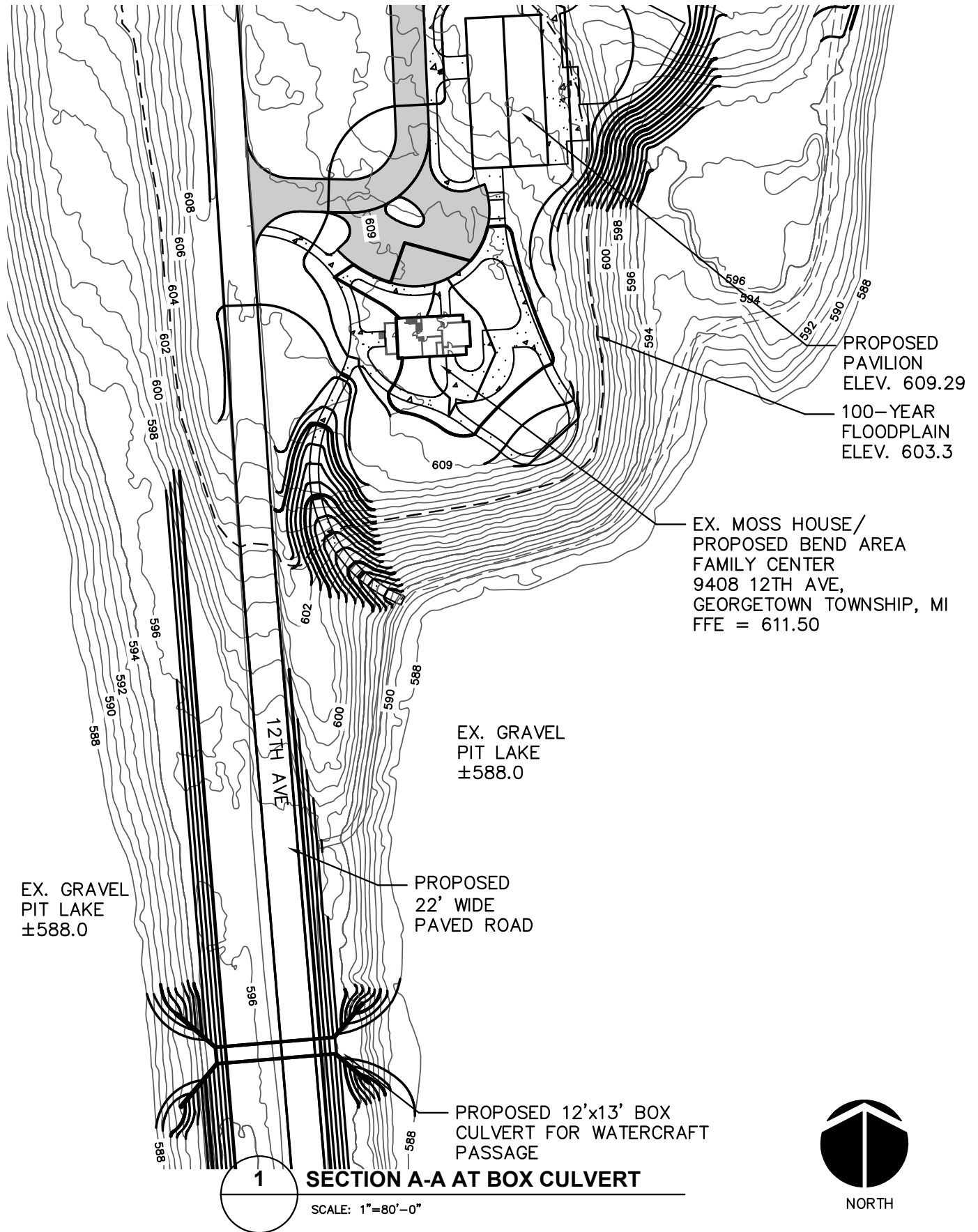
Design Recommendations

PREFERRED DESIGN

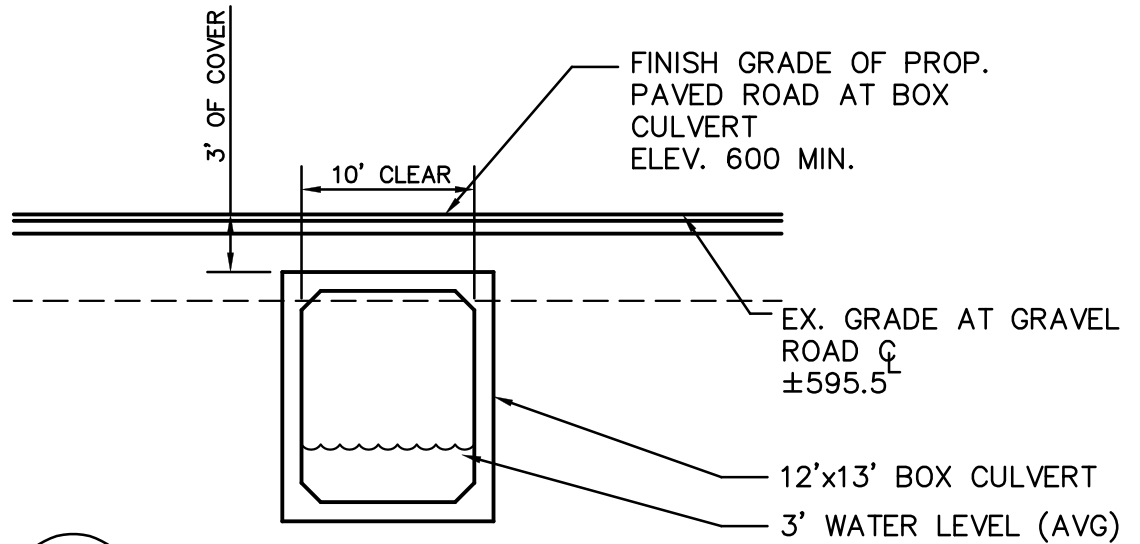
The preferred design for the site raised the site north, east and south of the Moss House to allow for building access at Finish Floor Elevation. The existing trail around the southeast perimeter of the site has 5% slopes from the north and 8.3% slopes from the south. The majority of the site improvements, including Moss House and the proposed pavilion, sit above the 100-year floodplain.



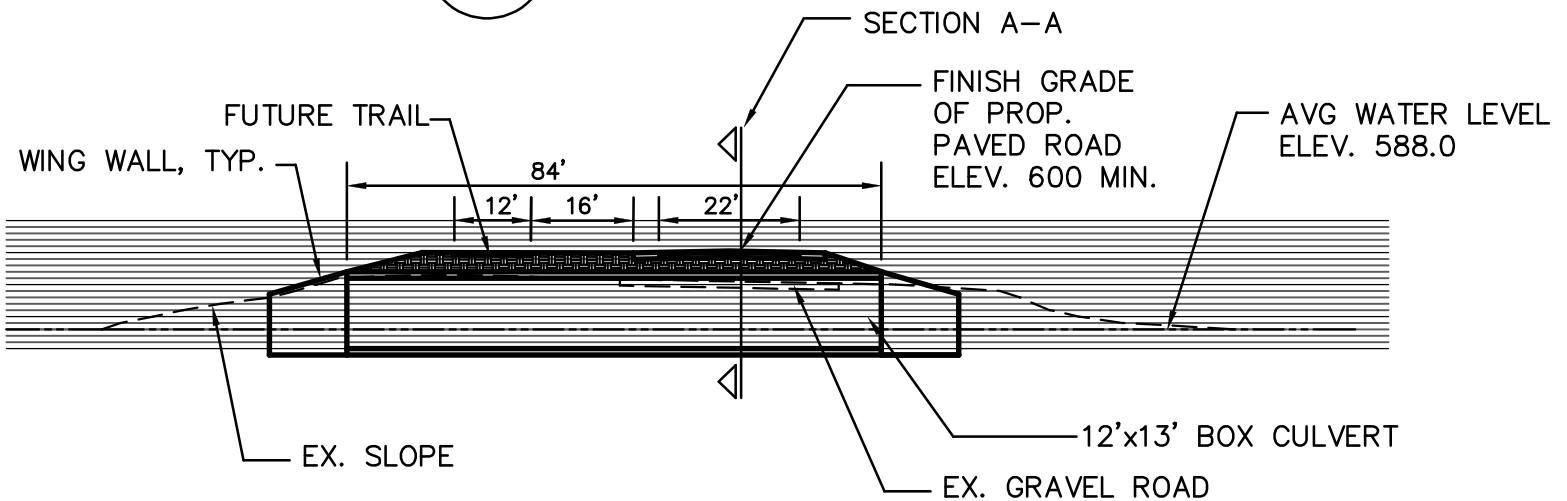
Design Recommendations



Design Recommendations



2 SECTION A-A AT BOX CULVERT
SCALE: NO SCALE



3 ROAD CROSS SECTION AT BOX CULVERT
SCALE: 1"=20'-0"

Preliminary Opinion of Cost

24 May 2024



Bend Area Feasibility Study
Ottawa County Parks & Recreation Commission
Preliminary Opinion of Cost

Item	Quantity	Unit	Unit Price	Total
Moss House				
Architectural				
Demolition	1	LS	\$20,000	\$20,000
New Roof	1	LS	\$50,000	\$50,000
New Windows and Doors	1	LS	\$100,000	\$100,000
New Siding	1	LS	\$70,000	\$70,000
Improved Envelope	1	LS	\$20,000	\$20,000
Interior Fitout	1	LS	\$60,000	\$60,000
Specialties - Toilet Accessories, Fire Extinguishers, Etc.	1	LS	\$5,000	\$5,000
Furnishings - Casework, Etc.	1	LS	\$14,000	\$14,000
Structural				
Foundation Reinforcement and additional footings	1	LS	\$45,000	\$45,000
Shear walls	1	LS	\$15,000	\$15,000
Floor and roof reinforcement	1	LS	\$25,000	\$25,000
Mechanical				
Mechanical and Plumbing Demolition	1	LS	\$15,000	\$15,000
New HVAC	1	LS	\$45,000	\$45,000
New Plumbing (including Fixtures)	1	LS	\$55,000	\$55,000
Electrical				
Electrical Demolition	1	LS	\$9,000	\$9,000
Service and Gear	1	LS	\$8,000	\$8,000
Power	1	LS	\$37,500	\$37,500
Lighting	1	LS	\$15,000	\$15,000
Parking Lot Lighting	1	LS	\$20,000	\$20,000
Misc.	1	LS	\$1,500	\$1,500
			Subtotal	\$630,000

Item	Quantity	Unit	Unit Price	Total
Pavilion				
Architectural				
New Pavilion Structure	1	LS	\$2,000,000	\$2,000,000
CMU Structure (1,250 SF)	1	LS	\$50,000	\$50,000
Slab on Grade	1	LS	\$55,000	\$55,000
Specialties - Toilet Accessories, Fire Extinguisher, Etc.	1	LS	\$20,000	\$20,000
Mechanical				
New HVAC	1	LS	\$30,000	\$30,000
New Plumbing (including Fixtures)	1	LS	\$55,000	\$55,000
Electrical				
Service and Gear	1	LS	\$22,000	\$22,000
Power	1	LS	\$75,000	\$75,000
Building Lighting	1	LS	\$40,000	\$40,000
Parking Lot Lighting	1	LS	\$50,000	\$50,000
Misc.	1	LS	\$5,000	\$5,000
			Subtotal	\$2,402,000
Site				
Full Clearing	4.5	AC	\$6,000.00	\$27,000
Miscellaneous Removals	1	LS	\$20,000	\$20,000
4" Concrete Paving	19,277	SF	\$7	\$134,939
Road Paving Section (4" Bit., 8" Agg. Base)	3,660	FT	\$129	\$472,140
Road Grading & Fill (to 603.3, 100 Year Floodplain)	1	LS	\$1,057,580	\$1,057,580
Bituminous Paving (Parking Lots)	10,323	SY	\$63.08	\$651,175
Bituminous Paving (Driveway)	1,040	SY	\$63.08	\$65,603
Integral Concrete Curb	880	FT	\$30	\$26,400
Parking Lot Striping	2,200	FT	\$1	\$2,200
Chips and Fines Trail	3,105	SF	\$4	\$12,420
Concrete Stairs	60	SF	\$50	\$3,000
Signage	1	LS	\$10,000	\$10,000
Box Culvert	80	FT	\$2,500	\$200,000
Earthwork Cut and Fill	12,666	CY	\$20	\$253,320
SESC Measures	1	LS	\$30,000	\$30,000
Deciduous Trees	20	EA	\$500	\$10,000
Lawn Seeding / Restoration	42,620	SF	\$0.25	\$10,655
Native Seeding / Restoration	150,000	SF	\$0.35	\$52,500
Topsoil - Seeding/Restoration 6"	3,570	CY	\$25	\$89,250
			Subtotal	\$3,128,182

Utilities **

8" PVC Water Service	3,600	FT	\$109	\$392,400
Fire Hydrant	7	EA	\$5,000	\$35,000
Watermain Connection	1	LS	\$5,000	\$5,000
Meter Pit	1	Allow	\$45,000	\$45,000
3-Phase Electric Service	1	Allow	\$250,000	\$250,000
EV Charging Stations	2	EA	\$20,000	\$40,000
Moss House Septic Tank (1,000 Gal)	1	LS	\$25,800	\$25,800
Moss House Septic Fields (Bed Plus Reserve Area)	2,400	SF	\$8	\$19,200
Pavilion Septic Tank (1,500 Gal)	1	LS	\$30,000	\$30,000
Pavilion Septic Fields (Bed Plus Reserve Area)	10,000	SF	\$8	\$80,000
			Subtotal	\$922,400

Construction Subtotal	\$7,082,582
Contractor OHP & General Requirements	\$1,062,390
10% Contingency	\$708,260
Construction subtotal	\$8,853,232
A&E Services, Survey, Construction Materials Testing	\$796,791
Preliminary Total	\$9,650,023

Note: Opinion of Probable Cost based on 2024 construction numbers, add 5% for each year

** 8" PVC Watermain, Fire Hydrants, Watermain Connection and Meter Pit based on Scenario 2 (public water source). If first scenario is viable to provide a well, a \$100,000 Allowance would replace these four line items.

Appendix

CLIENT MEETING MINUTES
PRELIMINARY CONCEPTUAL PLANS

Client Meeting Minutes



2926 West Main Street
Kalamazoo, Michigan 49006

1430 Monroe NW, Suite 210
Grand Rapids, Michigan 49505

KICK-OFF MEETING

PROJECT: OCPRC Bend Family Area Center Feasibility Study

MEETING DATE: February 16, 2024

PRESENT: Jason Shamblin, OCPRC
Curt TerHaar, OCPRC
Aaron Bodbyl-Mast, OCPRC
John Corrigan, Comprehensive Engineering
Andrew Queenan, PURE Architects
Quent Rauch, PURE Architects
Trevor Bosworth, VIRIDIS Design Group
SuLin Kotowicz, VIRIDIS Design Group

VIRIDIS Project Number: 2410

A meeting was held at the OCPRC office to kick off the project.

1. Scope and Schedule Overview

- a) OCPRC requested a preliminary OPC in Phase 1. Alternatives will be reviewed at the Phase 2 review meeting.
 - i. Some of the tasks will be reorganized between Phase 1 and 2. VIRIDIS will send a revised timeline.
- b) OCPRC will meet with a potential funder in June; the funder will not require technical information. They will prefer graphics and price tags.
- c) Meetings were scheduled:
 - i. 02/20/24, 2 pm: Moss House visit
 - ii. 04/09/24, 1 pm: Phase 1 Review Meeting at OCPRC
 - iii. 05/07/24, 1 pm: Phase 2 Review Meeting at OCPRC
- d) Gordy Sible, Comprehensive Engineering structural engineer, will do a separate site visit. Gordy to give 24-hour notice to Curt TerHaar to allow coordination for access.

2. Base/Background Information from OCPRC

- a) Aaron will send GIS data and ESA reports for this property.
- b) We assume there is not any documentation on the Moss House.
- c) The team is not intending to obtain additional topographical survey.
- d) OCPRC can identify approximately where the existing drain field is, and VIRIDIS will contact the Health Department to find out more information about the existing well.
- e) PURE Architects will document the Moss House in the field.
 - i. It has been approx. a decade since the house was occupied.

Kick-Off Meeting – February 14, 2024
 OCPRC Bend Family Area Center Feasibility Study

- ii. While the house doesn't have to remain, the design team should study the existing conditions and whether they meet code requirements.
 - iii. The house was built on a granite foundation and has a fancy metal roof.
 - iv. Asbestos and lead paint are presumed to be present; OCPRC will procure a hazardous materials investigation outside of this project.
 - f) The Ottawa County Parks Foundation gave \$40,000 for acquisition of this property.
 - g) Existing oil wells on site are owned by Fisher McCall. One had a leak with the flood of April 2023. The state is responsible for cleaning up the leak.
 - h) OCPRC's anticipated budget is \$6.8 Million; this number to be validated by the design team.
3. Regulatory Agencies
- a) EGLE – floodplain impacts
 - b) Georgetown Township
 - c) Ottawa County Road Commission – 12th Avenue
 - d) Ottawa County Health Department – well and septic field
4. Deliverables
- a) The feasibility report will be the final deliverable.
 - i. 8.5 x 11 report with information and graphics such as proposed improvements and architectural designs.
5. General Program Discussion
- a) Sustainability to be considered as much as possible in design.
 - b) Moss House
 - i. This will be a year-round rental facility for approx. 30 people, hosting family reunions, weddings, birthday parties or office events.
 - ii. To accommodate this type of use, some walls may need to be moved.
 - iii. The restroom facility within Moss House will only serve this house, and OCPRC anticipates (2) single-occupant bathrooms with one or two fixtures per.
 - iv. The kitchen will be a standard modern kitchen with a commercial fridge. No commercial hood is desired, as well as minimal cabinet space (open shelves may be desired). A big serving island would be useful. The space should support a caterer.
 - v. Power in the kitchen would support warming cabinets, a commercial refrigerator, and crockpots.
 - vi. Secondary use would be as a support facility staging/green room for other events on the lawn or in the pavilion. The event lawn would potentially be able to support a tent.
 - vii. OCPRC envisions all public uses being on the main floor; if renovations could bring stairs up to code, there may be use upstairs (e.g. bride's room). No elevator is desired.
 - viii. There could be stand-alone simultaneous/separate rentals of the Moss House and the pavilion, but OCPRC believes that would be rare.
 - ix. Moss House, though old, is not historic and will not be used as a museum.

Kick-Off Meeting – February 14, 2024
 OCPRC Bend Family Area Center Feasibility Study

- x. Exploration of solar or geothermal power would be appreciated. Efficiency measures are required. Gas utilities in the area are not available on site; explore electric heat.
 - xi. Security is desired. OCPRC is using Night Watch Security at Ottawa Sands. Salto is also being used; VIRIDIS can share the contact information with Comprehensive Engineering.
 - xii. A small meeting room or office space could be considered. This may work in the upper level.
 - xiii. Should the design team determine that it is not cost effective to renovate Moss House, but rather demolish it, a separate, smaller new structure would be built. The function would not be incorporated into the pavilion.
- c) Pavilion
- i. The new three-season pavilion will support approx. 250 guests. Similar structures included the Meadow at Millennium Park, OCPRC's Weaver House and Connor Bayou, or Tanglefoot Park in Spring Lake.
 - ii. They envision a concrete floor, though this may be loud, so the acoustics should be considered.
 - iii. This would have restrooms; may have doors on the outside for trail users as well as the inside for event attendees. These would be designed to be heated for year-round use.
 - iv. The pavilion will have a caterer's kitchen.
 - v. A fireplace was discussed.
 - vi. An adjacent plaza would be nice for weddings, with the reception in the pavilion.
 - vii. To enable three-season use, radiant heat in the Pavilion will be necessary.
 - viii. A/V will be required and power for weddings, bands, DJs, etc.
 - ix. OCPRC to let the design team know what kind of storage requirements they have for the pavilion.
- d) Site
- i. The parking lot will be paved. Capacity will be based on the pavilion/Moss House capacity.
 - ii. OCPRC would like EV chargers in the parking lot.
 - iii. OCPRC would like site lighting from the parking lot to the pavilion/Moss House. Lighting is not desired for lawn event spaces. Power pedestals are desired for lawn event spaces.
 - iv. A farmer's market might be considered in the parking lot. A food truck may also be brought in for an event but would need to supply their own generator.
 - v. VIRIDIS to look at paved plaza space for outdoor events. The best views are southeast over the gravel pit lake. OCPRC asked the design team to study extending the roof or providing a covered plaza on the lake side of the pavilion.
 - vi. Social zones to be focused on the south and east sides of the site.
 - vii. OCPRC wishes to have the site be as multi-purpose as possible, as the current facilities that are multi-purpose get the most use.
 - viii. The site concept includes trail connections to the adjacent trail network.
 - ix. An additional consideration for 12th Avenue is GR Gravel's long-term plan to use this road as an access route (mining permit expires in 2026).
 - x. Future considerations for 12th Avenue: OCPRC would like to include a striped, separate bike lane on 12th Avenue. There is an 18" pipe under the road which connects the gravel mine lakes; OCPRC would love to have this be a box culvert to allow kayak/canoe access.
 - xi. The Ottawa County Road Commission is also mining in this area.

Kick-Off Meeting – February 14, 2024
OCPRC Bend Family Area Center Feasibility Study

- xii. Gates may be helpful at the drive entries to this site.
 - xiii. A trail crossing across 12th Avenue may be desired in the future with a speed table or raised crosswalk.
 - xiv. Improvements to 12th Avenue will require working with the Ottawa County Road Commission. Flooding is an issue on 12th Avenue. For estimating purposes, the design team should include paving 12th Avenue, 22' width, for the feasibility study. This will not be curbed. An interim short-term plan may be to place a chip seal or slurry seal.
6. Next steps:
- a) VIRIDIS to send updated timeline.
 - b) OCPRC to send GIS data and ESA reports for this property.
 - c) OCPRC to send programmatic list of required and wish list items.
 - d) Design team to visit the Moss House and begin audit and analysis.

These minutes are VIRIDIS Design Group's interpretation of discussions and conclusions from the referenced meeting. Please contact our office within 5 business days if corrections need to be made.

Respectfully submitted,
VIRIDIS Design Group



SuLin Kotowicz, PLA, FASLA
Senior Landscape Architect
Project Manager



2926 West Main Street
Kalamazoo, Michigan 49006

1430 Monroe NW, Suite 210
Grand Rapids, Michigan 49505

PROGRESS MEETING

PROJECT: OCPRC Bend Family Area Center Feasibility Study

MEETING DATE: April 9, 2024

PRESENT: Jason Shamblin, OCPRC
Curt TerHaar, OCPRC
Aaron Bodbyl-Mast, OCPRC
Andrew Queenan, PURE Architects
Gordy Sible, Comprehensive Engineers
John Corrigan, Comprehensive Engineers
Trevor Bosworth, VIRIDIS Design Group
SuLin Kotowicz, VIRIDIS Design Group

VIRIDIS Project Number: 2410

A meeting was held at the OCPRC office to review project progress.

1. Preliminary Findings
 - a) Moss House will be governed by the current Michigan Rehabilitation Code.
 - b) Accessibility is critical.
 - c) Second floor programming can be achieved without providing an elevator if similar programming is also available on the first floor (i.e. office space).
 - d) The Moss House second floor can also be used for storage without providing an elevator.
2. Plan Review
 - a) The project team presented isometric plans of the Moss House existing conditions as well as two proposed options. The options were shown to accommodate 30 people in a presentation/classroom setting and a banquet-type layout with varied layouts for the associated support rooms.
 - b) Structural improvements
 - i. The existing floors do not have the capacity to support proposed use in Moss House. The structure also needs to be updated to current codes, including the roof, shear walls, and wall modifications for the revised floor plan. Improvements to the stone foundation will be necessary as the site investigation yielded deteriorated grout.
 - ii. The deck needs upgrading.
 - iii. Some new beams will be required for Moss House, as well as bracing, sheathing and insulation.
 - c) MEP
 - i. Moss House will require new electrical and plumbing.
 - ii. The opinion of probable cost includes radiant heating. The project team has seen the industry trend toward electric heating.

Progress Meeting – April 9, 2024
OCPRC Bend Family Area Center Feasibility Study

- d) The pavilion was studied in diagram format to explore the spatial needs of the desired programming. It is approximately 5,000 SF. To the east, an event lawn and outdoor patio will provide additional space for events. Restroom access for the trailhead was discussed.
 - e) Site
 - i. The site plan included fill calculations for 12th Avenue for the potential paved roadway.
3. Preliminary Opinion of Probably Cost
- a) Moss House: \$630,000
 - b) Pavilion: \$2,402,000
 - c) Site: \$2,891,862
 - d) Utilities: \$255,000
 - e) Construction Subtotal: \$6,178,862
 - f) Preliminary Total (including additional fees): \$8,650,414.
4. Discussion
- a) A new building with the same programming intended for Moss House may run around \$400/SF.
 - b) Moss House should keep the elevation from 12th Avenue with the porch and steps.
 - c) The site plan reflected a large amount of cut to make the south trail connection; OCPRC requested spacing steps out along that path to reduce the cut in front of Moss House.
5. Next steps:
- a) VIRIDIS and OCPRC to have virtual meeting with EGLE May 14, 2024.
 - b) VIRIDIS to update Opinion of Probable Cost.
 - c) VIRIDIS to send draft Feasibility Report to OCPRC on May 24, 2024.

These minutes are VIRIDIS Design Group's interpretation of discussions and conclusions from the referenced meeting. Please contact our office within 5 business days if corrections need to be made.

Respectfully submitted,
VIRIDIS Design Group



SuLin Kotowicz, PLA, FASLA
Senior Landscape Architect
Project Manager



2926 West Main Street
Kalamazoo, Michigan 49006

1430 Monroe NW, Suite 210
Grand Rapids, Michigan 49505

PROGRESS MEETING

PROJECT: OCPRC Bend Family Area Center Feasibility Study

MEETING DATE: May 7, 2024

PRESENT: Jason Shamblin, OCPRC
Curt TerHaar, OCPRC
Trevor Bosworth, VIRIDIS Design Group
SuLin Kotowicz, VIRIDIS Design Group

VIRIDIS Project Number: 2410

A virtual meeting was held to review project progress.

1. Regulatory Meeting Updates
 - a) OCPRC and VIRIDIS will meet with EGLE for an informal virtual meeting on May 14, 2024.
 - b) Curt has communicated with the Ottawa County Road Commission (OCRC); as long as EGLE approves fill to perform the 12th Street fill and paving, OCRC is okay with our project. They also suggested road abandonment; OCPRC sees that as a future step.
 - c) Health Department, OCPRC has a permit to perform a test well. If we need to construct an extension of the public water main, we are looking at an estimated \$477,000. If we are able to have a well, the water utility would be around \$100,000.
2. Opinion of Probable Cost Update
 - a) The public water main extension line items will be added to the OPC in lieu of an allowance for a well.
 - b) The architect has revised their estimate for windows and doors from \$300,000 to \$100,000.
 - c) The box culvert for watercraft access between mining lakes (below 12th Avenue) will be added to the OPC.
3. Updated Plans
 - a) The site plan now reflects additional steps on the south trail connector.
4. Next steps:
 - a) VIRIDIS and OCPRC to have virtual meeting with EGLE May 14, 2024.
 - b) VIRIDIS to update Opinion of Probable Cost.
 - c) VIRIDIS to send draft Feasibility Report to OCPRC on May 24, 2024.

These minutes are VIRIDIS Design Group's interpretation of discussions and conclusions from the referenced meeting. Please contact our office within 5 business days if corrections need to be made.

Progress Meeting – May 7, 2024
OCPRC Bend Family Area Center Feasibility Study

Respectfully submitted,
VIRIDIS Design Group

A handwritten signature in black ink, reading "SuLin Kotowicz". The signature is written in a cursive, flowing style with a loop at the end of the last name.

SuLin Kotowicz, PLA, FASLA
Senior Landscape Architect
Project Manager



PROGRAM/VISITOR NUMBERS

Type	Participants	Programs	Notes
School Programs	1,877	31	There was a school program every weekday in May FY23 = 1,748 (incl chaperones) / 25 programs
Private Programs	44	3	Senior, scout, other private programs
Public Programs	586	30	Includes Step it Up
Engagement Outpost	82	2	New!
Events	N/A	1	SAAA Astronomy Day
Totals	2,589	67	

Type	Count	Notes
Nature Center Attendance	2,361	<i>Below average visits; average month = 2,473*</i>
Trafx Car Count	N/A	<i>Incomplete dataset for Mar/Apr; average month = 3,522*</i>
SAAA Public Observing		3 events were cancelled (cloudy conditions)

*Averages visits based on FY23



Photo 1. ZPS students paddle in the Gabagouache Canoe for a Rendezvous! Fur Trade on the Grand field trip.



Photo 2. Step it Up! group walks have been occurring throughout the spring. This program is designed to get community members active and visiting new parks!

UPCOMING EVENTS

- **June 22** – Grand Explorers Trail Race hosted by Ottawa County Parks Foundation (registration required)
- **June 29, 3-4 pm** – Tick Talk with Dr. Will Miller at Hemlock Crossing
- **July 13, 9 am-1 pm** –Macatawa Water Festival hosted by Outdoor Discovery Network at Windmill Island
- **August 17, 9:30-11:30 am** – Pedal the Pigeon with Velo Kids at Pigeon Creek Park



GOALS/OBJECTIVES – CURRENT AREAS OF FOCUS

- **Increase participation in Outdoor Education programs**
 - There was a program every day in May; FY24 served 129 more students and 6 more schools than FY23.
 - Due to its popularity Rendezvous! Fur Trade on the Grand (formerly Living History) was offered for an additional week at Connor Bayou (15 programs in FY24, 8 programs in FY23). It will also be offered, for the first time ever, in the fall season later this year.
 - RecTrac reporting in development for school programs for more streamlined data analysis and debrief.
 - Post-program survey for schools developed; will launch in the fall.
- **Increase visitation to the Nature Education Center to 25,000 in FY24**
 - Increasing visitation to NEC, and in turn programs, requires us to be prepared for accident and injury.
 - One of two Program Supervisors are now certified to teach CPR/AED courses, which we will offer to staff and the general public. *FYI dummies and other materials are on back order, so there may be a delay in these offerings.*
- **Increase public program/event participation by 25%**
 - Over 800 people registered for Step it Up!. The first group walk on April 30 had 182 participants
 - This summer there are several programs geared toward new park users, including: Family Campfires, Family Nature Days, and Dune Discovery.
 - Recently launched Community Engagement Outposts – using Placer.ai data, select high traffic parks/timeframes for an Outdoor Educator or volunteer to be on-site engaging those passing by.
 - Program Lead, Recreation & Wellness job description (part-time, non-benefited) is now posted online.
 - Program menu and pricing structure for other recreation authorities (NORA, Zeeland Recreation, etc.), libraries, senior centers, and private businesses is under development.

PRESS

- [Audubon Great Lakes Launches Shoreline Restoration and Interdunal Wetland Restoration Project with Ottawa County Parks & Recreation | Audubon Great Lakes](#)
- [Rosy Mound expansion one step closer to reality | WOODTV.com](#)
- [The Bird Connection: Change and decline in our world, Part 3 - Habitat Loss \(michiganpublic.org\)](#)
- [Mountain Bike Camp North \(Mosquito Creek & Bass River\) - Twin Lake, MI 2024 \(activekids.com\)](#)

GOVDELIVERY BULLETINS / EMAIL MARKETING

	Date	Recipients	Open Rate	Click Rate
Marketing				
Parks Update – May News, Events, & More!	5/3/24	15,970	29%	5%
May Family Programs & Special Events	5/3/24	302	37%	5%
Come Celebrate Spring Astronomy Day!	5/16/24	15,532	37%	1%
Press Release: Motor Vehicle Permits	5/17/24	19,675	41%	5%
Step it Up Weekly Emails				
Step it Up - Week 2	5/6/24	789	82%	38%
Step it Up - Week 3	5/13/24	804	76%	34%
Step it Up - Week 4	5/20/24	802	73%	34%
Step it Up - Week 5	5/27/24	801	70%	29%
Birding				
Birding Update: Newswire	5/4/24	2,550	46%	7%
Birding Update: QUICK LOOK!	5/7/24	2,549	39%	3%



PROGRAM/VISITOR NUMBERS

Type	Participants	Programs	Notes
School Programs	306	6	
Private Programs	63	4	Senior, scout, other private programs
Public Programs	242	16	
Events	869	4	Native Plant Sale, Juneteenth, Kirk Park Open House, Tick Talk
Totals			

Type	Count	Notes
Nature Center Attendance	3,341	Above average visits; average month = 2,473*
Trafx Car Count (May)	3,520	Below average visits; average month = 3,522*
SAAA Public Observing (June)	115 visitors	1 event was cancelled (cloudy conditions)

*Averages visits based on FY23



Photo 1 – Tick Talk event with guest speaker, Dr. Will Miller



Photo 2- Future PREP'd



Photo 1-Kirk Park Dedication event



Photo 2- Zee Bus



UPCOMING EVENTS

- **August 17** – Pedal the Pigeon with Velo Kids
- **August 24** – The Tale of the Petoskey Stone

GOALS/OBJECTIVES – CURRENT AREAS OF FOCUS

- **Improve online registration and user-experience**
 - Idema Explorers Camp module and related information for the website will launch soon
- **Increase public program/event participation by 25%**
 - We have taken part in a number of new, high traffic community events including Juneteenth, Zeelmania, and the Macatawa Water Festival; the Conservation District hosted a successful plant sale. These high traffic events help introduce more new people to Ottawa County Parks programming
- **Increase participation in Outdoor Education programs**
 - Already scheduling programs for Fall24 and Spring 25 school groups, including Black River School
 - Final invoices being paid for FY24; compiling numbers/data for FY24
 - Continued development of marketing materials (program outlines, updates to Program Request Form)
 - Service-based Learning field trips to be coordinated and staffed with Community Engagement
- **Implement Marketing and Communications Plan**
 - Park Planner and Communications Specialist working on a visitor data report to improve outreach
 - Communications Specialist reviewing current newsletter plan; new recommendations will be reviewed by the Community Engagement Committee in August
 - Communications Specialist developing interim Parks brochure and plan for a new brochure
- **Identify, purchase, install and facilitate implementation of equipment needed to host virtual meetings and produce and stream nature-based programs.**
 - Partnering with the county’s new Digital Communications Specialist to create two new videos:
 - What do Ottawa County Parks mean to you (intro/overview video)
 - Ottawa Sands documentary

PRESS

- [Progress Being Made on Improvements at Ottawa Sands | WGVU NEWS](#)
- [Ottawa County Parks and Recreation Commission share strategic plan | WGVU NEWS](#)
- [Ottawa Parks and Rec holding a talk to educate the community about ticks | wzzm13.com](#)
- [Lake Michigan park offers free admission to celebrate playground, bathroom renovations - mlive.com](#)

GOVDELIVERY BULLETINS / EMAIL MARKETING

	Date	Recipients	Open Rate	Click Rate
Marketing				
Step it Up! Week 6	6/3/24	796	69%	28%
June Family Programs & Special events	6/4/24	306	35%	4%
Parks Update – June News, Events, More!	6/4/24	16,798	39%	3%
Press Release: Community Review of Mission	6/10/24	16,845	40%	1%
Step it Up! Week 7	6/10/24	794	69%	23%
Step it Up! Week 8	6/17/24	793	67%	21%
Press Release: Pop into Kirk Park	6/18/24	16,990	39%	1%
Wrapping Up Step it Up!	6/24/24	792	69%	12%



Ottawa Sands Restoration/Creation

- Earth-moving and grading of 1,500 ft. of shoreline around the mine lake have been completed. The slope has been reduced, softening the shoreline, the littoral zone has been widened, and excess sand material was used to contribute to the building of the constructed dunes to the south of the lake. 13,000 cubic yards of sand were excavated in this process.
- A 6-acre interdunal wetland complex was constructed. The process included 27,500 cubic yards of excavation as well as dune construction to create a mosaic of landforms with various elevations to mimic a natural interdunal wetland and to provide habitat to a diverse range of plants and animals. This matrix will shift in form and function in response to fluctuating groundwater levels as well as weather events like snowmelt or heavy rain.
- 15+ acres of native seed was applied, including 7,700 ft. of the mine lake shoreline, the interdunal wetland area, and the constructed dunes.
- Native plants were planted around the mine lake and in the 6-acre interdunal wetland including native trees in the wetland complex.
- “Pods” of fencing were installed around dense plantings to help the new plants establish and to concentrate use and impact around the lake with the knowledge that park users and wildlife will access the lake and impact the vegetation.
- Erosion blanket was installed in areas with high erosion potential around the lake trail.
- 200 woody habitat structures were placed around the lake to create habitat for fish, amphibians, wetland birds, and other wildlife.

Hemlock Woolly Adelgid Management

- The stewardship crew began preparations to resume HWA treatments in lakeshore parks in June.
- The Stewardship Supervisor met with the MDNR’s Regional HWA Coordinator to discuss specific management techniques.

Stewardship Activities

- Staff continued assisting contractors with woody habitat structure installation in shoreline restoration areas at Ottawa Sands Park.
- Staff and volunteers planted 20,000 marram grass plants on the newly constructed dune in the restoration area at Ottawa Sands Park.
- Staff conducted selective maintenance throughout monarch waystation areas and other native plantings at multiple parks including Grose Park.

Partnerships

- Staff participated in a sustainability committee meeting for the Lower Grand River Organization of Watersheds (LGROW).
- Staff participated in a kickoff meeting to discuss the streambank stabilization project on the Macatawa River in Paw Paw Park.
- Staff presented to the MSU Extension’s District 7 Advisory Council on the restoration project at Ottawa Sands.
- Staff hosted and attended a Michigan Wetlands Association wetland bird ID course.
- Staff attended a Prescribed Fire Training Exchange (TREX), a week-long cooperative training event hosted by the Michigan Prescribed Fire Council based at Ft. Custer and held in various natural areas around southwest Michigan.

Invasive Species Management

- Staff and volunteers hand-pulled 175 bags of garlic mustard and dame’s rocket across twenty-four parks.
- Staff continued to spot-treat poison hemlock populations with selective foliar herbicide applications throughout Paw Paw Park and Upper Macatawa Natural Area.



Volunteer Updates

- Volunteer groups completed 30 workdays in May
- Mackinac Island Swim has joined our Adopt-a-Park program, adopting Windsnest Park, and will be partnering with volunteers from West Michigan Swimmers to complete their workdays.
- **Park Stewards volunteers** planted marram grass on the constructed dune at Ottawa Sands, **pulled garlic mustard with White Pines Intermediate School students at Robinson Forest**, planted trees along the sag of the Grand River at Ottawa Sands, and **planted wetland plant plugs around the mine lake at Ottawa Sands.**



Friends of Ottawa County Parks Updates

- FOOCP coordinated a cleanup on National Trails Day, 6/1, at Connor Bayou. Volunteers worked with staff on various maintenance projects. FOOCP also staffed an informational table at Grand Ravines.
- FOOCP volunteers supported the Rendezvous program at Connor Bayou.
- FOOCP attended the Holland Heights Celebration on 5/31.
- **June FOOCP Events**
 - 6/13 Holland BPW Safety Fair
 - 6/15 Juneteenth Freedom Festival in Holland
 - 6/22 Grand Explorers Trail Race
 - 6/29 Holland Pride



Ottawa Sands Restoration/Creation

- Contractors completed planting around the mine lake and within the 6-acre interdunal wetland.
- Construction fencing was placed around dense areas of native plantings around the lake and in the constructed wetland complex.
- Researchers from GVSU periodically monitored macroinvertebrate populations in the constructed interdunal wetland.

Hemlock Woolly Adelgid Management

- The stewardship crew continued preparations to resume HWA treatments in lakeshore parks and are ready to begin treatments at Kirk Park starting the first week of July.

Stewardship Activities

- Staff worked with multiple classes from the OAISD Careerline Tech Center to remove 1,360 pounds of trash from the historic farm dump area along the Pigeon River at Hemlock Crossing and plant native shrubs in its place.
- Staff planted plugs of various native forb species throughout monarch waystation areas at six different parks to increase host plant and nectar resources for monarchs.
- Staff and volunteers planted native emergent wetland species and created woody habitat structures to improve habitat quality in the lake at Riley Trails Park.
- Staff continued to assist contractors with woody habitat structure installation in shoreline restoration areas at Ottawa Sands Park.

Partnerships

- Staff attended the Renew Harbor Island initiative's visioning review held in conjunction with the City of Grand Haven.
- Staff attended the Ottawa County Parks Foundation's Breakfast at the Park.
- Staff attended the Macatawa River- Paw Paw Park Preliminary Design Review at the Macatawa Area Coordinating Council.
- Staff attended a virtual update meeting of the West Michigan Coastal Corridor project.

Invasive Species Management

- Staff and volunteers hand-pulled garlic mustard and dame's rocket throughout eleven parks in June, concluding the spring garlic mustard season.
- Staff treated all known invasive knotweed populations with selective foliar herbicide applications throughout eleven parks.
- Staff expanded oak wilt mitigation efforts at Riley Trails Park by conducting delimitation surveys and developing a treatment plan to prevent further spread.





- Staff and volunteers hand-pulled sixty-eight bags of spotted knapweed across six parks in June.
- Staff and volunteers hand-pulled European frog-bit from the Grand River at Ottawa Sands to prevent future spread, and staff expanded survey efforts for frog-bit which lead to the detection of new populations in Stearns Bayou.

Volunteer Updates

- Park Steward volunteers helped maintain native plantings at Grose Park, Connor Bayou, and Grand Ravines North, collected purple loosestrife beetles at Connor Bayou for release in other parks, and hand-pulled European Frogbit from the Sag area of the Grand River at Ottawa Sands.
- Volunteer groups completed 15 workdays in June.
- Volunteers from Yanfeng, an Adopt-a-Park group for Riley Trails, completed a wetland species planting around the lake. This project was funded by Yanfeng's iCare grant.
- Public 'Service Saturday' volunteer opportunities will begin in August. These events will take place once a month, year-round. The goal of these events is to attract and retain more volunteers at public events by creating more regular and diverse volunteer opportunities.



Friends of Ottawa County Parks Updates

- FOOCP attended and shared information with over 900 people at the Holland BPW Safety Fair, Juneteenth Freedom Festival in Holland, Grand Explorers Trail Race, Holland Pride, Zeelmania, and Macatawa Water Festival.
- Open Houses continue at the Weaver House and Grand Ravines Lodge.
- Friends' members hosted a Lost & Found / Stash Your Stuff table at the Grand Explorers Trail race and helped with registration as well.
- The Annual Meeting will be held on Wednesday, September 18 from 5:45-7:15pm at Pigeon Creek Lodge. Outdoor Educator Ria Vanderklok will be giving us the opportunity to learn about and experience nature journaling.
- Attendance at our Winter Event has exceeded our expectations and space! The event is moving to Pigeon Creek this year and will be called Lights at Night. The event will expand in scope and run from December 1-14 with the luminary walk being held on December 13 and 14. More details to come!



- **Individual Gift Count:**
 - 2022 – May 75; Year to date: 315
 - 2023 – May 73; Year to date: 305
 - 2024 – May 53; Year to date: 305
- **Percent Annual Revenue Goal**
 - 2022 – May 2.0%; Year to date: 13.1%
 - 2023 – May 3.8%; Year to date: 7.3%
 - 2024 – May 6.1%; Year to date: 23.0%
- **Average Donation**
 - 2022 – May \$ 386; *Year to date: \$ 612
 - 2023 – May \$ 407; Year to date: \$ 187
 - 2024 – May \$ 405; Year to date: \$ 255

Development Notes

1. GR Greenway –Stearns Connector Segment. Excavation and placement of gravel base material has started for the portion of the trail west of Stearns Bayou.

Work on the bridge itself including railings, bridge deck joint maintenance, and steel support pilings for the trail area are also in progress. The bridge continues to be closed to traffic, but should be back open in the next couple of weeks.

2. **Ottawa Sands** – Major construction work continues by several contractors. The paved trail loop around the lake has been completed as well as the base course of paving for the day use parking area and access path from North Shore Drive.

Work on the treehouses continues. Framing, windows, doors, as well as rough plumbing and electrical have been completed. Insulation, metal roofs, and siding are in progress along with the connecting boardwalks and decks



- **Individual Gift Count:**

○ 2022 – June	154	Year to date: 435
○ 2023 – June	363	Year to date: 668
○ 2024 – June	427	Year to date: 731

- **Percent Annual Revenue Goal**

○ 2022 – June	4.3%;	Year to date: 17.4%
○ 2023 – June	9.5%;	Year to date: 16.8%
○ 2024 – June	22.3%;	Year to date: 45.4%

- **Average Donation**

○ 2022 – June	\$ 406;	*Year to date: \$587
○ 2023 – June	\$ 204;	Year to date: \$196
○ 2024 – June	\$ 183;	Year to date: \$217

Development Notes

- Confirmed grant support in the amount of \$30,000 from the Frey Foundation
- Hosted Breakfast/Lunch at the Park yielding net revenues of \$68,592.38 from 224 guests
- GR Greenway –Stearns Connector Segment. Crossing Little Robinson Creek at 128th Ave. has been resolved.
- Ottawa Sands–The paved trail loop around the lake has been completed as well as the base course of paving for the day use parking area and access path from North Shore Drive.

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

- Strategic Plan Process
 - Ongoing Items
 - As mentioned below, the public presentation of the Strategic Plan was held on Thursday, June 13. An online public survey to provide feedback on the mission, vision, values, and initiatives is open until Thursday, June 20.
 - One major milestone meeting is remaining:
 - 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.
 - The goal is to have a draft of the Strategic Plan publicly available online for review following the July 24 Parks Commission Meeting.
 - Staff have been coordinating closely with Crowe to refine the Strategic Plan table of contents (attached) and the terminology related to the mission, vision, values, and strategic initiatives. A revised draft of the Strategic Plan is being prepared considering this feedback. Staff will provide some of the information that will be included in the appendix.
 - 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.
 - Weekly project meetings are ongoing with staff and Crowe to finalize the Strategic Plan.
 - Completed Items
 - All stakeholder engagement sessions have been held and a report was completed 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 were 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
 - The two online surveys closed April 10. Results were provided at the Strategy Lab. The surveys include the following:
 - Strategic Plan Public Survey: This brief survey was designed to gather public input. Over 5,600 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.
 - The “Strategy Lab” (an engagement model exclusive to Crowe): was held on April 18 with key staff, the Parks Commission, and the Advisory Committee.
 - Utilizing the information gathered from the surveys, mobility data, community benefits study, stakeholder sessions, and the Strategy Lab, Crowe worked with Parks staff to develop mission, vision, values, and strategic initiatives (formerly pillars). The mission, vision, value, and initiatives were reviewed at the first draft work session on May 15th at the Nature Center.
 - Public Presentation of Strategic Plan: A public presentation of the Strategic Plan (focused on the mission, vision, values, and initiatives) was held Thursday, June 13th at the Board Room of the Fillmore Street Complex.
- Affiliated Projects
 - Probolsky Research is being retained for the Scientific Survey. The survey has been completed and a survey report has been provided. Probolsky presented the results at the April 17 Parks Commission meeting.
 - Crowe consulting is being retained to perform the Community Benefits Survey and the project is underway. A draft of the Community Benefits Survey has been provided and staff will be coordinating with Crowe to revise the draft.
 - Staff now have a subscription with 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. Preliminary data has been provided to Crowe and is being compiled by staff. A report is being prepared to be included in the Strategic Plan and will be provided to the Parks Commission at an upcoming meeting.
- Upcoming
 - August 21, 2024, at 3 p.m. Final Strategic Plan Presentation at Ottawa County Parks Commission regular meeting at the Board Room of the Fillmore Street Complex.

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

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 - Upcoming
 - August 21, 2024, at 3 p.m. Final Strategic Plan Presentation at Ottawa County Parks Commission regular meeting at the Board Room of the Fillmore Street Complex.



Present: Roger Belknap Kelly Rice (via Teams)
Joe Bush Paul Sachs
Lukas Hill

Staff: Jason Shamblin, Director
Curt TerHaar, Coordinator of Park Planning & Development
Jason Boerger, Coordinator of Park Maintenance and Operations
Aaron Bodbyl-Mast, Park Planner (via Teams)

Ottawa Sands

TerHaar provided an update on the status of the budget for the Ottawa Sands improvement project. Currently, there is nearly \$500,000 remaining in the capital budget for this project. TerHaar reminded the commissioners that part of the capital budget surplus is due to the transfer of funds from other proposed capital projects at the Bend Area (\$300,000) and Sheldon Landing (\$150,000). Staff have been analyzing various suggestions for Ottawa Sands that are a priority or would further enhance the project as options for this funding. Another option would be to transfer the surplus back to the originally intended capital projects. A third option would be to leave these funds as seed money for a future phase or grant match at Ottawa Sands.

Suggested projects include the following: 1) a maintenance storage building near the Idema Explorers Camp (which is included in the Ottawa Sands Master Plan but would be much smaller than a full building as currently proposed), 2) play elements for campers, 3) an EV charging station for the Idema Explorers Camp parking area, and 4) lighting for the lake loop pathway.

The maintenance building being proposed is a portable shed that costs around \$12,000 to purchase with additional cost to connect to electric service. Commissioner Hill inquired about landscaping and Boerger stated it would be minimal landscaping similar to the storage building at Ottawa Beach Marina.

An electric vehicle (EV) charger was also discussed as an option for the Idema Explorers Camp. This could make sense for campers who would be able to charge overnight. Sachs shared information about leasing the chargers that could make the project at least cost neutral. Additional information about electrical service requirements will also need to be obtained before the costs of this project could be determined.

Play features for kids in the camp was discussed with consensus that a modern play area such as the one installed at North Beach Park would not be appropriate. Various options for more natural play elements were suggested. Commissioner Hill also mentioned taking a wait-and-see approach to evaluate whether there is a demand from campers.

Commissioner Rice suggested planting more hardwood trees that could succeed the existing cottonwoods in the camp area and increase biodiversity. TerHaar said he would review options for this.

TerHaar then provided an overview for installing lighting for the lake loop trail. Commissioner Belknap inquired about solar lighting. Commissioner Hill mentioned that Spring Lake Township is piloting solar lighting bollards, which are similar to lights installed by the ODC Network at their Dragonfly school. Lighting options were then displayed and TerHaar stated a preferred option would be a “dark sky” compliant bollard that would be about knee height. Commissioners Rice expressed concerns about the impact of lighting on wildlife. Boerger suggested having the Coordinator of Natural Resources Management research these impacts. Staff will continue to review options for lighting as well.

It was agreed that the maintenance building was the highest priority, but that staff would continue to look at options for the other projects.

Bend Area Family Event Center Feasibility Study

TerHaar provided an update on work in progress to define the scope and cost of facilities needed for an event center at the Bend Area. A draft report has been received and was shared with commissioners in advance. The report includes evaluation and renovation concepts for the Moss House as well as a proposed floor plan for a new pavilion building. It also includes an analysis of needed utilities, raising the access road, and permit requirements. The final cost estimate was higher than previous estimates, with a significant cost related to utilities and road access. The Moss house would also require extensive and expensive renovations to bring it up to code. TerHaar stated that other areas of the Bend Area may be more suitable for this type of facility, especially in the previously planned main activity area on the southeast area of the large gravel lake. There was discussion about whether to make a funding request to an area foundation with updated estimates for this new location. The consensus was to table this for now, though Shamblin stated he would inquire whether some type of request is expected.

Property Issues

TerHaar reviewed various on-going property issues, including utility easements at the Stearns Creek Park and Bur Oak Landing as well as a trail easement at Upper Macatawa Natural Area. There was no support for the easement at Stearns Creek Park. TerHaar mentioned he is working with Michigan Department of Natural Resources for language to include in electric easement regarding invasive species.

Strategic Plan Discussion

Commissioner Rice inquired about the status of the Strategic Plan and referenced input she had provided regarding the mission, vision, values, and pillars. Commissioner Rice mentioned that she was concerned that some of these items may be overly anthropocentric. Bodbyl-Mast provided some information on how staff worked to address this concern in previous discussion and how this concern was also discussed at the May 15 work session. Specifically, the language on natural communities was included to represent wildlife and plants.

Shamblin stated that work is ongoing with the consultant to revise the draft plan and some of the inputs into the plan, such as the Community Benefits Survey. The upcoming schedule was discussed with the June 13 public presentation as the next milestone. Staff explained that the current goal is to have a full draft plan ready for review at the July Parks Commission and a final draft ready for adoption at the August Parks Commission. TerHaar stated that if needed the Planning Committee could meet in July as part of the Strategic Plan review.

Stearns North Barn

TerHaar explained that staff is recommending that the barn at Stearns Creek North be demolished. The barn was constructed by the previous owner and was in generally good condition. However, there is no easy or cost-effective access to the barn if it were to be improved as a picnic or event space. In the past such structures have been the targets of vandalism, therefore it would be better to demolish the barn rather than to further invest in it.

Sheridan Property

TerHaar provided an update on the Sheridan Property on Crockery Creek at the request of Commissioner Hill. He explained that there are no current plans to improve the property though long-term staff hopes to improve the site for kayak access.

Countywide Broadband

Sachs stated that the consultant is participating in meetings with local stakeholders. In northeast Ottawa County, the consultant is reviewing non-county properties as possible locations for broadband infrastructure. He noted that Chester Township officials are very supportive of finding suitable locations for such infrastructure.

The meeting adjourned at approximately 5:10 pm.

The next regular meeting is scheduled for Tuesday, August 6, 2024 at 3 pm.



Present: Linda McAffrey
Kelly Rice
Allison Miedema
Bruce Greenlee

Staff: Jason Shamblin, Director
Jessica VanGinhoven, Coordinator of Community Engagement
Glenn Bosch, Coordinator of Development

The following items were presented and discussed:

1. Grand Haven Area Visitors Bureau – Idema Explorers Camp promotion
2. Greenway Interpretative Plan RFP
3. Friends of Ottawa County Parks Agreement
4. Strategic Plan
5. Other business



Present: Linda McAffrey
Kelly Rice
Roger Belknap

Absent: Jane Longstreet
Jim Miedema

Staff: Jason Shamblin, Director
Jason Boerger, Coordinator of Park Maintenance & Operations
Brandi Mitchem, Financial Analyst

The following items were discussed:

- 1) 2025 Budget development
 - a) Fund Summary FY 25
 - i) FY25 All Account Summary
 - ii) Admin Summary
 - iii) Community Engagement Summary
 - iv) Natural Resource Management
 - v) Parks Operations Summary
 - vi) Pigeon Summary
 - vii) Kouw & Windsnest
 - viii) Marina
 - ix) Idema Explorers Camp
 - b) Update the CIP/CPM Capital Project listing.
 - c) Memo regarding Personnel and Equipment changes for FY25
 - d) 2025 Seasonal Hourly Rates and Number of hours per position
 - e) 2025 Equipment and Vehicle Requests
 - f) Long Range Report
- 2) Ottawa Sands Business Plan
 - a) Business Plan
 - i) Goals and Objectives
 - ii) Budget - Increased base price by \$25 per night
 - iii) Campground Rules
 - iv) Operating Procedures
- 3) Park Township Lake Access



Present: Linda McAffrey
Kelly Rice
Jim Miedema
Jane Longstreet
Roger Belknap

Staff: Jason Shamblin, Director
Kyle Roffey, Administrative Assistant
By phone: Jason Boerger, Coordinator of Park Maintenance & Operations

The following items were discussed:

- 1) Proposed 2025 Budget
 - a) Memo regarding highlights for FY25
 - b) Fund Summary FY 25
 - c) Admin Summary
 - d) Community Engagement Summary
 - e) Natural Resource Management
 - f) Parks Operations Summary
 - i) East Park Region
 - ii) Lakeshore Park Region
 - iii) North Park Region
 - iv) South Park Region
 - g) Pigeon Summary
 - h) Kow & Windsnest Summary
 - i) Marina Summary
 - j) Idema Explorers Camp Summary
 - k) CIP/CPM Capital Project listing.
 - l) 2025 Seasonal Hourly Rates and Number of hours per position
 - m) 2025 Equipment and Vehicle Requests
 - n) Long Range Report – FY24-FY27
- 2) Ottawa Sands Business Plan
 - a) Business Plan
 - i) Goals and Objectives
 - ii) Budget
 - iii) Campground Rules
 - iv) Operating Procedures: Added camp host and on-call procedure
- 3) Budget Adjustment for additional memorial bench purchases
- 4) Reimbursement to Shoreline Amateur Astrological Association (SAAA) for repairs to the telescope at the observatory in the amount of \$990.76.



Ottawa County Parks &
Recreation Commission

Ottawa County Parks & Recreation Commission

Strategic Plan – **DRAFT FOR REVIEW**



2024

Acknowledgements

Thank you to the community leaders, partner organizations, residents, visitors, and staff for their time in the preparation of the Ottawa County Parks and Recreation Strategic Plan.

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Ottawa County Parks &
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A Letter from the Director

(Letter from Director to be inserted here)



Introduction & Overview



Ottawa County Parks &
Recreation Commission

Introduction & Overview

Welcome

Ottawa County parks offer visitors abundant opportunities to engage with nature and each other. Nature-based programs provide park goers, especially children, with educational and experiential activities. Parks users can enjoy year-round recreational activities, such as kayaking, mountain-biking, disc golf, cross-country skiing, and more. In addition to programming and recreational experiences, visitors can enjoy the serenity and solitude of their surrounding environment in the parks' natural and open spaces.

Since its establishment in 1987, the Ottawa County Parks and Recreation Commission (OCPRC) has made ongoing strides to expand natural spaces and greenway corridors, embrace the County's unique geographic position, and address the demands of population and development growth across Ottawa County. The Strategic Plan builds on these past investments while aligning strategic efforts to better fit the future needs and desires of Ottawa County.

Context for the Strategic Plan

The Ottawa County Parks and Recreation Strategic Plan serves as a compass for OCPRC through its next phase of development and service as it continues to provide high quality natural resources and recreational opportunities to residents and visitors of Ottawa County. This plan will guide staff and OCPRC leadership to serve as a roadmap for decision making. The planning process was informed by the 2021 Parks, Recreation, and Open Space Plan, recently developed conservation and planning reports for the region, strong visitor participation, and with full support of the OCPRC.

This plan was developed with the following ethos in mind:



Design a strategic planning process that values input from a variety of stakeholders and past parks' plans.



Develop a strategic plan that drives the OCPRC's direction, thinking, and organizational structure when delivering services to park goers and other stakeholders.



Develop a strategic plan that leverages the County's unique geographic position and community support for parks investment.

Geography & Growth

Ottawa County's natural features and diverse, unique ecosystems flourish on the western coast of Michigan's lower peninsula. From the pristine shorelines of Lake Michigan to peaceful forests, Ottawa County parks provide community members and visitors with a haven of rich biodiversity and captivating spaces. The extensive resources – including sand dunes, beaches, waterways, wetlands, bayous, and woodlands – display the treasures of Ottawa County, contributing to a higher quality of life for residents and attracting thousands of visitors each year.

The wealth of natural resources played a key role in the County's history and continue to do so. From the OCPRC's establishment in 1987 to today, Ottawa County parks leadership is dedicated to preserving the County's abundant natural resources through acquisition and conservation efforts. Now at 7,402 acres, Ottawa County parks make up approximately 2% of the County's total land area. Since 2010, the annualized population increase is about 3,000 people per year. According to data compiled from the US Geological Survey's National Land Cover Database (NLCD), much of this population growth is resulting in significant changes to land use patterns in Ottawa County, with an average of 500 acres per year being developed (according to NLCD categorization) between 2001 and 2021.¹ The changes in landscape may help explain the high public support (87%) for continued efforts for to protect land and natural spaces.

A diverse economy, advantageous geographic location, unique natural resources, and other indicators of a high quality of life sparked the population increase. The Ottawa County population increased by 12.6% over the last decade,² home to nearly 300,000 people in 2022.³ As one of Michigan's fastest growing counties, it is more important than ever for the parks system to grow alongside the County's development and population growth to sustain parks access for all.

7,402

Acres managed by
OCPRC.

2%

Of the County's total
land area is made up
of Ottawa County
parks.



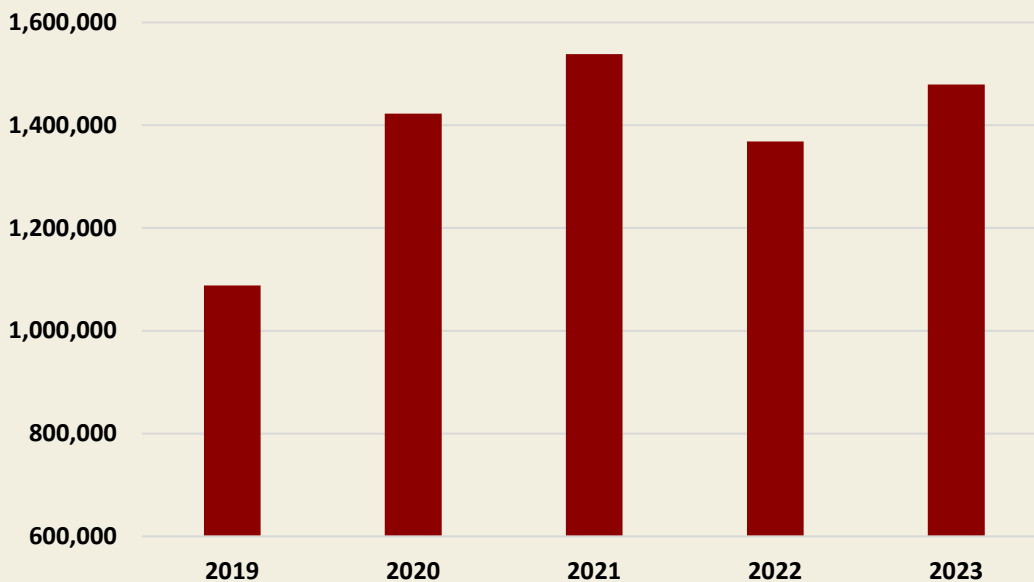
Park Attendance

Ottawa County Parks and Recreation acquired over 7,400 acres of land since its inception in 1987. OCPRC leads regional environmental stewardship efforts and provides rich nature-based opportunities to visitors.

OCPRC expanded the parks system and facilities through years of strategic development and organizational growth, including major projects like the Nature Education Center at Hemlock Crossing, Historic Ottawa Beach Parks, Tunnel Park, the Grand River Greenway, and newly developed Ottawa Sands. Expansion success can be largely attributed to the initial 0.33 Park Millage approved by residents in 1996 and the two subsequent renewals in 2006 and 2016. Although OCPRC has made efforts to diversify its funding base, the Parks Millage remains the foundation of OCPRC’s revenue source. Annual park visits data (see Exhibit 1) indicates there is growing community desire and need for vibrant parks and green spaces, plentiful recreational activities, and enriching programming opportunities for the average 1.48 million park visitors each year.⁴

The significant growth in the parks systems requires additional resources to sustain maintenance and operations of these new greenway corridors and trails.

Exhibit 1: Annual Number of Park Visits, FY19 – FY23



County Parks Map

The Ottawa County parks are highly valued amongst Ottawa County residents and sought out by tourists for the vast recreational and educational experiences offered.

1.48 M

Times the Parks were visited in 2023.

839,200

Total number of unique park visitors in 2023.

Note – will replace map with new one from OCPRC

90%

Of County residents visit an OCPRC park at least once per year.

68%

Of OCPRC visitors visit the Parks along Lake Michigan and the Grand River.



See Appendices B, C, and G for additional information.

Community Benefits

The Ottawa County parks serve as a significant economic and employment catalyst, contributing to the County’s economy through (i) direct spending by OCPRC, (ii) tourist spending, and (iii) residential property values. Investments in the Ottawa County parks are essential so that they can continue to contribute to the economic vitality of the County.

Ottawa County parks have generated the following:

- \$6.4 million** in annual economic activity resulting from OCPRC’s budgetary spending
- \$17.6 million** in total temporary benefits due to spending on ongoing large-scale projects
- \$26.8 million** in current and expected annual tourism spending
- \$41.5 million** in additional assessed value to residential properties near select parks
- 1,082 jobs** in both permanent and temporary supported employment added

In addition to their added monetary value, Ottawa County parks provide additional non-monetary benefits for the local community, all of which contribute to an overall higher quality of living.



Educational and recreational programming experiences



Environmental health, including improved air and water quality, land preservation, etc.



Improved physical and mental well-being, which may contribute to Ottawa County’s lower obesity and physical inactivity rates compared to State and national averages.



Attracts and retains professionals and retirees

See *Appendix B* for additional information on the monetary and non-monetary benefits of Ottawa County parks. Note, visitation data used in Community Benefits Survey analysis is based on calendar year.

Strategic Plan Inputs

This plan is an evolution of the Commission's past reports, investments, and goals. The Plan provides a strategic approach to accomplishing OCPRC's vision.

To develop a realistic and tangible strategic plan, OCPRC engaged in a comprehensive and iterative process, leveraging the following inputs:

Previous Plans

Previous plans and reports, such as the 2021 Parks, Recreation, and Open Space Plan and former mission statements and goals, laid the foundation for OCPRC's Strategic Plan.

Stakeholder Engagement

OCPRC engaged the community through surveys and in-person visioning sessions for feedback on the parks system. See the following page for an overview of the stakeholder engagement process and *Appendix A* for supplemental information.

Scientific Survey

OCPRC engaged with Probolsky Research to poll County residents' attitudes toward the parks system. See *Appendix C* for additional information on the Scientific Survey Report.

Community Benefits Survey

OCPRC engaged Crowe LLP to evaluate the economic benefits generated by Parks. See *Appendix B* for additional information on the Community Benefits Survey Report or the previous page for an overview.

Park User Data

OCPRC to provide text.

Comparative and Historical Analysis

OCPRC to provide text.

Stakeholder Engagement

OCPRC sought to understand the future needs of a variety of stakeholders. OCPRC leveraged several engagement methods over three months, receiving feedback from over **6,000** participants, including:

- Community members
- Park goers
- Partner and support organizations
- Local units of governments (townships and villages)
- Schools and educational institutions
- Parks staff

OCPRC administered three surveys, offered in English and Spanish, to the public and OCPRC stakeholders in spring 2024. The Public and Stakeholder Surveys aimed to understand participants' perception, satisfaction, and desires for the overall parks system. The Public Survey was communicated via the OCPRC's website, newsletters, social media, emails, and posters with QR codes located at various parks; the Stakeholder Survey was sent to partner organizations via email. The Scientific Survey, conducted by Probolsky Research, polled approximately 400 Ottawa County residents via phone and email to understand taxpayers' attitudes towards the millage and parks system.

In addition to the three surveys, OCPRC leadership identified over 50 partner and support organizations, elected officials, and staff to participate in engagement sessions. Attendees participated in immersive engagement activities over three days to discuss the Parks' current state and envision goals and future priorities.



Key Takeaways

The strategic planning process included robust public and stakeholder engagements, data gathering efforts, and analyses to inform the development of an updated mission statement, identification of vision statement and organizational values, updated strategic initiatives, and recommended actions outlined in the following sections. The following key takeaways summarize critical observations and preliminary recommendations.

Observations

- Overall survey data and usage patterns show a high-level of satisfaction with OCPRC, indicating the successful execution of the current mission (see *Appendix A, C, D, I*).
- Stakeholders indicate a strong desire for the parks and programs to be promoted among, and be welcoming and accessible to, people of all ages, physical and mental abilities, and demographic groups (see *Appendix A, C, and D*).
- Survey data and usage patterns indicate public support for OCPRC leadership in protecting land, further development of regional trails, natural resources management, and community engagement and education (see *Appendix A, C, D, and I*).
- Residents and stakeholders highly value conservation for sustainability, resiliency, and “nature’s sake” (see *Appendix D*).
- Greenway strategy should be more explicitly stated in the mission and vision given their importance.
- OCPRC facilities experienced and maintained a “pandemic-surge” in visitation, with a 25% increase for same-site visits from pre-2019 levels (see *Appendix I*).
- Fall and spring usage is impactful, and seasonal staffing does not match evolving usage patterns. At many parks, the fall season is especially important, and spring usage is increasing (see *Appendix I*).
- OCPRC provides a significant positive economic impact for tourism, property values, and general economic activity (see *Appendix B*).

Organization Implications:

- Overall feedback supports the recent OCPRC restructuring to emphasize Community Engagement and Natural Resource Management, and indicates these divisions are critical for future growth (see *Appendix A, C, and D*).
- Divisions and support organizations should review their role within OCPRC and realign operations to the newly developed mission, vision, values, and strategic initiatives.
- Evaluation of staffing levels/structure should continue. Increased visitation and seasonal staffing challenges may negatively impact OCPRC’s long-term ability to sustain the high standards expected in the park system (see *Appendix A, C, D, and I*).
- Increased staffing levels are needed to help achieve the revised mission and new vision (see *Appendix A, C, D, and I*).
- Additional funding support is required to achieve revised mission and vision (see *Appendix A, C, D, and I*).

Funding Implications:

- Stakeholder engagement, economic value, and usage patterns provide evidence of strong desire for the OCPRC to continue to protect more land, help develop additional trails and accessible amenities, and provide additional stewardship and engagement services.
- Survey results indicate that there may be strong support for an increased millage (see *Appendix C*).
- Recent statewide trends show strong support for natural resource-based parks, non-motorized pathways, and conservation millages, further indicating that an increased millage is possible. (see *Appendix H*).



02

Strategic Action Plan

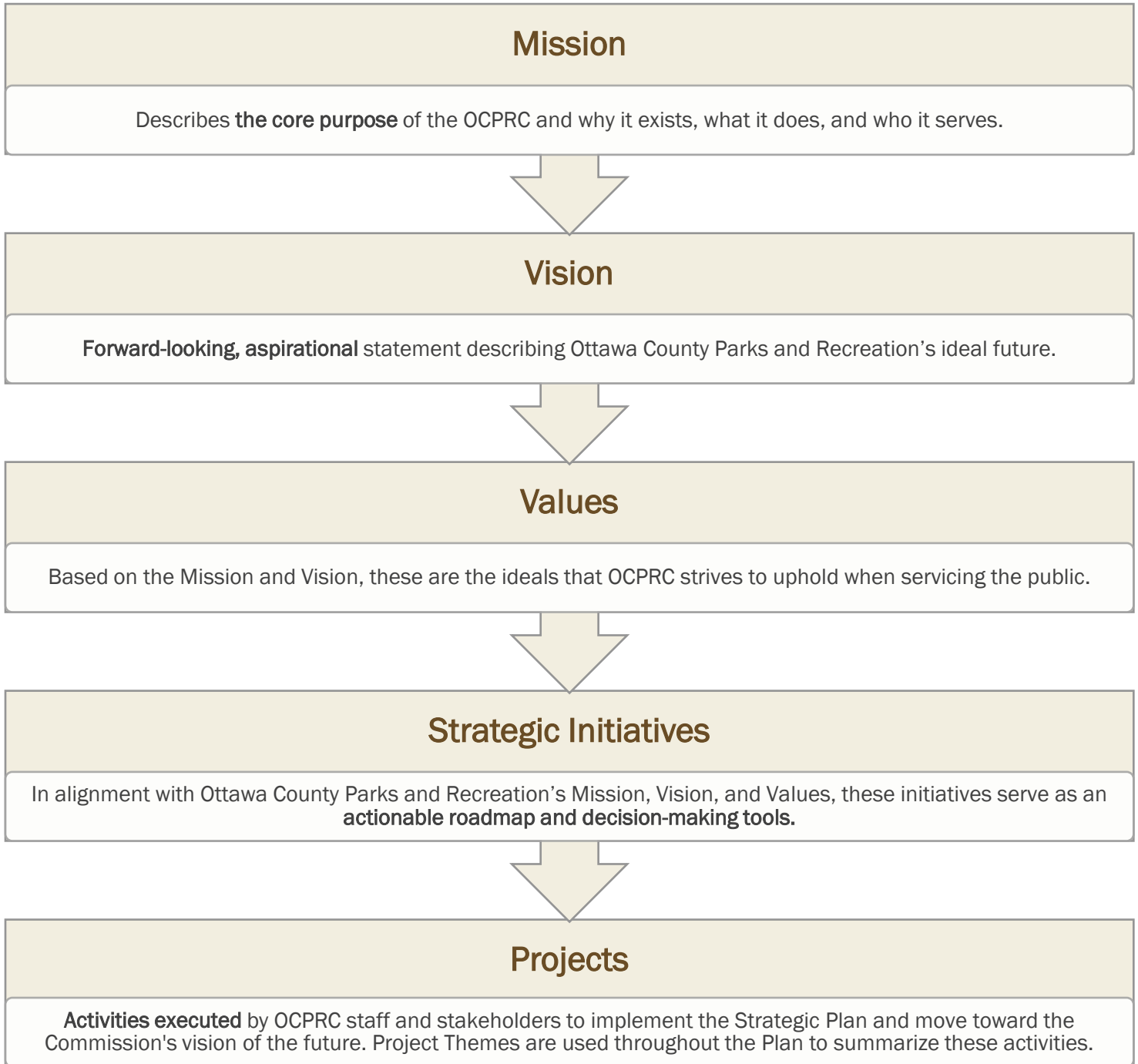


Ottawa County Parks &
Recreation Commission

Terminology

Mission, vision, values and initiatives start at the highest level – what’s the purpose of our organization – and progressively become more granular, describing the tools to execute.

In a strategic plan, the initiatives drive the organization into the future. Projects execute the initiatives and may frequently evolve based on needs and resources.



Mission & Vision Statements

Mission Statement

The mission statement drives decision making and encompasses OCPRC's purpose to make sure outcomes align with goals. OCPRC leadership and staff reimagined the mission statement to reflect OCPRC's shift to better focus on its strategy.

To enhance well-being by stewarding a connected system of natural communities and promoting outdoor experiences.

Vision Statement

Newly minted vision and values are required to accurately reflect the future and culture of Ottawa County Parks and Recreation. The vision describes OCPRC's ideal future and values describe what OCPRC stands for.

Ottawa County Parks and Recreation Commission summarized its purpose and aspirations in the following vision statement:

The Ottawa County Parks and Recreation Commission will be a leader in creating a legacy of expansive, accessible, and biodiverse natural communities for all to enjoy.



Commission Values

OCPRC's values are the foundations of its mission, vision, and strategic initiatives and serve as a guide for the Commission's actions, reflecting the culture of the parks and staff. Values set the tone of how Parks staff engage with visitors, partners, and each other.

- ✔ **Accessibility**
Provide inclusive and accessible parks, facilities, and programs.
- ✔ **Education**
Curate experiences to instill an awareness of the land's history and culture and appreciation for nature.
- ✔ **Integrity**
Demonstrate transparency, leadership, and commitment to care for the County's natural resources.
- ✔ **Health & Wellness**
Promote parks and recreational activities for the health and wellbeing of the community.
- ✔ **Sustainability**
Engage in sustainable practices to protect and improve the environmental health of the natural communities.
- ✔ **Collaboration**
Facilitate partnerships with community and regional organizations and leverage science-based decision making.

Ottawa County Parks and Recreation puts values into action by asking the following questions when reviewing potential projects to drive the mission, vision, and Strategic Plan:

Does this project help OCPRC achieve its vision for the future?

Does this project align with our values?



Strategic Initiatives

Five initiatives emerged from input received during the strategic planning stakeholder engagement process. The strategic initiatives build upon past investments, goals, and objectives and will connect OCPRC's mission with its current and future projects as it strives to achieve its vision. As new projects and objectives come to light, OCPRC can leverage the initiatives to guide decision making, so the Commission grows according to its strategic goals and remains true to its mission, vision, and values. The following sections describe each strategic initiative in detail.

The 5 Strategic Initiatives Map:

Connectivity

To connect people, expand greenways, and foster community appreciation for natural spaces.

Community Engagement

To educate and inform the public about what we're doing, why we're doing it, and how they can get involved.

OCPRC
Mission
& Vision

Strategic Land Acquisition & Protection

To serve our growing community by acquiring high-quality natural resource and recreational land near protected property, greenways, and underserved areas.

Organizational Quality

To sustainably invest in our organization to ensure continued high-quality user experiences for visitors and staff.

Conservation

To respect, protect, and enhance our diverse natural communities.



Connectivity

OCPRC aims to connect people, expand greenways, and foster community appreciation for natural spaces.

Fostering connectivity throughout Ottawa County parks brings people to the parks, and parks to the people. Ottawa County parks meet the multi-faceted needs of the community by building accessible spaces for different types of park users. From a family fun seeker to nature lover to dog owner, the parks embrace new users and are welcome to all.

By creating an inviting park culture and amazing spaces, Ottawa County Parks and Recreation is a community builder.

82%

Agree that the Parks Commission should provide leadership in completing a County-wide multi-use trail system.

Connectivity strives for a holistic park system with an interconnected network of trails, parks, and greenway corridors throughout the County.

By strengthening the network for both people and wildlife through targeted connectivity projects, Ottawa County trails, greenways, and natural spaces become defining features of both the County's environmental landscape and the community at large.





Community Engagement

Ottawa County Parks educates and informs the public about what we’re doing, why we’re doing it, and how they can get involved.

Increasing Community Engagement opportunities and touchpoints calls on OCPRC to build community within the parks system, improve information sharing, and recommit to a vision of parks for all.

The Strategic Plan challenges OCPRC to increase the opportunities for everyone, meeting the community’s diverse needs and interests and improving accessibility. Creating accessible parks lays at the forefront of the parks for all vision. Thus, OCPRC commits to minimizing park barriers to create spaces for everyone by improving park trails and pathways and the usability of park facilities.

OCPRC also recognizes the community’s strong desires for increased programming offerings for individuals of all ages and abilities.

84%

Agree that the Parks Commission should provide community-wide leadership in engaging the public to experience nature.

88%

Agree that the Parks Commission should provide community-wide leadership in ensuring that students get exposure to the outdoors.

Improved and expanded program offerings can attract new people to the parks, generating more avenues for environmental education, social interactions, stewardship, and engaging experiences for all park user types. A commitment to Community Engagement also means a renewed and reimagined commitment to partner organizations that support park success. OCPRC seeks to strengthen its current partnerships and leverage new opportunities for collaboration with volunteers, park goers, County departments, local government units, schools, businesses, and foundations.





Conservation

OCPRC acts as environmental stewards to respect, protect, and enhance our diverse natural communities.

Ottawa County Parks and Recreation success is tied to the health of its land and natural spaces. OCPRC has a shared responsibility with the community to protect, preserve, and care for the land for its intrinsic value, mitigating the threat of human degradation and invasive species.

OCPRC is a regional leader in resource preservation, caring for and protecting the area's unique ecosystems and natural resources. Parks staff are dedicated to conservation and sustainable practices to support Park ecosystems.

Preserving the County's natural spaces is imperative to honor the land's history and ensure an improved quality of life for future generations as the population continues to grow.

87%

Agree that the Parks Commission should protect additional land and natural spaces.

84%

Agree that the Parks Commission should provide leadership in dedicated resources for significant habitat restoration and green infrastructure.

At times, active interventions are needed to restore and/or enhance natural communities, providing new or improved habitat or creating green infrastructure. These interventions with flora and fauna can improve air and water quality.

OCPRC seeks to collaborate with local conservation and land-based organizations to optimize the natural community quality of flora and fauna. Further, OCPRC aims to create more opportunities, such as volunteering, to encourage community engagement in conservation efforts.





Organizational Quality

OCPRC sustainably invests in our organization to ensure continued high-quality experiences for visitors and staff.

85%

Rate the job being done by the OCPRC as 'excellent / good.'

OCPRC strives to maintain gold standard parks, which requires significant investment in human and capital resources. This is especially true after 30 years of expansion to over 7,400 park acres and an annual visitor count exceeding 800,000 people.

Continued care for parks and facilities- through reinvestment in facilities, amenity upgrades, and user experience development- cultivates access and sustainability for current and future generations.

New income sources are needed to upgrade facilities and increase staff so that OCPRC can provide accessible, high-quality parks and deliver experiences for its diverse park users.

These “parks for all” investments do not replace continued commitment to exceptional maintenance and operations, rather, it increases the importance of this work.





Strategic Land Acquisition & Protection

Ottawa County parks system serves our growing community by acquiring high-quality natural resources and recreational land near protected property, greenways, and underserved areas.

Commitment to a calculated land acquisition and protection strategy enables OCPRC to continue to proactively identify land with high ecological value and high-quality natural features, or land that connects the population with open spaces. OCPRC recognizes the need for expansion of County parks as the desire for recreational and educational opportunities and demand for open, natural parks grows.

OCPRC seeks to collaborate with local conservation and land-based organizations to strengthen best practices in natural resource management. Further, OCPRC aims to educate the community on the importance of park preservation.

81%

Agree that the Parks Commission should acquire land or easements to protect unique environmental areas such as wetlands, sand dunes, mature woodlands, and wildfire areas.

78%

Agree that the Parks Commission should acquire land or easements for trails and bike paths.

71%

Agree that the Parks Commission should acquire property for habitat restoration or green infrastructure.



The image featured above can be credited to Andrew Roszkowski.

Project Themes

During the planning process, a number of themes emerged that relate to the Strategic Initiatives and ongoing projects and/or new projects that would be undertaken to implement the goals of each Strategic Initiative. These themes are intermediary objectives between the Initiatives and the projects. The following table summarizes these themes and identifies related Initiatives as well as which divisions would be responsible for executing the Project Theme.

Objective	Initiative(s)	Responsible OCPRC Division(s)
Increase and maintain the quality of the County's natural communities	Conservation	Natural Resources Management
Provide leadership in dedicating resources to undertake significant habitat restoration and green infrastructure projects to improve water quality, increase native species, and increase and protect native plant and animal biodiversity.	Conservation	Natural Resources Management
Provide natural land management leadership in Ottawa County to control invasive and/or overpopulated species (such as deer) or to address other factors negatively affecting natural lands.	Conservation	Natural Resources Management
Provide leadership and cooperative management in completing the regional trail system in Ottawa County	Connectivity	Planning
Help ensure a variety of connectivity modes or users to access County parks (i.e. personal vehicles, transit, multi-use pathways)	Connectivity	Planning
Complete primary Greenway trails (Idema Explorers Trail, Macatawa Greenway Trail, Pigeon River Trail, Coastal Trail)	Connectivity	Planning
Provide community-wide leadership in outdoor education, recreational programs, and volunteer opportunities.	Community Engagement	Community Engagement
Provide leadership for student exposure to the outdoors through curriculum-based field trips and service-based learning opportunities.	Community Engagement	Community Engagement
Continue to strive to engage the public	Community Engagement	Community Engagement
Protect additional land and natural spaces to conserve key natural features, habitat, natural communities, and for future public access.	Conservation, Strategic Land Acquisitions	NRM and Planning
Increase "landscape-level" planning efforts to increase resiliency and biodiversity levels, and help guide land protection efforts	Conservation, Strategic Land Acquisitions	NRM and Planning
Help facilitate the development of plentiful, accessible recreation facilities across the County	Organizational Quality, Community Engagement	Planning, Operations
Develop strategic goals for cost-recovery initiatives	Organizational Quality, Community Engagement	Operations, Community Engagement, Planning
Ensure all OCPRC parks are clean, safe, and enjoyable	Connectivity, Organizational Quality	Planning, Operations
Ensure adequate natural-resources-based recreation areas, amenities, and enriching/educational spaces across the County	Conservation, Strategic Land Acquisitions, Connectivity	Planning, Natural Resources Management, Community Engagement
Complete land/easement acquisitions needed for Greenway Trail Connections (Idema Explorers Trail, Macatawa Greenway Trail, Pigeon River Trail, Coastal Trail)	Conservation, Strategic Land Acquisitions, Connectivity	Planning, Natural Resources Management
Continue to seek and secure funding from diverse sources	All	All
In addition to diversifying funding sources, review options to increase funding	All	All
Continue to review opportunities for organizational efficiencies and employee development	All	All
Exert more deliberate effort to drive and maintain partnerships	All	All
Increase data-driven decision-making	All	All



03

Implementation & Monitoring Recommendations



Ottawa County Parks &
Recreation Commission

Implementation & Monitoring Approach

A successful strategic plan requires tangible goals and a realistic implementation timeline and monitoring approach. Possible project management methodologies to execute a successful implementation are *phased, parallel, or crashed*. OCPRC should select the approach methodology that complements the current culture and cadence of current work, using a formal project management structure to do so.

All strategic plan implementation approaches require Ottawa County Parks and Recreation leadership to:



Implementation Steps



1 Create Buy-In

OCPRC can create buy-in by forming working groups to execute strategic goals and objectives and monitor success. Members of the working groups act as champions for these strategic goals, encouraging change and growth for OCPRC both internally and externally.

Working groups create buy-in from stakeholders, the community, and park users to initiate implementation.

2 Communicate Clearly

Clear communication is key when implementing change and fostering community support, or buy-in. OCPRC should communicate its strategic goals and timeline early and often for a smooth transition into its next phase.

Effective communication may require the use of the following tools:

- Develop a stakeholder engagement matrix
- Develop a communications plan with set, cadenced connection points
- Maintain internal communication
- Include opportunities for community input and updates
- Celebrate wins

3 Align Resources Effectively

Successful implementation of a strategic plan may include resource realignment and organizational structure changes so efforts are appropriately situated to achieve the strategic initiatives and objectives outlined in this plan. OCPRC resources should grow proportionately with the growth of the park system to adequately fulfill the needs of the current and future park system and users. Thus, OCPRC needs additional human and capital resources to support its Strategic Plan and accomplish its vision.

Ottawa County Parks and Recreation personnel have the dedication and expertise to contribute to the overall success of the parks. However, they are constrained by limited funding sources and inadequate staffing needed to deliver the quality and experiences desired by park users and the community. These human and capital constraints have the potential to limit initiative implementation efforts and thus, impede upon the fulfillment of the strategic initiatives.

OCPRC will review realignment recommendations and staff feedback to consider organizational structure changes. As part of this process, OCPRC should identify the positions and departments responsible for each initiative, the jobs to be done to implement each initiative, and the resources needed to get the job done.

Implementation Steps Continued



4 Manage Risk

OCPRC should identify potential risks that will hinder implementation of the Strategic Plan. Managing risk starts with risk mitigation, by proactively identifying potential project risks at the onset. Risks can be positive (opportunities for growth and improvement) or negative, and come in many forms - strategic, external, financial, or performance. Risk mitigation is the action of using tools and strategies to avoid, exploit, transfer or reduce the risk/issue.

OCPRC should create a risk register to document and track all potential risks and issues (risks actively impacting the projects) to be continuously monitored by the risk manager, a resource identified from the Working Group. A sample risk register is displayed below.

ID	Risk/Issue	Mitigation Strategy	Impact	Priority
1.1	Risk: description of risk	Describe here		

5 Monitor Success

Strategic plan implementation requires a monitoring approach to track successes and identify problem areas early on. Departments should use a project- specific monitoring philosophy and goals that align with their monitoring philosophy for day-to-day business activity. The implementation working group should define monitoring goals, timeline, and Key Performance Indicators (KPIs) to establish an objective monitoring approach. Examples of an OCPRC project and potential KPIs is listed in the table below.

Project	Metric 1	Metric 2
Increase the number of parks as “effectively invasive free”	Develop a prioritization scheme and treatment plan	Designate 1 park per fiscal year

Financial Considerations

Strategic Plan implementation requires significant investment to achieve the level of service, programming, and maintenance sought by Ottawa County residents.

Scientific survey results showed resident support for OCPRC leadership in significant habitat restoration and conservation, development of a regional trail system, development of camping and other revenue-generating or in-demand recreational/educational facilities.

The Commission is already making progress on many of these initiatives and finds funding from multiple sources to complete work. For example, the OCPRC leveraged \$500,000 to complete the \$19 million acquisition and initial development of Ottawa Sands. Currently, Ottawa County Parks and Recreation conducts operations and maintenance within the millage budget.

However, continued expansion of services to meet the high standards expected of the parks system requires additional funds that are not available at the current mill rate. Parks leadership may consider the following supplemental funding options to meet the funding requirements of strategic plan implementation and delivery of exceptional parks experiences:

- Grant funding from outside sources
- Partnerships with local governments, conservation organizations, and community foundations
- Parks Foundation fundraising campaigns and other private donations
- Increased mill rate

The OCPRC should continue work to diversify and increase funding while also immediately commencing preparations for the 2026 millage campaign. All divisions will need to assist in preparations for a possible millage increase by identifying long-term staffing and capital needs for the implementation of this strategic plan. **This work will help identify which mill rate would be appropriate and develop an overall millage campaign which can be presented to the public.**

Organizational Considerations

Organizational realignment and new position creation are recommended to support growth and strategic initiative implementation.

Crowe provided OCPRC with general organizational realignment recommendations based on document review, input from OCPRC staff, and industry knowledge. Multiple recommendations create new positions to best resource OCPRC for successful strategic plan implementation. Additional analysis may be required to determine the exact duties and function of each recommended position. Crowe did not complete an in-depth financial analysis of the organization, and new positions will be dependent on available funding.

OCPRC should consider immediate implementation of position realignment recommendations. Creation of new positions may need to wait until residents approve an increased mill rate. However, the recommendation types- realignment and net new positions- are mission crucial to successful Plan implementation.

In consideration with the Strategic Plan, OCPRC’s five functional areas, or divisions, are linked to the applicable strategic initiative(s) – Connectivity, Community Engagement, Conservation, Organizational Quality, Strategic Land Acquisition & Protection– in the table below. The table also includes the newly recommended Business Operations division. This identifies staff responsible for different facets of Strategic Plan implementation.

OCPRC Divisions:	Connectivity	Community Engagement	Conservation	Organizational Quality	Strategic Land Acquisition & Protection
Community Engagement	X	X			
Natural Resource Management	X		X	X	X
Park Planning & Development			X	X	X
Fund Development & Gifts		X		X	X
Park Maintenance & Operations		X	X	X	
Business Operations		X		X	
Support Organizations	X	X	X		X

Division-based Implementation

Successful strategic plan execution requires Implementation Champions and divisional goal setting.

Change is not successful without leadership support and the use of Implementation Champions to put the Plan into practice. Champions volunteer for the role and are charged with encouraging peers to accept and use the Plan elements. These resources generally embrace change, communicate effectively, and inspire others. Each OCPRC division should have at least one Implementation Champion and each Parks Commissioner should be a public-facing Champion.

Implementation Champion responsibilities generally include:

- Communicate the change and positively reinforce the change
- Act as a role model
- Answer questions and help train fellow employees
- Monitor acceptance progress and identify problems
- Provide feedback to leadership

Additionally, each OCPRC division should develop their own strategic planning and realignment initiative to determine how the division will help implement this plan and execute a millage campaign. This division-based work should be led by the Implementation Champion. The Community Engagement, Business Operations (new division), and Natural Resource Management divisions may be updating or realigning internal documents and can use the framework developed during this for their own plans.

Last, this Strategic Plan should be used as a guiding principle in the development of a new Open Space Plan, Parks Foundation Strategic Plan, and Friend of Ottawa County Parks Strategic Plan. Divisional Implementation Champions should assist in development of these plans to promote alignment.



References

¹ US Geological Survey, National Land Cover Database (accessed July 12, 2024).
<https://www.usgs.gov/centers/eros/science/national-land-cover-database>

² Ottawa County, Population and Growth Rates in Ottawa County (accessed March 14, 2024).
https://www.miottawa.org/Departments/Planning/pdf/Databooks/Population_Estimates.pdf

³ Ottawa County, Ten Largest Counties in Michigan 2022 (accessed March 14, 2024).
https://www.miottawa.org/Departments/Planning/pdf/Databooks/Estimates_MichiganTop10.pdf

⁴ Placer.ai, Ottawa County Parks and Recreation Commission Park Visitors 2019 – 2023 (accessed April 22, 2024).



Appendices

- Appendix A:** Stakeholder Engagement Information
- Appendix B:** Community Benefits Report
- Appendix C:** Scientific Survey Executive Summary
- Appendix D:** Strategy Lab Outputs
- Appendix E:** Mission Statement Evolution and History
- Appendix F:** Park System Benchmarking and Comparison
- Appendix G:** Placer.ai Data Analysis and Summary Statistics
- Appendix H:** Capital Investment Analysis





Appendix A: Stakeholder Engagement Information

Stakeholder Engagement Overview

SURVEYS

Crowe administered surveys to (1) the Public and (2) OCPRC Stakeholders, which were open for responses for 63 days.

Both surveys aimed to understand the community's perception, satisfaction, and needs for the overall park system.

5,621 Ottawa County residents and visitors responded to the Public Survey.

6 engagement sessions were hosted by Crowe.

57 stakeholders provided feedback via the Stakeholder Survey.

51 individuals participated in the engagement sessions.

ENGAGEMENT SESSIONS

Crowe hosted **six** engagement sessions and invited the following:

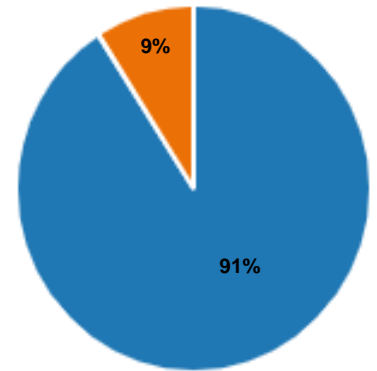
- Ottawa County Parks Staff
- Ottawa County Parks Leadership
- Partner Organizations
- Support Organizations
- Local Units of Government
- Parks Commission / Advisory Committee

Survey Observations

PARTICIPANTS

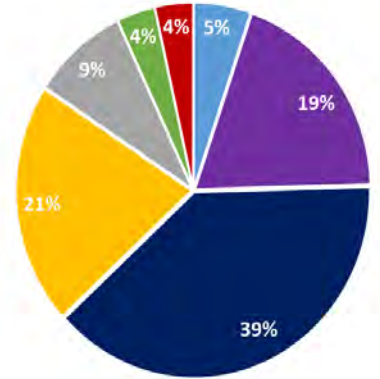
Public Survey Participants

Ottawa County Residents



Stakeholder Survey Participants

- Other
- OCP Staff
- Local Government Unit / Governemnt Entity
- School / School District
- Not-for-profit Organization
- Land Mangers / Conservation Organizaiton
- Recreational-based Organization / Club



Survey Observations

SATISFACTION AMONGST PUBLIC & STAKEHOLDERS

High satisfaction with the **park programming and educational opportunities**

Public:
53%

Stakeholders:
62%

High satisfaction with the **recreational facilities** offered at the Ottawa County parks

Public:
85%

Stakeholders:
89%

The current **size and scope** of the Ottawa County Parks organization *adequately* meets the current and future conservation and recreation needs in Ottawa County.

Public:
53%

Stakeholders:
60%

Survey Observations

PUBLIC USER FEEDBACK THEMES

Over 1,100 survey participants provided additional comments or feedback in addition to responding to the series of multiple-choice questions. Responses were reviewed and categorized based on reoccurring themes.

Accessibility	<ul style="list-style-type: none">• Limited handicap parking• Beaches lack accessible walkways• Desire for more inclusive playgrounds
Parks Growth	<ul style="list-style-type: none">• Purchase waterfront properties, especially Grand River and Lake Michigan• More parks in the Northeast area of the County
Environmental Stewardship	<ul style="list-style-type: none">• Continue to preserve green spaces• Keep Ottawa Dunes and newly acquired land natural and undeveloped• Continue prioritizing habitat preservation
User Experience	<ul style="list-style-type: none">• More swimming areas, especially in eastern Ottawa County• More water-based activities and access (e.g., kayak and paddle board launches)• Expanded hiking (paved and non-paved) and biking trails
Quality of Parks	<ul style="list-style-type: none">• Maintain and improve current parks• Need clean and functioning restrooms• Add more trash cans
Community Outreach	<ul style="list-style-type: none">• Inform community of OCPRC progress (e.g., communicate updated map annually)• Expand volunteer programming
Programming	<ul style="list-style-type: none">• Weekend programming• Program offerings for all ages – young and old• Free classes• Overnight experiences

Stakeholder Engagement Sessions

 Parks Leadership	 Parks Staff	 Partner Organizations	 Local Government Units	 Support Organizations	 Parks Commission & Advisory Committee
Date: 2/7/2024 Time: 9:00 – 10:00 a.m.	Date: 2/7/2024 Time: 10:30 – 11:30 a.m.	Date: 3/7/2024 Time: 10:00 – 11:00 a.m.	Date: 3/7/2024 Time: 4:00 – 5:00 p.m.	Date: 3/8/2024 Time: 10:00 – 11:00 a.m.	Date: 3/8/2024 Time: 1:00 – 2:00 .m.
1	2	3	4	5	6

Survey Data

Table 1: Survey Details

	Public Survey	Stakeholder Survey
Mode	Online	Online
Language	English and Spanish	English
Number of Questions	8 - 12	13 - 15
Type of Questions	Multiple choice and 1 optional open-ended questions	Multiple choice and optional open-ended questions
Target Respondents	Ottawa County residents, tourists, park users and non-users	Partner and support organizations, local units of government, Parks staff and leadership, Parks Commission and Advisory Committee
Survey Fielding	February 2 – April 10, 2024	February 2 – April 10, 2024
Survey Participants	5,621	57

Table 2: Public Survey Questions

ID	Question
1*	Are you a resident of Ottawa County?
2	If you're not an Ottawa County resident, please provide your zip code.
3	As a non-resident, why do you use Ottawa County parks?
4*	What type of park user are you? Please select all that apply.
5*	On average, how often do you visit a park operated by the Ottawa County Parks and Recreation Commission?
6*	If Never, please select a reason for not visiting a park.
7	On a scale of 1 to 5, rank your satisfaction with the recreational facilities offered at the Ottawa County parks (e.g., biking and hiking trails, kayak and boat launches, park buildings, fishing access sites, winter sports facilities, playgrounds, etc.)
8	On a scale of 1 to 5, rank your satisfaction with the quantity and location of park and open space properties in the Ottawa County parks system.
9	On a scale of 1 to 5, rank your satisfaction with the park programming and educational opportunities (e.g., Interpretive education, 'Step it Up' walking sessions, Field trip opportunities, camps, Storytime, etc.).
10*	As the fastest growing county in Michigan, is the current size and scope of the Ottawa County Parks organization adequate to fully meet the current and future conservation and recreation needs in Ottawa County?
11*	If No, where would like to see expansion and increased investment by the Ottawa County Parks and Recreation Commission. Please select up to 3.
12	Please provide any additional feedback or comments here.

An asterisk (*) indicates the question was required.

Survey Data

Table 3: Stakeholder Survey Questions

ID	Question
1	What type of stakeholder group do you represent?
2*	On a scale of 1 to 5, rank the Ottawa County Parks and Recreation Commission's efforts to partner with the group you represent?
3	On a scale of 1 to 5, rank your satisfaction with the park programming and educational opportunities (e.g., Interpretive education, 'Step it Up' walking sessions, field trip opportunities, camps, Storytime, etc.).
4	On a scale of 1 to 5, rank your satisfaction with the recreational facilities offered at the Ottawa County parks (e.g., biking and hiking trails, kayak and boat launches, park buildings, fishing access sites, winter sports facilities, playgrounds, etc.).
5*	As the fastest growing county in Michigan, is the current size and scope of the Ottawa County Parks organization adequate to fully meet the current and future conservation and recreation needs in Ottawa County?
6*	If No, where would like to see expansion and increased investment by the Ottawa County Parks and Recreation Commission. Please select up to 3.
7	Please provide any additional feedback or comments here.
8	What existing park amenities are falling short of your organization's needs?
9	What are your recommendations to make the parks more sustainable?
10	What are your recommendations to make the parks more accessible?
11	Please provide at least one example of a strength(s) of Ottawa County Parks and Recreation Commission.
12	Please provide at least on example of an area(s) of growth for Ottawa County Parks and Recreation Commission.
13	What is the name of your partner organization?
14	Are you willing to be contacted to provide additional context to your response?
15	If Yes, please provide your Name and Email.

An asterisk () indicates the question was required.*



Appendix B: Community Benefits Report

Ottawa County Parks and Recreation Commission – Community Benefits Survey Report – **Draft for Review**

July 2024





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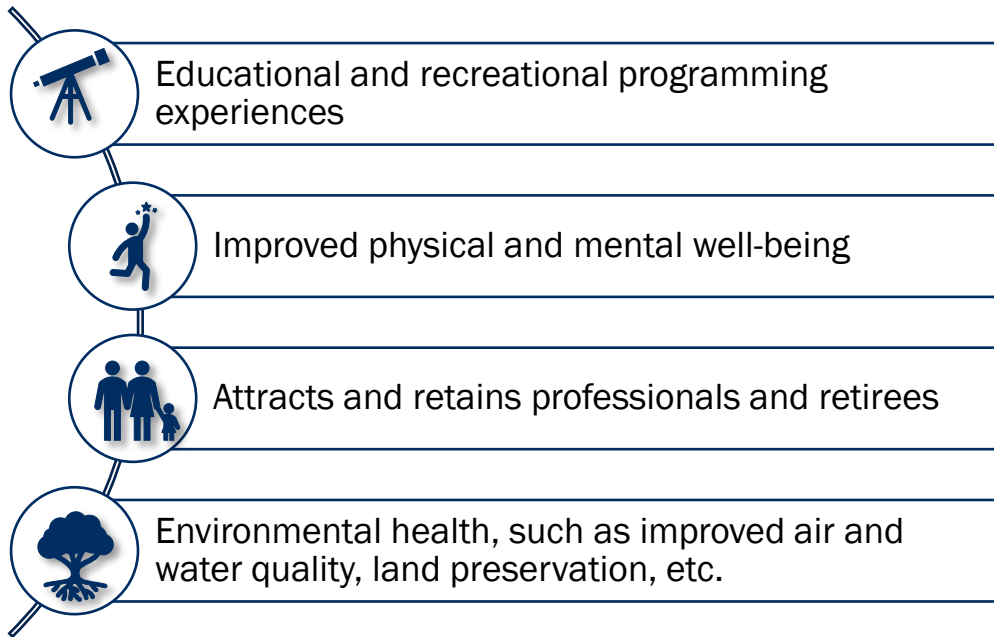
Executive Summary

The Ottawa County (“County”) parks (“Parks”) serve as a significant economic and employment catalyst, contributing to the County’s economy through (i) direct spending by the Parks, (ii) tourist spending, and (iii) residential property values. Investments in the Ottawa County parks are essential so that they can continue to contribute to the economic vitality of the County.

Ottawa County parks have generated the following:

\$6.4 million	in annual economic activity resulting from Ottawa County Parks and Recreation Commission’s (OCPRC) budgetary spending
\$17.6 million	in total temporary benefits due to spending on ongoing large-scale construction projects (from 2018-2024)
\$26.8 million	in current and expected annual tourism spending
\$41.5 million	in additional assessed value to residential properties near select parks
1,082 jobs	in both permanent and temporary supported employment added

In addition to their added monetary value, Ottawa County parks provide a plethora of non-monetary benefits for the local community, all of which contribute to an overall higher quality of living.





Overview

Ottawa County Parks and Recreation Commission (OCPRC) has engaged Crowe LLP (“Crowe”) to analyze and quantify the estimated value of the OCPRC to the community, including an analysis of the economic, fiscal and quality of life benefits of the OCPRC parks (the “Parks”).

Ottawa County, Michigan (the “County”) is located in Western Michigan, along the eastern shoreline of Lake Michigan, and is known for its rich history of indigenous activity, fur trading, logging, agriculture, industry, and tourism. With 24 miles of Lake Michigan shoreline, extensive sand dunes, and three large rivers that flow into Lake Michigan, the County features a wealth of natural resources.

The County began experiencing a population boom in the 1970s and since then, the County has maintained around 10% growth every decade. Throughout this time, OCPRC has made an effort to protect the land and natural resources and to provide expanded recreational opportunities. OCPRC has expanded from nine parks and 416 acres to over 40 parks and spanning over 7,350 acres. As the County prepares for the 2026 millage renewal and reviews its long-term goals, the Community Benefits Survey Report (the “Report”) will provide the estimated economic, fiscal, and quality of life benefits of the Parks to include in OCPRC’s overall comprehensive Strategic Plan and to use as a tool for the millage renewal campaign.

Community Monetary & Employment Benefits

1. Community Monetary & Employment Benefits Summary

The Parks serve as a significant economic and employment catalyst, contributing to the County's economy through (i) direct spending by the Parks, (ii) tourist spending, and (iii) residential property values. The symbiotic relationship between the Parks and the County's economy and labor market underscores the role of the Parks as a cornerstone for economic growth and job sustainability.

The annual budget spending on Parks operations generates approximately \$6.4 million in total benefits annually and about 55 permanent jobs, employing individuals who provide the necessary goods and services to maintain the parks system. Spending on construction and improvement projects within the Parks further stimulate economic activity, by investing in labor, materials, and professional services. The construction projects generate over \$17.5 million in total temporary benefits and about 134 temporary jobs. Overall, Park spending enhances the quality of the Parks while also circulating money through the community and contributing to the economic vitality of the County.

Additionally, the Parks attract hundreds-of-thousands of tourists annually, who contribute significantly to the economy by spending over \$26 million annually in the local hospitality, service, and retail industries. This encourages growth of the County's tourism sector and supports almost 900 permanent jobs.

Finally, the proximity of residential properties to the Parks in residential areas tends to elevate property values, which leads to higher property taxes and thus, additional County tax revenue. For the Parks included in the analysis, the proximity of Parks added nearly \$41.5 million in additional assessed value to residential properties and over \$1 million in annual property taxes. This increase in property values reflects the premium which residents place on access to the natural and recreational amenities offered by the Parks, and the enhanced quality of life they provide.

Exhibit 1.1: Summary of Community Monetary Benefits Derived from Ottawa County Parks		
Benefit Category	Exhibit	Total
Ongoing Economic Benefits from Parks Budget		
Current OCPRC Annual Budget Impacts (based on 2024 Budget)	Ex. 2.1	\$ 6,218,458
Additional Ottawa Sands Budget Impacts (based on 65% capacity estimate)	Ex. 2.2	171,381
Temporary Economic Benefits from Parks Construction		
Grand River Greenway Construction Impacts	Ex. 2.3	7,255,865
Ottawa Sands Construction Impacts	Ex. 2.4	10,365,128
Ongoing Tourism Benefits		
Current Annual Tourist Spending (based on 2023 Placer data)	Ex. 3.1	24,204,711
Additional Annual Tourist Spending Post-Completion of Ottawa Sands Project	Ex. 3.2	1,972,310
Additional Annual Tourist Spending Post-Completion of Grand River Greenway Projects	Ex. 3.3	612,601
Residential Property Value Benefits (1)		
Additional Residential Assessed Value	Ex. 4.2	41,469,690
Additional Annual Residential Property Taxes	Ex. 4.3	1,029,297

- (1) Based on comparison of residential parcels within 500 feet versus one quarter mile of the following parks: (i) Hager Park, (ii) Historic Ottawa Beach Parks, (iii) North Ottawa Dunes, (iv) Paw Paw Park, (v) Rosy Mound Natural Area.

Exhibit 1.2: Summary of Community Employment Benefits Derived from Ottawa County Parks		
Benefit Category	Exhibit	Total
Ongoing Employment Supported		
Current OCPRC Annual Budget Supported Employment (based on 2024 Budget)	Ex. 2.1	54
Additional Ottawa Sands Budget Supported Employment (based on 65% capacity estimate)	Ex. 2.2	1
Tourism Supported Employment	Ex. 3.4	893
Total Ongoing Employment Supported		948
Temporary Employment Supported		
Grand River Greenway Construction Supported Employment	Ex. 2.3	57
Ottawa Sands Construction Supported Employment	Ex. 2.4	77
Total Temporary Employment Supported		134

Note: Values are rounded to nearest whole number.

Exhibit 1.3: Monetary Benefits vs Spending	
Input / Output Category	Amount (\$)
Spending (1)	
Current OCPRC Annual Budget (2024 Budget)	\$ 6,019,154
Additional Ottawa Sands Budget (based on 65% capacity estimate)	175,991
Total Grand River Greenway Construction Spend (of included Projects)	5,120,801
Total Ottawa Sands Construction Spend (of included Projects)	7,353,991
Total Spending	\$ 18,669,937
Monetary Benefits	
Total Ongoing Economic Benefits from Parks Budget	\$ 6,389,839
Total Temporary Economic Benefits from Parks Construction	17,620,993
Total Current and Expected Ongoing Tourism Benefits	26,789,622
Total Monetary Benefits	\$ 50,800,454
Total Monetary Benefit per Dollar Spent	\$ 2.72

Note: The table above should only be interpreted as a way to contextualize the monetary benefits calculated within this Report compared to the spending inputs used to prepare said calculations. The table is not a projection and does not suggest that every additional dollar spent in the future will return the same result.

(1) See 'Supplemental - Project Inputs, Outputs, and Assumptions' table.

Exhibit 1.4: Park Monetary Benefits vs Ottawa County Total Tourism Spending	
	Amount (\$)
<u>Current Park Tourist Spending vs County Total Tourist Spending</u>	
Current Park Annual Tourist Spending (based on 2023 Placer data)	\$ 24,204,711
Divided by: Ottawa County Total Annual Tourism Spending (1)	<u>425,650,648</u>
Current Park Tourist Spending as % of County Tourist Spending	<u>5.7%</u>
<u>Total Park Tourism Spending vs County Total Tourist Spending (2)</u>	
Total Park Current and Expected Tourism Benefits	26,789,622
Divided by: Ottawa County Total Annual Tourism Spending (1)	<u>425,650,648</u>
Total Expected Park Tourist Spending as % of County Tourist Spending	<u>6.3%</u>
<u>Total Park Monetary Benefits vs County Total Tourist Spending (3)</u>	
Total Park Monetary Benefits	50,800,454
Divided by: Ottawa County Total Annual Tourism Spending (1)	<u>425,650,648</u>
Total Park Monetary Benefits as % of County Tourist Spending	<u>11.9%</u>

Note: The table above should only be interpreted as a way to contextualize the monetary benefits calculated within this Report compared to the total tourism spending in the County (representative of the County's tourism industry). The percentages calculated above are solely meant to demonstrate the scale of the Parks benefits compared to the County's tourism industry. The above results are not projections.

- (1) Based on Pure Michigan's 2022 'Tourism Economic Impact' reports, Ottawa County data.
- (2) Result should only be interpreted as a demonstration of the scale of the Park's Total Tourism Monetary Benefits (both current and expected) in comparison to the most currently available County-wide tourism sector data. Includes both Current and Expected tourism spending generated by Parks, with the expected spending based on a 4-to-5-year future outlook of stabilized tourist visits.
- (3) Result should only be interpreted as a demonstration of the scale of the Park's Total Monetary Benefits (both current and expected) in comparison to the most currently available County-wide tourism sector data. Total Park Monetary Benefits impact sectors beyond just the tourism-sector. Does not indicate that 11.9% of County Tourism spending is due to Parks - rather that the Total Park Monetary Benefits are similar in scale to 11.9% of total County tourism spending.

2. Community Economic Benefits from Parks Spending

The economic benefits to the County from Parks spending are multifaceted, with both the annual budget and improvement-related spending playing pivotal roles in the economy of these communities. The allocation of funds for the annual operation and maintenance of the Parks ensures a steady flow of money into the local economy as it covers expenses ranging from staff salaries to the purchase of goods and services required for park maintenance, operations, and management.

Construction spending, on the other hand, injects an additional, albeit periodic and temporary, influx of capital. This spending supports local jobs and businesses in the construction and landscaping industries, and often requires the procurement of materials and services from within the County, further bolstering the local economy. Both forms of spending contribute to the economy of the County, fostering growth and stability in the regional economy through continuous investment in its natural assets.

Economic Data and Assumptions

IMPLAN modeling data and software was utilized to forecast total economic impact scenarios. The IMPLAN model is a nationally recognized source for economic data and impact analysis modeling. Total economic impact is derived as the sum of the following impact areas:

- **Direct:** Initial effects to local industry or industries due to the activity or policy being analyzed
- **Indirect:** Effects stemming from business to business purchases in the supply chain taking place in the region
- **Induced:** Effects in the region stemming from household spending of income after removal of taxes, savings, and commuters

Industry multipliers from IMPLAN were used to show the effect of the OCPRC and Ottawa Sands annual budget expenditures and the Grand River Greenway and Ottawa Sands construction projects that will generate economic activity both in terms of economic output (dollars spent) and employment. The following analysis considers direct, indirect, and induced economic impacts in terms of output and employment. Direct, indirect, induced, and total impacts are defined as follows:

- **Direct Effect** – amount of expenditures associated with the transaction
- **Indirect Effect** – secondary transactions that result from direct expenditures
- **Induced Effect** – money that is recirculated through the economy due to household spending
- **Total Effect** – the sum of direct, indirect, and induced effects
- **Employment** – number of jobs per year resulting from the estimated budget amounts
- **Labor Income** – all forms of income including wages and benefits that result from direct, indirect, and induced spending
- **Total Value Added** – the difference between total costs and the cost of producing an item (measure of the contribution to GDP)
- **Output** – is a term used by economists to describe economic activity; it is often referred to as production or sales revenue.

Total impact calculated by IMPLAN, and based on inputs and direction from OCPRC, is defined as the sum of direct, indirect, and induced impacts. Each impact area for OCPRC's and Ottawa Sands' budgets and the associated Grand River Greenway and Ottawa Sands Construction Projects (Employment, Labor Income, and Total Value Added) are addressed in the following tables.

See also 'Supplemental – Project Inputs, Outputs, and Assumptions' for list of inputs and time periods utilized in IMPLAN.

Spending associated with the annual Parks budget supports more than 54 permanent jobs and generates over \$6.2 million in economic activity within the County, each year (based on Parks 2024 budget).

Exhibit 2.1: Estimated Ottawa County Parks 2024 Budget Impact				
Impact	Employment	Labor Income	Value Added	Output
Direct	45.25	\$ 3,309,395.82	\$ 4,205,847.43	\$ 4,757,770.41
Indirect	1.98	100,259.14	155,676.82	341,345.02
Induced	7.02	305,393.80	641,143.08	1,119,342.46
	<u>54.25</u>	<u>\$ 3,715,048.77</u>	<u>\$ 5,002,667.33</u>	<u>\$ 6,218,457.88</u>

The expected increase in the annual Parks budget for Ottawa Sands will support another permanent job and generate an additional \$171 thousand in economic activity within the County each year (based on Ottawa Sands 65% Capacity Budget estimates).

Exhibit 2.2: Estimated Ottawa Sands Budget Impact (65% Capacity)				
Impact	Employment	Labor Income	Value Added	Output
Direct	1.19	\$ 85,210.31	\$ 109,020.44	\$ 129,404.52
Indirect	0.07	3,702.85	5,749.59	12,606.84
Induced	0.18	8,012.55	16,822.15	29,369.18
	<u>1.44</u>	<u>\$ 96,925.72</u>	<u>\$ 131,592.17</u>	<u>\$ 171,380.54</u>

Construction spending on Grand River Greenway projects, covering 2018 through 2022, supported about 57 temporary jobs and generated \$7.2 million in economic activity within the County, over the five-year period.

Exhibit 2.3: Grand River Greenway Construction Impact (1)				
Impact	Employment	Labor Income	Value Added	Output
Direct	44.94	\$ 2,790,024.15	\$ 2,857,608.96	\$ 5,120,800.91
Indirect	4.70	276,823.22	461,055.79	974,875.42
Induced	7.58	316,744.18	665,949.68	1,160,188.27
	<u>57.22</u>	<u>\$ 3,383,591.55</u>	<u>\$ 3,984,614.43</u>	<u>\$ 7,255,864.59</u>

(1) The impact data was based on the following projects: M-231 Connector, Grand Valley State University & Grand Ravines Connector, Bend Area Connector, Jenison Mill Trail and Grand Ravines & Grand River Park.

Construction spending on Ottawa Sands projects supported over 77 temporary jobs and generated \$10.3 million in economic activity within the County in 2024.

Exhibit 2.4: Ottawa Sands Construction Impact (1)				
Impact	Employment	Labor Income	Value Added	Output
Direct	60.76	\$ 3,755,785.33	\$ 4,077,011.91	\$ 7,353,991.25
Indirect	7.01	417,999.48	701,725.51	1,471,924.97
Induced	9.66	420,064.18	882,205.52	1,539,211.51
	<u>77.43</u>	<u>\$ 4,593,848.99</u>	<u>\$ 5,660,942.94</u>	<u>\$ 10,365,127.73</u>

(1) The impact data was based on the following projects: Wetland Restoration (habitat and shoreline restoration), Lake Loop, Phase I Treehouse and Yurt improvements and restroom building.

3. Community Tourism Benefits

The Parks are also a significant tourist attraction for the community, drawing hundreds of thousands of non-residents and their spending to the County each year. The Parks attract a diverse range of tourists interested in the County’s natural beauty and the wide variety of outdoor activities available. The presence of multiple parks offering different experiences encourages longer stays as visitors explore the variety of landscapes and amenities, leading to increased spending in the community. Based on 2023 park visitation data and 2022 West Michigan Region tourism data, the Parks currently drive over \$24 million in tourist spending into the County each year, which supports nearly 900 jobs. Over the next 4 to 5 years, almost \$2.6 million in additional annual tourist spending is estimated to be generated due to the completion of the Ottawa Sands and Grand River Greenway Projects.

Exhibit 3.1: Baseline Annual Tourist Spending	
Current Annual Park Tourist Visits (1)	412,813
Times: Weighted Average % of Visits with Post-Visit Spending Indicators (2)	36.12%
Times: Average Spend per Tourist Visit (3)	\$ 162.33
Total Annual Tourist Spend	\$ 24,204,711

- (1) Based on 2023 Placer data provided by OCPRC. ‘Tourist’ represents visitors living at least 25 miles away from the park visited.
- (2) Represents portion of visitors who visited a place of business after visiting a park. Weighted based on each park’s proportional share of total tourist visits. Based on 2023 Placer data provided by OCPRC.
- (3) Represents the average spend per tourist visit to the Parks. Based on Pure Michigan’s 2022 ‘Travel USA Visitation Report’ and ‘Tourism Economic Impact’ reports, West Michigan Region data.

Exhibit 3.2: Estimated Additional Annual Tourist Spending Due to Completion of Ottawa Sands Project	
Estimated Total Annual Visits (1)	60,000
Times: Estimated % of Tourist Visits (2)	45%
Estimated Annual Park Tourist Visits	27,000
Times: Estimated % of Visits with Post-Visit Spending Indicators (2)	45.00%
Times: Average Spend per Tourist Visit (4)	\$ 162.33
Total Annual Tourist Spend	\$ 1,972,310

Note: The above table includes the total estimated tourist visits following the completion of the Ottawa Sands Project. The Ottawa Sands ‘Current Annual Tourist Visits’ are not captured in Exhibit 3.1.

- (1) Represents the estimated, stabilized Ottawa Sands annual visit count over a 4 to 5 year time horizon. Based on comparable parks’ visitation data. Provided by OCPRC.
- (2) Represents the estimated portion of total annual visits from tourists. Based on comparable parks’ visitation data. Provided by OCPRC.
- (3) Represents the estimated portion of visits that will exhibit post-visit spending indicators. Based on comparable parks’ visitation data. Provided by OCPRC.
- (4) Most recent West Michigan Region average spend per tourist visit. Based on Pure Michigan’s 2022 ‘Travel USA Visitation Report’ and ‘Tourism Economic Impact’ reports.

Exhibit 3.3: Estimated Additional Annual Tourist Spending Due to Completion of Grand River Greenway Projects	
Current Annual Tourist Visits (1)	
Grand Ravines	36,440
Grand River Park	6,819
Bass River Recreation Area (2)	6,622
Total Current Annual Tourist Visits	49,881
Times: Estimated % Increase in Visits Due to Completion (3)	15%
Initial Estimated Increase in Annual Tourist Visits	7,482
Plus: Bass River Recreation Area % Tourist Visits Adjustment (4)	8,063
Total Estimated Additional Annual Park Tourist Visits	15,545
Times: Estimated Weighted Average % of Visits with Post-Visit Spending Indicators (5)	24.28%
Times: Average Spend per Tourist Visit (6)	\$ 162.33
Total Annual Tourist Spend	\$ 612,601

Note: The above table only includes the estimated increase in tourist visits due to the completion of the Grand River Greenway Projects. The Grand Ravines & Grand River Park 'Current Annual Tourist Visits' are already captured in Exhibit 3.1.

- (1) Based on 2023 Placer data provided by OCPRC. 'Tourist' represents visitors living at least 25 miles away from the park visited.
- (2) While Bass River Recreation Area is a Michigan State Park, the Grand River Greenway Projects will interconnect the park to other county parks via new trails - thus it was included in this analysis. Provided by OCPRC.
- (3) Represents the estimated increase in visits due to the added trails and interconnectivity effect over a 4 to 5 year time horizon. Provided by OCPRC.
- (4) Represents an estimated adjustment to the Bass River Recreation Areas portion of tourist visits due to the project. Based on comparable parks visitation data. Provided by OCPRC.
- (5) Represents the estimated portion of additional visits that will exhibit post-visit spending indicators. Weighted based on the above parks' proportional share of tourist visits. Based on 2023 Placer data.
- (6) Most recent West Michigan Region average spend per tourist visit. Based on Pure Michigan's 2022 'Travel USA Visitation Report' and 'Tourism Economic Impact' reports.

Exhibit 3.4: Current Tourism-Supported Employment	
Current Annual Park Tourist Visits (1)	412,813
Times: Tourism-Supported Employment per Visit (2)	0.002164
Total Tourism-Supported Employment	893.33

- (1) Based on 2023 Placer data provided by OCPRC. 'Tourist' represents visitors living at least 25 miles away from the park visited.
- (2) Represents the total 'Tourism-Supported Employment' per tourist visit. Based on Pure Michigan's 2022 'Travel USA Visitation Report' and 'Tourism Economic Impact' reports, West Michigan Region data.

4. Community Property Value Benefits

In addition to the economic and employment impacts derived from the Parks and the resulting tourism, residential properties located within close proximity to parks may experience an increase in value due to the aesthetic appeal, recreational opportunities, and improved quality of life that parks provide. This park "proximity premium" can lead to higher property values for homes within a 500-foot radius of a park, as green spaces are highly desirable for homeowners seeking a serene environment and community amenities. Consequently, as property values rise, property taxes which are based on the taxable value of the property, also increase.

Unlike typical city or town parks, many of the Parks are not located within established residential communities and more so serve as regional destinations. While these parks would be expected to generate a 'regional' impact on property values – and tend to drive a larger portion of tourism – it is challenging to derive their particular proximity-based property value benefit. To account for this, the below tables address the proximity-based property value benefits of a subset of the Parks, selected by OCPRC (see footnote (2)), located within more established residential communities.

Exhibit 4.1: Residential Proximity Premium Due to Proximity to Select Parks (1) (2)	
<i>Median Residential Parcel Assessed Value within "___" of Select Parks:</i>	
... 500 Feet	\$ 159,500
... Quarter Mile	132,200
Proximity Premium within 500 Feet (\$) (3)	<u>\$ 27,300</u>
Proximity Premium within 500 Feet (%) (3)	<u>17.12%</u>

- (1) Only parcels coded as 'Residential' parcels within county parcel records are included. This represents all parcels with class codes 401-409.
- (2) 'Select Parks' represents the Parks which were selected for the parcel analysis including: (i) Hager Park, (ii) Historic Ottawa Beach Parks, (iii) North Ottawa Dunes, (iv) Paw Paw Park, (v) Rosy Mound Natural Area.
- (3) 'Proximity Premium' represents the comparatively higher median assessed value of residential parcels within 500 feet of Select Parks versus one quarter (1/4) mile of Select Parks. The difference is assumed to be solely due to the disparate proximities to Select Parks.

Exhibit 4.2: Residential Premium Assessed Value Due to Proximity to Select Parks (1) (2)	
2023 Total Assessed Value of Residential Parcels within 500 Feet of Select Parks	
	\$ 242,229,500
Times: Proximity Premium within 500 Feet (%) (3)	<u>17.12%</u>
Total Premium Assessed Value (4)	<u>\$ 41,469,690</u>

- (1) Only parcels coded as 'Residential' parcels within county parcel records are included. This represents all parcels with class codes 401-409.
- (2) 'Select Parks' represents the Parks which were selected for the parcel analysis including: (i) Hager Park, (ii) Historic Ottawa Beach Parks, (iii) North Ottawa Dunes, (iv) Paw Paw Park, (v) Rosy Mound Natural Area.
- (3) 'Proximity Premium' represents the comparatively higher median assessed value of residential parcels within 500 feet of Select Parks versus one quarter (1/4) mile of Select Parks. The difference is assumed to be solely due to the disparate proximities to Select Parks.
- (4) Represents additional assessed value of residential parcels within 500 feet of Select Parks assumed to be solely due to their proximity to Select Parks.

**Exhibit 4.3: Residential Premium Taxable Value & Annual Property Taxes
Due to Proximity to Select Parks (1) (2)**

2023 Total Taxable Value of Residential Parcels within 500 Feet of Select Parks	\$ 169,401,948
Times: Proximity Premium within 500 Feet (%) (3)	17.12%
Premium Taxable Value (4)	<u>\$ 29,001,613</u>
Premium Annual Property Taxes (5)	<u>\$ 1,029,297</u>

- (1) Only parcels coded as 'Residential' parcels within county parcel records are included. This represents all parcels with class codes 401-409.
- (2) 'Select Parks' represents the Parks which were selected for the parcel analysis including: (i) Hager Park, (ii) Historic Ottawa Beach Parks, (iii) North Ottawa Dunes, (iv) Paw Paw Park, (v) Rosy Mound Natural Area.
- (3) 'Proximity Premium' represents the comparatively higher median assessed value of residential parcels within 500 feet of Select Parks versus one quarter (1/4) mile of Select Parks. The difference is assumed to be solely due to the disparate proximities to Select Parks.
- (4) Represents additional taxable value of residential parcels within 500 feet of Select Parks assumed to be solely due to their proximity to Select Parks.
- (5) Calculated at parcel level based on each parcel's (i) premium taxable value, (ii) PRE status, and (iii) effective millage rate.

Community Non-Monetary Benefits

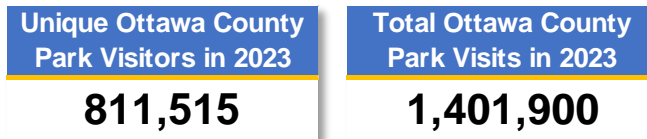
Beyond their economic and employment impacts, the Parks are at the core of community enrichment, offering a wealth of non-monetary benefits that enhance the quality of life for residents.

The Parks’ green spaces, beaches, and forests serve as centers for recreation, providing a diverse array of activities that accommodate to individuals of all ages and interests. In addition to the Parks’ recreational advantages, OCPRC provides various programs that cater to many demographics and interests, from the youngest children to seniors. This commitment to providing inclusive and accessible programming is a key factor in fostering a vibrant, active, and connected community through shared experiences in the beauty of the natural environment. Parks not only foster social connections and create a sense of community pride, but they also are instrumental in promoting an active lifestyle and fostering respect for nature.

The health benefits of the Parks cannot be overstated; they are natural oases that encourage physical activity, reduce stress, and provide a refuge for mental well-being, all of which are essential components of a healthy community. The Parks also play a crucial role in attracting and retaining talent in the region, as professionals increasingly prioritize access to quality outdoor spaces when choosing where to live and work. Lastly, the environmental benefits of the Parks are equally significant, as they contribute to biodiversity, help manage stormwater runoff, and improve air quality.

1. Community Recreation & Programming Benefits

The Parks are highly valued amongst Ottawa County residents and sought out by tourists for the vast recreational and educational experiences offered. With an estimated population of slightly more than 300,000 residents,¹ the Parks are visited by nearly 90% of the County’s residents at least once each year.² The popularity of the parks continues to grow amongst both residents and non-residents. Approximately 811,515 visitors visited the Parks over 1.4 million times in 2023, indicating that not only do the vast majority of County residents use the parks, but that the Parks also welcome a significant number of tourists.



(1) Each ‘visitor’ is a unique person who visited a Park at least once in 2023, and one ‘visitor’ could contribute multiple ‘visits.’

The County’s parks along Lake Michigan and the Grand River are most popular amongst visitors, attracting approximately 68% of the Parks’ total visitors.

¹ US Census Bureau: Ottawa County Michigan 2023. (n.d.) <https://www.census.gov/quickfacts/fact/table/ottawacountymichigan/PST045223>

² Problolsky Research. (March 2024). Ottawa County Parks and Recreation Commission 2024 Scientific Survey, p. 6.

Ottawa County Parks - 2023 Visitation Data by Greenway			
Greenway	2023 Visitors	2023 Visits	% of Total Visits
Lake Michigan	384,100	544,800	38.9 %
Grand River	173,915	387,100	27.6
Other	153,600	293,500	20.9
Pigeon River	46,600	81,600	5.8
Macatawa River	42,500	74,500	5.3
Grand River/Lake Michigan	<u>10,800</u>	<u>20,400</u>	<u>1.5</u>
Total	<u>811,515</u>	<u>1,401,900</u>	<u>100.0 %</u>

Ottawa County Parks - 2023 Top 10 Most Visited Parks			
Park	2023 Visitors	2023 Visits	% of Total Visits
Grand Ravines	92,600	230,300	16.4 %
Tunnel Park	143,000	189,400	13.5
Hager Park	76,000	146,300	10.4
Kirk Park	49,000	68,700	4.9
Rosy Mound	43,600	58,000	4.1
North Beach Park	39,500	56,200	4.0
Windnest Park	31,200	54,500	3.9
Riley Trails	25,800	53,400	3.8
Spring Grove	31,000	48,500	3.5
Grand River Park	<u>24,600</u>	<u>47,000</u>	<u>3.4</u>
Top 10 Total	<u>556,300</u>	<u>952,300</u>	<u>67.9 %</u>
All 27 Other Parks	<u>255,215</u>	<u>449,600</u>	<u>32.1 %</u>

Visitors also seek out the hundreds of programs offered at the Parks each year, attracting thousands of annual attendees. In 2023, almost 12,000 individuals participated in park programs. Dozens of school field trips/programs head to the Parks each year, providing thousands of students with the opportunity to learn about and connect with nature. In addition to schools, several scouting troops visit the parks each year, creating additional opportunities for youth to enjoy programming experiences at the Parks. Finally, several senior-focused programs (including those held by nursing homes, assisted living homes, etc.) offer hundreds of seniors the chance to enjoy the outdoors at the Parks.

Ottawa County Parks - Public & Private Programs					
	2023	2022	2021	2020	2019
Program Count					
Public	252	263	395	208	216
Private	131	120	78	140	187
Total Programs	383	383	473	348	403
Attendees					
Public	5,984	3,832	3,891	2,298	4,697
Private	5,881	4,447	1,961	3,503	7,202
Total Attendees	11,865	8,279	5,852	5,801	11,899

Ottawa County Parks - Notable Program Categories			
	2023 (1)	2022	2021
School Programs			
Program Count	91	76	38
Attendees	5,398	3,811	1,415
Scout Programs			
Program Count	2	4	3
Attendees	34	41	30
Senior Programs			
Program Count	20	20	21
Attendees	212	258	198

(1) 2023 'Program Type Detail' data incomplete. Assigned category to 20 programs based on prior year categorization and/or where clearly indicated in program name.

OCPRC-hosted programs deliver educational and nature-related experiences for people of all ages, backgrounds, and abilities, promoting community engagement and connectivity while also instilling a sense of awe and respect for the County's natural resources and diverse ecosystems.

2. Community Health Benefits

The Parks play a role in the overall health of the County, improving individuals' physical and mental wellbeing while also impacting health care costs.

Parks and green spaces have "public health superpowers" as they promote healthy lifestyles by creating avenues for physical activity, helping to reduce obesity and the risk of numerous diseases.³ In addition to the physical health benefits, parks provide mental health benefits, especially during stressful times. Nearly 93% of U.S. adults say that the services and opportunities provided by their local park and

³ Foderaro, L., & Klein, W. (May 24, 2023). Trust for Public Land, *The Power of Parks to Promote Health: A Special Report*. <https://www.tpl.org/parks-promote-health-report>

recreation department benefits their mental health.⁴ Whether its *forest bathing* in the serenity of nature, going to the park for a family outing, or meeting up with friends for an afternoon hike, parks create opportunities to connect with nature, one another, and engage with the community at large.

The physical and mental benefits of parks can translate to significant health care cost savings. The National Recreation and Park Association in partnership with the Urban Institute has developed an interactive database estimating the annual health benefits of equitable park access.⁵ This tool was leveraged to calculate the reduction of health care expenses when residents live within a 10-minute walk to a park for the top five Ottawa County cities/townships. Based on the table below, Ottawa County would save more than \$7.1 million annually in health care expenses if the remaining residents in Holland, Allendale, Jenison, Grand Haven, and Hudsonville were within a 10-minute walk to a park.

Health Care Cost Savings of Equitable Park Access			
Community	Residents within 10-minute walk of a park	# of Residents Outside 10-Minute Walk to Park	Annual Health Care Expense Reduction if Remaining Residents Were Within 10-Minute Walk to Park
Holland	69%	10,479	\$ 1,679,432
Allendale	9%	23,530	3,375,402
Jenison	46%	9,001	1,271,968
Grand Haven	67%	3,683	510,571
Hudsonville	74%	1,947	275,917

The County Health Rankings & Roadmaps program of the University of Wisconsin Population Health Institute evaluates and compares a variety of health-related data points between communities. Based on 2024 data, results indicate that Ottawa County has among the best health factors and outcomes across the state and country.⁶ For example, Ottawa County has lower obesity rates (33%) than Michigan (35%), the United States (34%), and all adjacent counties except Kent County (32%). Additionally, Ottawa County has much lower physical inactivity rates (18%) than Michigan (22%), the United States (23%), and all adjacent counties. It is feasible that the recreational opportunities offered by the Ottawa County Parks has helped improve the county's health.

Many other reports have been prepared for other park systems which estimated the health care cost benefits generated due to physical activity in the parks. For example, a 2020 report on Michigan's Huron-Clinton Metroparks estimated that over \$30 million in annual health care costs were saved due to residents engaging in physical activity in the parks.⁷ More recently, a 2023 report on the Parish of East Baton Rouge, Louisiana found that residents avoid \$8 million in annual healthcare costs due to exercising in the parks.⁸ Similarly, a report prepared for the Houston, Texas Parks Board in 2011 estimated the health benefits of the Bayou Greenways at \$13.9 million annually.⁹ These reports suggest that providing low or no cost access to parks, and the many physical activities available within said parks, can result in

⁴ *Mental Health Benefits of Parks and Recreation: Park Pulse*. National Recreation and Park Association. (n.d.) <https://www.nrpa.org/publications-research/park-pulse/mental-health-benefits-of-parks-and-recreation/>.

⁵ 2023 NPRA the health benefits of parks. National Recreation and Park Association. (n.d.) <https://www.nrpa.org/publications-research/research-papers/the-health-benefits-of-parks-and-their-economic-impacts/2023-npra-the-health-benefits-of-parks/>.

⁶ *County Health Rankings & Roadmaps*. University of Wisconsin Population Health Institute. (2024). <https://www.countyhealthrankings.org/health-data/michigan/ottawa?year=2024>.

⁷ *The Economic Benefits of Huron-Clinton Metroparks*. The Trust for Public Land. (October 2020). https://www.metroparks.com/wp-content/uploads/2021/09/HCMA_Economic_Benefits.pdf.

⁸ *The Economic Benefits of BREC Parks*. The Trust for Public Land. (August 2023). https://www.metroparks.com/wp-content/uploads/2021/09/HCMA_Economic_Benefits.pdf.

⁹ *Bayou Greenways – A Key to a Healthy Huston*. John Crompton & Marsh Darcy Partners, Inc. (August 2011). http://files.thehighline.org.s3.amazonaws.com/pdf/Houston_Parks_Board_Benefit_Analysis.pdf.

millions of dollars in annual health-related benefits for communities.

3. Community Talent Attraction / Retention Benefits

Parks investment provides impactful economic benefits measurable in dollars as detailed in previous sections. However, investment in parks also provides positive economic benefit in the form of talent attraction and retention.

High-quality parks significantly enhance quality of life and promote a strong sense of culture and well-being in a community. Ottawa County partner organizations, such as Lakeshore Advantage, attribute quality of life as a key determinant in families' decision to relocate to the County, as well as a key factor in staying in the area.

According to the American Planning Association, access to well-maintained parks and recreational facilities is a top priority for residents seeking a high quality of life, which in turn influences professionals choosing where to live and work.¹⁰ In this new age of remote work and increased flexibility in where people live and work, parks can be a main attraction for professional and a cornerstone for improving a region's quality of life. For example, about 84% of U.S. adults indicate proximity to high quality parks and recreation are an important factor when choosing where to live.¹¹ As the County continues to grow with changing demographics, it is important to acknowledge the varying desires and priorities people of different ages, backgrounds, socioeconomic status, and abilities have for high-quality parks.

4. Community Environmental Benefits

The success of the Parks system relies strongly on the health of the land, natural resources, and various habitats. Conservation efforts must be prioritized in order to protect the natural spaces from invasive species and human degradation. Thus, significant human and capital investments are required to maintain the Parks' high-quality resources and facilities and deliver enriching experiences desired by park visitors. More than five in six U.S. adults support nature-based investments to the local park and recreation agency to support their community's environment and reduce the impact of natural disasters. Top investments for a park and recreation agency include:

- Conserving and restoring coastal habitats, forests, wetlands, and grasslands,
- Restoring and increasing natural spaces to prevent major flood events,
- Planting native plants for pollinators, and
- Creating and expanding urban trees and forests, including green roofs and rain gardens.¹²

Sustainable practices to strengthen water and air quality can have significant, positive impacts on a parks system. About 88% of U.S. adults support their local park and recreation agency implementing sustainability initiatives, such as planting trees and native vegetation, expanding areas of green spaces, and leveraging LED lighting and other energy-efficient products.¹³

OCPRC continues to be stewards of the land and improve and protect the environmental health of the County and its resources. OCPRC has adopted a natural systems philosophy, which prioritizes interconnected networks of waterways, wetlands, woodlands, wildlife habitats, and other natural species

¹⁰ Lewis, M. (2003, April). *How cities use parks for economic development*. American Planning Association. <https://www.planning.org/publications/document/9148668/>.

¹¹ October 2023 Park Pulse, *Home is where a park is*. National Recreation and Park Association. (n.d.). <https://www.nrpa.org/publications-research/park-pulse/home-is-where-a-park-is/>

¹² November 2023 Park Pulse, *Nature-based solutions to climate change*. National Recreation and Park Association. (n.d.). <https://www.nrpa.org/publications-research/park-pulse/nature-based-solutions-to-climate-change/>

¹³ Park Pulse, *Taking action for sustainability*. National Recreation and Park Association. (n.d.). <https://www.nrpa.org/publications-research/park-pulse/taking-action-for-sustainability/>

by maintaining natural, ecological processes and sustaining air and water resources.¹⁴ This approach is cost effective as it optimizes rainfall and wastewater by reducing, filtering, absorbing, and re-using it at its source.

OCPRC's significant investments in the Grand River Greenway Conservation and Ottawa Sands projects have improved and preserved the County's greenways, waterways, and natural communities. The Grand River Greenway Conservation project has preserved more than 3,500 acres of wetlands and 3,750 acres of floodplain to date.¹⁵ OCPRC's regenerative approach to the Ottawa Sands project integrated high performance green infrastructure, removed invasive species, and maintained native landscaping, all of which aided in the restoration and enhancement of 238 acres, approximately 69% of the Ottawa Sands site.¹⁶

Overall, OCPRC's conservation efforts and strong focus on natural resource management largely contributes to the health and quality of the County's natural communities and resources, thus delivering an immense number of environmental, social, and economic benefits to County residents and tourists alike.

Beyond Ottawa County, many sources show that park systems and green spaces play an essential role in enhancing the environmental quality of the communities they lay within.¹⁷ Parks have been shown to help (i) reduce stormwater runoff and (ii) reduce air pollution.¹⁸ Together these impacts enhance water and air quality, reduce residents' exposure to pollutants, lowers costs of environmental mitigation / management, and improves wildlife habitats.

A report on Michigan's Huron-Clinton Metroparks evaluated the economic value of the park system's benefits to the environment and identified over \$32.5 million in annual environment benefits²⁰. First, it found that the parks saved nearby communities over \$30 million annually by reducing stormwater management costs. This stems from the park land's ability to absorb and process a higher volume of stormwater and runoff compared to if its land had been developed similarly to the surrounding region. Second, it found the parks removed \$2.25 million of air pollutants annually, due to the large quantity of trees and shrubs in the parks.

A similar report on Louisiana's Parish of East Baton Rouge estimated that its parks system provided between approximately \$3 million to \$36.3 million in environmental benefits annually²¹. This report provided two discreet estimates on the stormwater related benefits by comparing cost scenarios of using traditional stormwater treatment methods versus new green stormwater infrastructure. It found that the parks generated \$2,943,090 in annual savings when using to traditional stormwater treatment method costs, and \$36,288,721 when using green infrastructure costs. In addition, it found that the parks removed over 100 tons of pollutants annually with a total value of \$51,305.

¹⁴ OCPRC Business Plan and Goals, Idema Explorers Camp at Ottawa Sands Park, p. 12.

¹⁵ OCPRC Grand River Greenway Project Update Winter 2024, p. 5.

¹⁶ OCPRC Grand River Greenway Project Update Winter 2024, p. 18.

¹⁷ *Why City Parks Matter*. City Parks Alliance. (n.d.) <https://cityparksalliance.org/about-us/why-city-parks-matter/>.

¹⁸ *Green Infrastructure in Parks: A Guide to Collaboration, Funding, and Community Engagement*. U.S. Environmental Protection Agency. (June 2017) https://www.epa.gov/sites/default/files/2017-05/documents/gi_parksplaybook_2017-05-01_508.pdf.

¹⁹ *Air Quality Effects of Urban Trees and Parks*. Nowak, David and Heisler, Gordon. (2010) <https://www.nrupa.org/globalassets/research/nowak-heisler-summary.pdf>.

²⁰ *The Economic Benefits of Huron-Clinton Metroparks*. The Trust for Public Land. (October 2020). https://www.metroparks.com/wp-content/uploads/2021/09/HCMA_Economic_Benefits.pdf.

²¹ *The Economic Benefits of BREC Parks*. The Trust for Public Land. (August 2023). https://www.metroparks.com/wp-content/uploads/2021/09/HCMA_Economic_Benefits.pdf.

Disclaimer & Cautions to the Reader

Crowe LLP (“Crowe”) makes no representation or warranty as to the accuracy or completeness of the information contained within this Report, including all estimates or extrapolations, and shall have no liability for any representations, expressed or implied, contained herein, or for any omissions from this Report.

In the course of preparing this Report, we have not conducted an audit of any financial or supplemental data used in the accompanying tables. We have made certain assumptions and projections that may vary from actual results because events and circumstances frequently do not occur as estimated, and such variances may be material. Certain comparisons within the Report are intended to contextualize data calculated, rather than project current or future results. We have no responsibility to update this Report for events and circumstances occurring after the date of this Report.

The analysis contained in this Report is based on estimates, assumptions, and market information obtained from various industry and regulatory sources and from our knowledge of the industry and other factors. Some of those assumptions inevitably will not materialize and unanticipated events and circumstances may occur; therefore, the actual results achieved may vary from those anticipated in our analysis and these differences may be material.

Changes in the economy can and do occur in a rapid manner. These and other changes can alter the assumptions and conclusions drawn from historical data. Based upon the terms of our engagement, we are not responsible for updating this Report for circumstances that occur after this Report has been released.

Crowe’s fees are not dependent upon the outcome of this Report and Crowe is independent with respect to any other economic interests.

Supplemental – Project Inputs, Outputs, and Assumptions

The following table summarized the key project inputs including (i) Parks budgeted spending (ii) Parks construction spending, (iii) tourism data, and (iv) property data. All assumptions were discussed with and validated by OCPRC and the source of the information is cited below.

Supplemental Exhibit - Project Inputs, Outputs, and Assumptions		
Data Element	Amount	Source
Ottawa County Park 2024 Expenditure Budget	\$ 6,019,154.31	OCPRC
Ottawa Sands Expenditure Budget (65% occupancy)	175,991.00	OCPRC
Grand River Greenway Projects		
M-231 Connector	1,219,295.39	OCPRC
Grand Valley State University & Grand Ravines Connector (less easement acquisition)	397,553.09	OCPRC
Bend Area Connector	856,138.35	OCPRC
Jenison Mill Trail	1,370,869.91	OCPRC
Grand Ravines & Grand River Park (less easement acquisition)	1,276,944.16	OCPRC
Ottawa Sands Project		
Wetland Resotoration (Habitat)	441,714.00	OCPRC
Wetland Resotoration (Shoreline)	99,963.00	OCPRC
Lake Loop	788,314.25	OCPRC
Phase 1 Implementation - Treehouse	1,667,000.00	OCPRC
Phase I Implemenation - Yurt Campground	3,847,000.00	OCPRC
Park Restroom Building	510,000.00	OCPRC
Time Period of Analysis	2018-2024	OCPRC
Ottawa County Michigan Geographic Region	2022 multiplier data	IMPLAN
Tourism Impacts		
Ottawa County Parks, Annual Tourist Visits for Year	2023 visitation data	OCPRC; Placer.AI
Ottawa Couty Parks, % of Visits with Post-Visit Spending Indicators for Year	2023 visitation data	OCPRC; Placer.AI
2022 Average Spend per Visit, West Michigan Region	\$ 162.33	Pure Michigan
2022 Average Employment-Supported per Visit, West Michigan Region	0.002164	Pure Michigan
Property Impacts		
"Select Parks" Included in Analysis	5 Parks Selected	OCPRC
County Parcel Records for Year	2023 Parcel Data	OCPRC
List of Parcels Within Given Distance to Select Parks (1/4 Mile; 500 Feet) for Year	2023 Parcel Data	OCPRC



Appendix C: Scientific Survey Executive Summary

Ottawa County Parks and Recreation Commission 2024 Scientific Survey Executive Results Presentation

April 2024



**Opinion Research on
Elections and Public Policy**



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Ottawa County Parks and Recreation Commission – 2024 Scientific Survey

Survey Methodology*

	Survey Details
Mode	Phone (landline and mobile) Online (email and text-to-web)
Language	English and Spanish
Length	16 minutes
Target Respondents	Ottawa County voters and non-voters
Survey Fielding	March 6 – 11, 2024
Survey Participants	400
Margin of Error	+/-5%

Sample

The sample was secured through voter files originally compiled by the Elections Division of the Ottawa County Clerk/Register of Deeds Office and enhanced with consumer data. We called, emailed, and texted voters and non-voters. We matched the demographics of Ottawa County voters and non-voters.

Data Collection Explained

Interviews were conducted by phone (33%) and online (67%) modes. Phone interviews were conducted via landline (34%) or mobile (66%). Online participants were invited by email (50%) and text message (50%).

Respondents in all modes chose their preferred language, English (98%) and Spanish (2%).

The online survey was accessible by computer, tablet, and smart phone.

Security measures precluded individuals from completing the survey more than once.

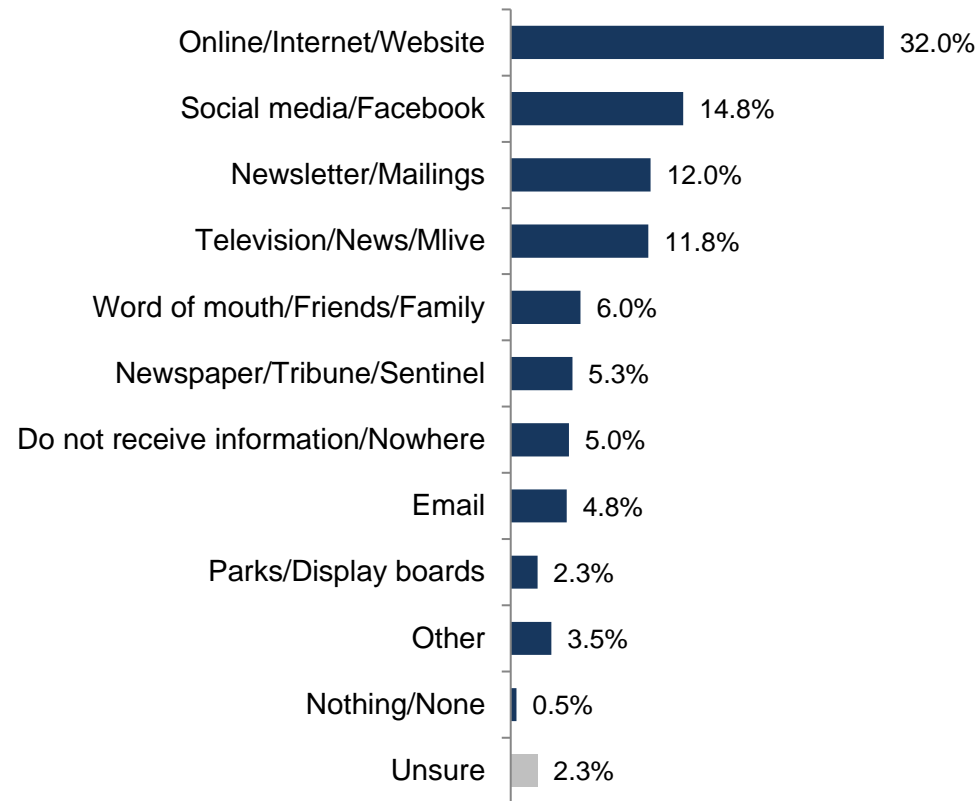
Probolsky Research is a Latina- and woman-owned market and opinion research firm with corporate, election, government, and non-profit clients.

**Due to rounding, totals shown on charts may not add up to 100%*



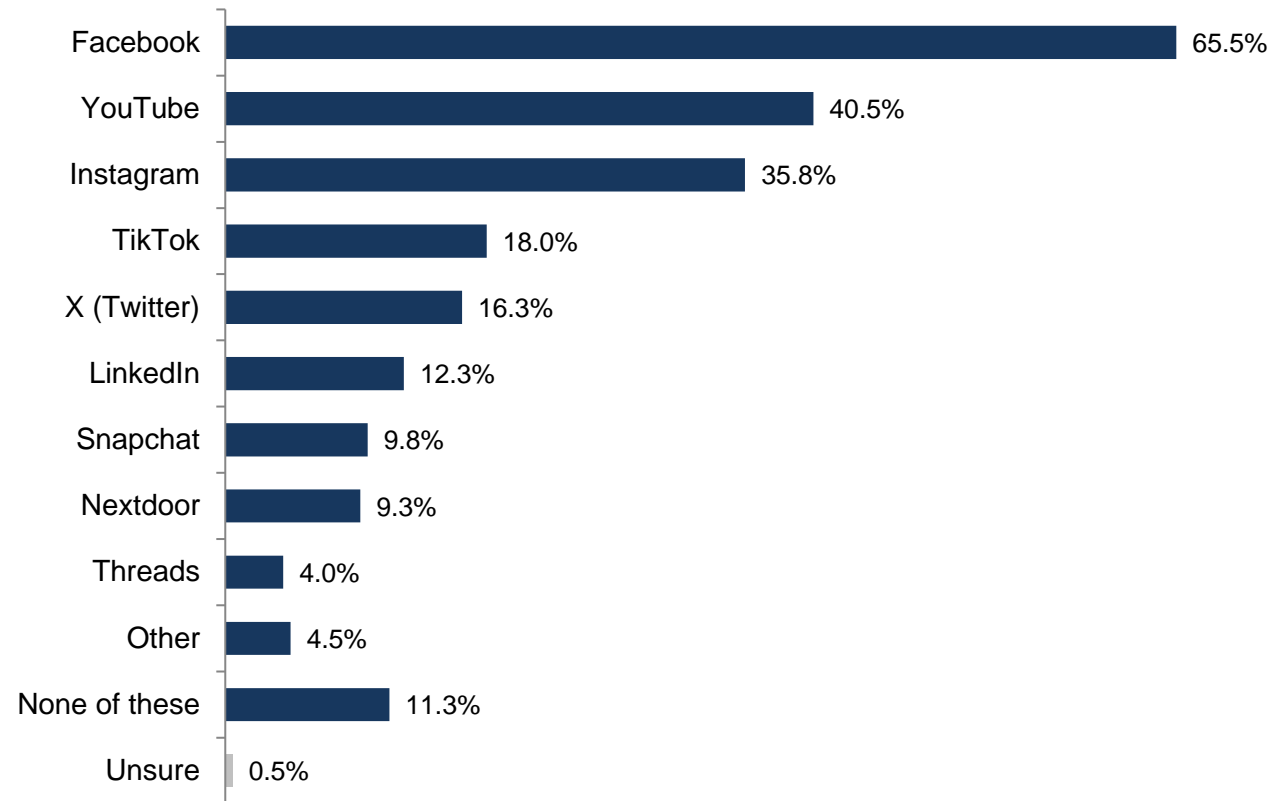
32% get most of their information about Ottawa County Parks online

Question 1: Where would you say you get most of your information about the activities of Ottawa County Parks?
[OPEN-ENDED RESPONSE]



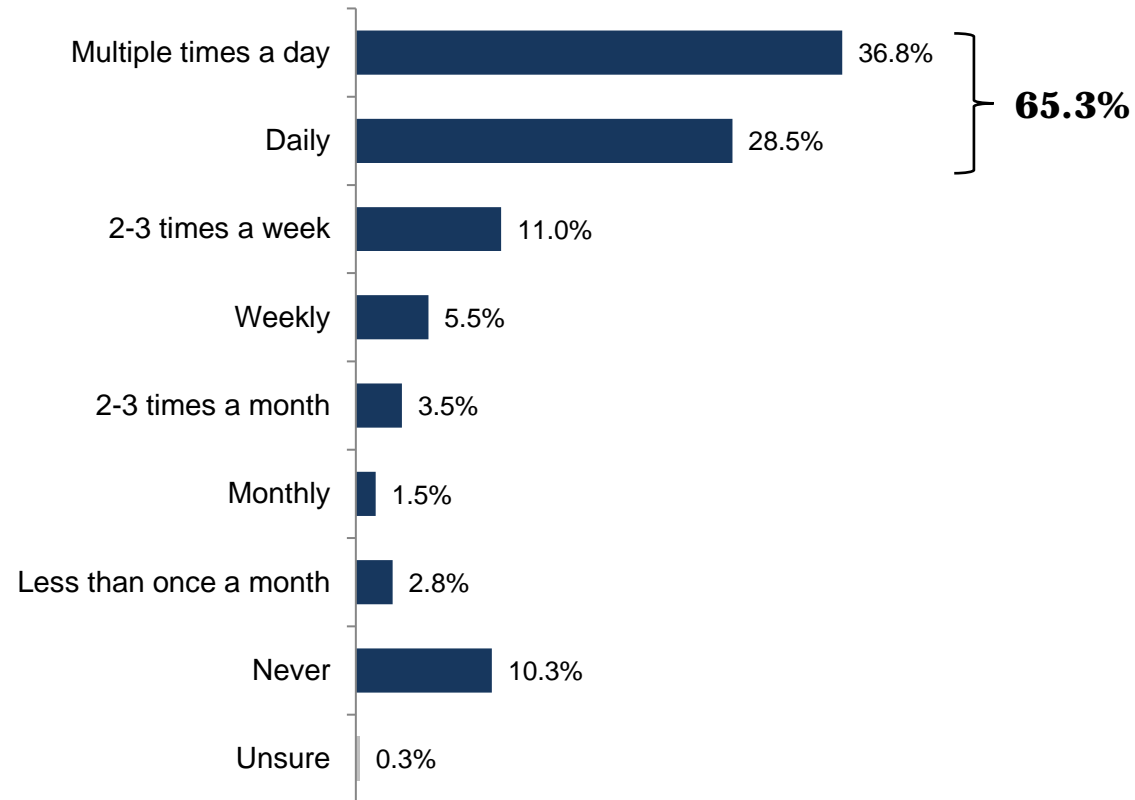
66% use Facebook regularly

Question 2: Please indicate which, if any, of these social apps and websites you use regularly. Select all that apply.



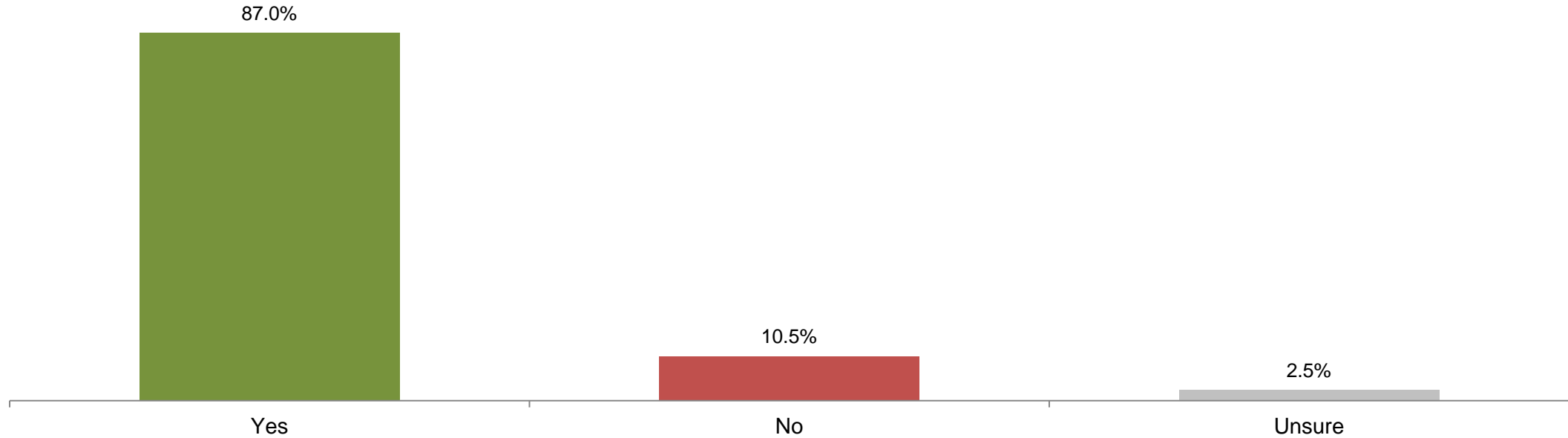
65% use social media apps or websites at least once a day

Question 3: How often do you use social media apps or websites such as Facebook, Instagram, or X (Twitter)?



87% have visited Ottawa County parks or open spaces in the past year

Question 4: In the past year, have you or anyone else in your household visited any Ottawa County parks or open spaces?

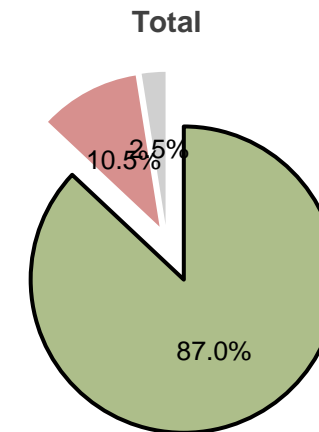
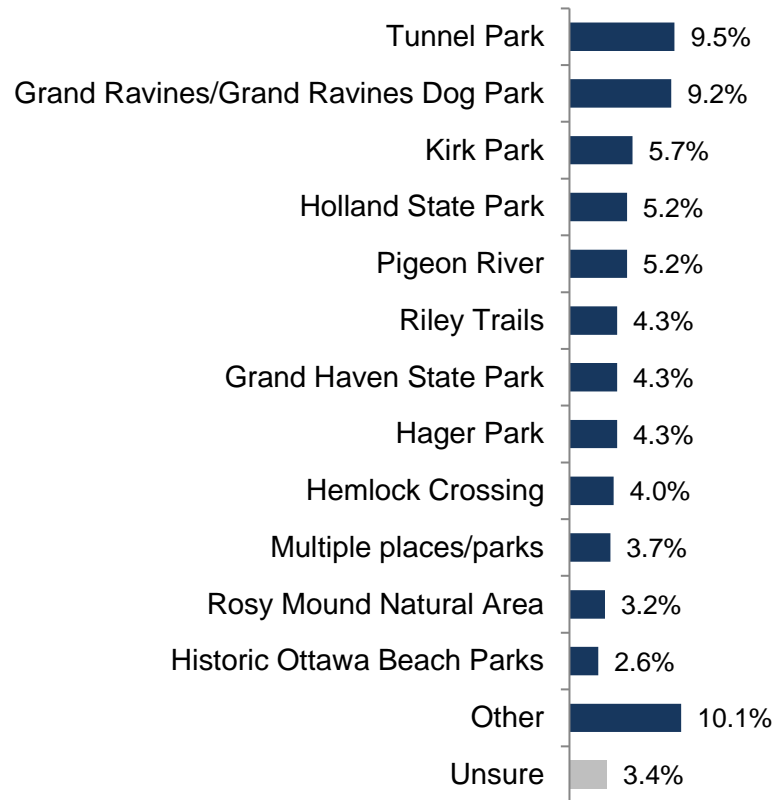


Among those who visited a park or open space in Ottawa County within the past year, 10% visited Tunnel Park

Question 5: What is the name of the park(s) or open space(s) you visited in Ottawa County?

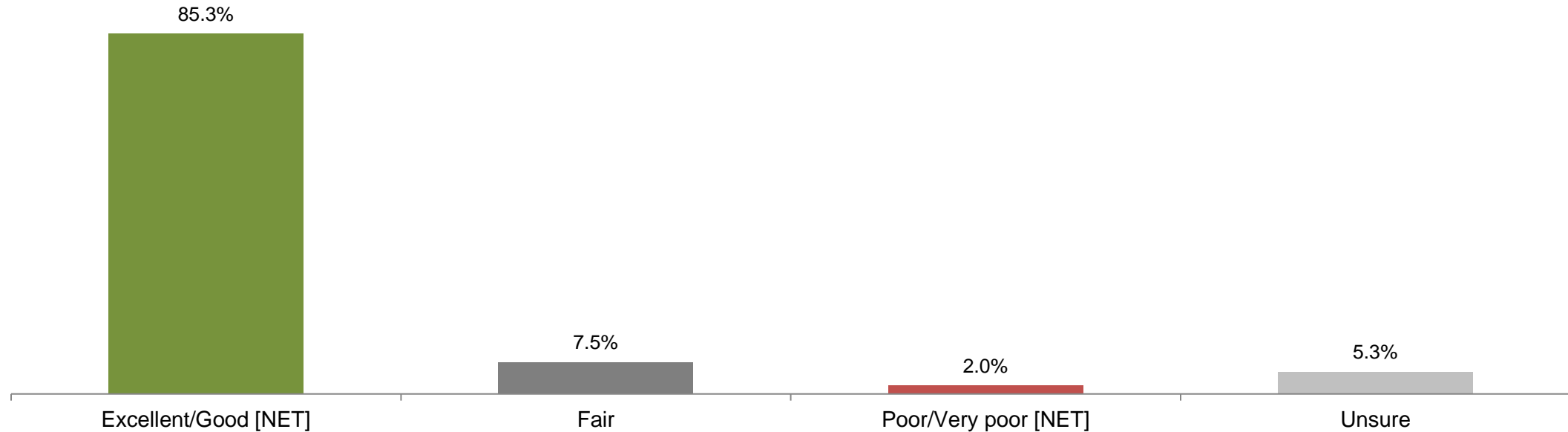
[IF ANSWERED 'YES' TO Q4]

[OPEN-ENDED RESPONSE]



85% rate the job being done by the Ottawa County Parks and Recreation Commission as excellent/good

Question 6: Keeping in mind what you may know or have heard or read about parks and other recreational opportunities provided in other nearby counties, how would you rate the job being done by the Ottawa County Parks and Recreation Commission in conserving natural lands, providing recreational opportunities and programs to the citizens of Ottawa County -- would you give a positive rating of excellent or good, a fair rating, or a negative rating of poor or very poor?

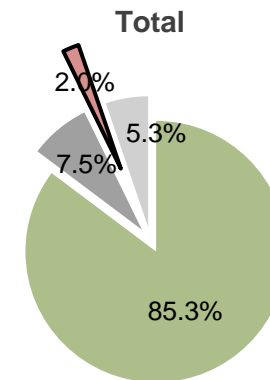
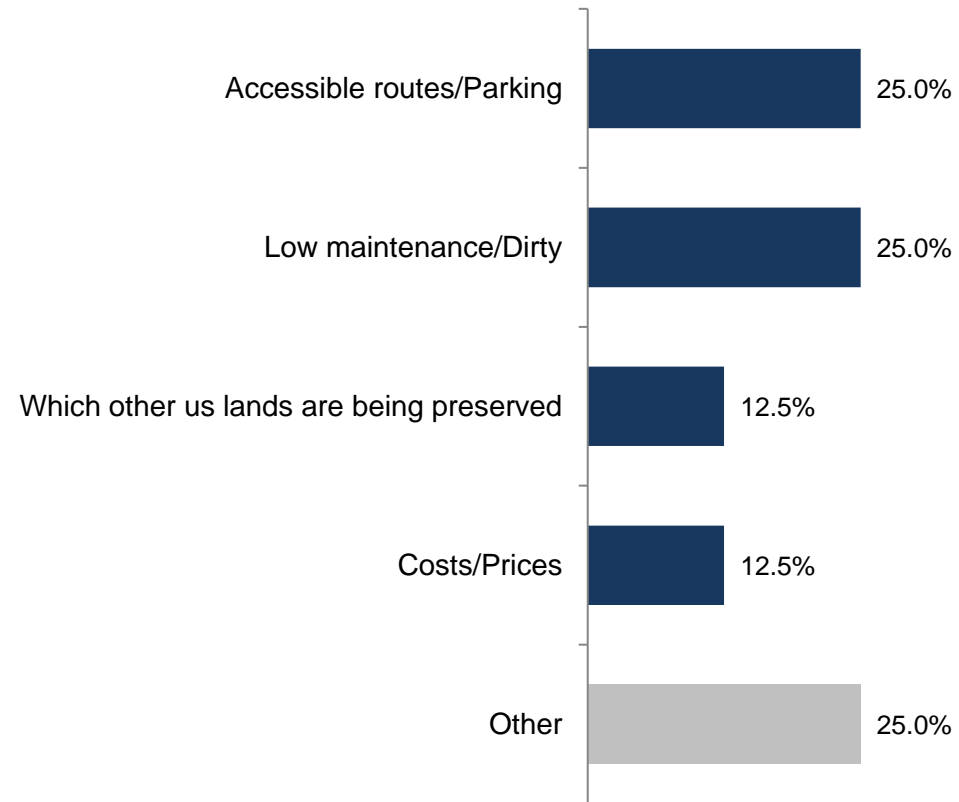


Among those rating the job being done by the Ottawa County Parks and Recreation Commission as poor/very poor, half cite accessibility or maintenance issues

Question 7: What stands out for you as the main reason why you offered a rating of poor?

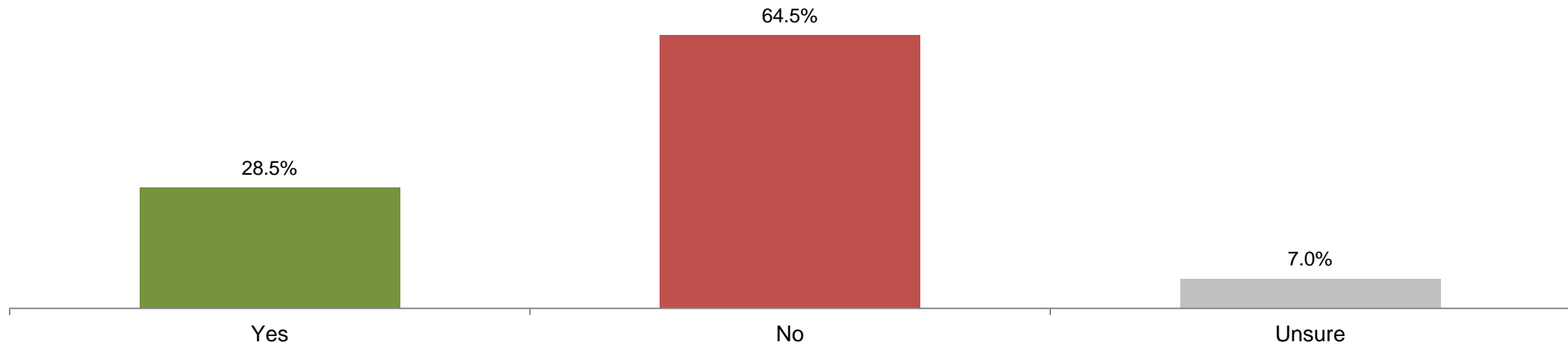
[IF ANSWERED 'POOR/VERY POOR' TO Q6]

[OPEN-ENDED RESPONSE]



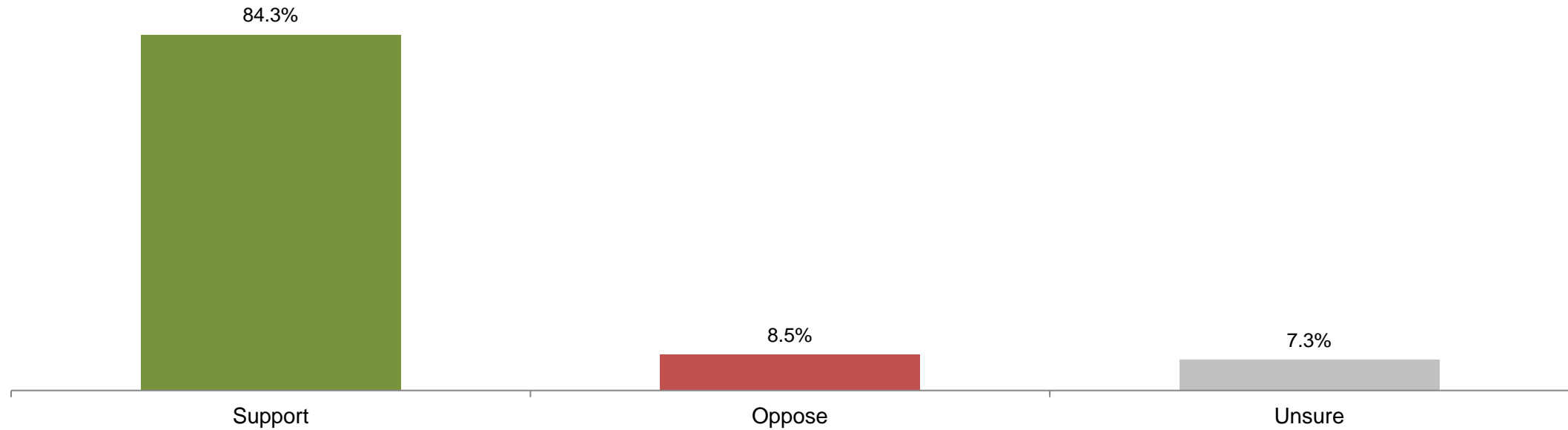
65% were not aware that there is currently a special millage dedicated specifically to help fund Ottawa County parks

Question 8: Were you aware that there is currently a special millage, renewed in 2016, in the amount of 1/3 of a mill, that is dedicated specifically to help fund Ottawa County parks?



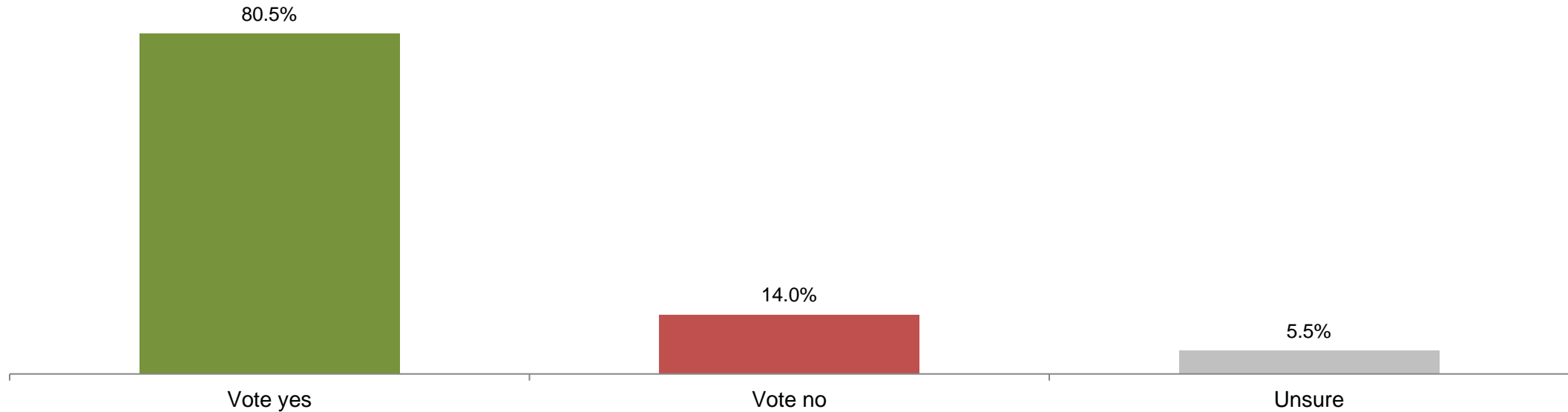
84% support the current parks millage

Question 9: The 1/3 of a mill amounts to \$25 per year for a house valued at \$150,000 with a taxable value of \$75,000. Generally speaking, do you support or oppose the current parks millage?



Initial vote: 81% vote yes to renew the dedicated Parks and Recreation millage

Question 10: If Ottawa County placed a renewal of the 1/3 of a mill on a future election ballot, which amounts to \$25 per year for a house valued at \$150,000 with a taxable value of \$75,000, and the election were being held today, would you vote yes to renew the dedicated Parks and Recreation millage, or would you vote no to oppose it?

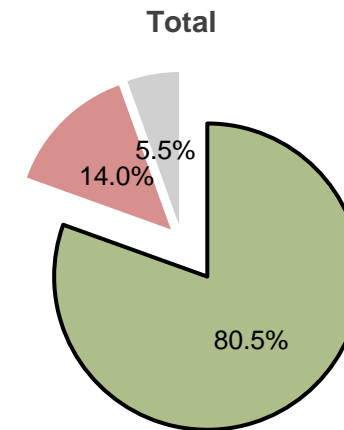
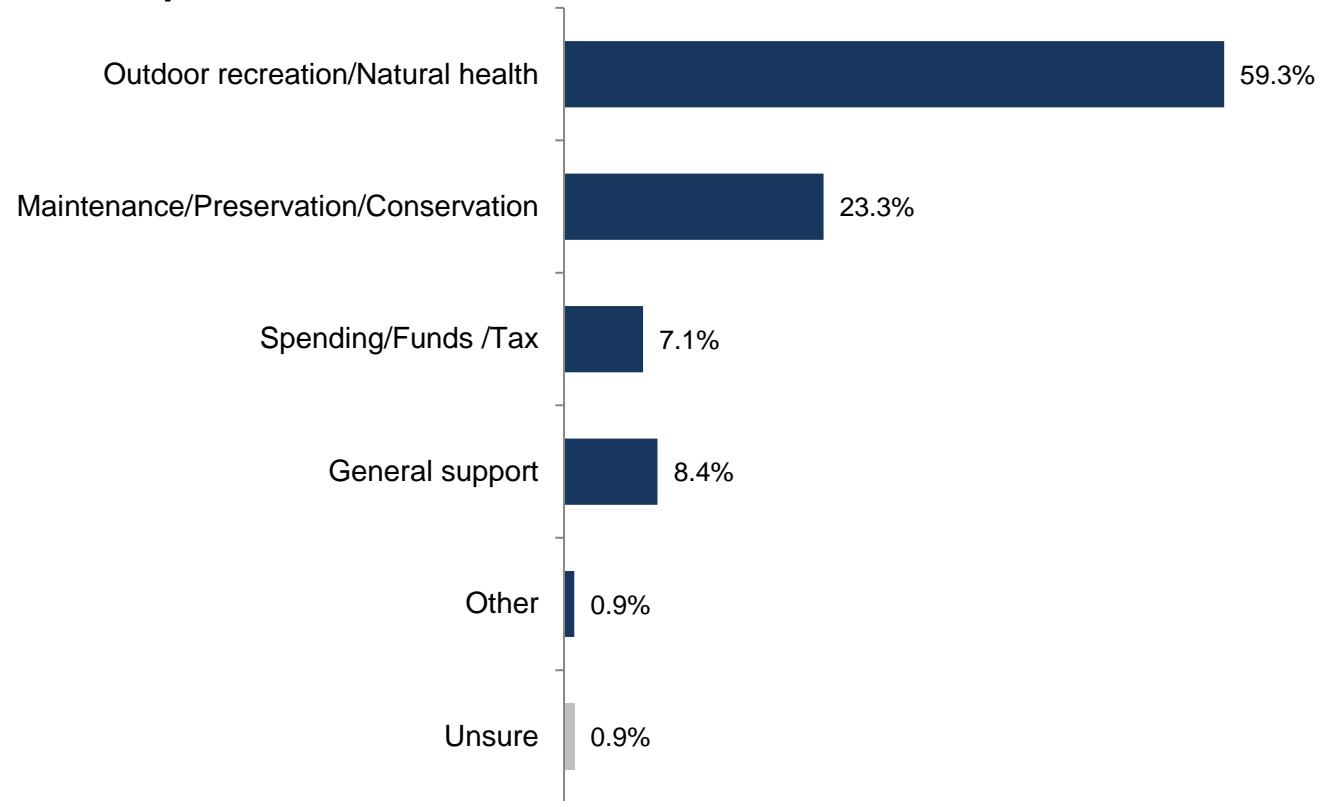


Among those who would vote yes to renew the dedicated Parks and Recreation millage, 59% cite the need for outdoor recreation

Question 11: Why would you vote yes to renew the dedicated Parks and Recreation millage?

[IF ANSWERED 'VOTE YES' TO Q10]

[OPEN-ENDED RESPONSE]

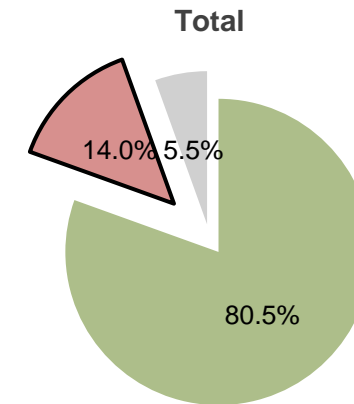
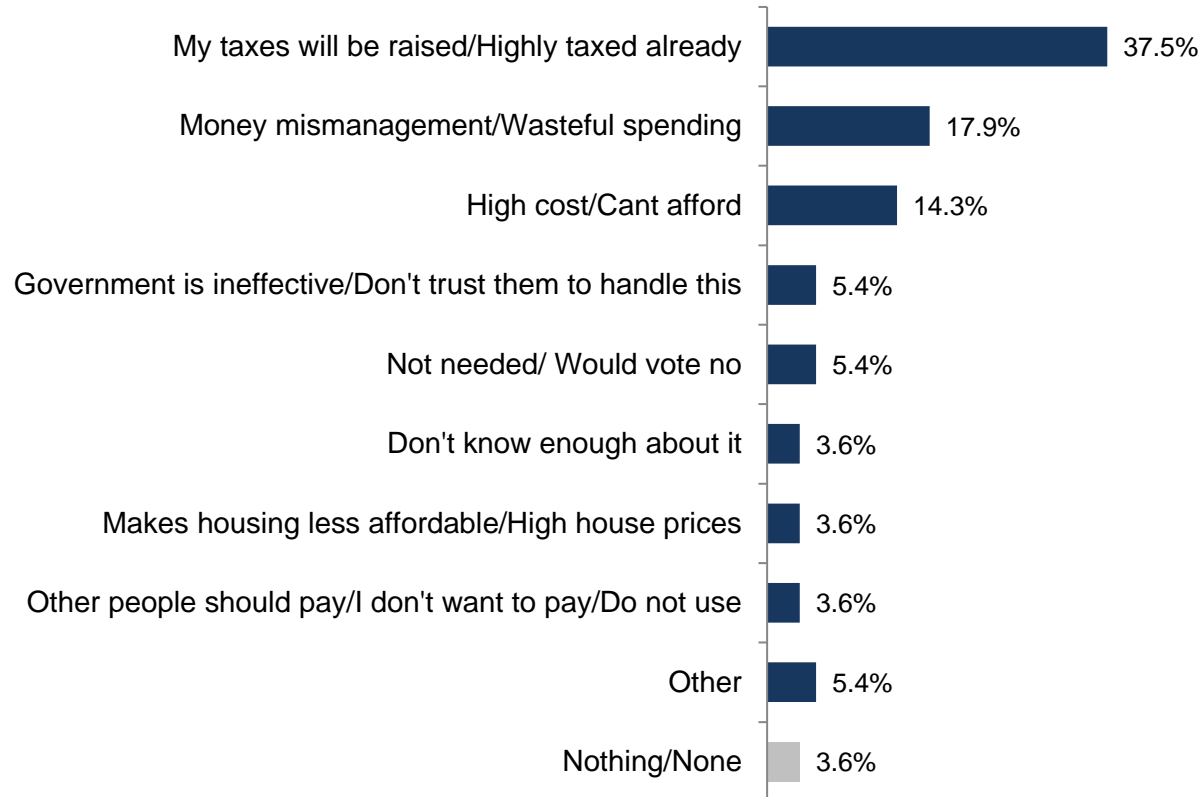


Among those who would vote no to renew the dedicated Parks and Recreation millage, 38% cite tax concerns

Question 12: Why would you vote no to renew the dedicated Parks and Recreation millage?

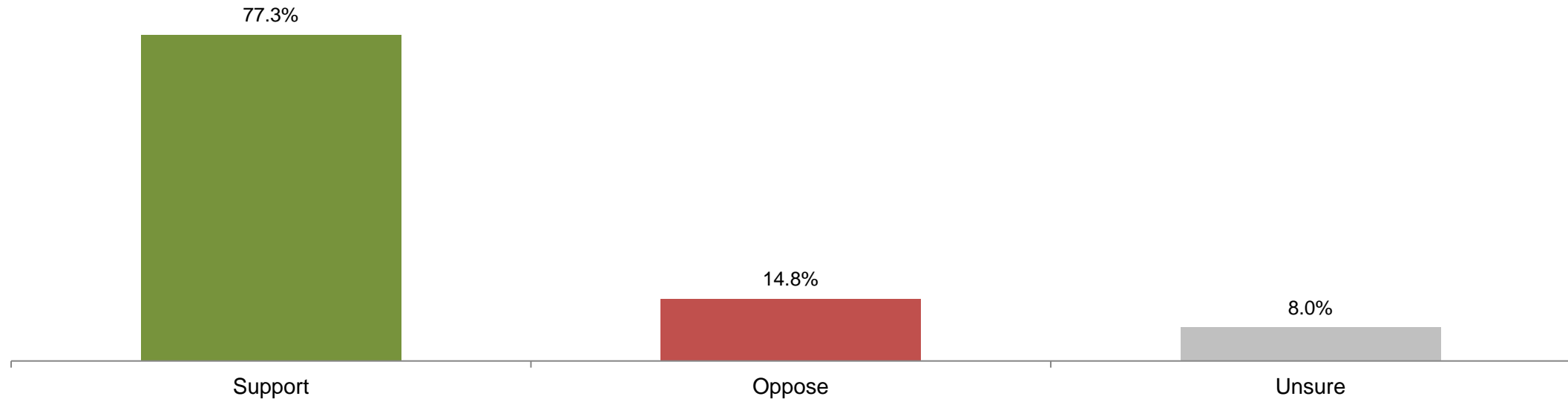
[IF ANSWERED 'VOTE NO' TO Q10]

[OPEN-ENDED RESPONSE]



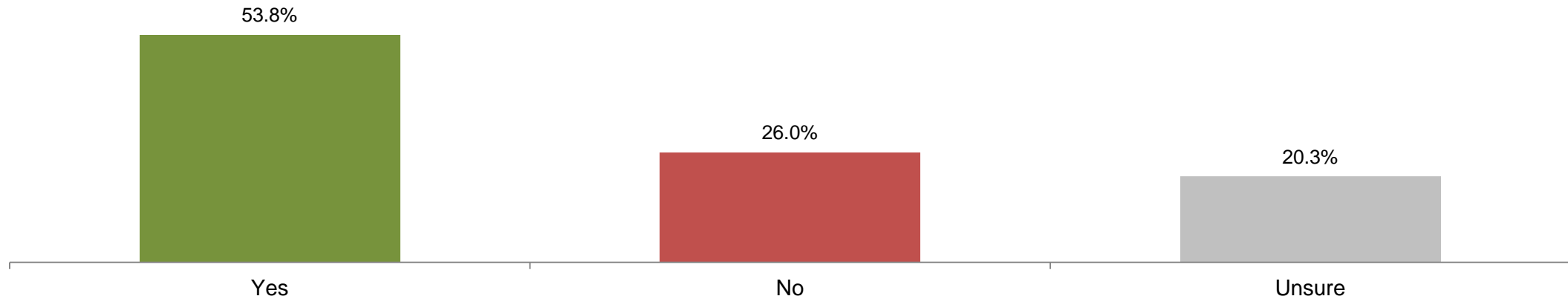
77% support an increased millage focused on the protection and management of the County's most sensitive natural resources

Question 13: Would you support or oppose an increased millage that would focus on the protection and management of the County's most sensitive natural resources, expanded outdoor education, and development of new natural resources-based recreation facilities and trails?



54% support a cost recovery initiative to fund the operations and maintenance of special facilities

Question 14: There are parks that cost more to operate due to special features offered at the park such as groomed cross-country ski trails, dog parks, or mountain biking trails. Would you support a cost recovery initiative such as a user fee to fund the operations and maintenance of these special facilities?

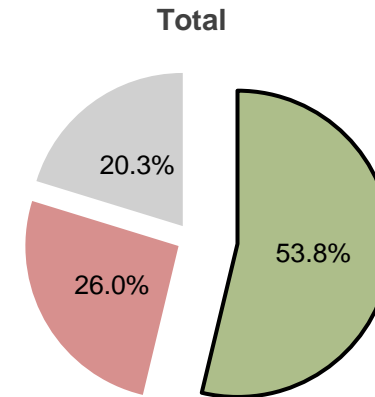
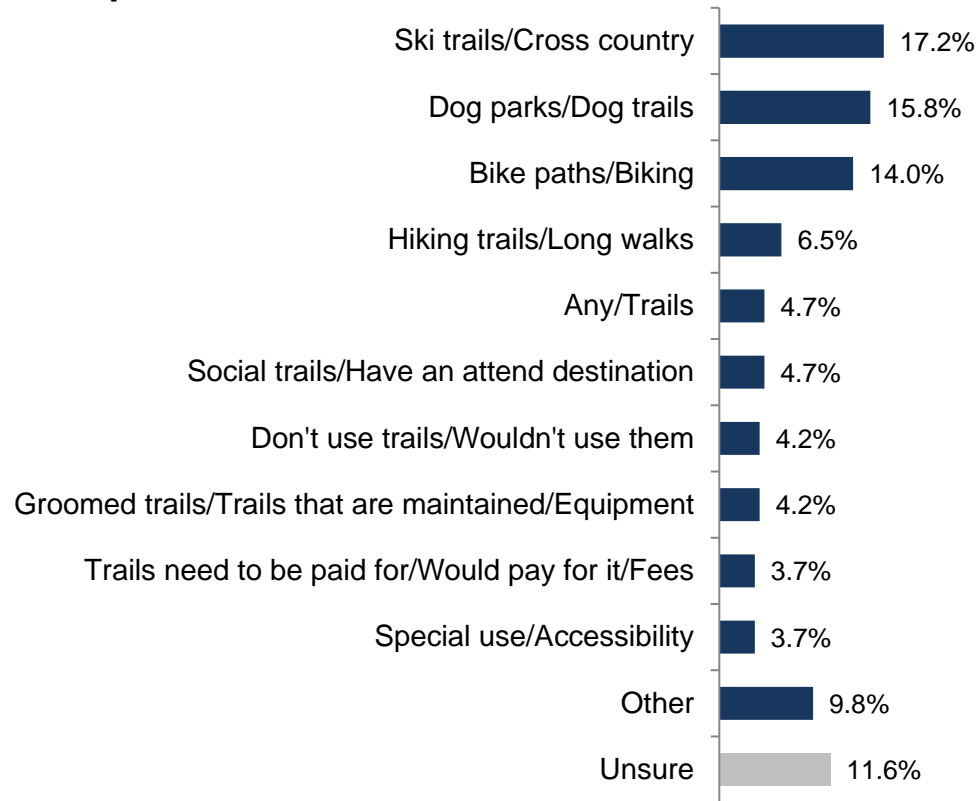


Among those who support a cost recovery initiative, 17% would consider paying a user fee to help fund ski maintenance/operations costs

Question 15: What type of trail/facility would you consider paying a user fee to help cover the operations and maintenance costs?

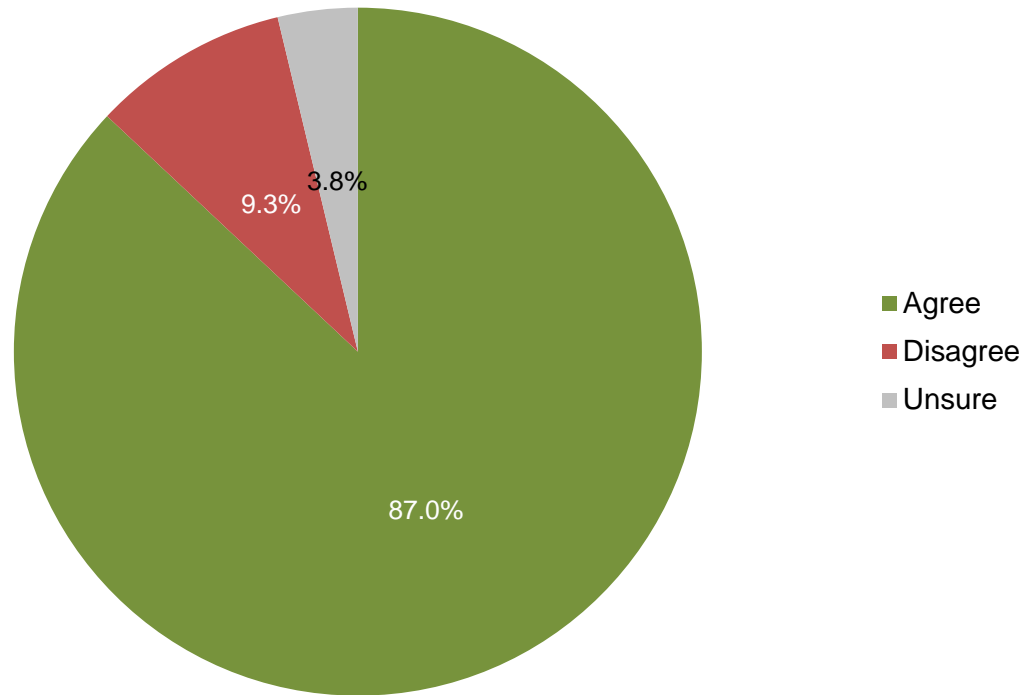
[[IF ANSWERED 'YES' TO Q14]

[OPEN-ENDED RESPONSE]

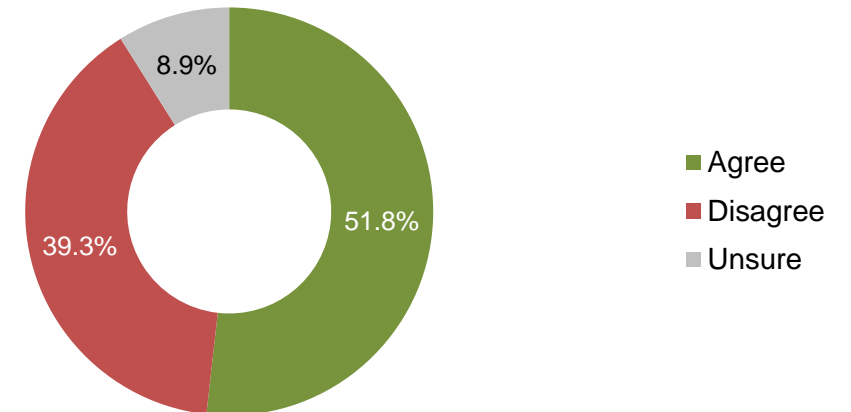


87% agree that the Parks Commission should protect additional land and natural spaces

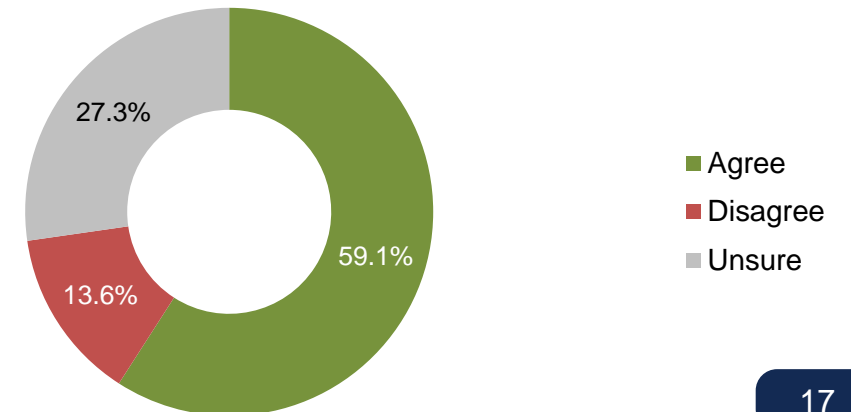
Question 16: Here is a list of initiatives being considered by the Ottawa County Parks Commission. For each one, please indicate if you agree or disagree with that statement. The Parks Commission should protect additional land and natural spaces for conservation of key natural features, habitat, natural communities as well as future public access.



Among those who initially voted "no"

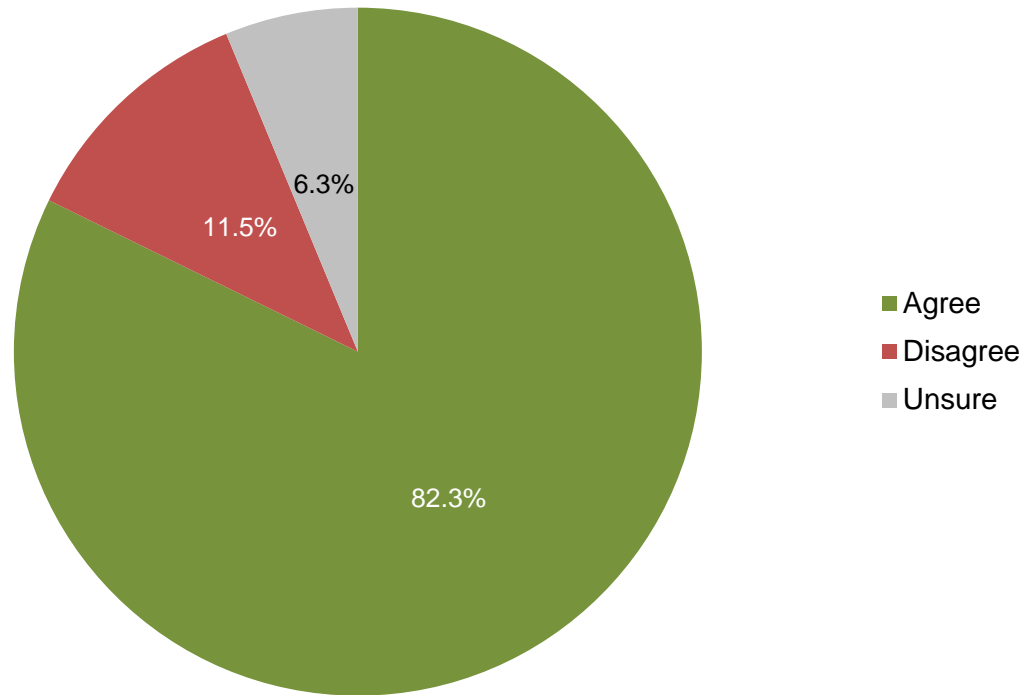


Among those who initially voted "unsure"

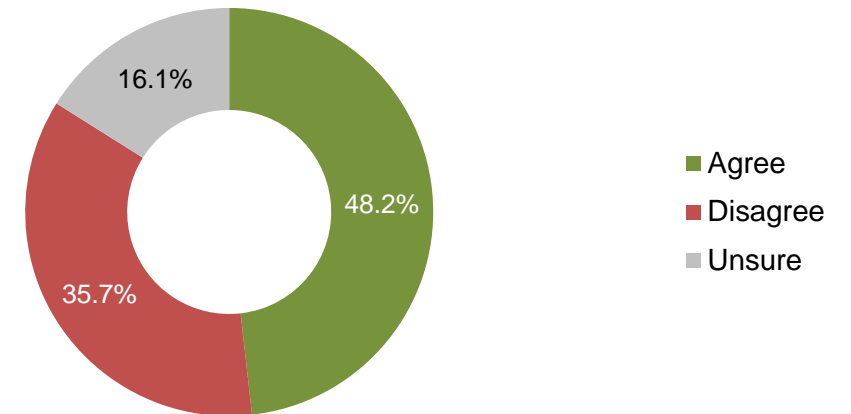


82% agree that the Parks Commission should provide leadership in completing a County-wide regional multi-use trail system

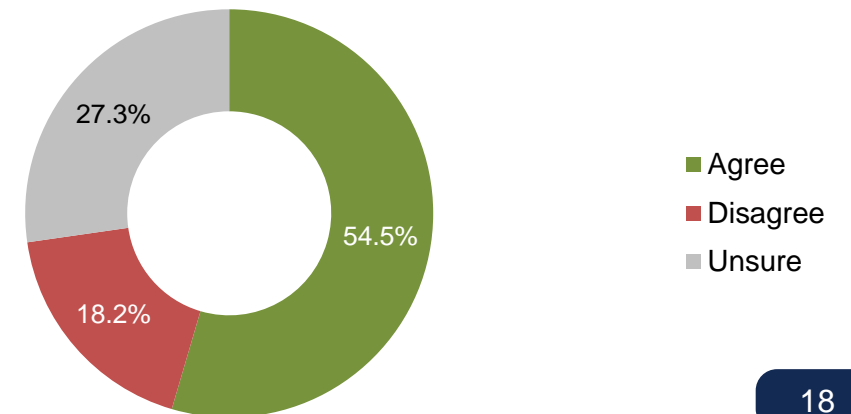
Question 17: Here is a list of initiatives being considered by the Ottawa County Parks Commission. For each one, please indicate if you agree or disagree with that statement. The Parks Commission should provide leadership in completing a County-wide regional multi-use trail system linking different communities.



Among those who initially voted “no”

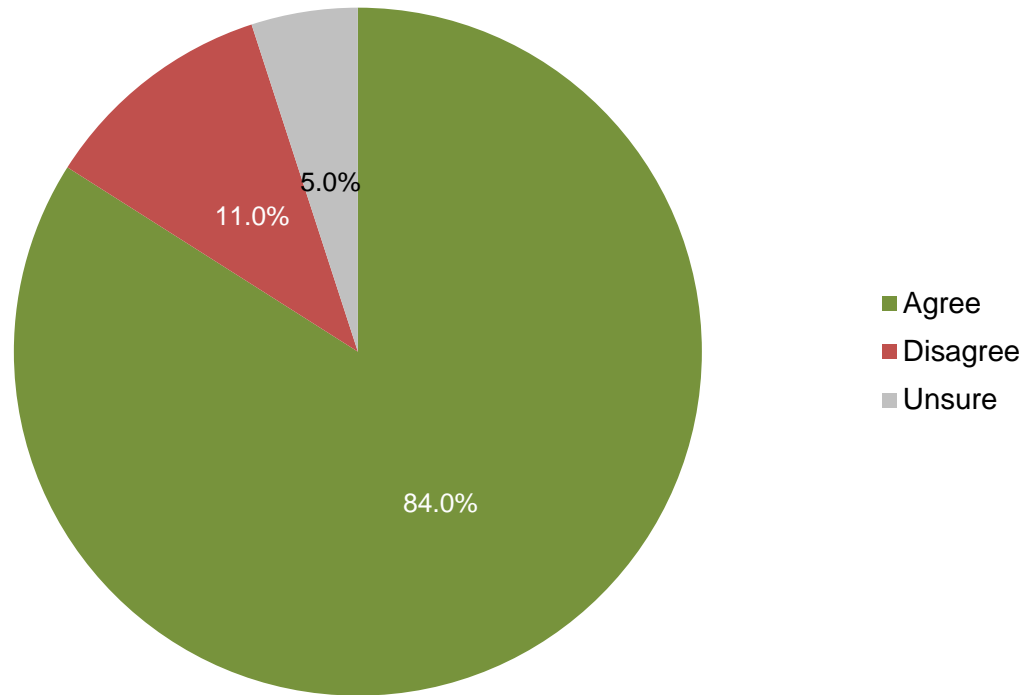


Among those who initially voted “unsure”

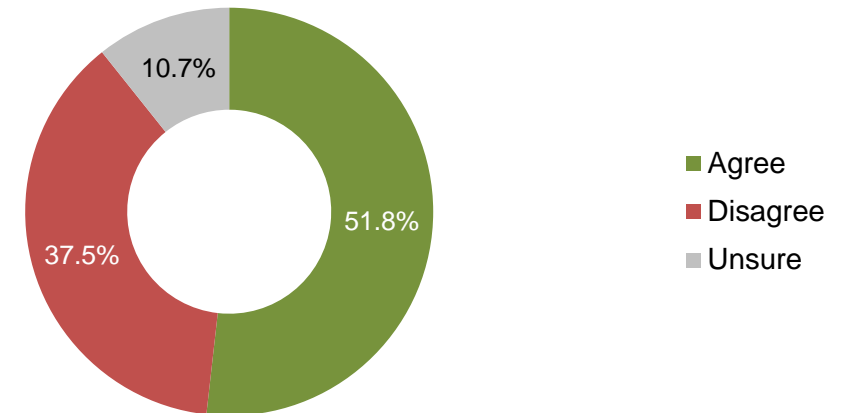


84% agree that the Parks Commission should provide leadership in dedicating resources for significant habitat restoration and green infrastructure projects

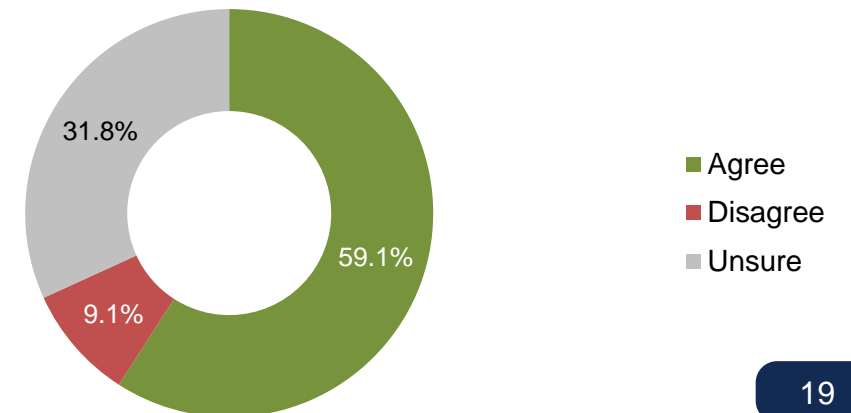
Question 18: Here is a list of initiatives being considered by the Ottawa County Parks Commission. For each one, please indicate if you agree or disagree with that statement. The Parks Commission should provide leadership in dedicating resources to undertake significant habitat restoration and green infrastructure projects to improve water quality, increase native species, and increase and protect native plant and animal biodiversity.



Among those who initially voted “no”

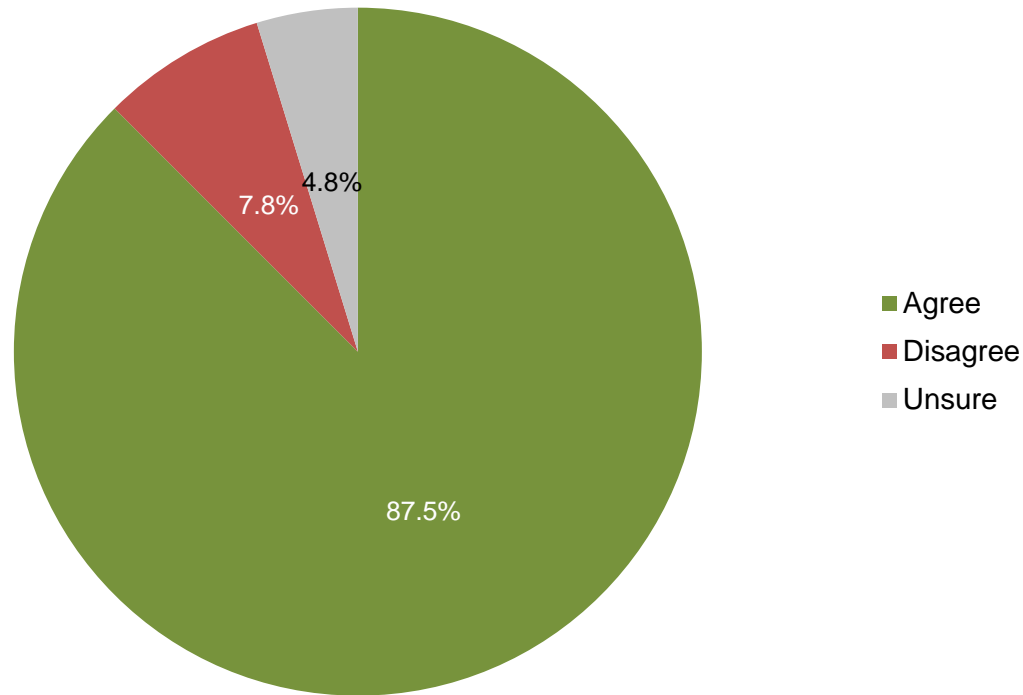


Among those who initially voted “unsure”

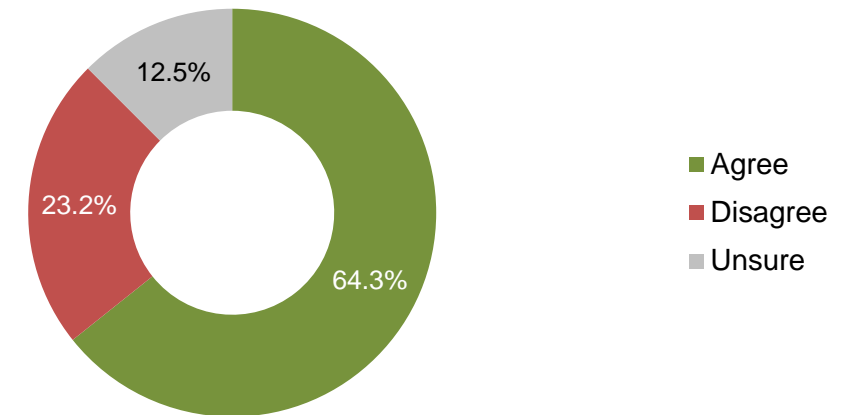


88% agree that the Parks Commission should provide leadership in management of natural lands in Ottawa County to control invasive species and/or overpopulated species

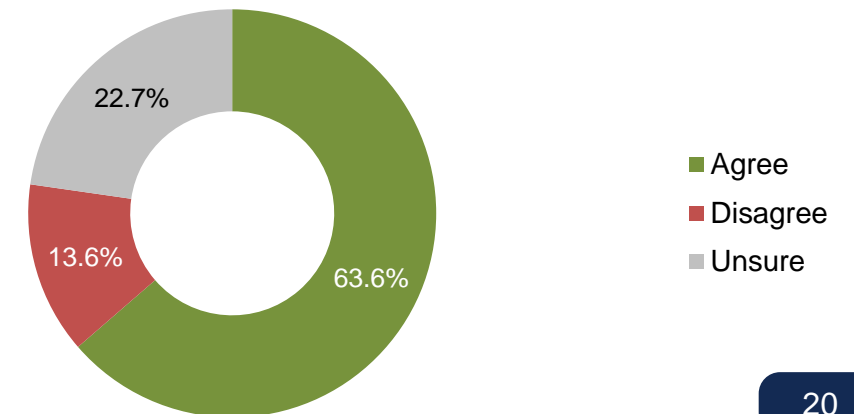
Question 19: Here is a list of initiatives being considered by the Ottawa County Parks Commission. For each one, please indicate if you agree or disagree with that statement. The Parks Commission should provide leadership in management of natural lands in Ottawa County to control invasive species and/or overpopulated species (such as deer) or to address other factors negatively affecting natural lands.



Among those who initially voted “no”

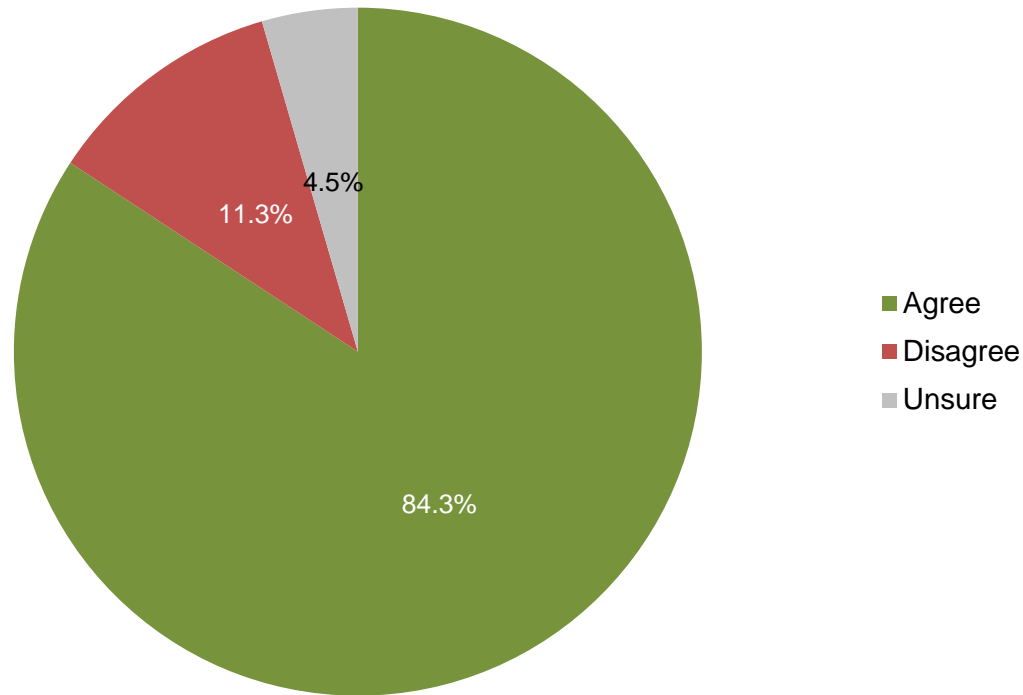


Among those who initially voted “unsure”

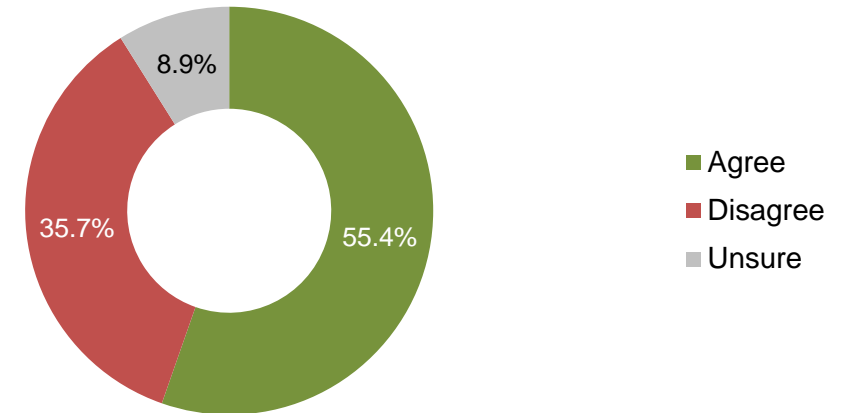


84% agree that the Parks Commission should provide community-wide leadership in engaging the public to experience nature

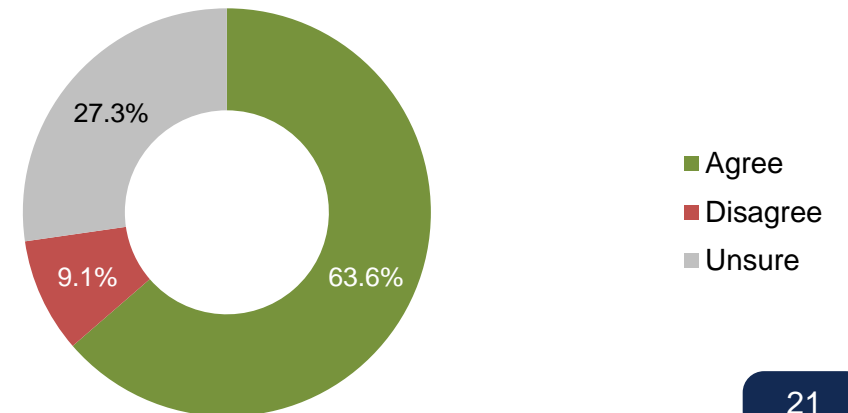
Question 20: Here is a list of initiatives being considered by the Ottawa County Parks Commission. For each one, please indicate if you agree or disagree with that statement. The Parks Commission should provide community-wide leadership in engaging the public to experience nature through outdoor education, recreational programs, and volunteer opportunities.



Among those who initially voted “no”

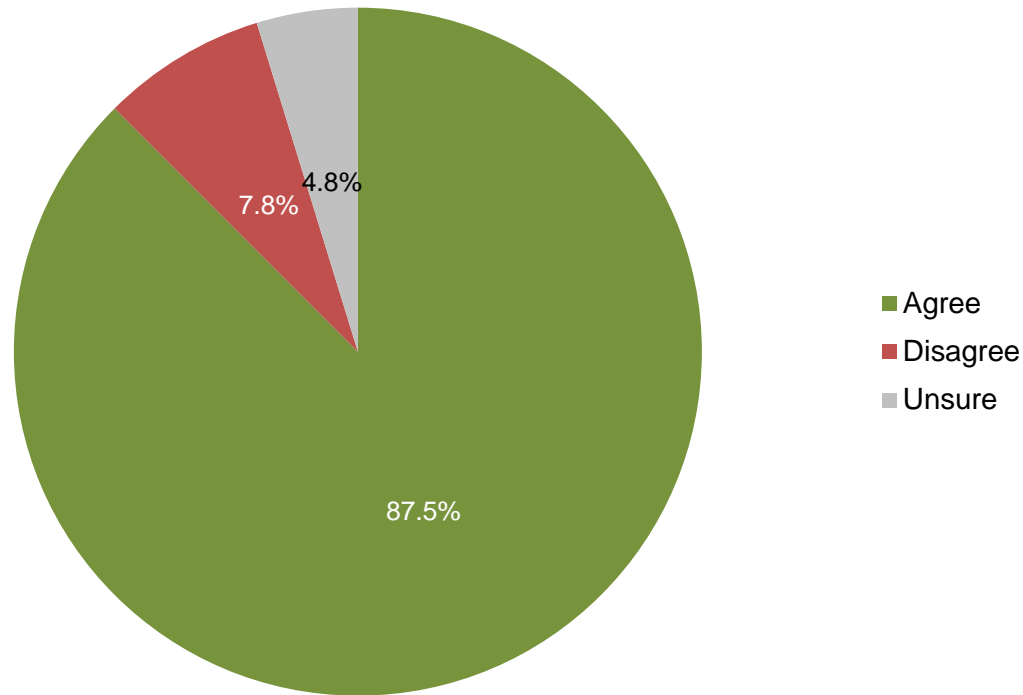


Among those who initially voted “unsure”

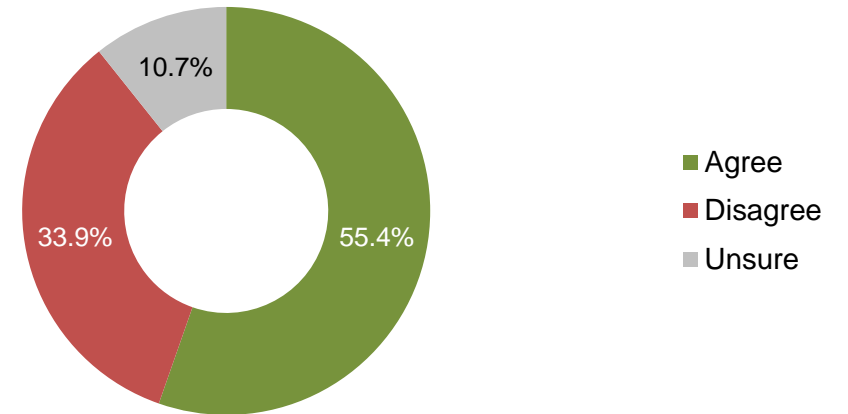


88% agree that the Parks Commission should provide community-wide leadership in ensuring that students get exposure to the outdoors

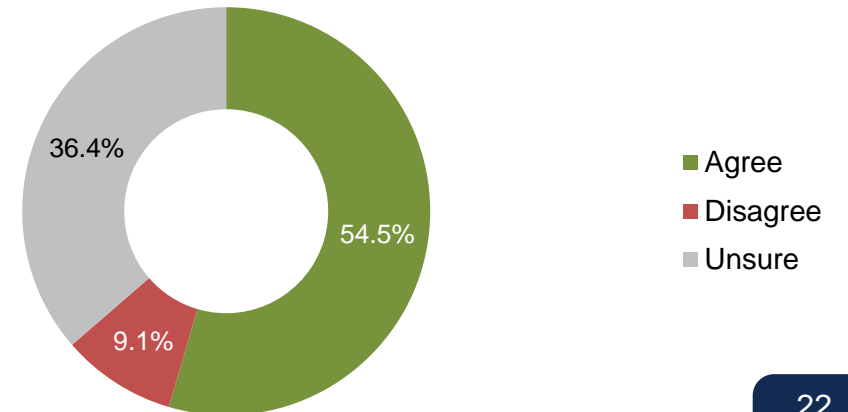
Question 21: Here is a list of initiatives being considered by the Ottawa County Parks Commission. For each one, please indicate if you agree or disagree with that statement. The Parks Commission should provide community-wide leadership in ensuring that students get exposure to the outdoors through curriculum-based field trips and service-based learning opportunities.



Among those who initially voted “no”

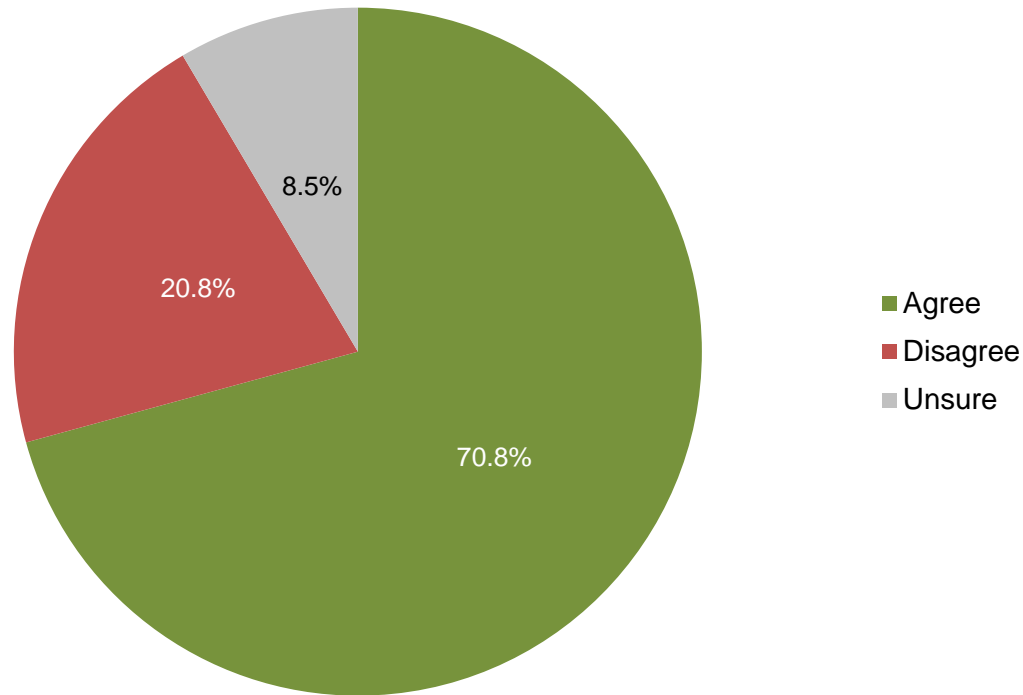


Among those who initially voted “unsure”

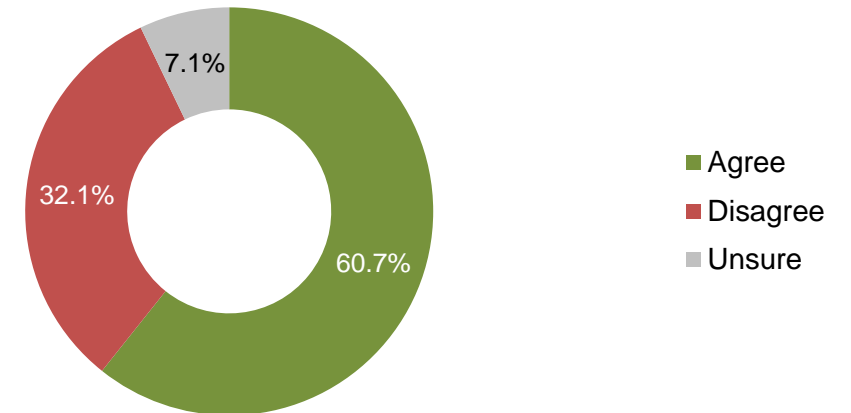


71% agree that the Parks Commission should help finance the parks systems by providing revenue-generating facilities

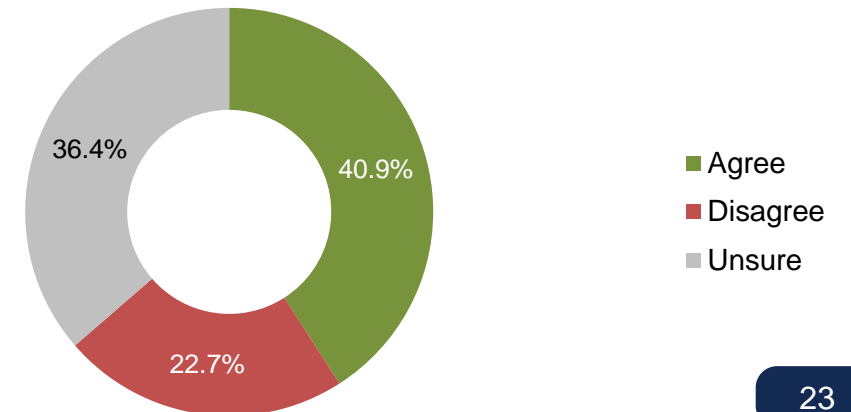
Question 22: Here is a list of initiatives being considered by the Ottawa County Parks Commission. For each one, please indicate if you agree or disagree with that statement. The Parks Commission should help finance the parks systems by providing revenue-generating facilities such as large event facilities, picnic shelters, campgrounds, and marinas.



Among those who initially voted “no”

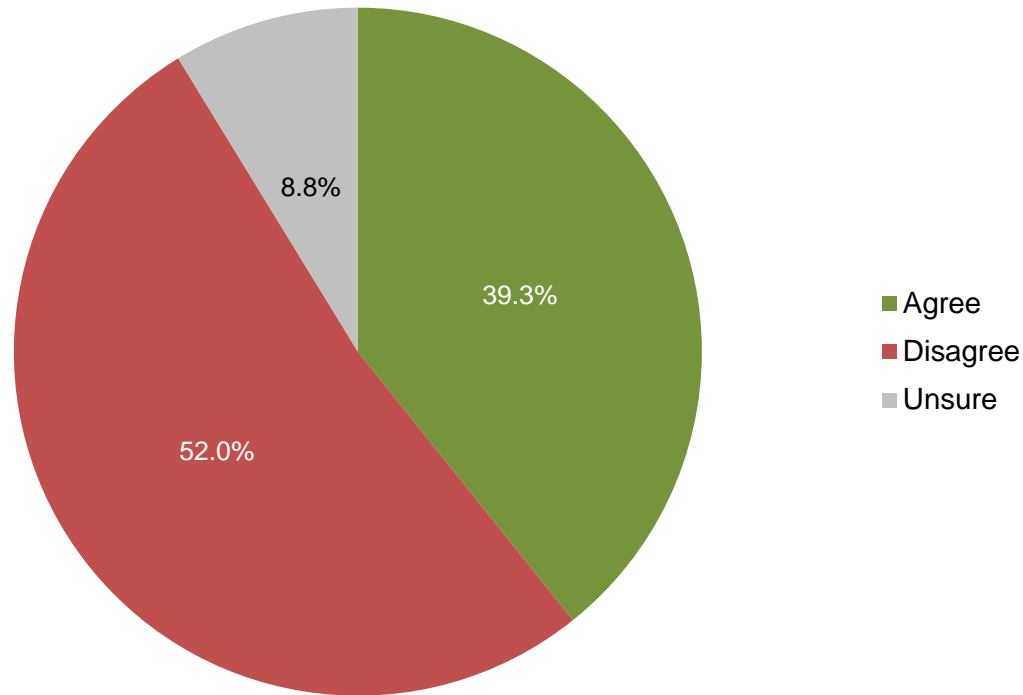


Among those who initially voted “unsure”

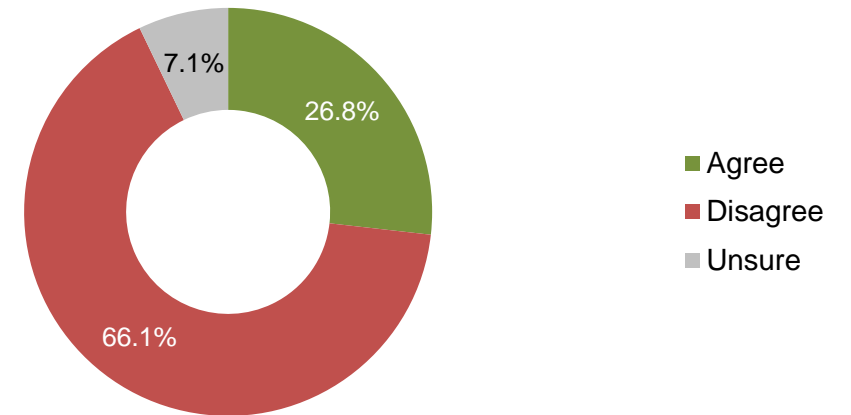


52% disagree that the Parks Commission should dedicate resources to provide high quality venues suitable for weddings or other formal events

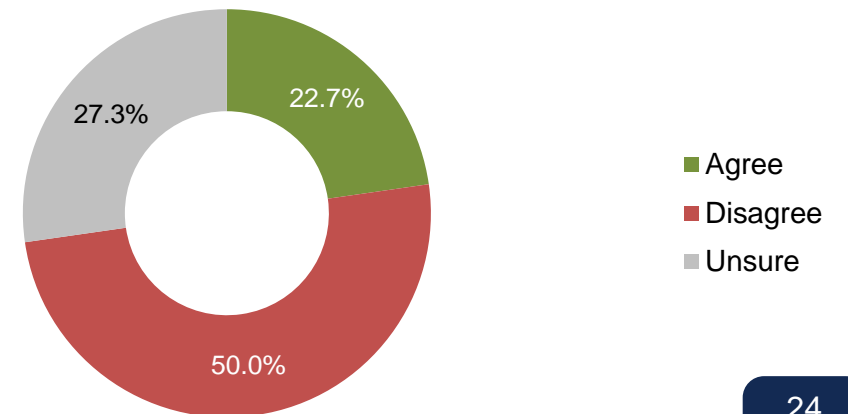
Question 23: Here is a list of initiatives being considered by the Ottawa County Parks Commission. For each one, please indicate if you agree or disagree with that statement. The Parks Commission should dedicate resources to provide high quality venues suitable for weddings or other formal events, even if these events and venues are more costly and labor-intensive.



Among those who initially voted “no”

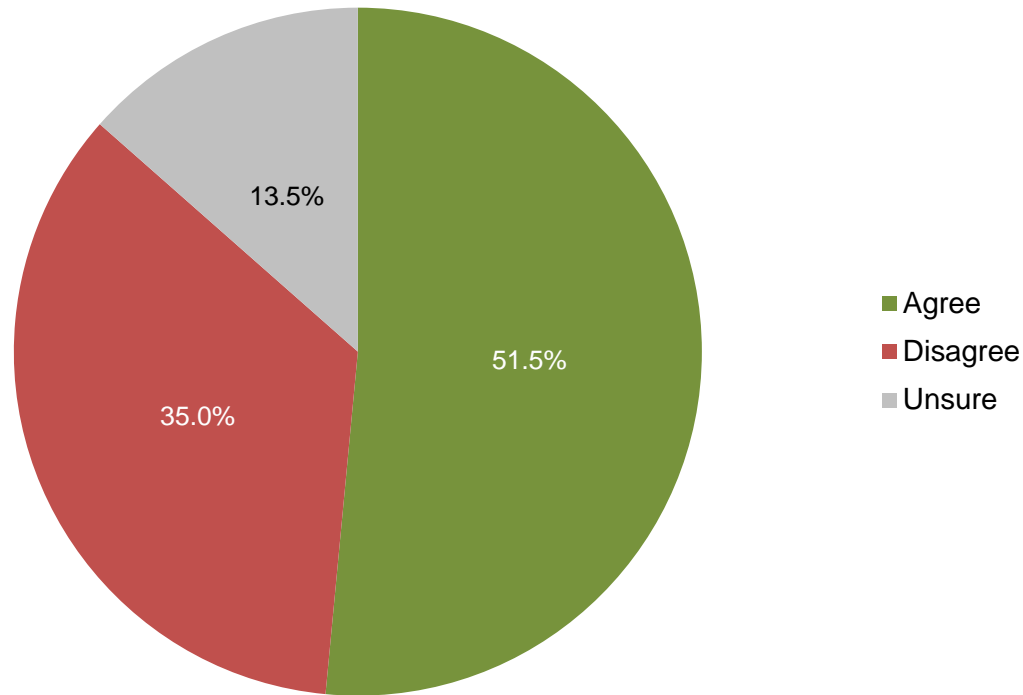


Among those who initially voted “unsure”

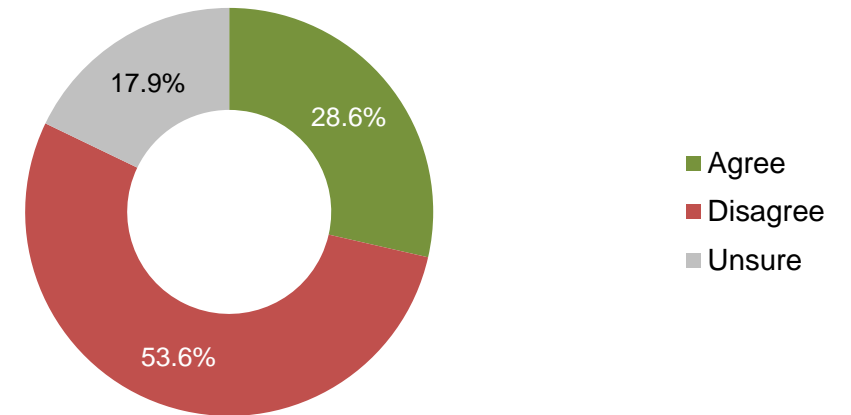


52% agree with the statement that Parks Commission should provide overnight camping facilities that can accommodate RV's

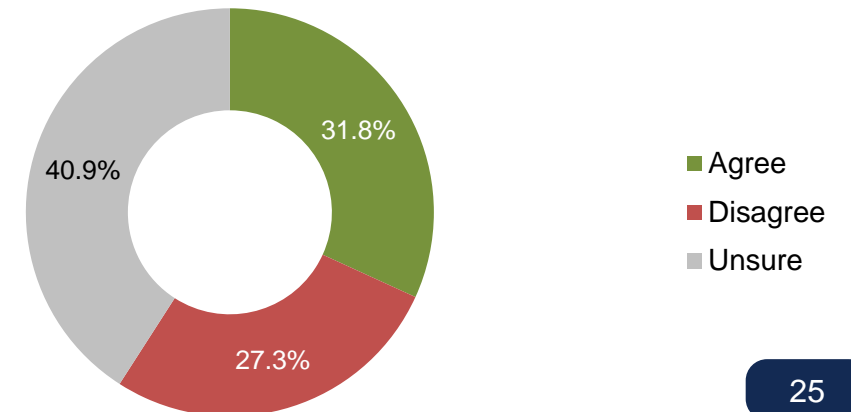
Question 24: Here is a list of initiatives being considered by the Ottawa County Parks Commission. For each one, please indicate if you agree or disagree with that statement. The Parks Commission should provide overnight camping facilities that can accommodate RV's.



Among those who initially voted "no"

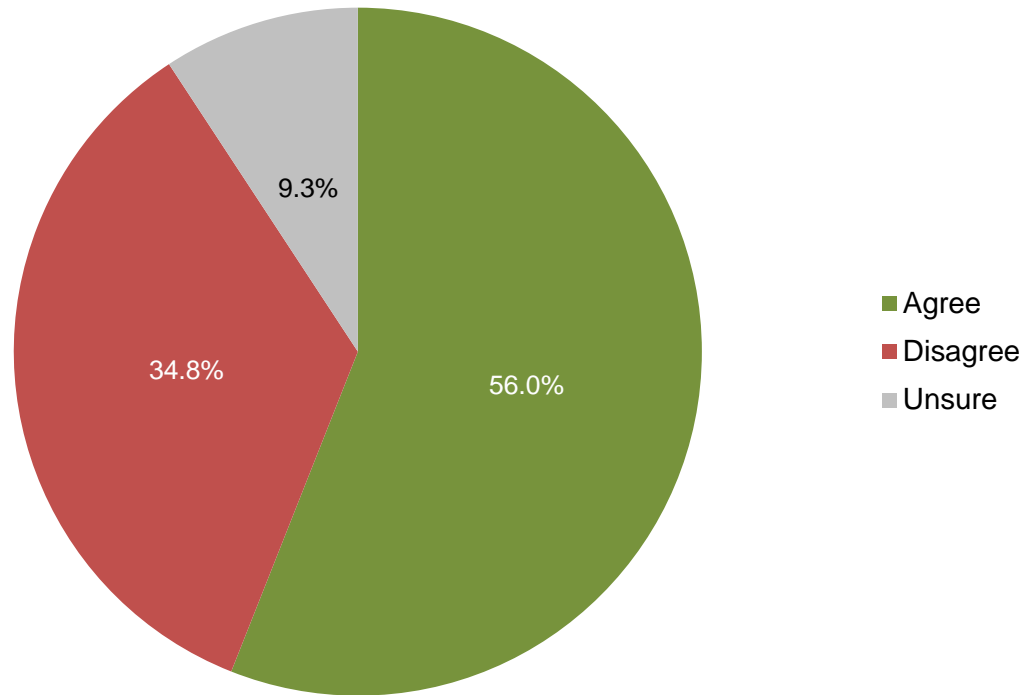


Among those who initially voted "unsure"

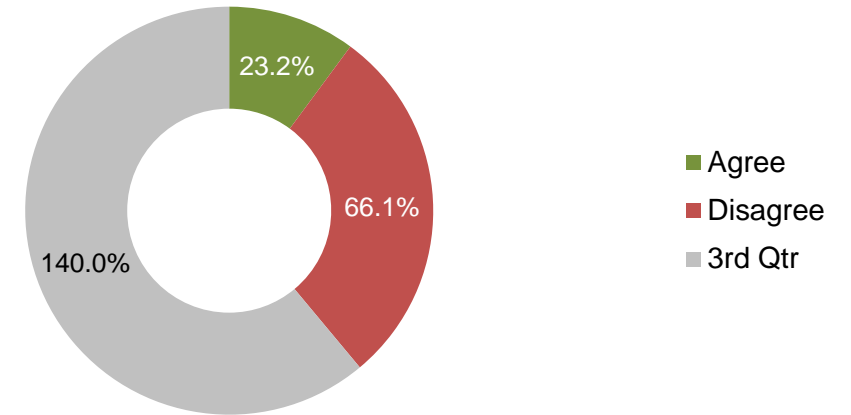


56% agree that Parks Commission should provide additional unique "experience-based" camping that include facilities such as yurts, treehouses, and walk-in tent sites that are being constructed at Ottawa Sands

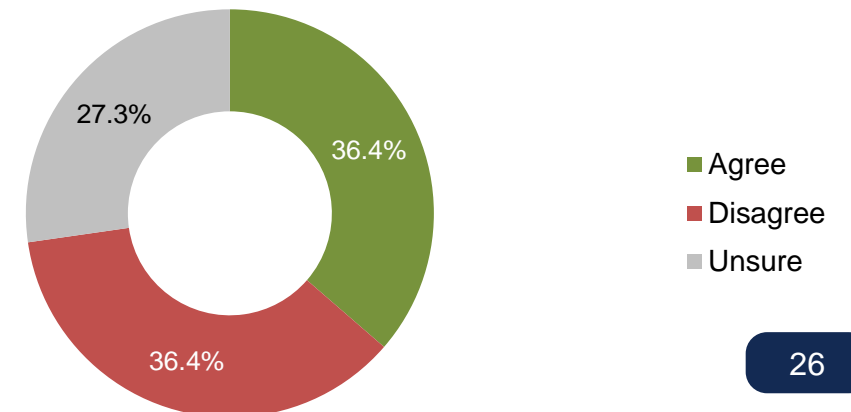
Question 25: Here is a list of initiatives being considered by the Ottawa County Parks Commission. For each one, please indicate if you agree or disagree with that statement. The Parks Commission should provide additional unique "experience-based" camping that include facilities such as yurts, treehouses, and walk-in tent sites that are being constructed at Ottawa Sands.



Among those who initially voted "no"

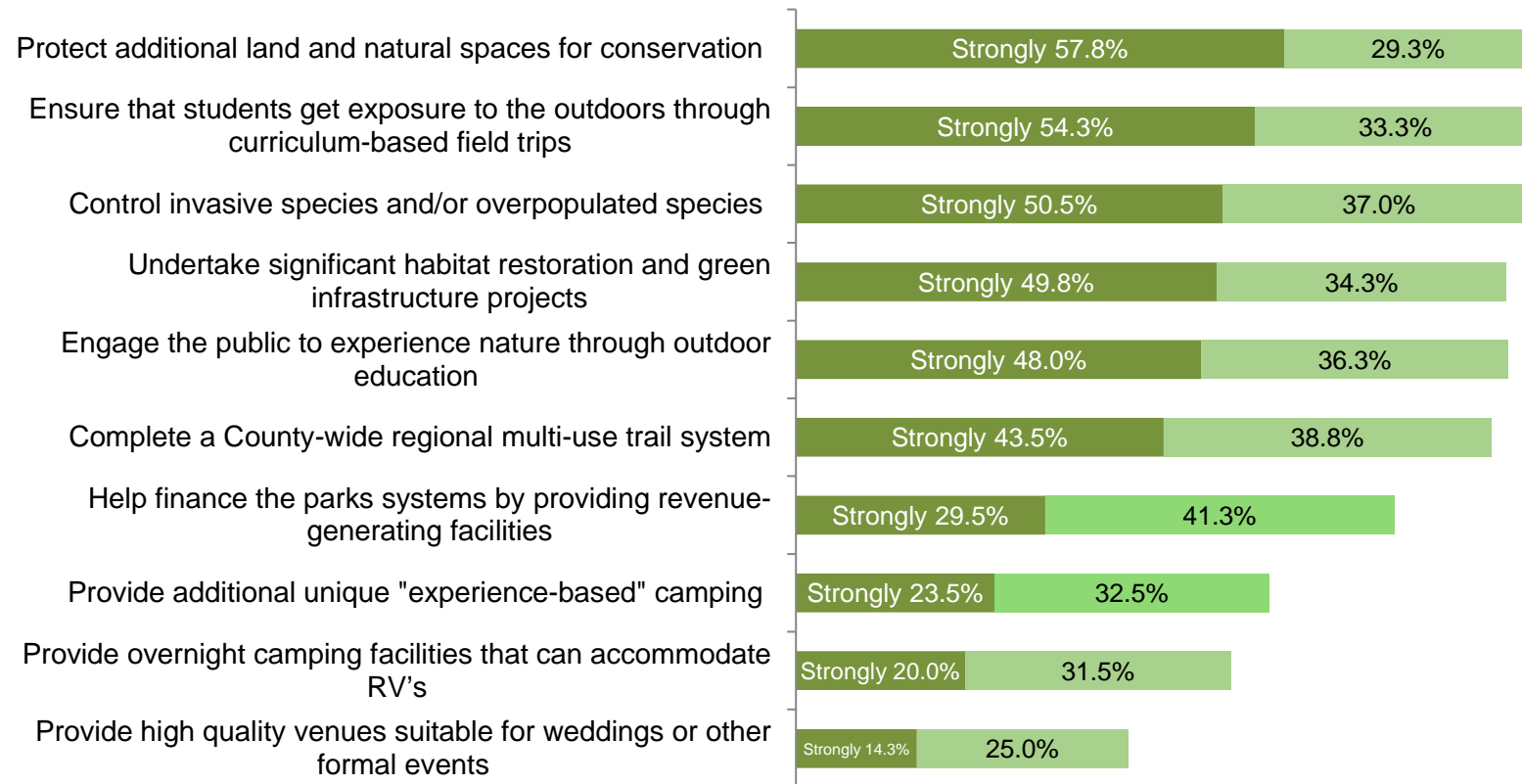


Among those who initially voted "unsure"



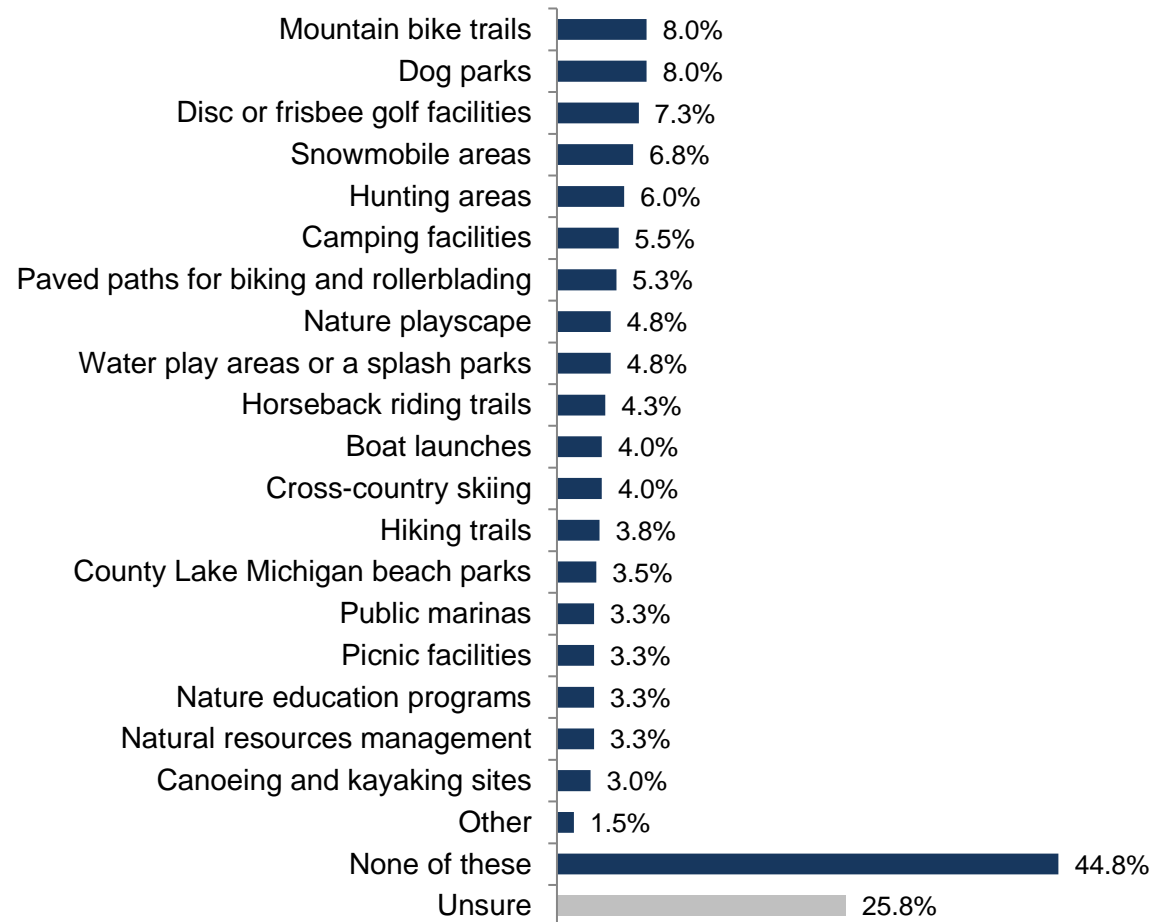
Protecting additional land and natural spaces for conservation is the initiative with the highest intensity

Question 16-25: Here is a list of initiatives being considered by the Ottawa County Parks Commission. For each one, please indicate if you agree or disagree with that statement.



Mountain bike trails and dog parks are the top recreational programming opportunities that the Commission currently provides too many of

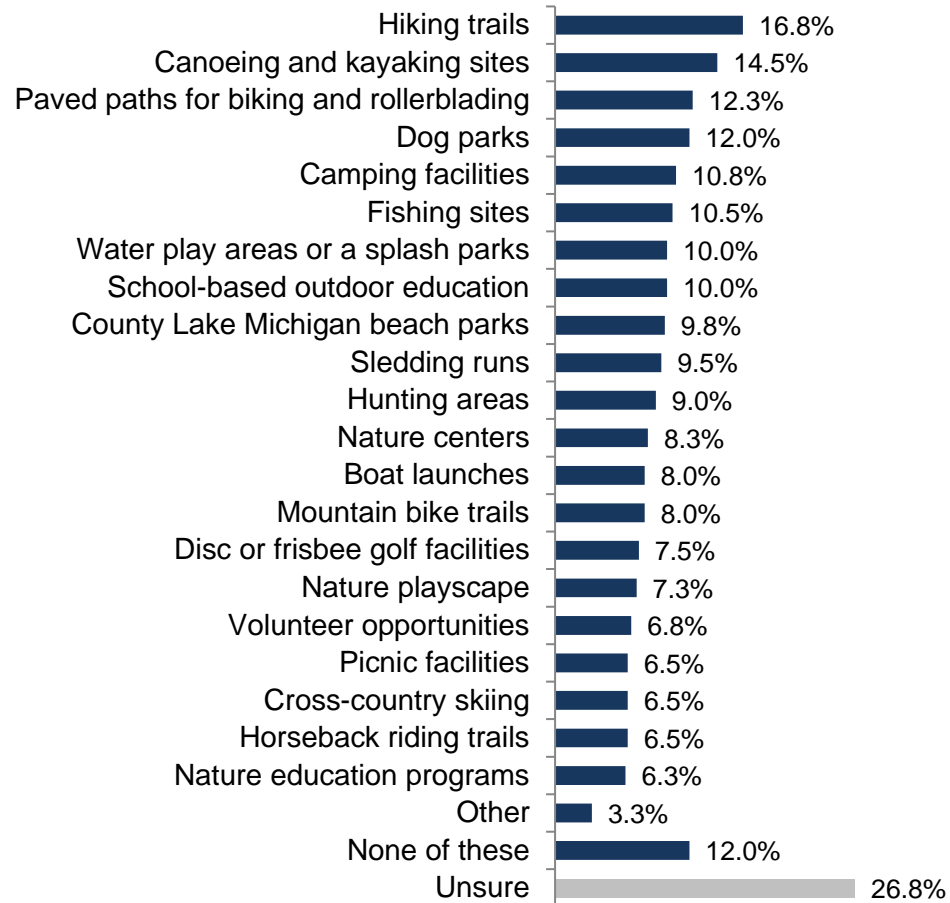
Question 26: Which of the following park facilities and recreational programming opportunities would you say the Ottawa County Parks and Recreation Commission currently provides too many of? Select all that apply.



Hiking trails and canoeing/kayaking sites are the recreational programming opportunities that the Commission provides too few of

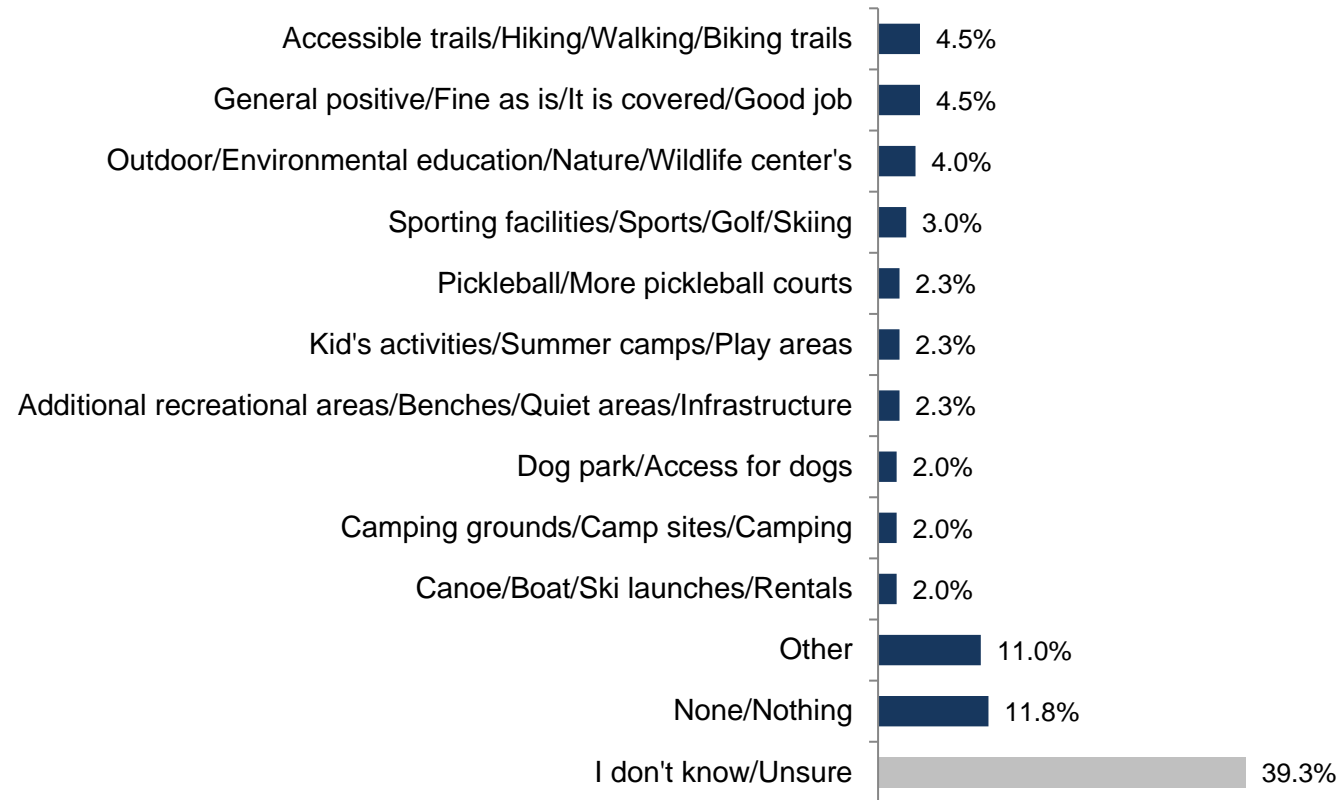
Question 27: Which of the following park facilities and recreational programming opportunities would you say the Ottawa County Parks and Recreation Commission currently provides too few of? Select all that apply.

[OPTIONS SELECTED IN Q26 ELIMINATED]



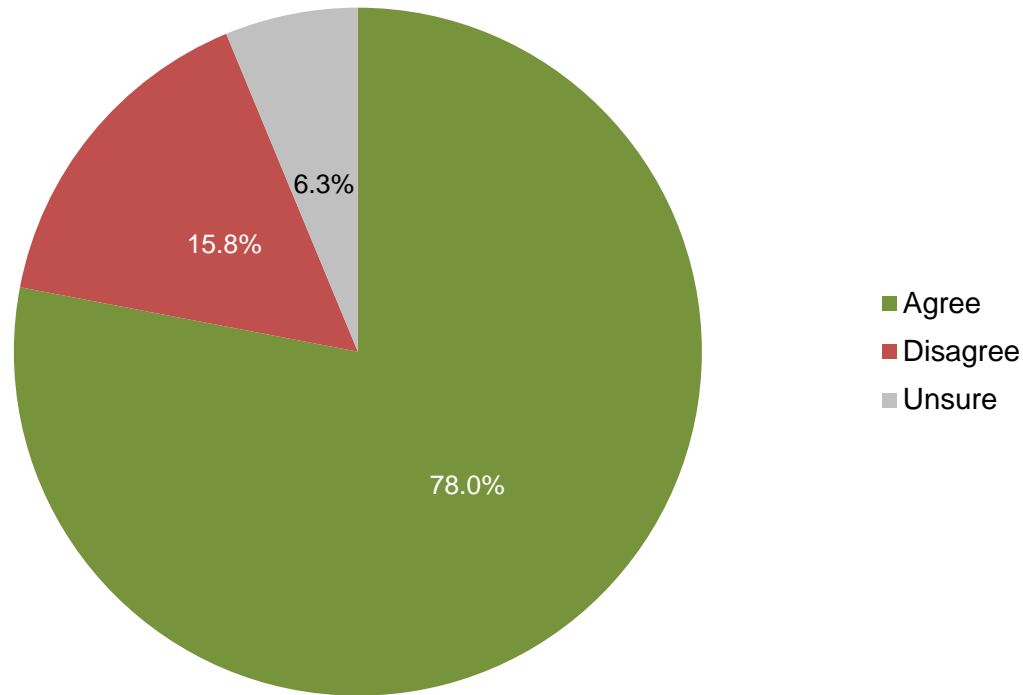
Accessible trails top the list of suggestions

Question 28: What other park facilities or recreational programming opportunities do you believe Ottawa County should offer?
[OPEN ENDED RESPONSE]

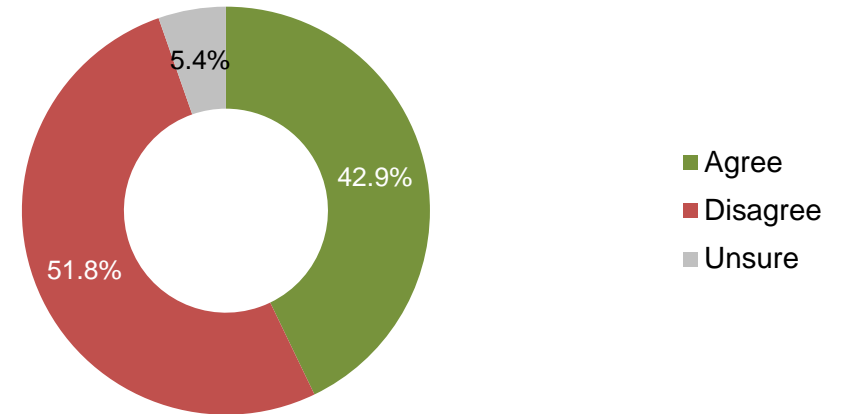


78% agree with the statement that the Parks Commission should acquire land or easements for trails and bike paths

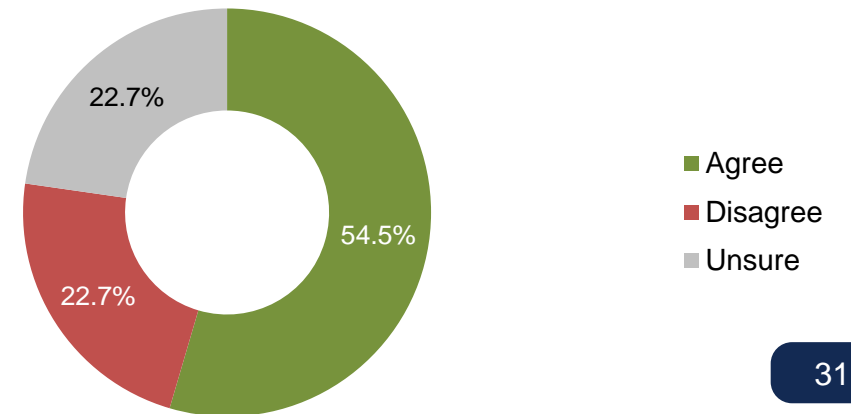
Question 29: Here is a list of ways Ottawa County could expand its park system by acquiring land in the region. For each situation, please indicate if you would agree or disagree with Ottawa County acquiring that type of land. The Parks Commission should acquire land or easements for trails and bike paths



Among those who initially voted “no”

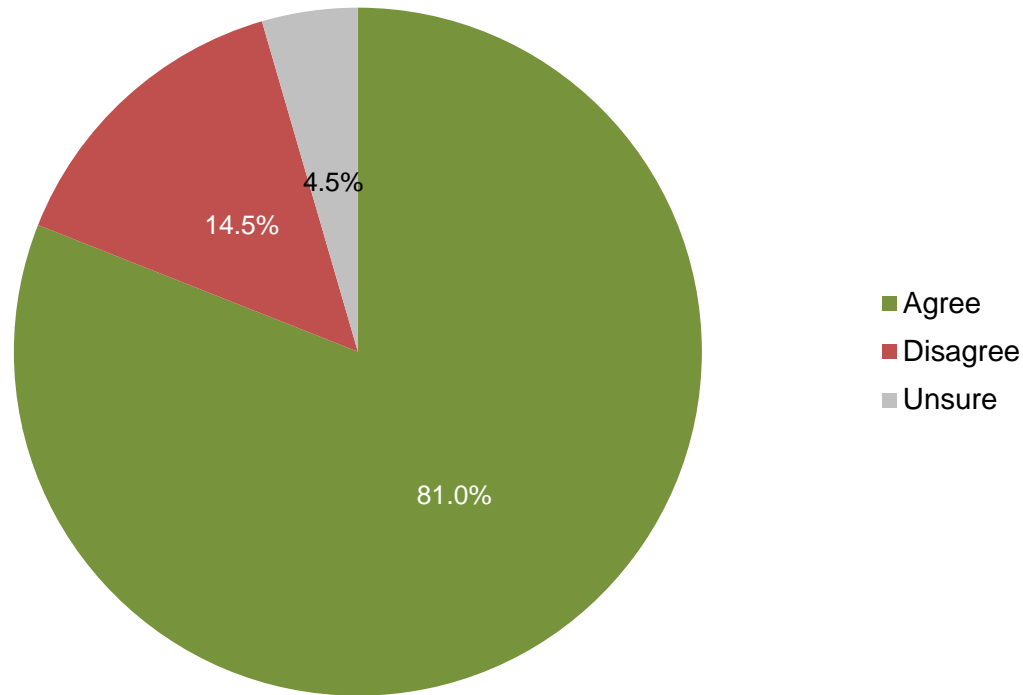


Among those who initially voted “unsure”

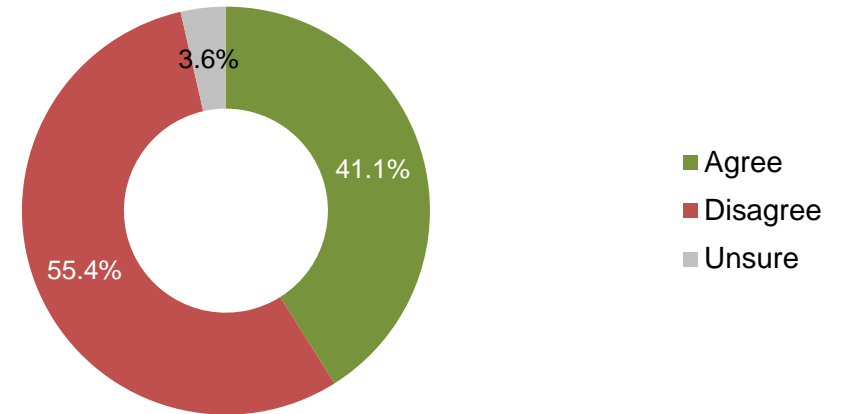


81% agree that the Parks Commission should acquire land or easements to protect unique environmental areas such as wetlands, sand dunes, mature woodlands, and wildlife areas

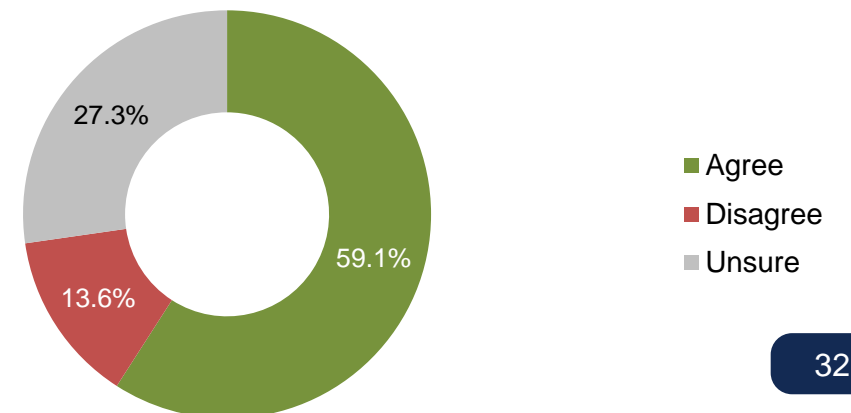
Question 30: Here is a list of ways Ottawa County could expand its park system by acquiring land in the region. For each situation, please indicate if you would agree or disagree with Ottawa County acquiring that type of land. The Parks Commission should acquire land or easements to protect unique environmental areas such as wetlands, sand dunes, mature woodlands, and wildlife areas



Among those who initially voted “no”

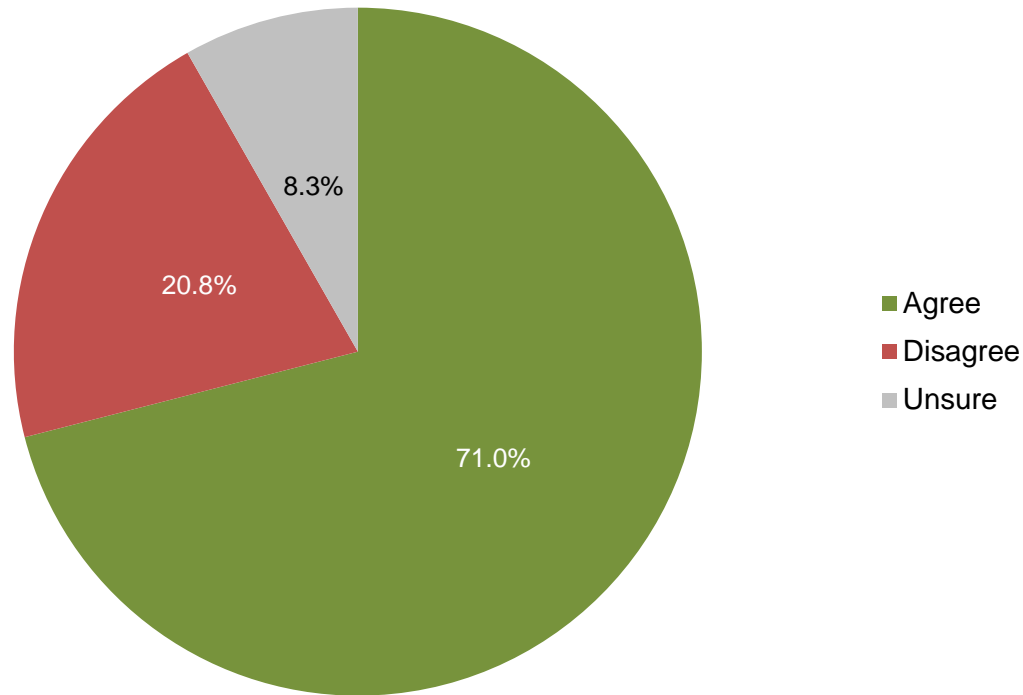


Among those who initially voted “unsure”

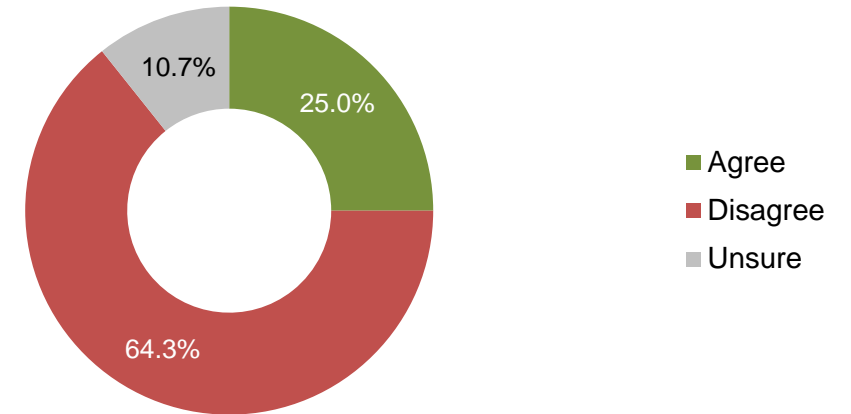


71% agree that the Parks Commission should acquire property for habitat restoration or green infrastructure

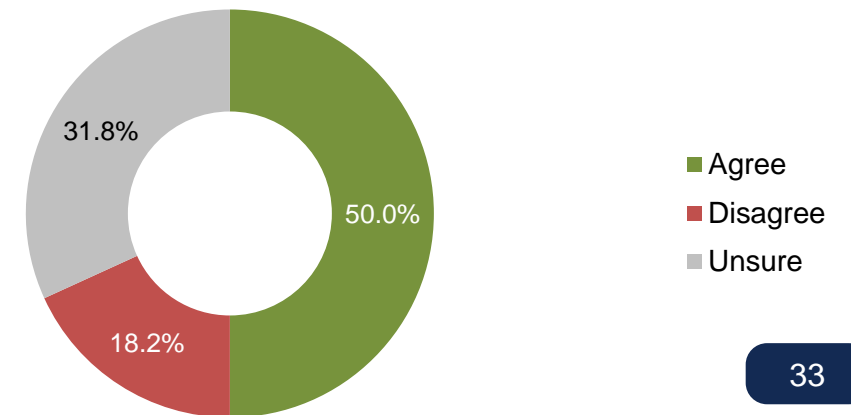
Question 31: Here is a list of ways Ottawa County could expand its park system by acquiring land in the region. For each situation, please indicate if you would agree or disagree with Ottawa County acquiring that type of land. The Parks Commission should acquire property for habitat restoration or green infrastructure



Among those who initially voted “no”

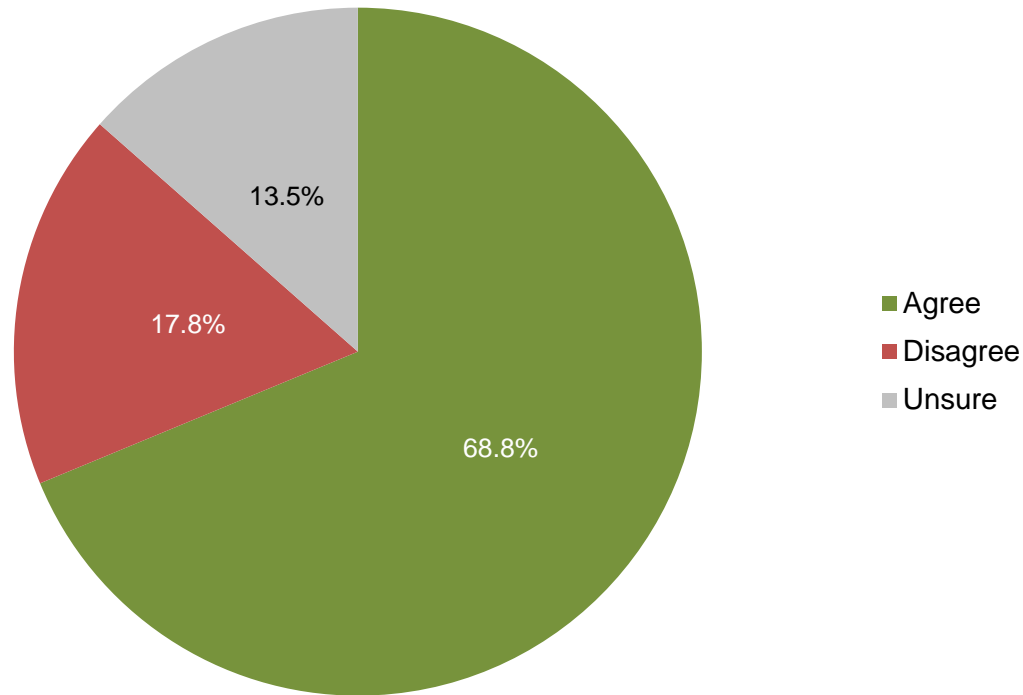


Among those who initially voted “unsure”

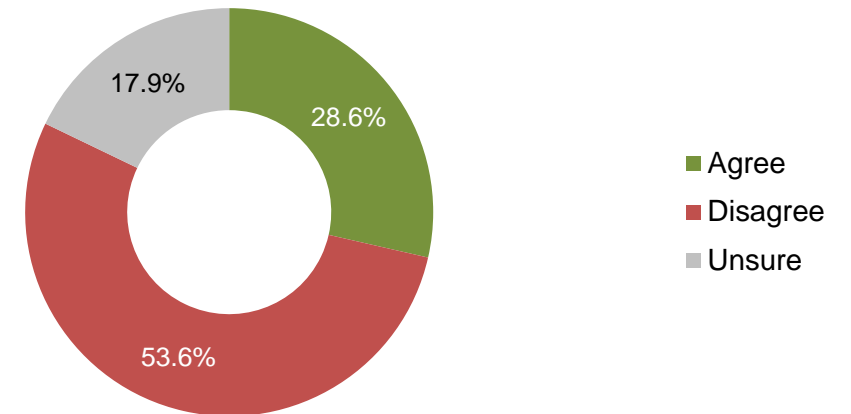


69% agree that the Parks Commission should acquire property in areas of the County with few natural resources-based parks or recreation facilities

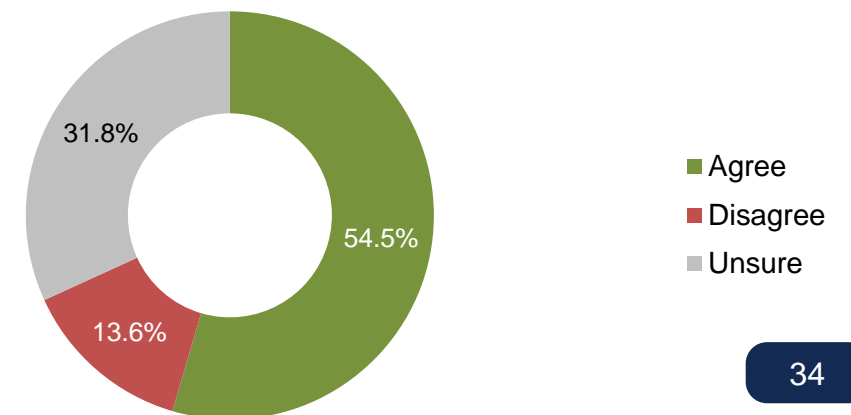
Question 32: Here is a list of ways Ottawa County could expand its park system by acquiring land in the region. For each situation, please indicate if you would agree or disagree with Ottawa County acquiring that type of land. The Parks Commission should acquire property in areas of the County currently with few natural resources-based parks or recreation facilities



Among those who initially voted “no”

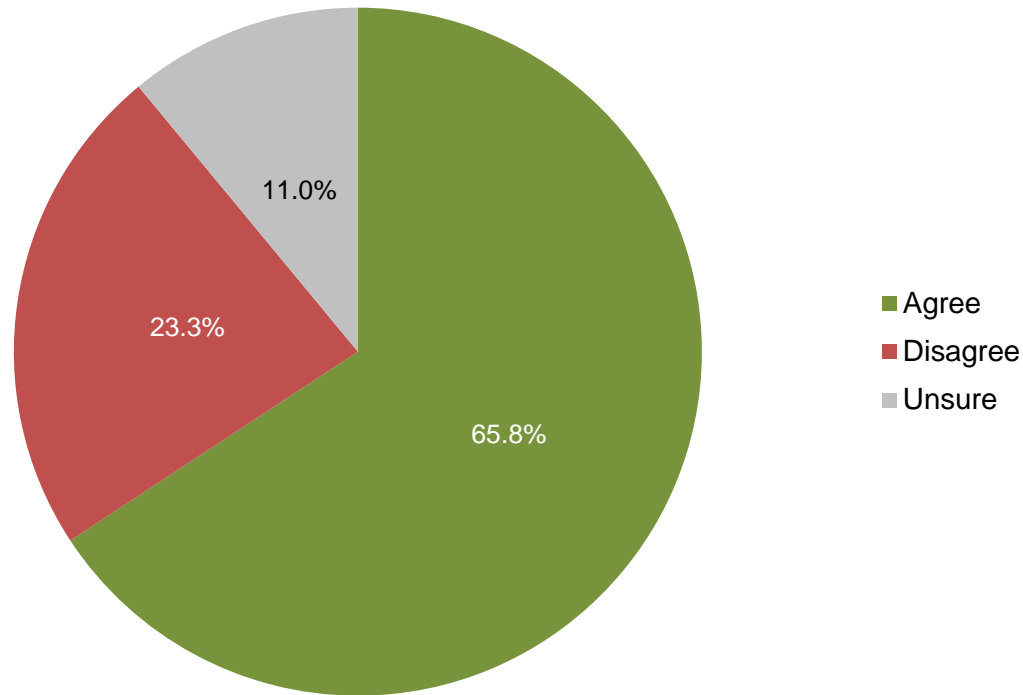


Among those who initially voted “unsure”

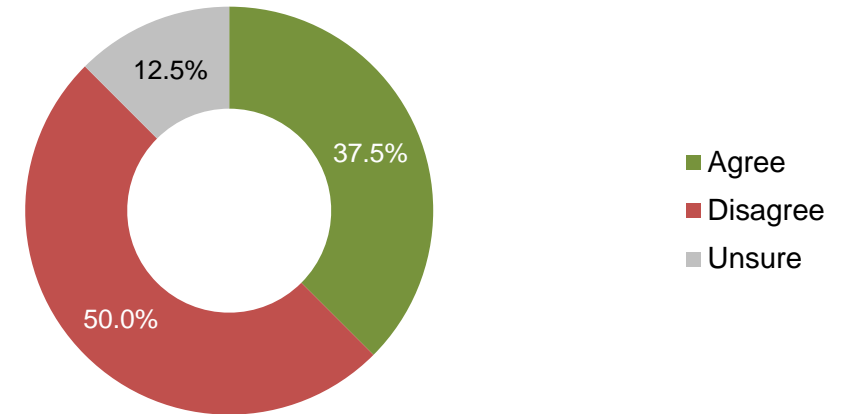


66% agree that the Parks Commission should acquire historic sites

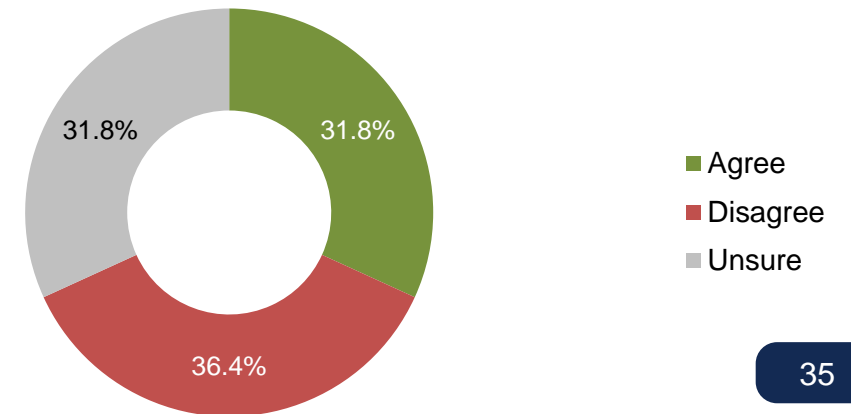
Question 33: Here is a list of ways Ottawa County could expand its park system by acquiring land in the region. For each situation, please indicate if you would agree or disagree with Ottawa County acquiring that type of land. The Parks Commission should acquire historic sites



Among those who initially voted "no"

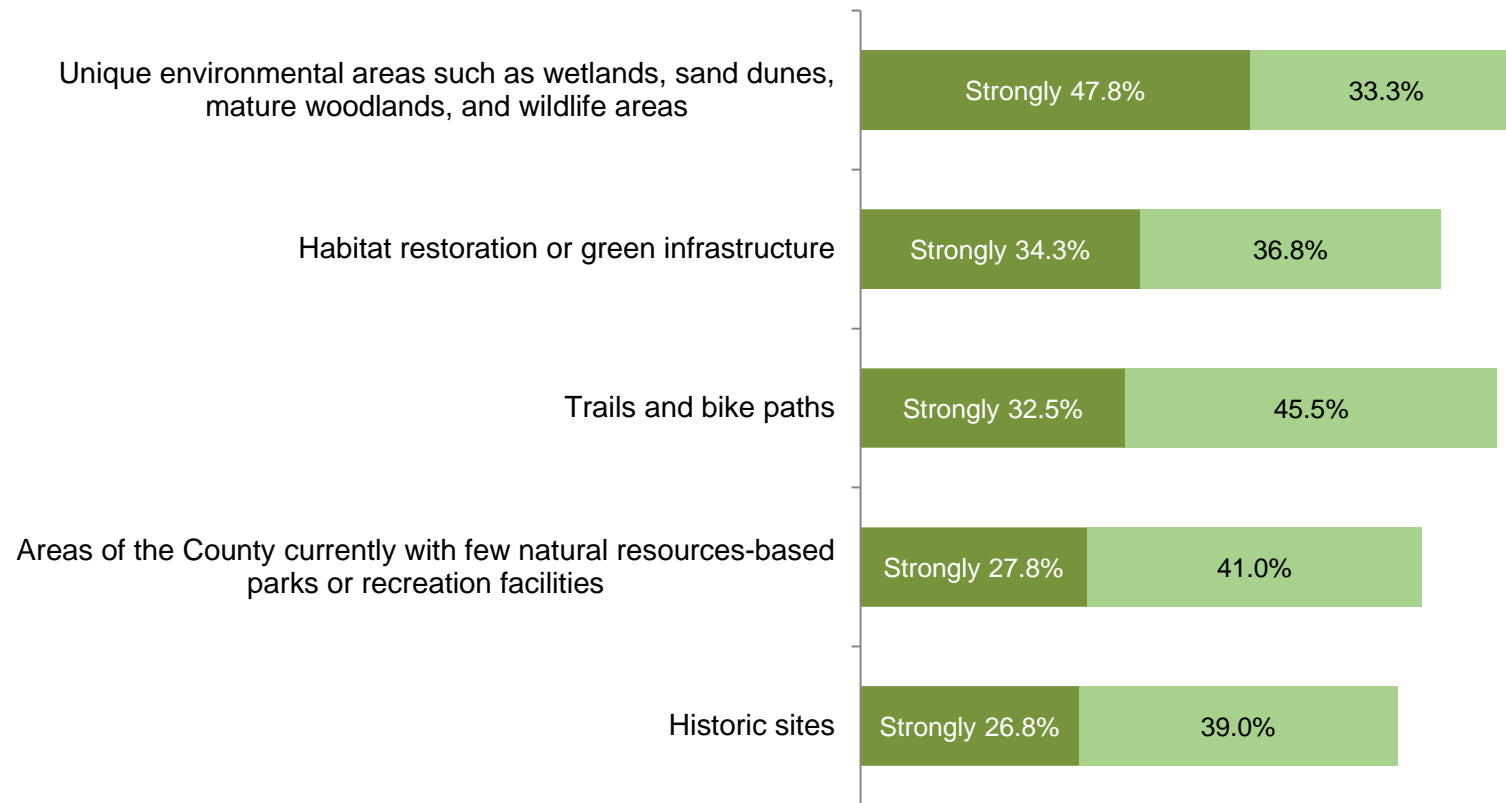


Among those who initially voted "unsure"



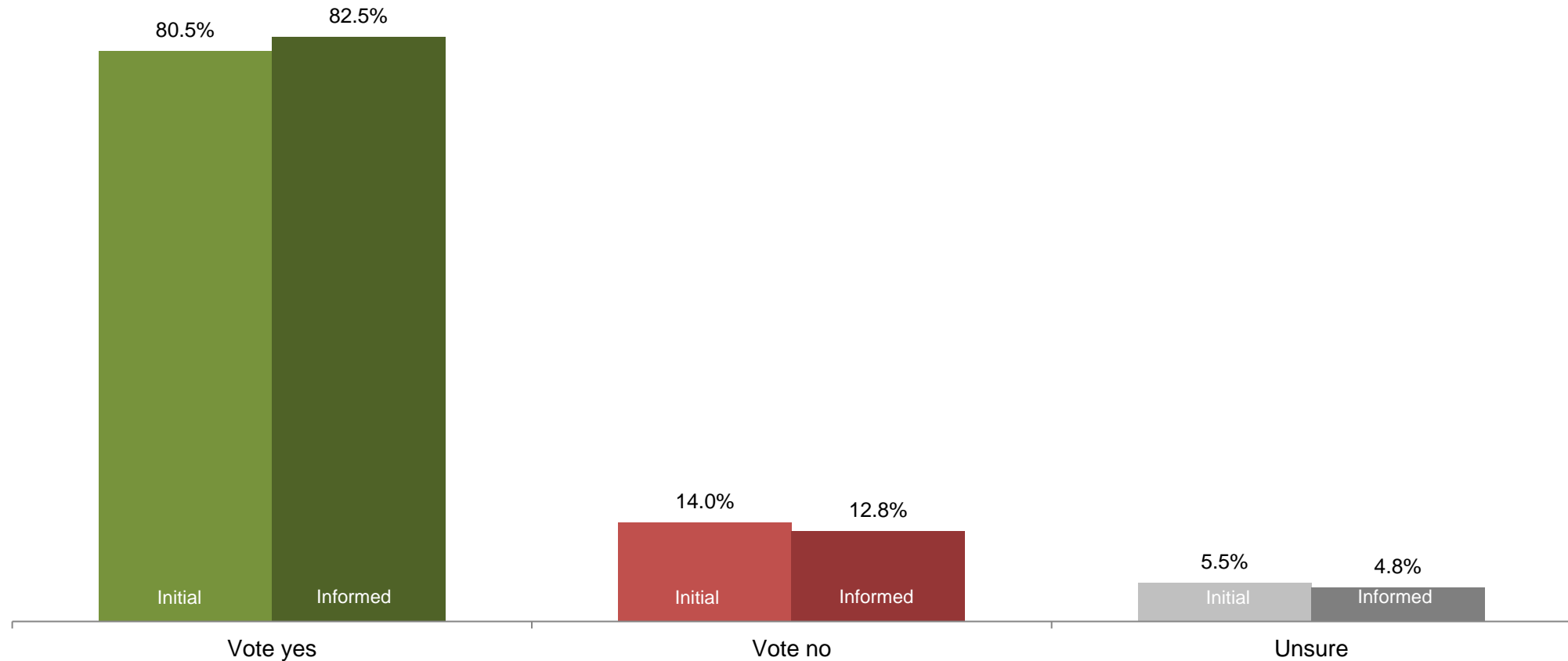
Unique environmental areas such as wetlands is the type of acquired land with the highest intensity

Question 29-33: Here is a list of ways Ottawa County could expand its park system by acquiring land in the region. For each situation, please indicate if you would agree or disagree with Ottawa County acquiring that type of land.



Informed vote: 83% vote yes to renew the dedicated Parks and Recreation millage

Question 34: Knowing what you know now, if Ottawa County placed a renewal of the 1/3 of a mill on a future election ballot, which amounts to \$25 per year for a house valued at \$150,000 with a taxable value of \$75,000, and the election were being held today, would you vote yes to renew the dedicated Parks and Recreation millage, or would you vote no to oppose it?

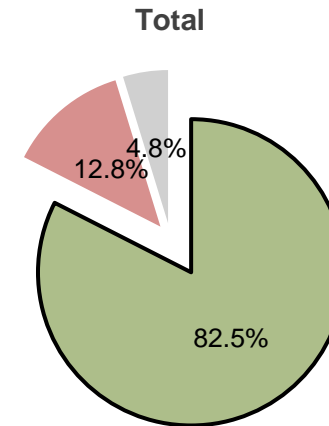
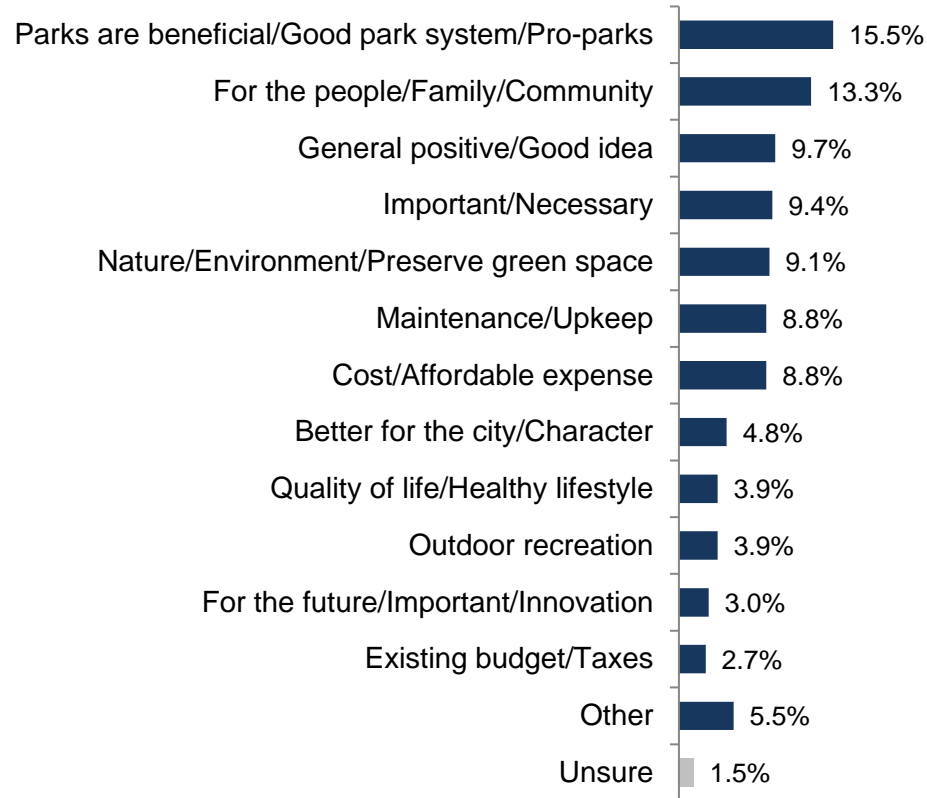


Parks are beneficial/Good park system/Pro-parks were the top reasons for voting yes on the millage renewal

Question 35: Why would you vote yes to renew the dedicated Parks and Recreation millage?

[OPEN-ENDED RESPONSE]

[IF ANSWERED 'VOTE YES' TO Q34]

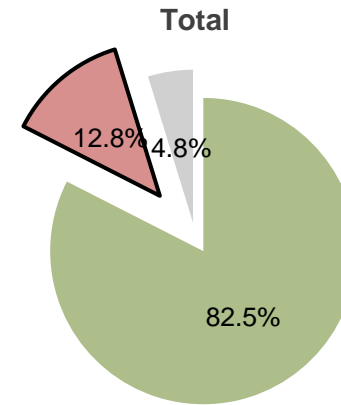
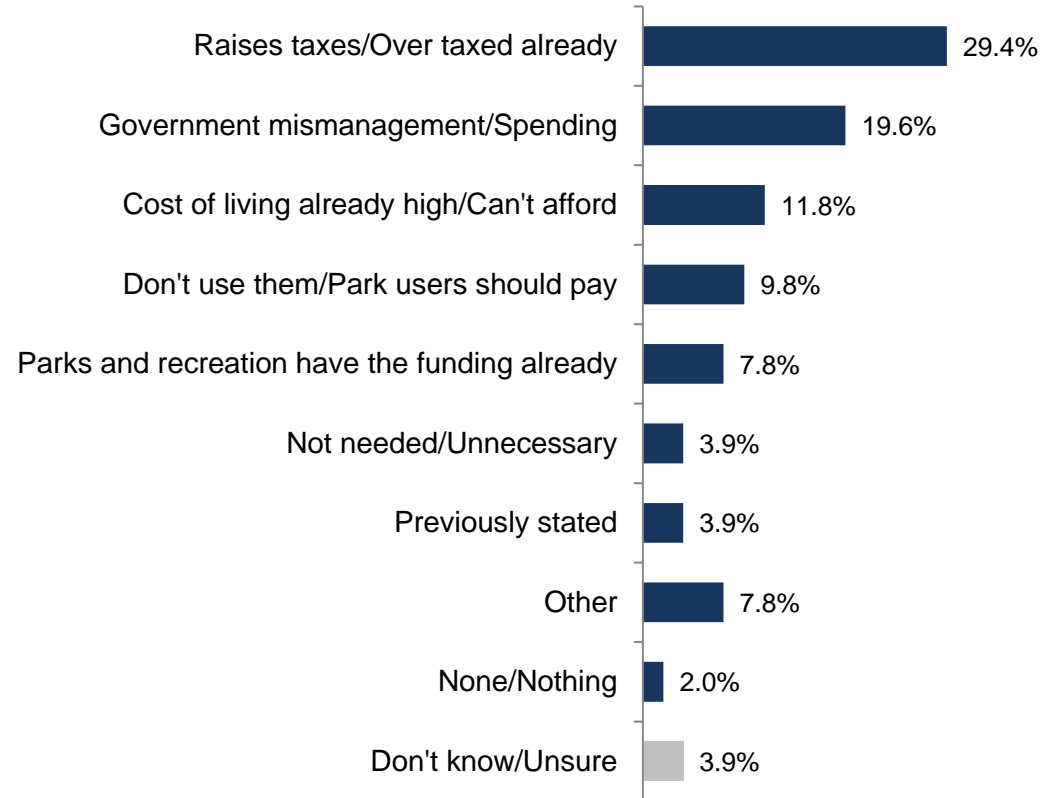


Raises taxes/over-taxed already were the top reasons for voting no on the millage renewal

Question 36: Why would you vote no to renew the dedicated Parks and Recreation millage?

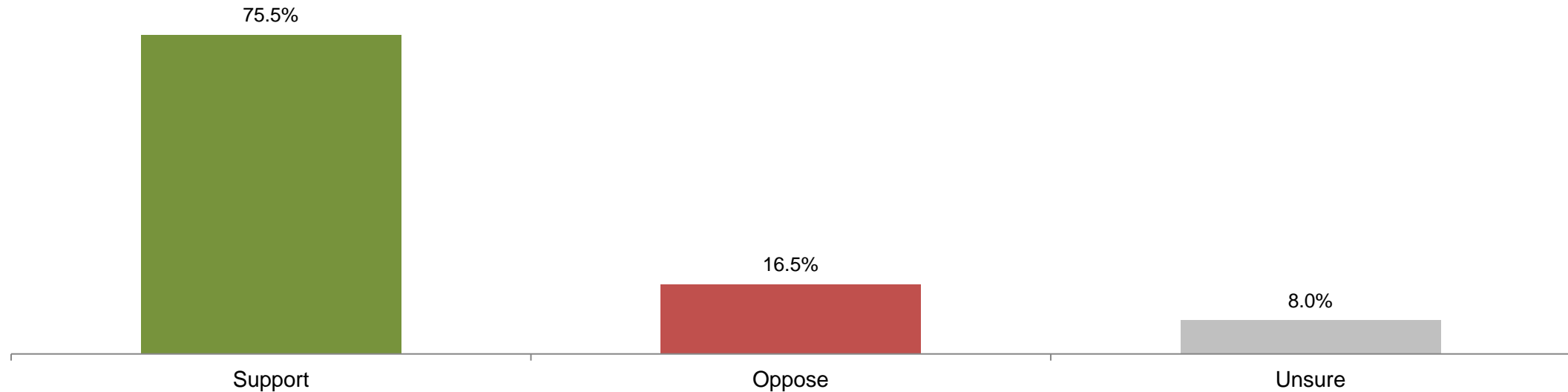
[OPEN-ENDED RESPONSE]

[IF ANSWERED 'VOTE NO' TO Q34]



76% support an increased millage that would focus on the protection and management of the County's most sensitive natural resources

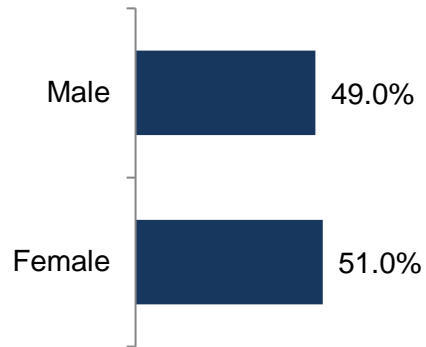
Question 37: Knowing what you know now, would you support or oppose an increased millage that would focus on the protection and management of the County's most sensitive natural resources, expanded outdoor education, and development of new natural resources-based recreation facilities and trails?



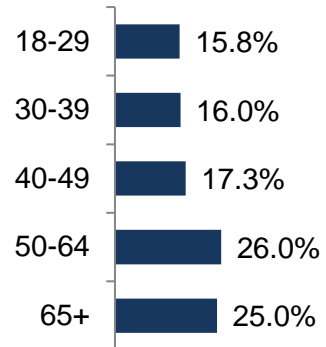
Demographics

Respondent demographics by gender, age group, ethnicity, party preference, home type, children in home, household size, and years of residency

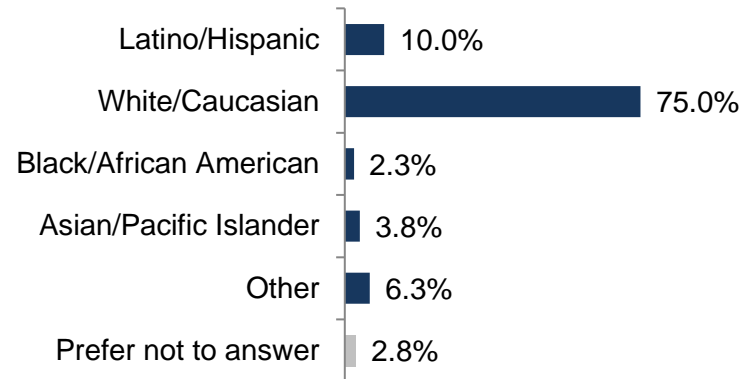
Gender



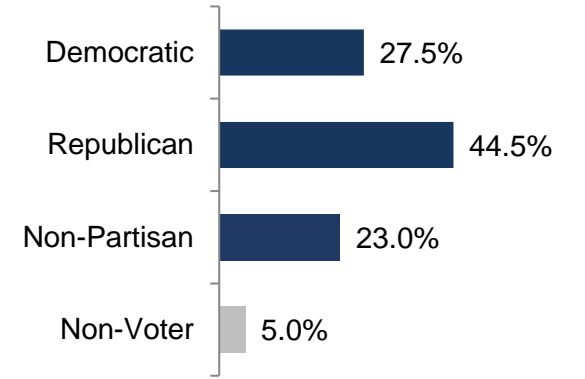
Age Group



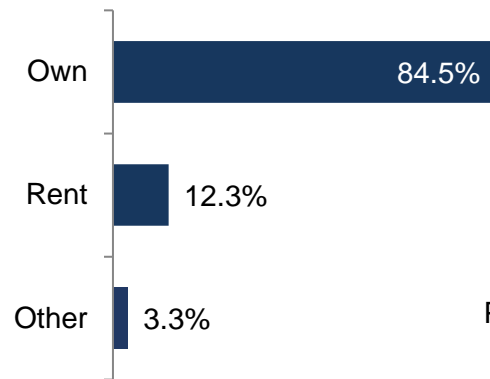
Ethnicity



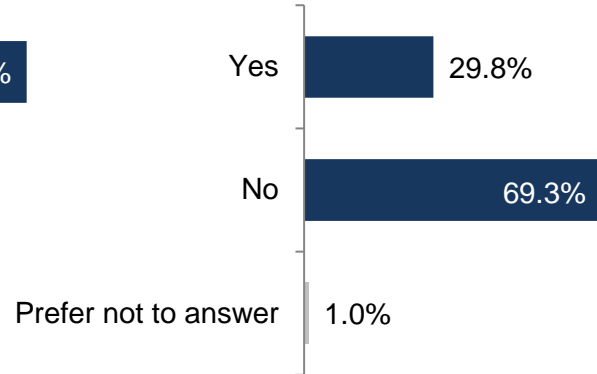
Party Preference



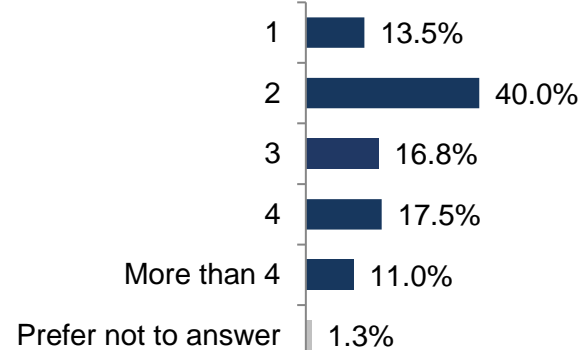
Home Type



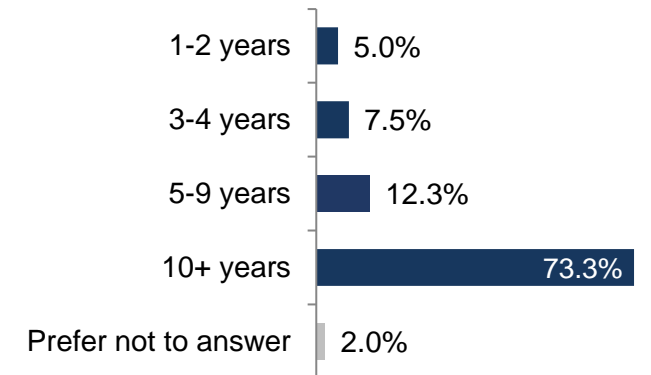
Children in Home



Household Size

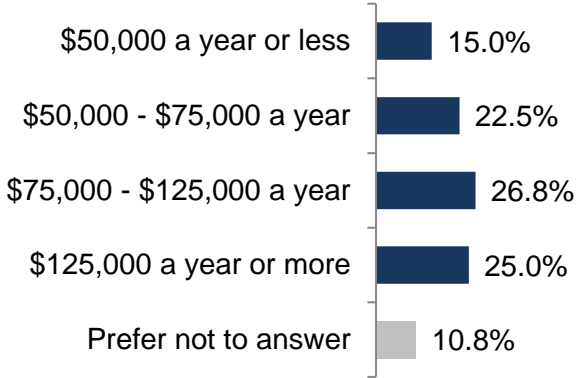


Years of Residency

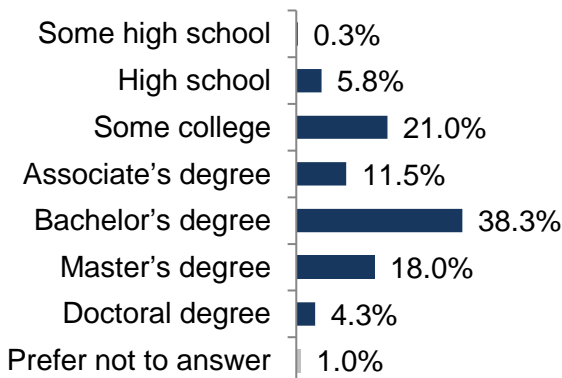


Respondent demographics by household income, education level, municipality, Michigan Hunting/Fishing license holder, and County Commissioner District

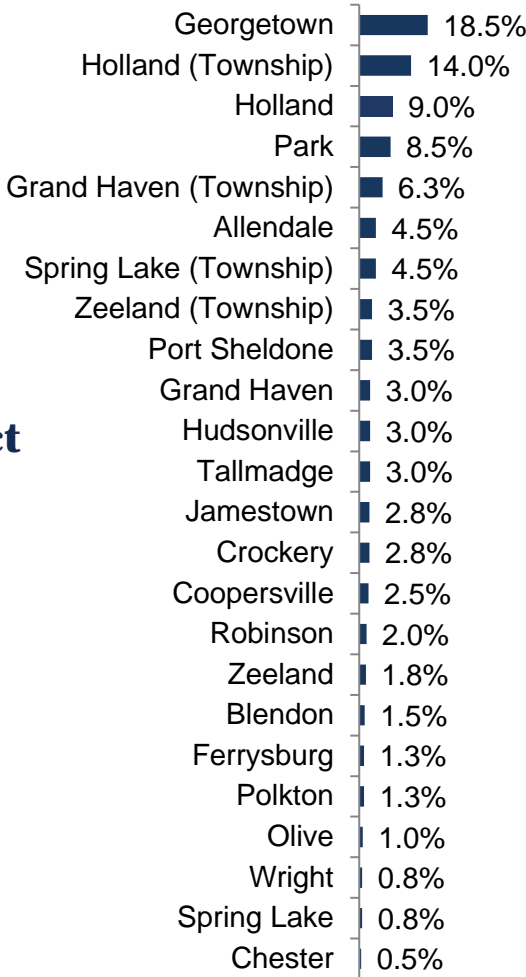
Household Income



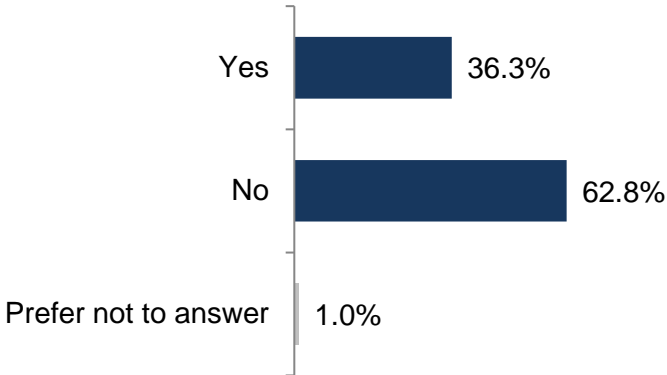
Education Level



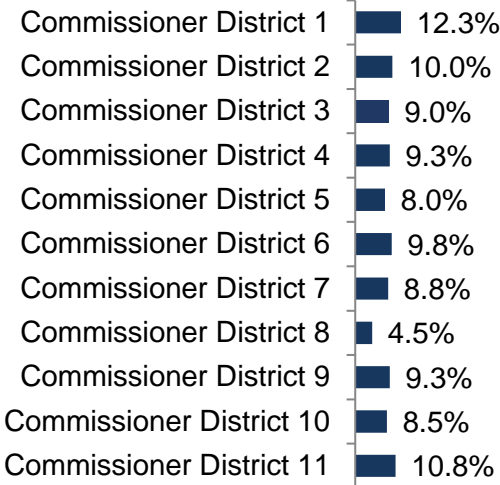
Municipality



Hunting/Fishing License Holder



County Commissioner District



Questions?

Adam Probolsky, President

O: 949-855-6400 | M: 949-697-6726

E: adamp@probolskyresearch.com

Michael McLaughlin, Research Director

O: 202-559-0270



Opinion Research on
Elections and Public Policy



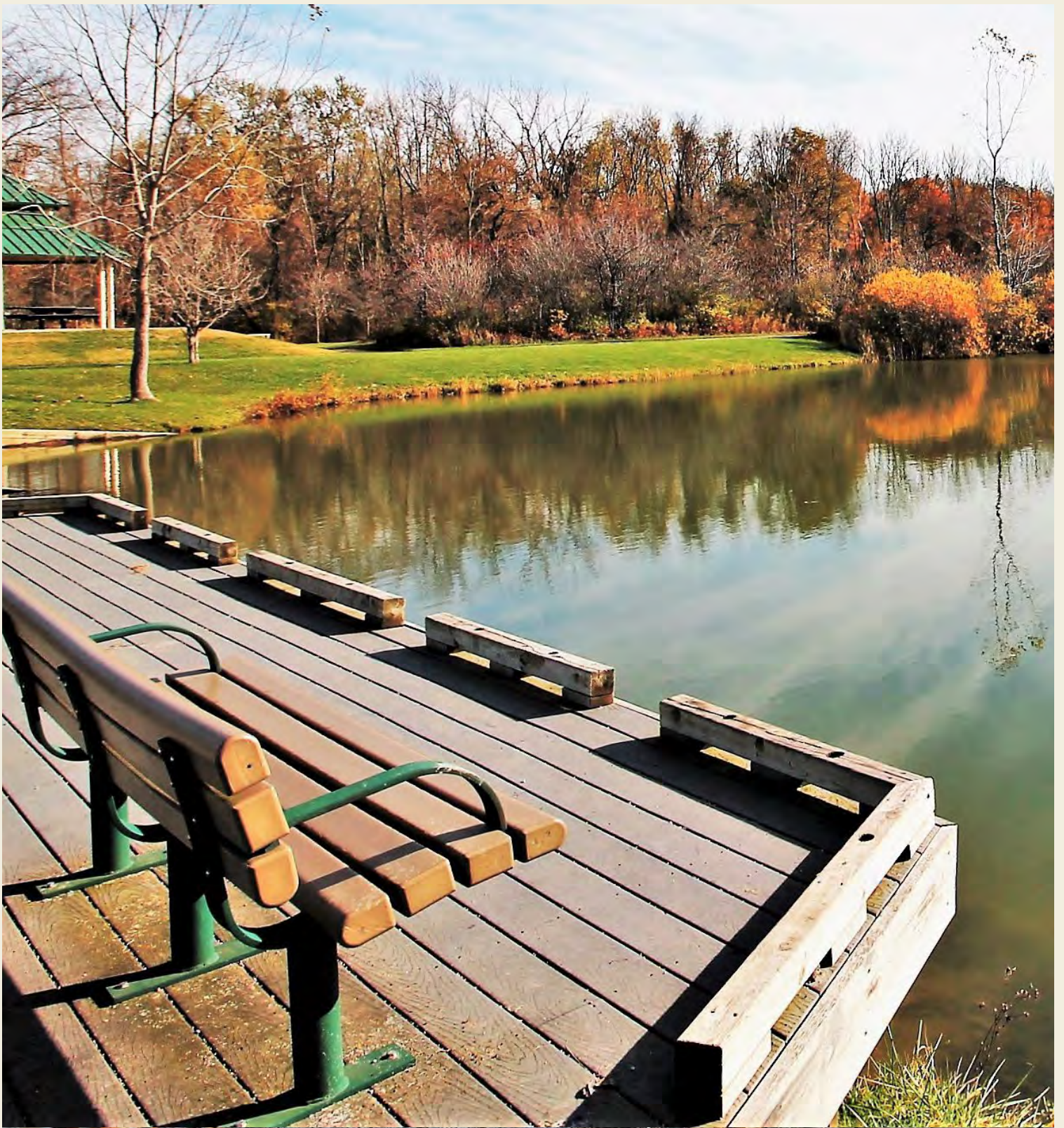
PROBOLSKY RESEARCH

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(949) 855-6400

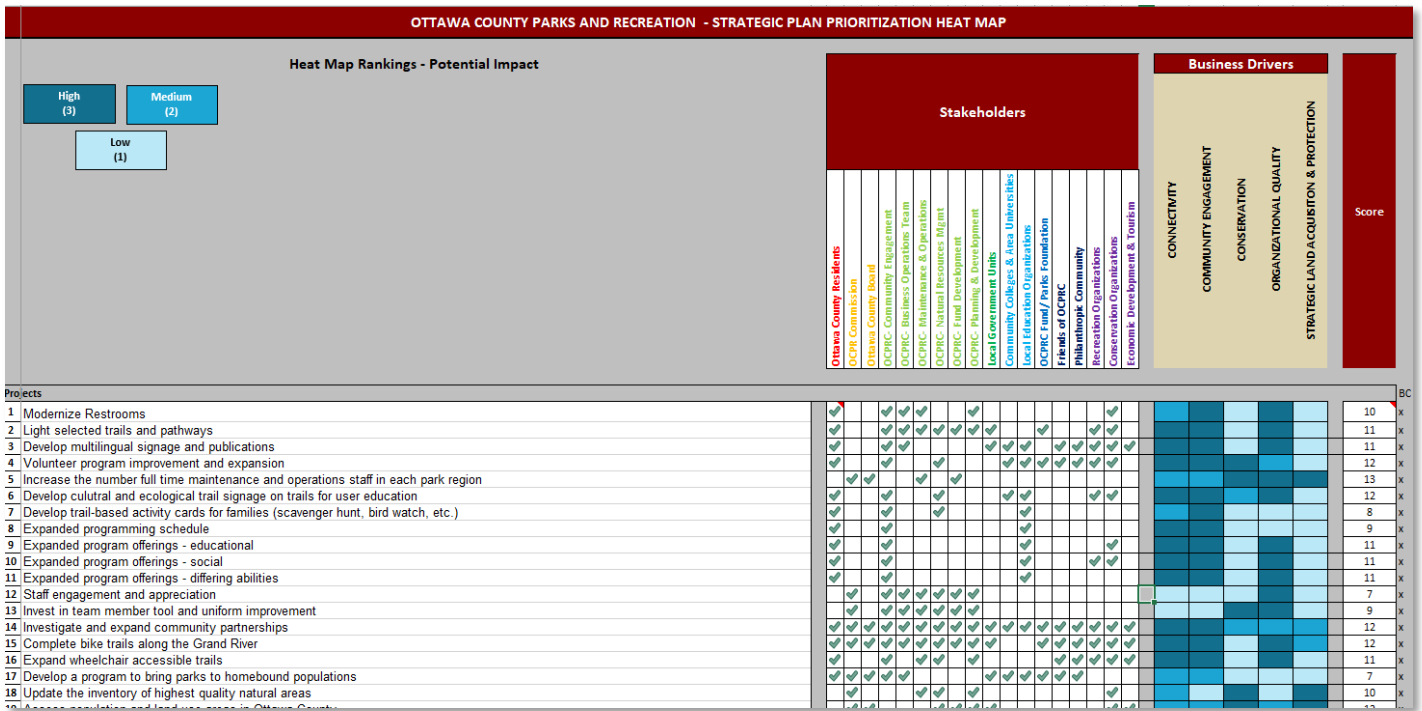


Appendix D: Strategy Lab Outputs

Heat Map

OCPRC staff and key stakeholders created a Heat Map by identifying various projects in alignment with the five strategic initiatives. As part of this process, projects were weighted on a three-point scale to determine their strong (3), medium (2), or low (1) impact on Connectivity, Community Engagement, Conservation, Organizational Quality, and Strategic Land Acquisition & Protection.

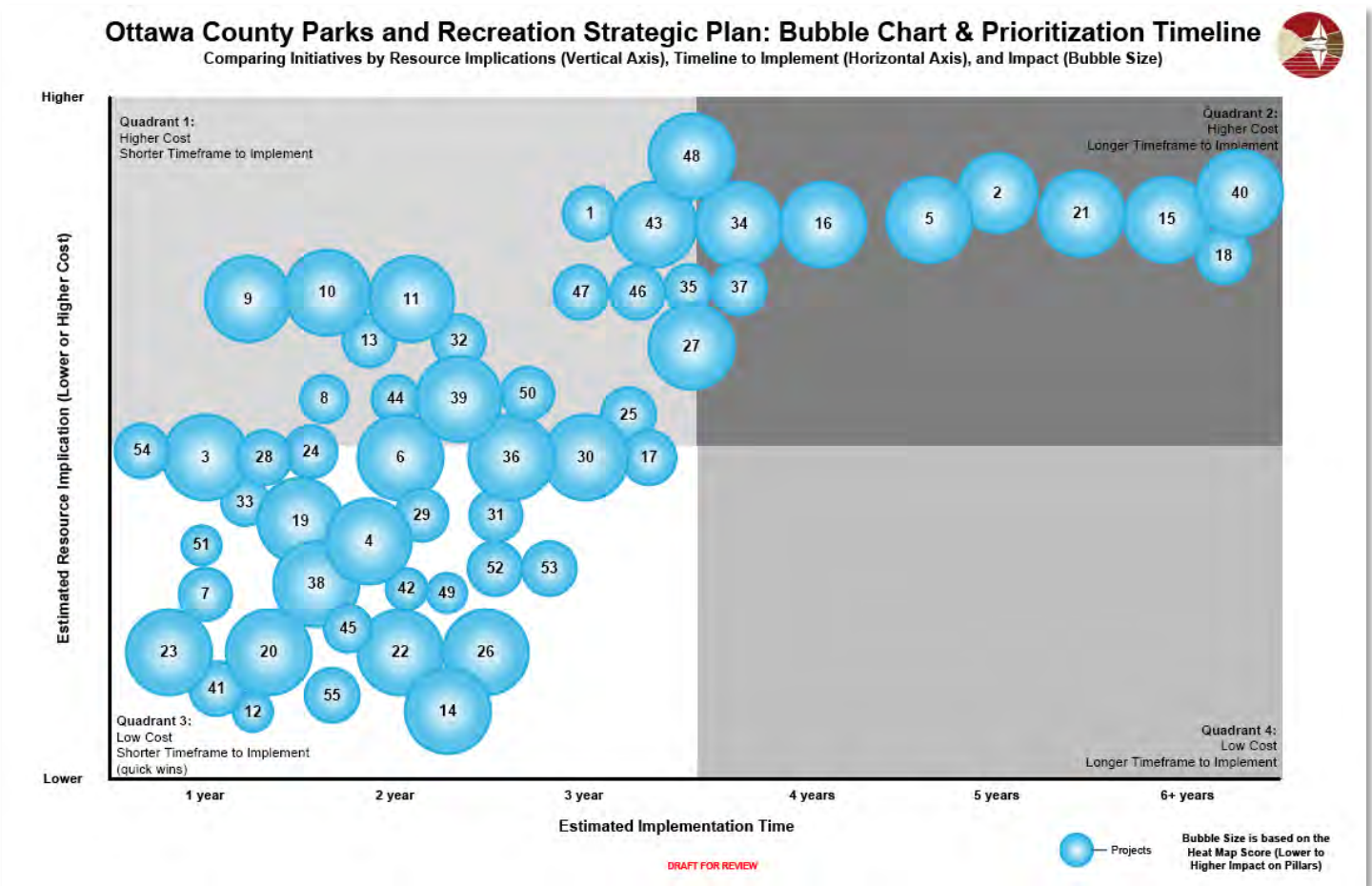
Throughout plan implementation and long after, when the Strategic Plan is in effect, OCPRC can leverage the Heat Map as a tool for decision making developed during the planning process.



This image does not display all the projects identified.

Bubble Chart

Bubble Charts are an implementation tool used to visualize project impact, cost, and time to implement for easy decision making. They help identify the quick wins and long-term investments. These charts plot projects based on Heat Map impact scores. These tools will continue to verify project alignment – even as new projects are added – with the strategic initiatives and the Commission’s overall purpose, for the long-term success and growth of the Ottawa County Parks system.



Priority Recommendations

The strategic planning process identified over 50 projects.

OCPRC can leverage the Heat Map and Bubble Chart to prioritize project implementation based on their impact score, cost, and timeline. The table below identifies the 10 highest priority projects recommended based on the strongest overall impact on each of the 5 strategic initiatives.

ID	Project	Cost	Timeline
4	Volunteer program improvement and expansion	Lower	Shorter
6	Develop cultural and ecological trail signage on trails for user education	Medium	Shorter
14	Investigate and expand community partnerships	Lower	Shorter
15	Complete bike trails along the Grand River	Higher	Longer
19	Assess population and land use areas in Ottawa County	Medium	Shorter
21	Reestablish land acquisition funds	Higher	Longer
23	Complete Park Management Plan for each park and establish maintenance schedule for plans	Lower	Shorter
26	Establish a quality assessment metric to drive restoration decisions	Lower	Shorter
30	Map and categorize all parks, developing an interactive map for potential park users	Medium	Shorter
40	Create a trail system that connects all Ottawa County parks and County trail systems	Higher	Longer
48	Complete the Macatawa River Greenway trail project	Higher	Longer

Note, an in-depth financial and implementation analysis was not conducted.

Example Projects

OCPRC and stakeholder engagement efforts identified over 50 projects during the planning process. Projects were categorized under one of the strategic initiatives based on its long-term impact according to the implementation heat mapping tool.

Recommended Project	Related Initiative
Increase and add lighting to selected trails and pathways	Connectivity
Develop native and culture signage on trails	Connectivity
Develop trail-based activity cards for families (scavenger hunt, bird watch, etc.)	Connectivity
Complete bike trails along the Grand River	Connectivity
Expand wheelchair accessible trails	Connectivity
Develop a program to bring parks to homebound populations	Connectivity
Map and categorize all parks, developing an interactive map for potential park users	Connectivity
Complete the Idema Explorers Trail	Connectivity
Develop a strategy for curating park user experiences	Connectivity
Develop experience nodes for all greenways, using Grand River Greenway as a map	Connectivity
Create a trail system that connects all Ottawa County parks and County trail systems	Connectivity
Complete the Macatawa River Greenway trail project	Connectivity
Volunteer program improvement and expansion	Community Engagement
Expanded programming schedule	Community Engagement
Expanded program offerings – educational, social, accessibility	Community Engagement
Investigate and expand community partnerships	Community Engagement
Develop a strategy and public relations/marketing plan to increase brand recognition	Community Engagement
Create a user feedback strategy	Community Engagement
Provide opportunities for outdoor education to all Ottawa County students	Community Engagement
Create engagement outposts and ambassador programs	Community Engagement
Identify community groups and research their needs to determine service opportunities	Community Engagement

Example Projects

Continued

Recommended Project	Related Initiative
Create teacher networking opportunities	Community Engagement
Research feasibility and execution of 24-hour experiences	Community Engagement
Increase the number of interpretive and nature staff at the Nature Center	Community Engagement
Partner with the local tourism office to increase annual visitation to County parks	Community Engagement
Create partnerships with local businesses through sponsorship of events, tournaments, recreational venues, etc.	Community Engagement
Develop a suggested itinerary for visitors of Ottawa County	Community Engagement
Communicate with local partners to align conservation goals in their Master Plans	Conservation
Develop natural resources management staffing plan	Conservation
Increase the number of parks as "effectively invasive free"	Conservation
Establish a quality assessment metric to drive restoration decisions	Conservation
Develop an adaptive management strategy	Conservation
Identify and categorize all park department assets	Conservation
Complete the Grand River Greenway restoration projects	Conservation
Complete the Paw Paw Park restoration projects	Conservation
Initiate advocacy strategy for improved water-quality levels for all regional waterways and water bodies	Conservation
Create engagement outposts and ambassador programs	Conservation
Identify community groups and research their needs to determine service opportunities	Conservation
Communicate with local partners to align conservation goals in their Master Plans	Conservation
Develop natural resources management staffing plan	Conservation

Example Projects

Continued

Recommended Project	Related Initiative
Modernize Restrooms	Organizational Quality
Increase the number of full-time maintenance staff	Organizational Quality
Staff engagement and appreciation	Organizational Quality
Invest in team member tool and uniform improvement	Organizational Quality
Complete Park Management Plan for each park and establish maintenance schedule for plans	Organizational Quality
Establish a long-term budget for staff and professional resources to achieve management plan goals	Organizational Quality
Develop more educational facilities and spaces within parks	Organizational Quality
Develop and implement a training for programming staff	Organizational Quality
Increase the number full time maintenance and operations staff in each park region	Organizational Quality
Develop a strategy- including goals, metrics, and evaluation methodology- for identifying revenue generating opportunities within parks	Organizational Quality
Identify opportunities for increased investment in camping facilities	Organizational Quality
Update the inventory of highest quality natural areas	Strategic Land Acquisition and Protection
Assess population and land use areas in Ottawa County	Strategic Land Acquisition and Protection
Reestablish land acquisition funds	Strategic Land Acquisition and Protection
Develop a policy and strategy for conservation easements	Strategic Land Acquisition and Protection
Update the inventory of highest quality natural areas	Strategic Land Acquisition and Protection
Assess population and land use areas in Ottawa County	Strategic Land Acquisition and Protection
Reestablish land acquisition funds	Strategic Land Acquisition and Protection



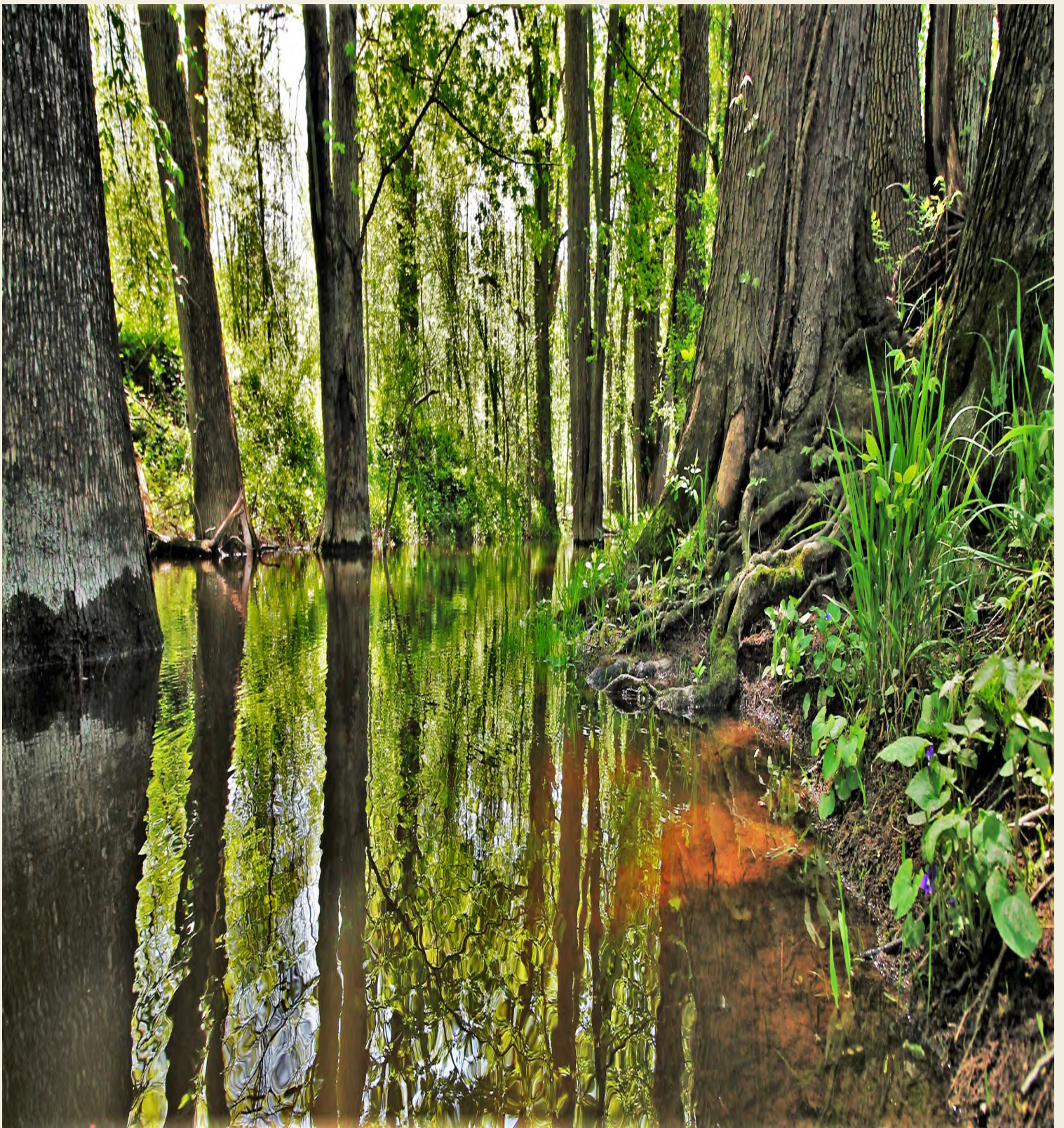
Appendix E: Mission Statement History and Evolution

Mission Statement History and Evolution

OCPRC – discuss if this should be included. We believe it may not add value.

OCPRC’s mission statement has evolved over the years in alignment with the parks’ system organizational growth and land expansion.

Year	Document	Mission
1989	Parks, Recreation & Open Space Plan	The 1989 Plan included a five-part mission which is not easily comparable to subsequent mission statements.
1995	Parks, Recreation & Open Space Plan	To provide residents and visitors to Ottawa County with the highest quality leisure opportunities and promote high standards for environmental quality and land-use planning through a resource-based system of parks, open spaces lands, programs and other services
2000	Parks, Recreation & Open Space Plan	To provide residents and visitors to Ottawa County with the highest quality leisure opportunities and promote high standards for environmental quality and land-use planning through a resource-based system of parks, open spaces lands, programs and other services
2006	Parks, Recreation & Open Space Plan	To provide residents and visitors to Ottawa County with the highest quality leisure opportunities and promote high standards for environmental quality and land-use planning through a resource-based system of parks, open spaces lands, programs and other services
2010	Parks Commission Action	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.
2011	Parks, Recreation & Open Space Plan	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.
2016	Parks, Recreation & Open Space Plan	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.
2021	Parks, Recreation & Open Space Plan	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.
2024	Ottawa County Parks and Recreation Commission Strategic Plan	To enhance well-being by stewarding a connected system of natural communities and promoting outdoor experiences.



Appendix F: Parks System Benchmarking and Comparison

Ottawa County Parks & Recreation Commission

Appendix F: Comparison with Other Parks Systems

Location	Population (2023 Census Estimates)	Acres (Most current available number)	Acres per 1,000 Residents (Minimum OCPRC Target = 20; National Average = 10.8)	Miles of Regional Trail Managed (where info was available)	Budget (According to Parks Plan or Annual Report)	Operational (According to Parks Plan or Annual Report)	FTEs (According to Parks Plan or Annual Report)	% of County Land that is Recreational	Total Recreational Acres	Non-Profit Support Agency	Most Recent Parks Plan (as found online)	Parks Millage Rates	Most Recent Millage Vote	Approval %	Millage Term	Notes
Eaton	108,820	826	7.6	2.6	\$621,451		5				2021	0.50	2022	53%		First millage
Genesee	401,522	11,754	29.3		\$17,498,244	\$8,084,828	32				2019	0.75	2022	67%	10-year	
Grand Rapids	196,608	1988	10.1	9.47	\$11,700,000		42				2022	1.25	2019	70%	Permanent	Increased by 0.25 mills
Ingham	284,637	1,200	4.2		\$3,443,851	\$2,629,766	14				2022	0.50	2020	74%	6-year	A key component of the Ingham parks millage is development of regional multi-use trails.
Huron-Clinton Metroparks	Multi-County	25,000	N/A	55	\$68,335,229	\$62,570,941	200			Yes	2023	0.21				Multi-county authority
Kalamazoo	262,215	1,362	5.2	22	\$1,647,700	\$1,129,300	8	8.0%	29,491		2016	None				Info from 2016 parks plan; more staff as part of expo center and county fair
Kent	661,354	7,798	11.8	43	\$7,565,204	\$7,565,204	26			Yes	2019	None				
Muskegon	176,563	854	4.8		\$854,000		2				2020	None				
Oakland	1,270,426	6,851	5.4		\$45,030,838	\$36,466,257				Yes	2023	0.35	2020	76%	10-year	
Ottawa	303,372	7,402	24.4	28	\$5,763,215	\$5,763,215	25				2021	0.33	2016	72%	10-year	
Saginaw	187,782	900	4.8	14	\$1,406,478	\$1,263,978	6			Yes	2019	0.30	2014	59%	10-year?	
St. Clair	159,874	1,121	7.0	12	\$5,454,600	\$2,894,600	15	4.9%	22,731		2022	0.4956	2022	73%	6-year	
Washtenaw	365,536	6,700	18.3	36	\$22,728,437	\$10,909,650	52	2.0%			2020	0.5	2018	74%	10-year	Two 0.25 millages - capital and operations. Works with Huron Waterloo Pathways Initiative for fundraising for Border to Border Trail. Created special stewardship fund as part of this program: https://www.washtenaw.org/939/Natural-Areas-Preservation-Program . Washtenaw County Parks also manages agricultural preservation easements.

Other Notable Millages	Parks Millage Rates	Most Recent Millage Vote	Approval %	Millage Term	Notes
Ingham County Farmland and Open Space Preservation	0.14	2018	72.01%	10-year	Funding to preserve and protect farmland and other open space lands, including waterways, wildlife habitat, wetlands and other natural lands.
Washtenaw County Roads and Trails	0.5	2020	77%	4-year	20% of Road Commission millage for pathways, managed by Washtenaw County Parks

Ottawa County Parks and Recreation Commission
Observations and Recommendations for Appendix F

Background: To help inform the Strategic Plan process and implementation, OCPRC staff gathered information on similar large city, county, and regional park systems to help compare the OCPRC with systems in the rest of Michigan in terms of acreage, budget, trails, and funding support. The following is provided as observations and recommendations for consideration in light of the information gathered.

- Observations:
 - Benchmarking.
 - The OCPRC has adopted the following guidelines for its parks and open spaces goals (from the 2021 Parks, Recreation, and Open Space Plan):

“After considering survey results and other factors involved in evaluating park and open space needs in Ottawa County, the OCPRC has adopted a guideline of a minimum of 86 acres per 766 population for county park and open space lands. In developing the guideline, the OCPRC has taken into consideration the strong public interest in preservation of natural lands and open space, the overall need for parklands and facilities to meet identified activity needs, and the importance of tourism in Ottawa County and the added demand this places upon parklands”

The OCPRC now exceeds this minimum guideline, as Appendix H shows, with 24.4 acres per 1,000 residents.
 - The Strategic Plan surveys (Appendix A and C), Community Benefits Survey (Appendix B), and mobility data (Appendix G) further confirm the rationale stated above that this guideline should be considered a minimum guideline. In summary:
 - Support for additional land preservation appears to be considerable.
 - The Community Benefits Survey confirmed the significant economic benefits of the park system, including for tourism.
 - The pandemic surge greatly increased demand on parks usage.
 - Considering that nearly 48% of visits come from outside of Ottawa County, using Ottawa County population as the sole basis for the guideline is limited.
 - Comparisons to the size of other parks systems in Appendix H further show the limits of the acreage guidelines as a benchmark:
 - Sizes of large park systems vary greatly in acreage managed, amenities, and staffing.
 - In this analysis, Genesee County has the highest amount of land managed per 1,000 residents at 29.3.
 - Several large and popular parks systems maintain high acreage levels despite declining census estimates.
 - The size of the parks system by acreage is only part of the story – the amenities, services, and programs offered should be considered as a benchmark as well.

- While Oakland County Parks manages far fewer acres per 1,000 residents than the OCPRC (5.4 per 1,000 residents versus 24.4 per 1,000 residents), it has a much larger operational budget than any other county parks agency. This indicates that instead of providing land, Oakland County Parks provides more amenities, services, and programming. Still, it is important to note that on a per resident basis, Oakland County spends more in parks operations per resident than the OCPRC - \$28.70 per resident versus \$18.99.
 - Developing, managing, and/or funding regional trails are a critical aspect of many large city, county, and regional parks agencies.
- Millages:
 - Recent votes indicate that parks millages are popular, especially on renewal votes, with 7 out of 9 agencies in this analysis exceeding 65% percent approval in their most recent millage votes.
 - Washtenaw County is seeking an early renewal that will go to vote in August 2024. A renewal on a related road and trails millage is included in the same election. The Appendix H spreadsheet should be updated at that time for future reference.
 - Millage rates vary widely by agency.
 - Millage terms vary widely as well.
 - Some counties have paired parks millages with special millages that complement the parks millages with regional multi-use trail construction and/or land preservation.
- Preliminary Recommendations:
 - Benchmarking:
 - It could be valuable for the OCPRC to develop a holistic benchmarking approach in light of the Strategic Plan mission, vision, values, and initiatives.
 - The OCPRC should consider sharing this information with the agencies highlighted so that they could collaborate to ensure accuracy across the state.
 - The OCPRC Parks and Open Space guidelines should be reviewed to as part of the 2026 Parks, Recreation, and Open Space Plan update in light of the Strategic Plan and the data gathered:

The unique ecosystems and amenities that Ottawa County offers are a draw for non-residents - mobility data shows that over 48% of users come from outside of Ottawa County, the OCPRC should consider how this usage impacts demand for parks and open space in Ottawa County. Usage by Kent County is especially important as it represents 1/5th of visits in FY 2023 and population continues to increase in Kent County. This indicates that the OCPRC acreage goal should be higher than previously contemplated.
 - As part of the 2026 Parks, Recreation, and Open Space Plan update and a possible update of the 2002 Ottawa County Non-Motorized Pathway Plan, a regional multi-

use trails guideline should be considered (similar to the Parks and Open Space guideline).

- Millage:
 - The OCPRC should further review millage levies and strategies of other parks system to determine the best approach for the 2026 renewal.
 - The information in Appendix H supports the data in the Scientific Survey showing that a millage renewal and increase may be well supported.
 - Further tracking of parks millages for other systems is recommended.
 - After the August 2024 election in Washtenaw County, OCPRC staff should connect with Washtenaw parks staff to learn more about their system and millage lessons learned.



Appendix G: Placer.ai Data Analysis and Summary Statistics



Appendix H: Capital Investment Analysis

Action Request

Electronic Submission – Request # 375



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 7/24/2024

Vendor/3rd Party: PARKS FOUNDATION

Requesting Department: PARKS AND RECREATION

Submitted By: JASON BOERGER

Agenda Item: BUDGET ADJUSTMENT

Suggested Motion:

To increase the FY24 budget: Parks Operations Center, Onetime Operating Expense, 20834502-739100, by \$10,500 from the unencumbered fund balance for commemorative/memorial benches.

Summary of Request:

We partner with the Ottawa County Parks Foundation on the Commemorative/Memorial Bench program. We have two bench options, in-ground or flush-mound benches. The type of bench is dependent on the location the bench will be placed in a park. This fiscal year, we have installed 9 benches depleting our inventory and we have 2 additional orders for benches that we do not have in stock. This budget adjustment will allow staff to order and install the benches in a timely manner.

Financial Information:

Total Cost: \$10,500.00

Parks Fund Cost: \$10,500.00

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 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: 07/09/2024

Action Request

Electronic Submission – Request # 377



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 7/24/2024

Vendor/3rd Party: BUDGET

Requesting Department: PARKS AND RECREATION

Submitted By: SHAMBLIN

Agenda Item: 2025 PROPOSED BUDGET

Suggested Motion:

To approve the proposed 2025 budget as presented.

Summary of Request:

Included is the proposed 2025 operating, CIP, and CMP budgets prepared by the Parks Management Team in conjunction with the County's Fiscal Services Department. The Parks Finance Committee has been meeting to review and analyse the budget over the last several months and has consented with moving the proposed budget to the Parks Commission for review and approval. If approved, it will be incorporated into the County's budget that will be reviewed and approved by the Board of Commissioners.

Financial Information:

Total Cost: \$7,308,898.00

Parks Fund Cost: \$7,308,898.00

Included in Budget: Yes

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: 07/09/2024



Ottawa County Parks and Recreation Commission

Date: July 24, 2024

Parks FY25 Budget Highlights

1. Overview
2. Operations Highlights
3. Notes Regarding Fund Balance
4. Capital (CP & CPM) Highlights

1. Overview

- a. Ottawa County introduced new Fiscal budgeting software for FY25 budget season named OpenGov. Parks compiled capital and operations budget figures in OpenGov, but all the financial reporting you have in this packet was manually created from exported data. As with some new software implementation, the process wasn't as smooth as we worked through an abbreviated implementation schedule. Fiscal is planning to improve on this process & reporting for the next budget season.
- b. Heads up, Fiscal is implementing a new reporting software for fiscal year end 2024.
- c. Spring 2024, Parks completed the migration to a new software for program and facility management named RecTrac by Vermont Systems. With the recommended implementation schedule from the vendor, there were far *fewer* hiccups from a fiscal viewpoint.

2. Operations Highlights

- a. Ottawa Sands is expected to be operational for the full year in FY25, as opposed to projected 3 months of FY24. This accounts for an increase of \$480,371 in reservation income and \$190,965 increase in expenditures in FY25 over original budget in FY24.
- b. Interest on Investments is budgeted at an increase in revenue of \$175,611 over FY24 original budget. The most significant factor contributing to this increase were the deposits to the Parks Capital Projects fund for Ottawa Sands, the Middle Mac, and the Idema Explorers Trail totaling \$6,306,000. These Capital Project Balances and Operations Fund balance will continue to earn interest at the rate Ottawa County Treasury determines until funds are fully expended.
- c. While the new Fiscal Chart of Accounts (COA) was implemented in July of 2023, Parks was able to roll out an organizational structure within the COA that matches the management structure in January of 2024. This has resulted in both revenues and expenditures moving between cost centers in the FY25 budget to align with the park management.
- d. Salaries:
 - i. Ottawa County adjusted wages in January of 2024 with a COLA of 6%. This affects the base wages of Park's full-time employees by approximately \$168,000 in FY25.



Ottawa County Parks and Recreation Commission

- ii. Seasonal wage adjustments total \$171,133.
- e. Contracted Services:
 - i. An overall decrease in Contracted services from FY24 to FY25 due to one-time contracts budgeted in FY24 for (1) Strategic Plan, (2) Parks Greenway Community Benefit Assessment Study and (3) Scientific citizen survey at a combined \$240,000.
 - ii. All other contracted services individually increased incrementally compared to FY24, for a total impact of \$30,000. Some operations contracts will be renegotiated Fall of 2025.
- f. Equipment Pool:
 - i. Based upon the attached detailed listing (o) on the agenda, the County equipment pool will purchase \$161,200 in equipment & vehicles for Parks.
 - ii. Park's related FY25 annual payment for that equipment and vehicles is \$16,885 (actuals will be based upon date of acquisition in FY25).
- g. Transfers Out:
 - i. The Marina Bonds were acquired in July of 2020. The first payment was completed in 2021. FY25 will include the fifth payment on the 20-year Marina Bonds. After eight years (2028), the bonds can be paid off early which would avoid the remaining interest.
 - ii. Park's contribution to capital projects for FY25 increased over \$750,000 from FY24 to FY25 due to planned capital expenditures per detailed capital project listing in agenda item (m) attached.

3. Notes Regarding Fund Balance

- a. Original Budgeted Fund Balance for end of FY23 was \$797,561: (Munis balance beginning of year estimated \$1,806,126 less expenditures of \$1,008,565 = \$797,561 fund balance end of year)
- b. The final, audited fund balance FY23 is \$2,291,710, exceeds the budgeted fund balance by \$1,494,149. This was due largely to a higher beginning fund balance from the end of FY22.
- c. Approximately \$800,000 of the unappropriated fund balance is anticipated to be needed to offset the increased cost of the Bend Area Acquisition. The acquisition is anticipated to be completed in the upcoming months, at which time we will appropriate the necessary funds.
- d. Dog Park Revenue withheld totals \$24,824. These funds are generated by the Dog Park washing stations and are withheld to support future maintenance or upgrades at the dog park. In 2025, there is a new capital maintenance project for \$20,000 in Grand Ravines Dog Park Turf Improvements.



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- e. Ottawa Beach Marina net funds withheld total \$148,490. These net funds (generated by the Marina above the annual operating costs) will be withheld to support future maintenance or upgrades. While there was an overall increase in Marina profit of \$20,512 for FY23, Parks spent \$10,650 on Personal Watercraft Docks, reducing the overall assigned fund balance.

4. Capital (CP & CPM) Highlights

- a. The 2021 Parks, Recreation and Open Space Plan (21 Rec Plan) that was approved by the Parks Commission and Board of Commissioners lays the road map for Parks capital projects and land acquisition throughout the term of the plan, 2026.
- b. Per the 21 Rec Plan, the following projects were scheduled for 2025 but have been moved to 2026:
 - i. IET – Bass River Central
 - ii. IET – Allendale Segment
 - iii. Macatawa Greenway Trail
- c. Per the 21 Rec Plan, the following projects were scheduled for 2025 but have been moved to 2027:
 - i. Bend Acquisition – Phase 4
 - ii. IET – Bend Segment – Phase 1
- d. Several existing projects are scheduled for closure (completed) and funds will be moved to projects designated on CIP/CPM project listing attached (agenda item m)
- e. Several new projects have been added to the proposed capital maintenance projects as listed on attached (agenda item m)
- f. Total Parks Contribution (transfer out of operations to capital) increased in FY25 due to the schedule of capital projects planned. Total contribution from Parks Operations is \$960,350 (as seen on page 5 of CIP/CPM capital project listing in agenda item m). This closely aligns with the 21 Rec Plan.



Ottawa County Parks and Recreation Commission

Date: July 24, 2024

Preliminary FY25 Budget Recommendations

1. 2025 New Personnel Requests
2. Equipment and Vehicle Requests

1. 2025 New Personnel Requests: FY2025 increase \$171,133

- a. Natural Resource Management:** Seasonal Staffing; 1,000 hours
This request is to return a previous position in order to complete the HWA project and other NRM projects. FY25 Impact \$19,240
- b. Ottawa Sands:** Seasonal Staffing. Not new positions, but FY24 contained budget for 3 months of operation at 65% occupancy. FY25 anticipating full year, FY25 Impact \$113,296
- c. North Operations:** Reclassify one Park Caretaker to a Maintenance Technician. FY25 Impact \$4,488.
- d. Community Engagement:** New Program Lead for Summer Camp. FY25 Impact \$24,031
- e. 4% COLA increase, plus mid-year FY24 wage impact:** FY25 impact \$10,078

2. Equipment and Vehicle Requests: FY2025 \$161,200

Fiscal requested a 50% cut in the original equipment and fleet requests from Parks through the County's equipment pool. The final requested list below totals \$161,200 and has been included in the County's equipment pool budget and Park's operations budget for FY25.

- a. (1) 61" Zero-Turn Lawn Mower: East Parks Region \$13,500**
Replacement for 5-year-old mower.
- b. (1) 61" Zero-Turn Lawn Mower: East Parks Region \$13,500**
Replacement for 8-year-old mower.
- c. 48" Stander Lawn Mower: East Parks Region \$9,200**
Replacement for 6-year-old mower.
- d. (1) Automatic Gate: \$40,000**
One gate for Grand River Park (East Parks Region). Gate was requested in FY24 and not approved to be added to the County Equipment Pool. Will eliminate the need for Seasonal position of Gate Keeper – approximately 600 hours per year.
- e. 1500 Quad Cab 4x4 V6: Replace truck #11 (2018 Ram) \$40,000**
- f. NEW for NRM Crew - 1500 Crew 4x4 V6: \$45,000**

COUNTY OF OTTAWA
208 - PARKS AND RECREATION FUND SUMMARY

	Actuals	Adopted Budget	Amended Budget	Recommended Budget	Adopted to Recommended
	FY2023	FY2024	FY2024	FY2025	Incr/(Decr)
41 Taxes	4,292,009	4,661,580	4,661,580	4,997,175	335,595
42 Licenses & Permits	-	-	-	-	-
43 Intergovernmental	278,216	270,713	270,713	205,000	(65,713)
44 Charges for Services	1,116,583	994,606	994,606	1,709,404	714,798
45 Fines & Forfeits	-	-	-	-	-
46 Interest	217,173	54,903	54,903	230,514	175,611
48 Other Revenue	132,707	149,925	415,641	134,612	(15,313)
47 Rent	5,800	5,800	5,800	5,800	-
50 Other Financing Sources	53,311	-	-	-	-
49 Transfers In	388,165	288,422	288,422	320,343	31,921
Total Revenues	6,483,965	6,425,949	6,691,665	7,602,848	1,176,899
51 Salaries	2,069,114	2,704,512	2,790,304	3,117,314	412,802
52 Benefits	925,738	1,050,069	1,030,944	1,121,198	71,129
53 Supplies	265,537	375,460	354,002	494,683	119,223
54 Contracted Services	218,978	602,843	560,125	391,826	(211,017)
55 Operating Expenses	231,776	314,002	314,867	287,120	(26,882)
56 Maintenance & Repair	103,730	108,195	105,385	114,240	6,045
57 Utilities	155,176	177,815	178,536	215,132	37,317
58 Insurance	78,691	87,636	87,636	98,961	11,325
59 Indirect Expenses	355,829	342,683	342,683	439,290	96,607
61 Capital Outlay	139,372	-	331,116	20,750	20,750
62 Debt Service	-	-	-	-	-
63 Transfers Out	2,417,793	255,939	257,198	1,008,384	752,445
Total Expenses	6,961,733	6,019,154	6,352,796	7,308,898	1,289,743
Revenues Over (Under) Expenses	(477,768)	406,794	338,868	293,951	(112,844)
Starting Fund Balance	2,769,478	2,291,710	2,291,710	2,630,578	
Projected Ending Balance	2,291,710	2,698,504	2,630,578	2,924,529	

PARK'S FUND SUMMARY CATEGORIES

REVENUES

TAXES	PROPERTY TAX REVENUE
INTERGOVERNMENTAL REVENUE	FEDERAL GRANTS, STATE GRANTS, LOCAL GOVERNMENTAL GRANTS
CHARGES FOR SERVICES	HUNTING, SALE OF GOODS, CONCESSIONS, MVP PERMITS, RESERVATIONS
INTEREST ON INVESTMENTS	INTEREST BASED ON OPERATIONS & CAPITAL CASH BALANCES
RENT	VICTORY FARMS LEASE
OTHER FINANCING	INSURANCE REIMBURSEMENTS
OTHER REVENUE	IN KIND SERVICES, PRIVATE CONTRIBUTIONS & DONATIONS, OTHER REIMBURSEMENTS
OPERATING TRANSFERS IN	TRANSFER FROM GENERAL FUND

EXPENDITURES

SALARIES & WAGES	SALARIES, OT, HOLIDAY, VACATION
BENEFITS	FICA, INSURANCE, UNEMPLOYMENT, RETIREMENT, STIPENDS
SUPPLIES	OFFICE SUPPLIES, GROUNDS & MAINTENANCE SUPPLIES, PROGRAM SUPPLIES, ONE TIME OPERATING SUPPLIES
CONTRACTED SERVICES	LEGAL, SEPTIC, SNOWPLOW, LANDSCAPING & ALL OTHER CONTRACTS
OPERATING EXPENSES	TRAVEL, MILEAGE, VEHICLE FUEL, ADVERTISING
MAINTENANCE & REPAIR	VEHICLE, EQUIPMENT, BUILDING & GROUNDS MAINT & REPAIR
UTILITIES	TELEPHONE, ELECTRIC, WATER, GAS, PROPANE, TRASH, INTERNET
INSURANCE	NON-VEHICLE INSURANCE
INDIRECT EXPENSE	ALLOCATED ADMIN & IT CHARGES
CAPITAL OUTLAY	CAPITAL - NOT PART OF A CAPITAL PROJECT
OPERATING TRANSFERS OUT	TRANSFERS TO CAPITAL FUND & DEBT SERVICE PAYMENTS (MARINA BOND)

ORG (All)		
Fund 208 - Parks & Recreation Fund Summary		
		Recommended Budget
Row Labels	CHAR DESC.	FY2025
41	Taxes	\$4,997,175
43	Intergovernmental	\$205,000
44	Charges for Services	\$1,709,404
46	Interest	\$230,513
47	Rent	\$5,800
48	Other Revenue	\$134,612
49	Transfers In	\$320,343
50	Other Financing Sources	\$0
51	Salaries	\$3,117,314
52	Benefits	\$1,121,198
53	Supplies	\$494,683
54	Contracted Services	\$391,826
55	Operating Expenses	\$287,120
56	Maintenance & Repair	\$114,240
57	Utilities	\$215,132
58	Insurance	\$98,961
59	Indirect Expense	\$439,290
61	Capital Outlay	\$20,750
63	Transfers Out	\$1,008,383
Total Revenue		\$7,602,847.05
Total Expenses		\$7,308,897.00
Revenues Over (Under) Expenses *		\$293,950.05

* OpenGov rounds up for any amount over the dollar threshold.

ORG 20834500		
Parks Admin		
Row Labels	CHAR DESC.	Recommended Budget FY2025
	41 Taxes	\$4,997,175
	43 Intergovernmental	\$205,000
	44 Charges for Services	\$0
	46 Interest	\$230,513
	48 Other Revenue	\$102,112
	49 Transfers In	\$303,243
	51 Salaries	\$587,140
	52 Benefits	\$318,933
	53 Supplies	\$48,300
	54 Contracted Services	\$126,830
	55 Operating Expenses	\$30,702
	56 Maintenance & Repair	\$0
	57 Utilities	\$14,856
	58 Insurance	\$98,961
	59 Indirect Expense	\$439,290
	61 Capital Outlay	\$0
	63 Transfers Out	\$960,350
	Total Revenue	\$5,838,043.05
	Total Expenses	\$2,625,362.00
	Revenues Over (Under) Expenses *	\$3,212,681.05

* OpenGov rounds up for any amount over the dollar threshold.

ORG (Multiple Items)		
Community Engagement - All		
Row Labels	CHAR DESC.	Recommended Budget FY2025
	43 Intergovernmental	\$0
	44 Charges for Services	\$116,350
	48 Other Revenue	\$16,000
	51 Salaries	\$525,484
	52 Benefits	\$196,914
	53 Supplies	\$79,279
	54 Contracted Services	\$78,451
	55 Operating Expenses	\$19,824
	56 Maintenance & Repair	\$4,700
	57 Utilities	\$22,654
	Total Revenue	\$132,350
	Total Expenses	\$927,306
	Revenues Over (Under) Expenses *	-\$794,956

* OpenGov rounds up for any amount over the dollar threshold.

ORG (Multiple Items)		
Natural Resources		
Row Labels	CHAR DESC.	Recommended Budget FY2025
	44 Charges for Services	\$850
	48 Other Revenue	\$1,000
	51 Salaries	\$257,694
	52 Benefits	\$86,277
	53 Supplies	\$31,053
	54 Contracted Services	\$25,230
	55 Operating Expenses	\$8,609
	56 Maintenance & Repair	\$1,300
	57 Utilities	\$454
	Total Revenue	\$1,850
	Total Expenses	\$410,617
	Revenues Over (Under) Expenses *	-\$408,767

* OpenGov rounds up for any amount over the dollar threshold.

ORG (Multiple Items)		
Parks Operations - All		
Row Labels	CHAR DESC.	Recommended Budget FY2025
	44 Charges for Services	\$1,592,204
	47 Rent	\$5,800
	48 Other Revenue	\$15,500
	49 Transfers In	\$17,100
	50 Other Financing Sources	\$0
	51 Salaries	\$1,746,996
	52 Benefits	\$519,074
	53 Supplies	\$336,051
	54 Contracted Services	\$161,315
	55 Operating Expenses	\$227,985
	Total Revenue	\$1,630,604
	Total Expenses	\$2,991,421
	Revenues Over (Under) Expenses *	-\$1,360,817

* OpenGov rounds up for any amount over the dollar threshold.

ORG (Multiple Items)		
North Park Operations		
Row Labels	CHAR DESC.	Recommended Budget FY2025
	44 Charges for Services	\$41,200
	47 Rent	\$5,800
	48 Other Revenue	\$3,000
	50 Other Financing Sources	\$0
	51 Salaries	\$245,681
	52 Benefits	\$83,710
	53 Supplies	\$29,710
	54 Contracted Services	\$11,285
	55 Operating Expenses	\$26,405
	56 Maintenance & Repair	\$29,300
	Total Revenue	\$50,000
	Total Expenses	\$426,091
	Revenues Over (Under) Expenses *	-\$376,091

* OpenGov rounds up for any amount over the dollar threshold.

ORG (Multiple Items)		
East Park Operations		
Row Labels	CHAR DESC.	Recommended Budget FY2025
	44 Charges for Services	\$127,000
	48 Other Revenue	\$2,500
	51 Salaries	\$311,352
	52 Benefits	\$94,977
	53 Supplies	\$55,755
	54 Contracted Services	\$5,915
	55 Operating Expenses	\$15,501
	56 Maintenance & Repair	\$14,000
	57 Utilities	\$36,305
	Total Revenue	\$129,500
	Total Expenses	\$533,805
	Revenues Over (Under) Expenses *	-\$404,305

* OpenGov rounds up for any amount over the dollar threshold.

ORG (Multiple Items)		
South Park Operations		
Row Labels	CHAR DESC.	Recommended Budget FY2025
	44 Charges for Services	\$63,030
	48 Other Revenue	\$0
	51 Salaries	\$219,237
	52 Benefits	\$96,672
	53 Supplies	\$62,864
	54 Contracted Services	\$51,330
	55 Operating Expenses	\$10,652
	56 Maintenance & Repair	\$5,400
	57 Utilities	\$30,150
	61 Capital Outlay	
	Total Revenue	\$63,030
	Total Expenses	\$476,305
	Revenues Over (Under) Expenses *	-\$413,275

* OpenGov rounds up for any amount over the dollar threshold.

ORG (Multiple Items)		
Lakeshore Park Operations		
Row Labels	CHAR DESC.	Recommended Budget FY2025
	44 Charges for Services	\$1,360,974
	48 Other Revenue	\$0
	51 Salaries	\$490,728
	52 Benefits	\$82,343
	53 Supplies	\$110,562
	54 Contracted Services	\$60,285
	55 Operating Expenses	\$14,814
	56 Maintenance & Repair	\$17,540
	57 Utilities	\$82,456
	61 Capital Outlay	\$20,750
	Total Revenue	\$1,360,974
	Total Expenses	\$879,478
	Revenues Over (Under) Expenses *	\$481,496

* OpenGov rounds up for any amount over the dollar threshold.

ORG	20834510	
Pigeon Creek		
		Recommended Budget
Row Labels	CHAR DESC.	FY2025
	44 Charges for Services	\$40,500
	48 Other Revenue	\$0
	51 Salaries	\$36,077
	52 Benefits	\$3,096
	53 Supplies	\$25,034
	54 Contracted Services	\$3,500
	55 Operating Expenses	\$2,014
	56 Maintenance & Repair	\$0
	57 Utilities	\$13,310
	61 Capital Outlay	
	Total Revenue	\$40,500
	Total Expenses	<u>\$83,031</u>
	Revenues Over (Under) Expenses *	<u>-\$42,531</u>

* OpenGov rounds up for any amount over the dollar threshold.

ORG		20834511
Kouw & Windsnest Parks		
Row Labels	CHAR DESC.	Recommended Budget FY2025
	44 Charges for Services	\$61,500
	48 Other Revenue	\$0
	51 Salaries	\$20,150
	52 Benefits	\$1,730
	53 Supplies	\$5,880
	54 Contracted Services	\$650
	56 Maintenance & Repair	\$300
	57 Utilities	\$1,599
	Total Revenue	\$61,500
	Total Expenses	\$30,309
	Revenues Over (Under) Expenses *	\$31,191

* OpenGov rounds up for any amount over the dollar threshold.

ORG		20834512
Ottawa Beach Marina		
		Recommended Budget
Row Labels	CHAR DESC.	FY2025
	44 Charges for Services	\$246,153
	48 Other Revenue	\$0
	51 Salaries	\$39,390
	52 Benefits	\$3,380
	53 Supplies	\$8,180
	54 Contracted Services	\$5,400
	55 Operating Expenses	\$475
	56 Maintenance & Repair	\$950
	57 Utilities	\$19,070
	61 Capital Outlay	\$5,000
	Total Revenue	\$246,153
	Total Expenses	\$81,845
	Revenues Over (Under) Expenses *	\$164,308

* OpenGov rounds up for any amount over the dollar threshold.

ORG		20834513
IET - Ottawa Sands		
Row Labels	CHAR DESC.	Recommended Budget FY2025
	44 Charges for Services	\$571,071
	51 Salaries	\$117,229
	52 Benefits	\$21,983
	53 Supplies	\$42,756
	54 Contracted Services	\$20,000
	55 Operating Expenses	\$10,240
	56 Maintenance & Repair	\$0
	57 Utilities	\$22,654
	Total Revenue	\$571,071
	Total Expenses	\$234,862
	Revenues Over (Under) Expenses *	\$336,209

* OpenGov rounds up for any amount over the dollar threshold.

2025 Existing CIP CPM

	A	B	G	H	I	L	N
1	Project Code	Description	Revised Budget	Actuals	Encumbrances	Available Budget	
2	CP1501	Paw Paw Park Renovations	\$29,501.00	\$534.96	\$0.00	\$28,966.04	Funds remaining from initial improvements to park when it was moved to OC Parks management. Currently designated for boardwalk construction in wet areas of trail system in areas to be determined.
3	CP1701	Spoonville Trail-Phase II	\$3,380,533.57	\$1,090,911.45	\$185,206.79	\$2,104,415.33	Spoonville Trail-Phase II
4	CP1901	Grand River Paving Reconstruction	\$110,000.00	\$0.00	\$0.00	\$110,000.00	Repairs and replacement of paving on park roads and parking areas at Grand River Park.
6	CP2102	Bend Expansion Acquisition Phase 3	\$1,030,000.00	\$27,517.00	\$360,238.92	\$642,244.08	Acquisition of 194 acre former gravel mining site for expansion of Bend Area Open Space in accordance with the park master plan.
7	CP2103	Idema Trail - Jenison Mill Segment	\$1,489,188.00	\$1,323,734.23	\$0.00	\$165,453.77	Design and construction of new one mile trail connecting existing regional trail to trail system in Kent County, including bituminous paving, extensive boardwalks, a 70 foot bridge over Rush Creek, and amenities.
8	CP2104	Pigeon Creek Lodge Renovations	\$38,023.00	\$15,985.92	\$0.00	\$22,037.08	24 - identified to close. Improvements to the Pigeon Creek lodge including kitchen renovations, mechanical improvements, and new outdoor fire pit and seating area.
9	CP2201	Kirk Park Reconstruction	\$722,811.00	\$164,435.95	\$526,345.14	\$32,029.91	Renovation and expansion of 50 year old restroom facility with modern amenities and new septic field, Project also includes replacement and relocation of 30 year old playground.
10	CP2202	Tunnel Deck & Stairway Reconstruct	\$112,000.00	\$0.00	\$0.00	\$112,000.00	Repair and replacement of 30 year old wood decks and stairs as needed at Tunnel Park.
11	CP2203	Riverside Renovations	\$64,000.00	\$16,391.40	\$0.00	\$47,608.60	Repair and reconstruction of 30 year old wood fishing deck and other improvements.
12	CP2204	Idema Explorers Trail GH Segment	\$200,000.00	\$0.00	\$0.00	\$200,000.00	Implementation of wayfinding sign system and other amenities connecting the Idema Explorers Trail to the Grand Haven waterfront and across the bridge to Ferrysburg and Spring Lake.
13	CP2205	Idema Explorers Trail Ravines Conne	\$1,454,600.00	\$1,289,862.14	\$0.00	\$164,737.86	Design and construction of 1.5 mile segment of the Idema explorers trail including boardwalks and paved connector to park day use area.
14	CP2206	Idema Explorers Trail Stearns Conne	\$5,717,251.00	\$149,048.61	\$254,329.12	\$5,313,873.27	Design and construction of over 2 miles of paved trail, 400 feet of boardwalk, and widening of existing 400' long vehicular bridge over Stearns Bayou.
16	CP2208	Ottawa Sands Development - Phase 1	\$6,645,656.00	\$4,306,474.88	\$1,806,912.54	\$532,268.58	This project will construct the Idema Explorers Campground including yurts, treehouses, and tent pads along with all necessary support facilities including utilities, new paved entrance drive & parking, a kayak launch, restroom/shower, office/welcome center, walkways, decks and overlooks.
18	CP2210	Idema Explorers Trail Eastmvl Bayou	\$50,000.00	\$18,080.98	\$12,915.57	\$19,003.45	
19	CP2211	Idema Explorers Trail Bass Rivr Seg	\$2,760,814.00	\$80,967.74	\$10,298.34	\$2,669,547.92	This phase of the Bass River Segment. Is to be paid for by State funding (2024 - \$955,931)
20	CP2212	Idema Explorers Trail Allendale Seg	\$50,000.00	\$108.00	\$142.00	\$49,750.00	This 3.5-mile segment will connect the neighborhoods of Allendale Township to the Grand River waterfront via Eastmanville Bayou County Park and the Bass River State.
21	CP2213	Avigilon NVR Card Access System	\$326,200.00	\$265,872.76	\$27,386.98	\$32,940.26	The Parks portion of the Avigilon NVR Card Access System project. OCIA funded.
22	CP2301	Ottawa Sands Restroom	\$585,000.00	\$22,718.00	\$522,450.00	\$39,832.00	Design and construction of modern restroom and new septic field at the Ottawa Sands day use area
23	CP2302	Ottawa Sands Lake Loop	\$891,844.00	\$612.00	\$788,314.25	\$102,917.75	Construction of 40 car parking area and 1.6 mile paved loop around park lake.
24	CP2303	Rosy Mound Expansion	\$4,702,700.00	\$7,524.00	\$20,076.00	\$4,675,100.00	Acquisition of 127 acre dune parcel adjacent to current Rosy Mound Natural Area.
25	CP2304	Adams St Landing Linkage	\$100,000.00	\$0.00	\$0.00	\$100,000.00	Acquisition of property or easements of up to 40 acres of land between Adams Street Landing and Paw Paw Park for conservation and recreation trail purposes.
26	CP2306	OS AUD SOGL Restore Wetlands	\$450,000.00	\$81,870.43	\$408,502.25	(\$40,372.68)	Enhancement and restoration through softening #,300 linear feet of shoreline around an 80-acre sand mine lake and restore six acres to a functioning marsh which was filled in as part of the sandmining operation. This project is being funded by a Federal Grant (SOGL). Parks is also applying for a State Grant (MI DNR Fisheries Habitat Grant).
27	CP2307	Middle Macatawa Improvements	\$906,000.00	\$1,326.00	\$314.00	\$904,360.00	Collaborative project with Holland Charter Township and the ODC Network to construct a new trailhead and connecting trail along the Macatawa River. Project includes new parking and restroom building, bridge over the Macatawa River, clearing a new trail route and various amenities.
28	CP2401	Repair/Rplc RM & KP Stairs/Boardwkw	\$187,000.00	\$31,176.76	\$0.00	\$155,823.24	Due to Lake Michigan High Water damage, OCIA insurance claim to repair/replace Stairs & Boardwalks at Kirk Park and Rosy Mound.
29	CP2402	GrandRiver Grnwy-Coastal Resilience	\$275,000.00	\$0.00	\$0.00	\$275,000.00	Grant agreement from the National Fish & Wildlife Foundation for assistance to complete natural features assessments and design work for ecological enhancements at Ottawa Sands and Harbor Island in the cities of Ferrysburg and Grand Haven.
30		Sub Total CIP Projects =	\$32,987,524.76			\$18,467,717.80	

2025 Existing CIP CPM

	A	B	G	H	I	L	N
1	Project Code	Description	Revised Budget	Actuals	Encumbrances	Available Budget	
31							
32	CPM001	North Beach Connector Stairs	\$46,000.00	\$22,860.00	\$0.00	\$23,140.00	Funds allocated for stairway renovations. Will hold balance and monitor for future renovations.
33	CPM002	Pit Toilet Repairs	\$15,000.00	\$0.00	\$0.00	\$15,000.00	Funds allocated annually for vault restroom repairs and upgrades. Sites to be determined.
35	CPM004	Renovations	\$46,189.00	\$19,641.85	\$4,835.00	\$21,712.15	Funds allocated annually for Park Renovations.
36	CPM005	Stearns Creek Trail Ravine Bridge	\$4,800.00	\$0.00	\$0.00	\$4,800.00	Partial funds allocated for a future trail bridge at Stearns Creek.
37	CPM006	Accessibility Improvements	\$10,000.00	\$3,376.00	\$0.00	\$6,624.00	Funds allocated annually for Facility Access improvements.
38	CPM007	Native Landscape Restoration	\$22,500.00	\$6,809.51	\$0.00	\$15,690.49	Funds allocated annually for Native Landscape Restoration projects.
39	CPM008	Tree Replacement	\$9,000.00	\$1,896.15	\$0.00	\$7,103.85	Funds allocated annually for tree replacement.
40	CPM009	Trail Improvements	\$15,000.00	\$0.00	\$0.00	\$15,000.00	Funds allocated annually for natural surface trail improvements. From the 21 Rec. Plan - General allocations. Hemlock trail repairs and barriers to be completed in 2024.
41	CPM010	Riley Trails Bridge Renovation	\$6,300.00	\$0.00	\$0.00	\$6,300.00	Funds allocated for Riley Trails bridge renovations. Will hold balance and monitor for future renovations as needed.
42	CPM011	Spring Grove Playground Upgrade	\$38,000.00	\$0.00	\$0.00	\$38,000.00	Funds allocated for Spring Grove Playground repairs & updates. Will hold balance and monitor for future repairs and updates as needed.
43	CPM012	Spring Grove Trellis Upgrade	\$9,500.00	\$0.00	\$0.00	\$9,500.00	Funds allocated for Spring Grove Trellis repairs & updates. Will hold balance and monitor for future repairs and updates as needed.
45	CPM014	Connor Bayou Cabin Repairs	\$17,000.00	\$7,000.00	\$0.00	\$10,000.00	Funds added FY24 for Connor Cabin carpet replacement
47	CPM016	Bend Area Bridge	\$4,000.00	\$0.00	\$0.00	\$4,000.00	Funds donated and restricted for future trail bridge
48	CPM017	NEC Interpretive Displays	\$16,500.00	\$0.00	\$0.00	\$16,500.00	Funds allocated for NEC exhibit updates as needed.
49	CPM018	Hagar Park Restroom	\$26,500.00	\$0.00	\$0.00	\$26,500.00	Funds allocated for repairs & updates to the Age of Discovery restroom. Will hold balance and monitor for future repairs and updates as needed.
51	CPM020	Hagar Age of Discovery Updates	\$6,500.00	\$0.00	\$0.00	\$6,500.00	Funds allocated for Hagar Age of Discovery Playground repairs & updates. Will hold balance and monitor for future repairs and updates as needed.
52	CPM021	Tunnel Park Light Posts	\$2,000.00	\$0.00	\$0.00	\$2,000.00	Funds allocated for light pole replacements at Tunnel Park.
53	CPM022	UMNA 84th St Overlook Repairs	\$1,500.00	\$0.00	\$0.00	\$1,500.00	Funds allocated for overlook renovations. Will hold balance and monitor for future repairs and updates as needed.
56	CPM025	Pavement Maintenance & Rehab	\$96,250.00	\$3,000.00	\$25,000.00	\$68,250.00	From the 21 Rec. Plan - Annual road, trail, and parking lot maintenance and rehabilitation program for pavement. FY23: Riverside, Black Lake West, North Ottawa Dunes.
57	CPM026	Pigeon Creek Repairs	\$5,000.00	\$0.00	\$0.00	\$5,000.00	Project complete. To be closed and funds allocated to CPM004 Renovations.
58	CPM027	Grose Park Beach Improvements	\$50,000.00	\$0.00	\$0.00	\$50,000.00	Project to address ongoing beach erosion.
59	CPM028	Nature Center Technology Upgrades	\$50,000.00	\$0.00	\$0.00	\$50,000.00	Project to complete technology upgrades at the NEC to supporting virtual programming.
60	CPM029	Gravel Maintenance & Rehab	\$40,000.00	\$0.00	\$0.00	\$40,000.00	Addition of road, trail, and parking lot maintenance and rehabilitation program for gravel infrastructure. 2024 improvements anticipated at: North POC, Deer Creek, Jubb Bayou, Crockery Creek, Grand Ravine trails. Grand River Open Space.
61	CPM030	Hager Park Entrance Sign	\$12,000.00	\$0.00	\$0.00	\$12,000.00	Replace Hager Park Entrance Signage.
62		sub total CPM Projects =	\$659,953.00	\$167,447.51	\$29,835.00	\$462,670.49	
63							
64		Total Ongoing CIP & CPM projects	\$33,647,477.76	\$167,447.51	\$29,835.00	\$18,930,388.29	

1	A	B	C	D	E	F
	From 2021 Rec. Plan - 2025 Proposed Capital Improvement Projects					
2	Year	Description	Project Cost	Grants/Donation	Proposed 25 Parks Contribution	Notes
3	2025	Kirk Park dune Stairs	\$140,000.00	\$70,000.00	\$70,000.00	
4	2025	Grose Park - Playground Reno	\$107,000.00		\$107,000.00	Additional funds TBD required for project to complete for FY25.
5	2025	CP2210 - IET - Eastmanville Connector - \$50,000	\$1,453,198.00	\$1,028,198.00	\$425,000.00	Current Project - CP2210 - Revised budget - \$50,000 - will be total project budget of \$1,503,198
6		2025 TOTAL	\$1,700,198.00	\$1,098,198.00	\$602,000.00	
7						
8	From 2021 Rec. Plan - Future Scheduled Capital Improvement Projects					
9	Year	Description	Project Cost	Grants/Donation	Parks Contribution	Notes
10	2026	IET - Bass River Central	\$2,202,092.00	\$2,202,092.00	\$0.00	Scheduled in 2025, but move to 2026?
11	2026	IET - Allendale Segment	\$1,887,052.00	\$1,773,656.00	\$113,396.00	Scheduled in 2025, but move to 2026?
12	2026	Macatawa Greenway Trail	\$1,000,000.00	\$800,000.00	\$200,000.00	Scheduled in 2025, but moved to 2026 (moved since April 2024 Mtg)
13	2026	Kirk Park Paving	\$310,000.00		\$310,000.00	
14	2026	HOB Cottage Area Renovations	\$339,000.00		\$339,000.00	
15	2026	Eastmanville Bayou Paving	\$5,200.00		\$5,200.00	
16		2026 TOTAL	\$5,743,344.00	\$4,775,748.00	\$967,596.00	
17	Year	Description	Project Cost	Grants/Donation		Notes
18	2027	Bend Acquisition - Phase 4	\$578,800.00	\$345,300.00	\$233,500.00	Scheduled in 2025, but move to 2027?
19	2027	IET - Bend Segment - Phase 1	\$484,932.00	\$363,848.00	\$121,084.00	Scheduled in 2025, but move to 2027?
20	2027	IET - Bass River East	\$1,193,942.00	\$1,193,942.00	\$0.00	
21	2027	IET - Bend Segment - Phase 3	\$596,730.00	\$596,730.00	\$0.00	
22	2027	IET - Wayfinding	\$310,000.00	\$310,000.00	\$0.00	
23	2027	Connor Bayou Renovations	\$70,821.00		\$70,821.00	
24	2027	Paw Paw Park Renovations	\$103,785.00		\$103,785.00	
25	2027	North Beach park Renovations	\$495,886.00	\$200,000.00	\$295,886.00	
26	2027	Tunnel Park Renovations	\$434,499.00		\$434,499.00	
27	2027	HOB - Holland Harbor Renovations	\$55,982.00		\$55,982.00	
28		2027 TOTAL	\$4,325,377.00	\$3,009,820.00	\$1,315,557.00	

	A	B	C	D	E	F
29						
30	Future Capital Improvement Projects identified beyond current Rec. Plan					
31	Year	Description	Project Cost	Grants/Donation		Notes
32	2028	IET - Bend Segment - Phase 2	\$822,188.00	\$815,688.00	\$6,500.00	Scheduled in 2026, but move to 2028?
33	2028	Grand River Park Renovations	\$117,308.00		117308	
34	2028	Pine Bend Renovations	\$33,016.00		33016	
35	2028	Rosy Mound Renovations	\$947,503.00	\$400,000.00	\$547,503.00	
36	2028	Grose Park Renovations	\$341,276.00		341276	
37	2028	Riley Trails paving	\$3,199.00		3199	
38		2028 TOTAL	\$2,264,490.00	\$1,215,688.00	\$1,048,802.00	
39	Year	Description	Project Cost	Grants/Donation		Notes
40	2029	Hemlock Crossing Renovations	\$1,125,974.00	\$400,000.00	\$725,974.00	
41	2029	HOB Renovations	\$328,725.00		\$328,725.00	
42	2029	Hager Park Renovations	\$220,053.00		\$220,053.00	
43		2029 TOTAL	\$1,674,752.00	\$400,000.00	\$1,274,752.00	
44						
45		2026 to 2029 - FUTURE TOTAL	\$14,007,963.00	\$9,401,256.00	\$4,606,707.00	

	A	B	C	D	E	F
1	From Rec. Plan - 2025 Proposed Capital Project Maintenance					
2	Project	Description	FY24 Available Budget	Proposed FY25 Parks Contribution	Proposed Total FY25 Budget	Notes
3	CPM002	Pit Toilet Repairs	\$15,000.00	\$5,000.00	\$20,000.00	Funds allocated annually for vault restroom repairs and upgrades. From the 21 Rec. Plan - General allocations.
4	CPM004	Renovations	\$21,712.15	\$20,000.00	\$41,712.15	Funds allocated annually for Park Renovations. From the 21 Rec. Plan - General allocations.
5	CPM006	Accessibility Improvements	\$6,624.00	\$5,000.00	\$11,624.00	Funds allocated annually for Facility Access improvements. From the 21 Rec. Plan - General allocations. Hager Park, DeVries & Vanderlaan Building, barrier free restroom upgrade, to be completed in 2023.
6	CPM007	Native Landscape Restoration	\$15,690.49	\$7,500.00	\$23,190.49	Funds allocated annually for Native Landscape Restoration projects. From the 21 Rec. Plan - General allocations.
7	CPM008	Tree Replacement	\$7,103.85	\$3,000.00	\$10,103.85	Funds allocated annually for tree replacement. From the 21 Rec. Plan - General allocations. (Riverside \$3k)
8	CPM009	Trail Improvements	\$15,000.00	\$5,000.00	\$20,000.00	Funds allocated annually for natural surface trail improvements, General allocations. FY25 planned improvements include Crocker Creek Trail drainage improvements \$3k - is this included in the 24-CPM029?, Upper Mac 76th Street paved trail repairs \$10k, resurfacing Tunnel & Kirk trails \$TBD?
9	CPM025	Pavement Maintenance & Rehab	\$68,250.00	\$7,100.00	\$75,350.00	From the 21 Rec. Plan - Olive Shores
10	New CPM	Highway Sign/31 -Billboard		\$3,000.00	\$3,000.00	From the 21 Rec. Plan
11	New CPM	Weaver House Exterior		\$14,250.00	\$14,250.00	From the 21 Rec. Plan
12	New CPM	Grose Park Lake Shelter		\$8,500.00	\$8,500.00	From the 21 Rec. Plan
13	CP2104	Pigeon Creek Lodge Renovations	\$22,037.08	\$5,000.00	\$27,037.08	Identified in 24 budget for closure. Keep to complete roof replacement.
14	CPM026	Pigeon Creek Repairs	\$5,000.00	(\$5,000.00)	\$0.00	Identified in 24 budget for closure. Combine with CP104 = \$27,037.08.
15		Total FY25 proposed CPM from 21 Rec. Plan	\$176,417.57	\$78,350.00	\$254,767.57	
16	2025 Proposed Capital Project Maintenance					
17	CPM029	Gravel Maintenance & Rehab	\$40,000.00	\$10,000.00	\$50,000.00	CPM025
18	New CPM	Weaver House Roof		\$25,000.00	\$25,000.00	Req. from Ops.
19	New CPM	Eastmanville Farm Barn Painting		\$30,000.00	\$30,000.00	
20	New CPM	Eastmanville Farm Barn Feasibility		\$35,000.00	\$35,000.00	
21	New CPM	Tunnel Dune Run Stair Replacement		\$70,000.00	\$70,000.00	CTH recommended for 2025 CIP - \$70,000 estimate
22	New CPM	Ravines North Stairs & Access control		\$50,000.00	\$50,000.00	On-grade stairs from lower lot to path - On the unfunded list at \$50k - CTH recommended for 2025 CIP
23	New CPM	Hager Park Restroom		\$40,000.00	\$40,000.00	Identified in FYR23 - CPM006 - Additional funds TBD required for project to be complete for FY25.
27	New CPM	Automatic Gate Connor Bayou				Fund with County's Equipment Pool fund over 4 years. Will resubmit as Equipment request in FY26 budget season. \$40,000.
32	New CPM	Grand Ravines Dog Park turf improvements		\$20,000.00		currently on unfunded list - \$20,000 - to address high wear areas
33		Total New - FY25 proposed CPM	\$40,000.00	\$280,000.00	\$300,000.00	
34						
35						
36		Total FY25 proposed New CPM	\$216,417.57	\$358,350.00	\$554,767.57	
37						
38		Total FY25 Parks Contribution		\$960,350.00		
39		(CIP Contribution + CPM Contribution)				

25 Projects not recommended for funding at this time

A	B	C
1	Other Future Projects not recommended for funding at this time	
2	Description	Proposed Budget
3	Tunnel Park Road Crossing flashing beacon	\$ 20,000
4	Riley double vault toilet/modern restroom	\$ 16,000
5	Tunnel Park Kiosk	\$ 5,000
6	Crockery Barn Repairs	\$ 47,000
7	Bend Area Initial Improvements	\$ 20,000
8	Eastmanville Farm improvements	\$ 50,000
10	Grand Ravines Dog Park solid surface expansion	\$ 20,000
11	Dog Park Irrigation	\$ 13,000
12	Ravines Stairs	\$ 50,000
13	Riverside Park Shelter Renovation	\$ 12,500
14	Eastmanville Farm sewage pond removal	\$ 30,000
15	Paw Paw Bridge approaches	\$ 30,000
16	Paw Paw Streambank Stabilization	\$ 50,000
17	Port Sheldon Trail Expansion	\$ 10,000
18	Weaver Pavilion	\$ 73,000
19	Pigeon Creek Trail Connector Boardwalk	\$ 80,000
21	Pigeon Creek Entrance Sign	\$ 10,000
22	Automatic Gate at Connor Bayou	\$ 40,000
23	Total unfunded =	\$ 576,500
24		

LONG-RANGE BUDGET PROJECTION
OTTAWA COUNTY PARKS & RECREATION COMMISSION

	Revised Budget 2024	Proposed 2025	2026	2027
OPERATING FUND BALANCE - Beginning of Year	\$ 2,291,710	\$ 2,630,578	\$ 2,924,529	\$ 3,239,964
OPERATING REVENUE				
Millage	\$ 4,932,293	\$ 5,202,175	\$ 5,358,240	\$ 5,518,987
User Fees	\$ 994,606	\$ 1,709,404	\$ 1,743,592	\$ 1,778,464
Other Revenues, Reim	\$ 421,441	\$ 140,412	\$ 143,220	\$ 146,085
Interest on Investments	\$ 54,903	\$ 230,514	\$ 230,514	\$ 230,514
General Fund	\$ 288,422	\$ 320,343	\$ 323,546	\$ 326,782
TOTAL OPERATING REVENUE	\$6,691,665	\$ 7,602,848	\$ 7,799,113	\$8,000,832
OPERATING EXPENDITURES				
Personnel	\$ 3,821,248	\$ 4,238,512	\$ 4,263,555	\$ 4,391,462
Supplies	\$ 354,002	\$ 494,683	\$ 519,417	\$ 545,388
Contractual Services	\$ 1,920,348	\$ 1,567,319	\$ 1,630,012	\$ 1,695,212
Marina Bond				
TOTAL OPERATING EXPENDITURES	\$ 6,095,598	\$ 6,300,514	\$ 6,412,984	\$ 6,632,062
Unappropriated Operational Funds	\$ 596,066	\$ 1,302,334	\$ 1,386,129	\$ 1,368,770
CAPITAL	Projects Cost	Projects Cost	Projects Cost	Projects Cost
Marina Bond	\$ 48,439	\$ 48,033	\$ 47,599	\$ 47,116
CIP Contribution (Transfer)	\$ 208,759	\$ 960,360	\$ 1,023,096	\$ 1,371,057
Total Expenses	\$6,352,796	\$ 7,308,897	\$ 7,483,679	\$8,050,235
CHANGE IN FUND BALANCE - Current Year	\$ 338,868	\$ 293,951	\$ 315,434	\$ (49,403)
OPERATING FUND BALANCE -END OF YEAR	\$ 2,630,578	\$ 2,924,529	\$ 3,239,964	\$ 3,190,561

Dog Park Revenue - Assigned Fund Balance	\$ 24,824
OB Marina - Assigned Fund Balance	\$ 148,490
Anticipated Bend Area Expansion Expenditure FY25	\$ 800,000
Unassigned Fund Balance	\$ 2,217,247

Action Request

Electronic Submission – Request # 374



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 7/24/2024

Vendor/3rd Party: MCSA GROUP INC.

Requesting Department: PARKS AND RECREATION

Submitted By: CURT TERHAAR

Agenda Item: ROSY MOUND EXPANSION MASTER PLANNING

Suggested Motion:

To accept the proposal from MCSA Group Inc. for professional design services to master plan the property expansion at the Rosy Mound Natural Area in the amount of \$49,950.

Summary of Request:

In the next few months, Ottawa County Parks will be completing acquisition of a 127 acre property adjacent to the Rosy Natural Area. In conjunction with this acquisition, park staff believe that a formal planning and design process to determine immediate and future uses of the property is required. This process will identify improvements needed in the near term to protect the fragile features of the park while providing appropriate public access as well as provide a blueprint for future recreational, educational, and conservation enhancements. The final plan will also provide the necessary plans, cost estimates, and other information necessary to prepare grant applications to assist with funding these improvements.

Financial Information:

Total Cost: \$49,950.00

Parks Fund Cost: \$49,950.00

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. 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: Executive: 07/08/2024



Ottawa County

ROSY MOUND NATURAL AREA MASTER PLAN

JULY 2024



MCSA
GROUP, Inc.

Landscape Architects and Architects
EAST GRAND RAPIDS • MICHIGAN



SBA WOSB
Woman Owned Small Business



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OTTAWA COUNTY

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Transmittal Letter

OTTAWA COUNTY

Rosy Mound Natural Area Master Plan

July 15, 2024

Mr. Steven Holden, Procurement Specialist
Ottawa County
12220 Fillmore Street
West Olive, MI 49460

Dear Mr. Holden,

MCSA Group, Inc. is pleased to provide Ottawa County with our proposal for professional services for the Rosy Mound Natural Area Master Plan Update.

In our proposal we have illustrated our extensive experience with large scale master planning projects. Creativity, along with our functional design approach and attention to detail, will result in a successful, long lasting, low maintenance project incorporating unique design and detailing into the project.

M.C Smith & Associates prepared the original Master Plan for the park as well as the engineering drawings and construction administration.

We have capacity and will follow the schedule as provided to complete the project prior to the April 1, 2025 submission date.

We welcome the opportunity to assist Ottawa County on this project with the same high level of professional services we have provided to the County for over 40 years. We have worked with Curt TerHaar on previous projects and we look forward to continuing our great working relationship.

If you have any questions or if we can provide any clarifications, please feel free to contact us at any time.

Sincerely,

Tiffany A. Smith
President
MCSA Group, Inc.
A Certified Woman Owned Small Business





Company Profile

OTTAWA COUNTY

Rosy Mound Natural Area Master Plan

M. C. Smith & Associates, Inc. was formed in March 1977 by Michael C. Smith. The firm provides award-winning Landscape Architectural and Architectural services. Principals include Kathleen G. Waters, RA; Jolanta Stecka, RA; Melinda R. Whitten, RLA; and Tiffany A. Smith, RLA. Michael C. Smith is the firm's Creative Director. On March 15, 2017, MCSA Group, Inc. (M.C. Smith Associates and Architectural Group, Inc.) turned 40 and we became a Woman-Owned Business. In February of 2020 we became a Certified Woman-Owned Business by the US Small Business Administration.

The firm's office is located in East Grand Rapids, Michigan. MCSA Group, Inc. provides Architectural and Landscape Architectural Services for the following types of projects: Public Housing; Federal, State and Municipal Government; Park and Recreation Architecture; Sports Facilities, Historical Rehabilitation; Private and Commercial Buildings; Streetscapes and Plazas; Community and Neighborhood Parks; Waterfront Parks; Sports and Athletic Facilities; Boardwalks, Decks and Bridges; Trails and Linear Parks; Playgrounds; Site and Street Lighting; Signage Design; Site Planning; Community Recreation Plans; Grant Applications and Facility Assessments.

By offering a full range of professional services through the entire planning, design, engineering and development process, MCSA Group provides each client with comprehensive services. Our diversity ensures a responsiveness to the wide range of issues and concerns facing each client. Our experience enables us to develop solutions that are creative, yet sensitive to each project's specific goals and objectives.

Our professional services are based upon the principle that if a project cannot be appropriately implemented within mutually agreed upon budget parameters, then we have not succeeded. This follows that we do not believe that design principles, as well as sound engineering, need be compromised in any manner. We have demonstrated that outstanding award winning projects can be achieved without needing to be designed beyond budget limitations.

Our construction documents for every project are complete and comprehensive, detailing all components and systems of the construction. Our plans provide contractors a solid base for bidding, resulting in excellent bids. Construction based upon our plans is completed with minimal change orders and in accordance with the established schedule. We provide complete construction administration for all projects.

We practice a high level of sustainable design and believe that both facility development and environmental conservation & preservation can be structured side-by-side and, if properly designed and implemented, will enhance each other.

Our clients, as end users, are most often members of the public. The public facilities and spaces that we design optimize individual and collective experiences, providing positive and enjoyable outcomes for all users. We strive to optimize designs that are easily maintained, have long life cycles, and do not overly tax Owner's budgets for maintenance, management or support.



Statement of Understanding and Project Approach

OTTAWA COUNTY

Rosy Mound Natural Area Master Plan

The Ottawa County Parks and Recreation Commission (OCPRC) will be acquiring 127 acres of property adjacent to Rosy Mound Natural Area. Rosy Mound Natural Area was master planned in 1991 and implemented in 2004. The additional property will be utilized to expand the experiences that the park currently provides. The scenic beauty will provide opportunities for improved natural resource management and restoration, connectivity, place-making and recreation.

OCRPC is seeking professional planning and design services to update the 1991 master plan. The updated master plan will be utilized for the Michigan Natural Resources Trust Fund grant application.

Our professional services, as proposed, will follow a logical step-by-step, traditional planning process, including inventory, analysis, and synthesis. Our Work Plan will follow the outline of professional services as the following presents:

PARK MASTER PLANNING AND DESIGN WORK PLAN

Task 1: INVENTORY (Data Collection and Site Reconnaissance)

1. Collect all available site base data: base maps; topographic and boundary surveys; aerial photographs; flood data; soils data; planning and zoning data; etc.
2. Meet with County Park Representatives to walk and photograph all areas of the site.
3. Inventory the site's physical and spatial features.
 - a. Review findings from the plant inventory as provided by the County.
 - b. Site features: soils; topography; drainage and flooding; micro-climate; and others.
 - c. Visual features: exterior views into park, quality/character, and others.
 - d. Land use: existing/park uses, potential conflicts, adjacent land uses, and others.
 - e. Circulation: points of access vehicular, bicycle/pedestrian, boat and water linkages. Direct links to the existing park will be a primary inventory element.
 - f. Existing Utility Locations: water, sanitary sewer, storm sewer, and electric.
 - g. Existing Structures, if any.
4. Prepare Site Inventories in graphic format suitable for public presentation. Review Site Inventories with County Park Staff and key stakeholders.

Statement of Understanding and Project Approach



Task 2: ANALYSIS (Evaluations, Program Development, and Visioning)

1. Park Development Opportunities/Constraints.
 - a. Identify and document influences from adjacent areas which will positively or negatively impact development.
 - b. Identify and document physical constraints which will affect development.
 - c. Identify and document spatial units and experience zones having positive or negative relationships to park development.
 - d. Identify and document infrastructure systems impacting initial and future improvements considering phasing and expansion.
 - e. Identify areas of natural habitat to be preserved, disturbed areas to be restored, and disturbed areas that are ideal for developing recreational uses.
 - f. Prepare opportunities and constraints in graphic format and review site opportunities/constraints with County Representatives.

Task 3: SYNTHESIS – CONCEPT PLANS AND MASTER PLAN

1. Concept Plans
 - a. Based upon refined programs and input from the County representatives, prepare three Park Concept Plans. These plans would represent various levels of development from minimal impact to full utilization of areas suitable for development including:
 - i. Improved existing trails.
 - ii. Boardwalks and stairs as necessary to traverse steep slopes. Boardwalk stairs and ramps: we will propose a modular system that may be removed during high water and that allows the sand to flow through. On-grade boardwalk will be detailed similar to that at the existing par.
 - iii. Paved trails for accessibility.
 - iv. Parking with universal accessibility.
 - v. Architectural elements including but not limited restrooms, and potentially indoor and outdoor group gathering and educational spaces.
 - vi. Vehicular Access and Parking.

- vii. Pedestrian Access and Circulation.
 - viii. Others as identified.
 - b. Proposed improvements will consider the Critical Dune and other permits required to construct the project in the future.
 - c. Public Presentation
 - i. We will plan and facilitate a public input workshop. This will be an informal open house type format. MCSA Group will also provide large format prints of each concept plan mounted on foam core for the meeting. All information received will be documented and recorded.
2. Master Plan - The Vision
- a. Based upon County and Public input, refine concept plans and prepare master plan illustrating all elements.
 - b. Prepare Master Plan
 - i. Detailed Cost projection
 - ii. Color-rendered illustrative Master Plans and Electronic Versions.
 - c. Public Meeting
 - i. Host a final public meeting. This will be a formal meeting to receive input and public comment. The meeting will be a digital PowerPoint presentation. Additionally, large format prints of the final master plan mounted on foam core for the meeting will be provided. All information received will be documented and recorded.
 - ii. Refine the Master Plan based upon public comment.
 - d. Final Master Plan Narrative Report Complete including the design process and background on the key decisions.





MCSA
GROUP, Inc.

Landscape Architects and Architects

Personnel

OTTAWA COUNTY

Rosy Mound Natural Area Master Plan

The MCSA Group, Inc. team feels the planning design and development of Park and Recreation Facilities for community use and enjoyment involves the careful synthesis of site, social and environmental factors with the principals of planning, design and engineering. We utilize effective project organization, direct client and community involvement, careful research, and creative design for every aspect of every project. This results in implementable solutions for the specific requirements of every project and client situation.

We have a team of highly qualified professionals who, by combining their individual talents, will produce plans of the highest quality and appropriateness. By providing services as a carefully coordinated team of diversely specialized professionals, we can bring the broadest perspective to the project while maintaining the highest degree of understanding of the finest details of master planning, design, engineering and implementation. This approach assures the highest degree of innovation possible for all aspects of this project.

We have performed extensive professional services for numerous large and small public and private clients throughout Michigan. This experience has involved numerous citizen advisory groups, commissions, boards, committees, councils and related administrative/directive bodies.

MCSA Group, Inc. currently has a staff of 8 Graduate Park and Recreation planning and design professionals including Architects and Landscape Architects. Tiffany Smith will be the Principal in Charge. Melinda Whitten will be involved in all Project Planning and Design. Jolanta Stecka will be the project Architect. Abigail Dussault will assist with the public meetings and graphics. Experience Profiles and professional fees follow resumes.

Resume



Tiffany A. Smith, R.L.A., CPSI Principal and President



Registration

Registered Landscape Architect, State of Michigan

Education

Michigan State University, Bachelor of Science in Landscape Architecture, 2001

Certified Playground Safety Inspector, CPSI

Relevant Project Experience

Paw Paw County Park - Berrien County (2015)

McNamara Landing - Ingham County (2019)

H.B. Dunton Park - Holland Charter Township (2016)

Dodd Park Water Trail - Cass County (2017)

Professional Experience (22 years of landscape architecture experience)

MCSA Group, Inc., East Grand Rapids, Michigan 2001 to date

Adjunct Professor at Lawrence Technological University

Eagle Point Software 2001

MI Dept of Natural Resources–Operations Services Bureau–Engineering Division 2000-2001

MI State University Landscape Architecture Teaching Assistant 2000

MI Dept of Natural Resources–Park and Recreation Bureau–Planning Division 1998-2000

M. C. Smith Associates 1990-1998 (Summers)

Professional and Civic Activities

Member - American Society of Landscape Architects

Member - Sigma Lambda Alpha Fraternity – Michigan Chapter of Landscape Architecture

Honorary Fraternity

Tiffany started with the MCSA Group in 1990 as a high school intern and is now the President and a primary project manager. Tiffany is involved in all aspects of our professional practice from design through project administration. She is an expert estimator appreciated by clients and staff alike for her infectious enthusiasm. Tiffany is an avid gardener and reader. She has 2 Cavalier King Charles Spaniels; 3 Siamese cats, and can actually throw a fly.

Resume



Melinda R. Whitten, R.L.A. Principal and Vice President



Education

Michigan State University, Bachelor of Science in
Landscape Architecture

Relevant Project Experience

Paw Paw County Park - Berrien County (2015)
McNamara Landing - Ingham County (2019)
H.B. Dunton Park - Holland Charter Township (2016)
Dodd Park Water Trail - Cass County (2017)

Professional Experience (18 years of landscape architecture experience)

MCSA Group, Inc., East Grand Rapids, Michigan 2015 to date
H+L Architecture, Landscape Architect, Denver, Colorado 2006-2014
Vignette Studio, Landscape Designer, Denver, Colorado 2005-2006
Michigan State University Engineering & Architecture Services 2003-2005

Professional and Civic Activities

Member - Sigma Lambda Alpha Fraternity – Michigan Chapter of Landscape Architecture
Honorary Fraternity
Member - American Society of Landscape Architects

Melinda returned to Grand Rapids from Denver and within 3 years become a Principal and Vice President in the MCSA Group, Inc. Melinda is a consummate Landscape Architect: she is a great designer, prepares complete and perfectly detailed construction plans; illustrates the most outstanding Master Plans and can always develop solutions in the most professional manner. Melinda enjoys sailing, cycling and skiing but, most of all, playing with her daughter and son.

Resume



Jolanta Stecka, R.A., LEED® AP, CQCM

Principal and Vice President



Registration

Registered Architect, State of Michigan, 1992

Registered Professional Engineer – Nordrein-Westfallen,
West Germany, 1983

Leadership in Energy and Environmental Design (LEED®)
Accredited Professional, U.S. Green Building Council, 2009

Certified Construction Quality Control Manager, Army
Corp of Engineers accredited

Relevant Projects

Cooper Street Correctional Facility, 2019-2022

Parnall Correctional Facility, 2021

Egeler Correctional Facility, 2019 & 2022

Lakeland Correctional Facility, 2019-2024

Central Michigan Correctional Facility, 2022

City of Kentwood, 2002-2022

Jackson Regional Correctional Facility, 2019-2021

Ottawa County, 2004-2019

Refer to project experience sheets

Education

Technical University of Wroclaw, Poland - Master of Architecture-Industrial Form Design, 1980

Professional Experience (43 years of architecture experience)

MCSA Group, Inc., East Grand Rapids, Michigan 1986 to date

GMB Architects and Engineers, Holland, MI 1984 – 1986

Member of the Krall Design Group, West Germany 1982

WUHTEH Construction and Design Office, Poland 1980 – 1981

Jolanta has been with MCSA Group for over 36 years and our Architectural projects are a direct reflection of her design talents. Along with Jola's superb Architectural design skills she often is the primary project administrator on multi-million dollar government projects. Jolanta enjoys spending time with her daughter in Grand Rapids and daughter in Hawaii. She is an avid reader of hard cover books, a cyclist, a creator of unique fabric texture fashions and a repurposer of cast off treasures.

Resume

Abby Dussault

Staff Landscape Architect



Education

Utah State University, Bachelor in Landscape Architecture,
Minor in Sustainable Systems

Relevant Work Experience

Producing compelling renderings
Curating example imagery
Preparing construction documents

Professional Experience

MCSA Group, Inc., Landscape Architect, East Grand Rapids, MI - January 2024 to date
Place Landscape Architects, Landscape Designer, Driggs, ID - June 2022 - October 2023
Southview Design, Design Internship, Mendota Heights, MN - May 2021 - July 2021
Castle Pines Golf Club, Landscape Maintenance Specialist, Castle Rock CO - Summer 2019/2020

Professional and Civic Activities

Member - American Society of Landscape Architects

Abby recently moved to Grand Rapids from Denver, Colorado. She is proficient with various computer programs and is passionate about creating visually appealing landscape designs with sustainability in mind. Most of her family is from the Midwest, so she is excited to be closer to family and explore the area. Abby enjoys playing tennis, hiking, horseback riding, and playing board games.



MCSA
GROUP, Inc.
Landscape Architects and Architects

Professional Fees

OTTAWA COUNTY

Rosy Mound Natural Area Master Plan

Professional Fees

MCSA Group will provide all services in accordance with your Request for Proposal and our Work Plan for lump sum of \$49,950.00. This will include all costs and expenses.

PROFESSIONAL FEES					
DESCRIPTION	PRINCIPAL LANDSCAPE ARCHITECTS	PRINCIPAL ARCHITECTS	STAFF LANDSCAPE ARCHITECTS	CLERICAL	TOTAL
Inventory/ Analysis	40	2	15		57
Concept Plans	80	10	60		150
Public Engagement	50	3	21	5	
Master Plan	30	4	40		
Master Plan Report	15	1	20	5	
TOTAL FEES PER CATEGORY	\$31,390.00	\$2,920.00	\$14,040.00	\$600.00	\$48,950.00
REIMBURSABLES	\$1,000				
TOTAL FEES FOR PROPOSAL	\$49,950.00				

PROFESSIONAL HOURLY RATE SCHEDULE - STANDARD RATES	
Principal Landscape Architects	\$146.00
Principal Architects	\$146.00
Senior Associates	\$120.00
Associates	\$100.00
Senior Staff	\$90.00
Interns	\$60.00
Clerical	\$60.00



Rosy Mound Natural Area

Ottawa County, Michigan

Project Reference

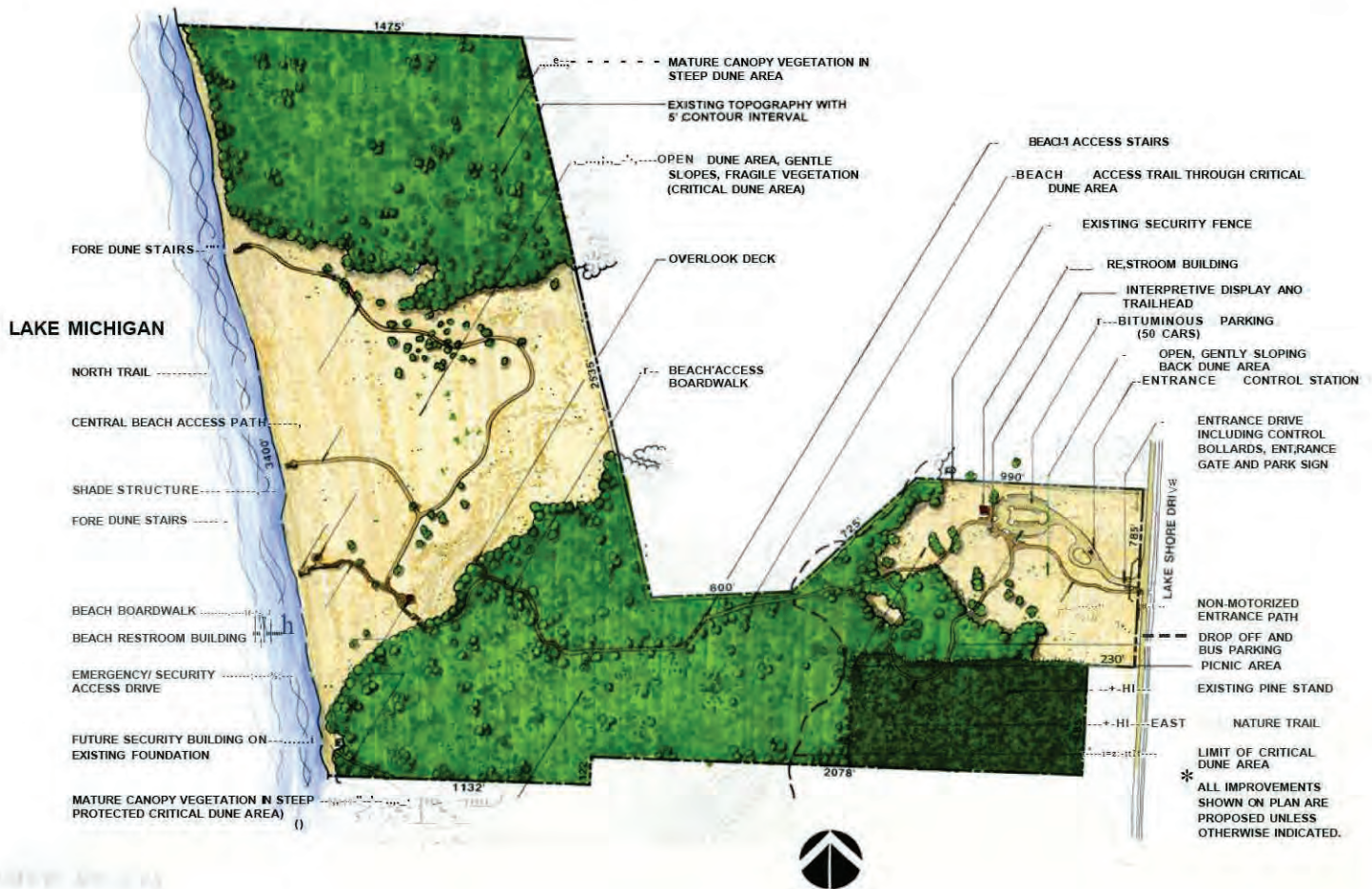
Ottawa County Park and Recreation Commission
 Mr. John Scholtz, Director
 (616) 738-4810

Project Highlights

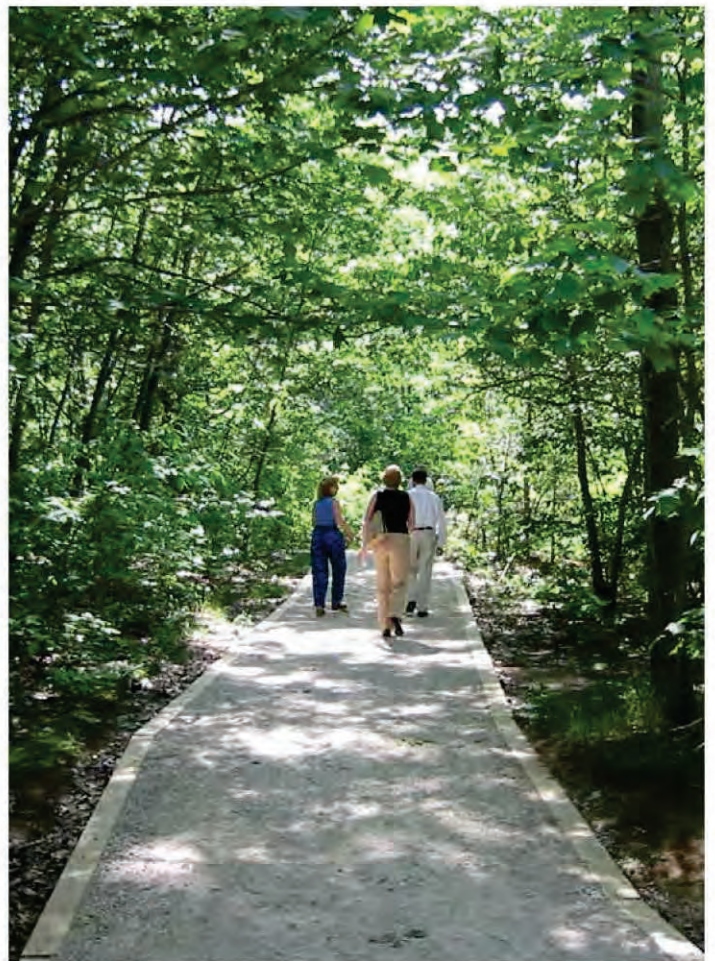
Construction Completed: 2004
 Construction Costs over \$1,400,000

Project Description

MCSA Group provided Architectural and Landscape Architectural services for a Comprehensive Environmental Analysis and Master Plan for the 300-Acre Park which provides extensive Environmental Education opportunities. Construction consisted of a new restroom building, parking lot, canopy structure, boardwalks and stair walks, and trails within the park, fronting Lake Michigan. An observation deck with shade canopy, seating and interpretive signage, allows for viewing opportunities while limiting access to the sensitive dune system.



Project Experience - Rosy Mound Natural Area





Conservation Park Master Plan

Pere Marquette Township, Michigan

Project Reference

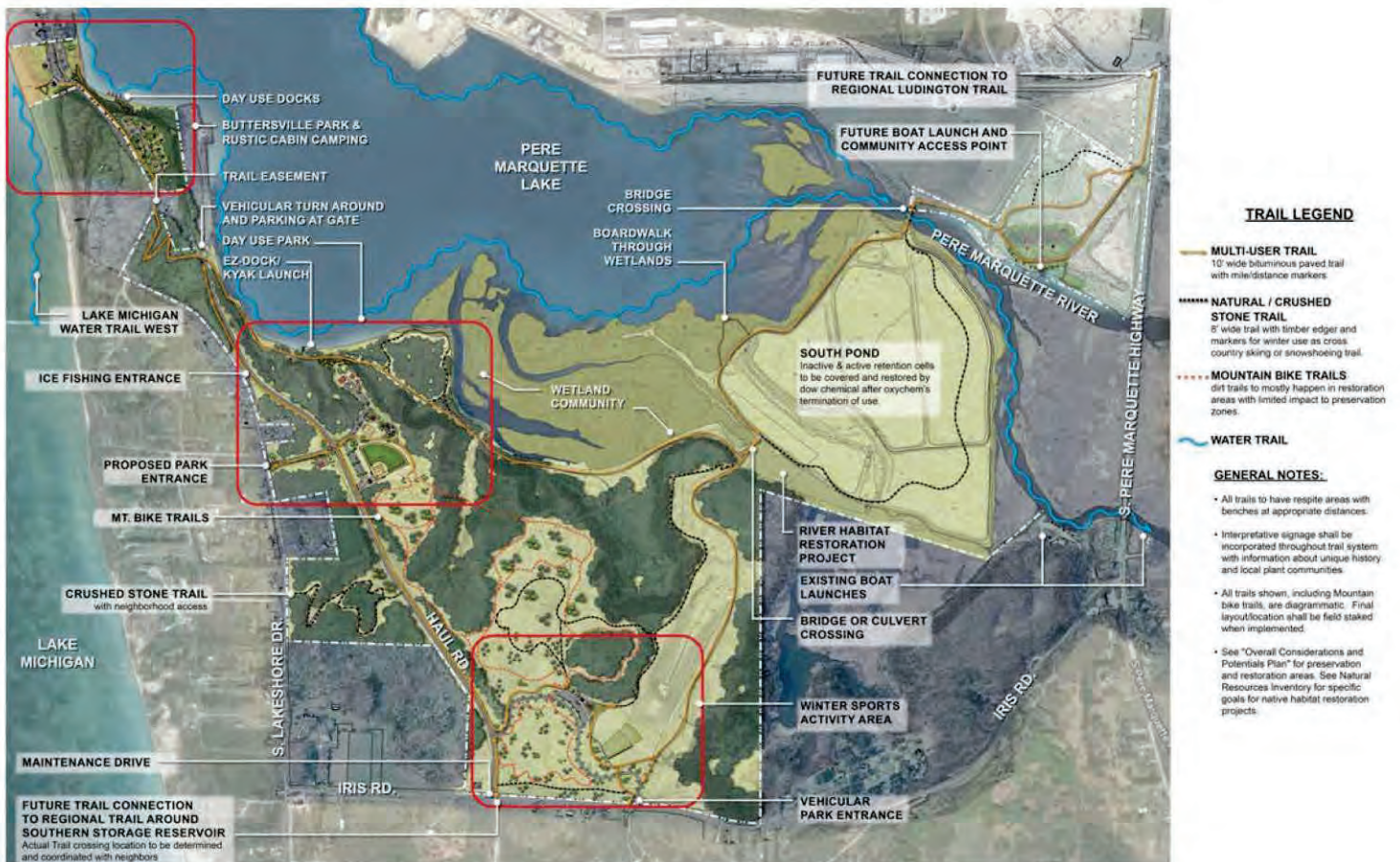
Pere Marquette Township
Mr. Kelly Smith
(231) 845-1277

Project Highlights

Master Plan Completed: 2021
Estimated Construction Costs: \$12 Million

Project Description

Pere Marquette Township received a acquisition grant from the MNRTF to acquire 316 Acres to develop a public park. MCSA Group assisted with the master planning process. The project scope of services included site visits, inventory/analysis, community input meetings, program development, concept plans, order of magnitude cost estimates, and Final Master Plan. MCSA Group also developed a website using Konevio to further engage the public. The final proposed improvements consists of trails, beach improvements, campground expansion, day use park with active areas, and winter use area with sledding hills.



Project Experience - Conservation Park Master Plan

Pere Marquette Township has undertaken a public engagement process to examine alternatives for management and recreation facility development at Pere Marquette Conservation Park. The community is invited to review and comment on the following documents:



A - Project Introduction



B - Project Vision and Goals



C - Overall Existing Conditions and Potentials Plan

About

In 2018 Pere Marquette Charter Township was awarded a Michigan Natural Resources Trust Fund Grant to support the acquisition of approximately 316 acres of DOW Chemical property that adjoins Pere Marquette Lake, the Pere Marquette River mouth and Lake Michigan for use as a public park property. The property has been designated Pere Marquette Conservation Park.

Pere Marquette Charter Township would like Conservation Park to be a regional destination where natural resource characteristics are protected and enhanced; and where all segments of the public can experience and enjoy nature-based outdoor recreation through the development of outstanding park facilities.

Help create a park enjoyed by all with

Winter Sports Activity Center

A borrow pit has potential to be developed as winter sports activity center with sledding. Note that Dow Chemical will continue to use a portion of the site as a borrow pit for immediate future. Preliminary plans for this area to be completed later.



Click anywhere in the document to add a comment → **Comments** Close

1 PLANTED SPRUCE COMMUNITY
See Natural Resource Inventory this main table habitat should be removed and replaced with mixed hardwood spruce forest. This area also has some potential to be developed into a dog park or recreational area.

2 HEMLOCK HARDWOOD FOREST
See Natural Resource Inventory this habitat is recommended to be preserved because of its high diversity. It should be protected through deer population control and invasive species removal.

Kristen Smith Oct 22 2020 at 2:35PM Suggestion

I love the idea of a winter sports park! I would like to see an outdoor ice rink and a warming shelter. :)

reply 👍 🗨️

3 RESTORATION USE
DOW can use a portion of the area in the future for more work in restoring the natural forest area. In conjunction with that work, DOW will collaborate with the Township to align the area to support future sledding and toboggan winter sport use.

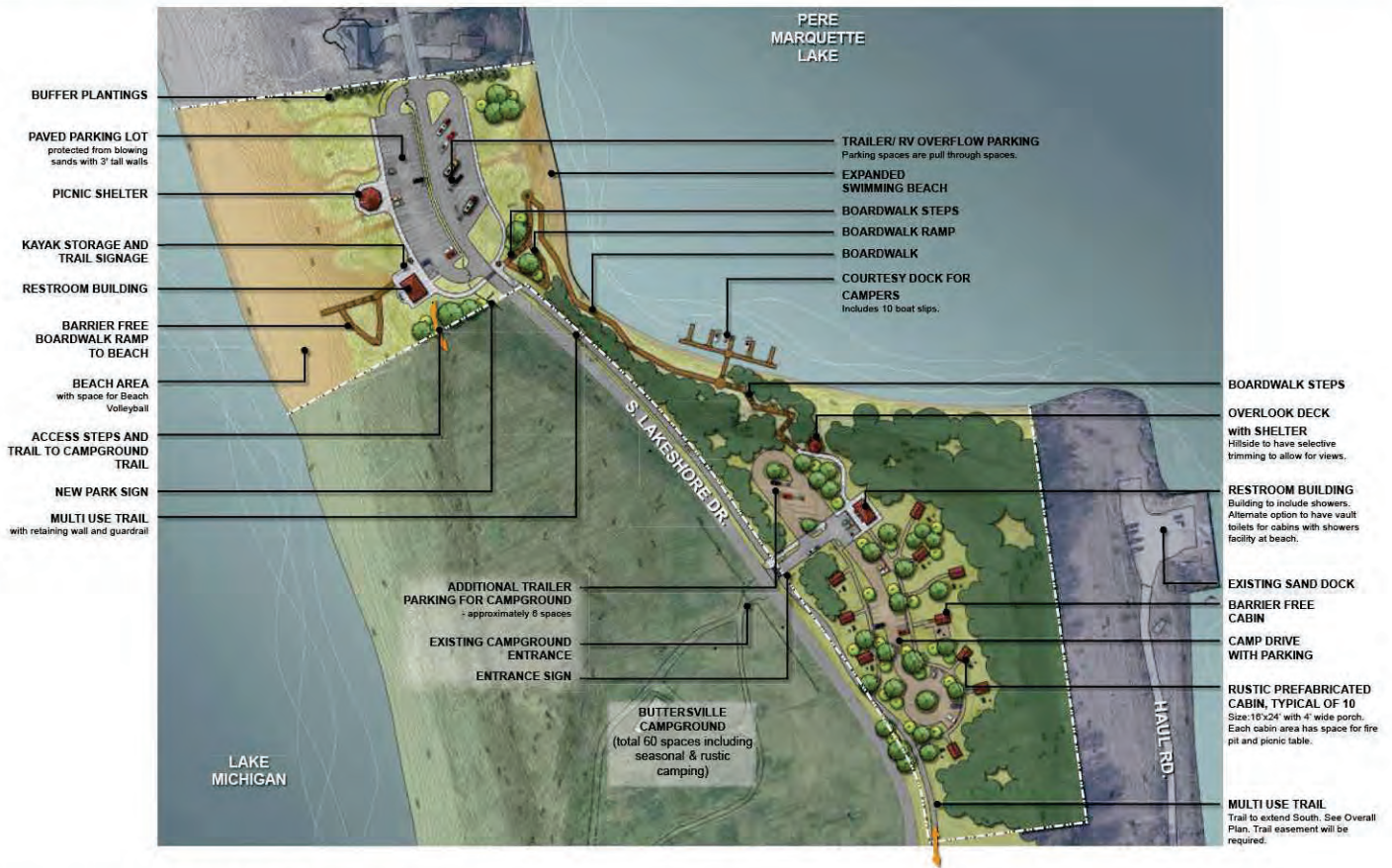
4 DOW PROPERTY
This property has been reported to use as a borrow pit to create the South Bend borrow pit. This may be habitat habitat in the area.

7 RIPARIAN Ravine COMMUNITY
See the Natural Resource Inventory this



Due to the Covid-19 pandemic, plans for community engagement were adjusted. In lieu of large public meetings, project information was shared via a website. Community members were able to sign up to receive notifications. They could also leave their comments and use markers to indicate location where comments applied. Smaller open house meetings were also held outdoors at on site picnic shelters

Project Experience

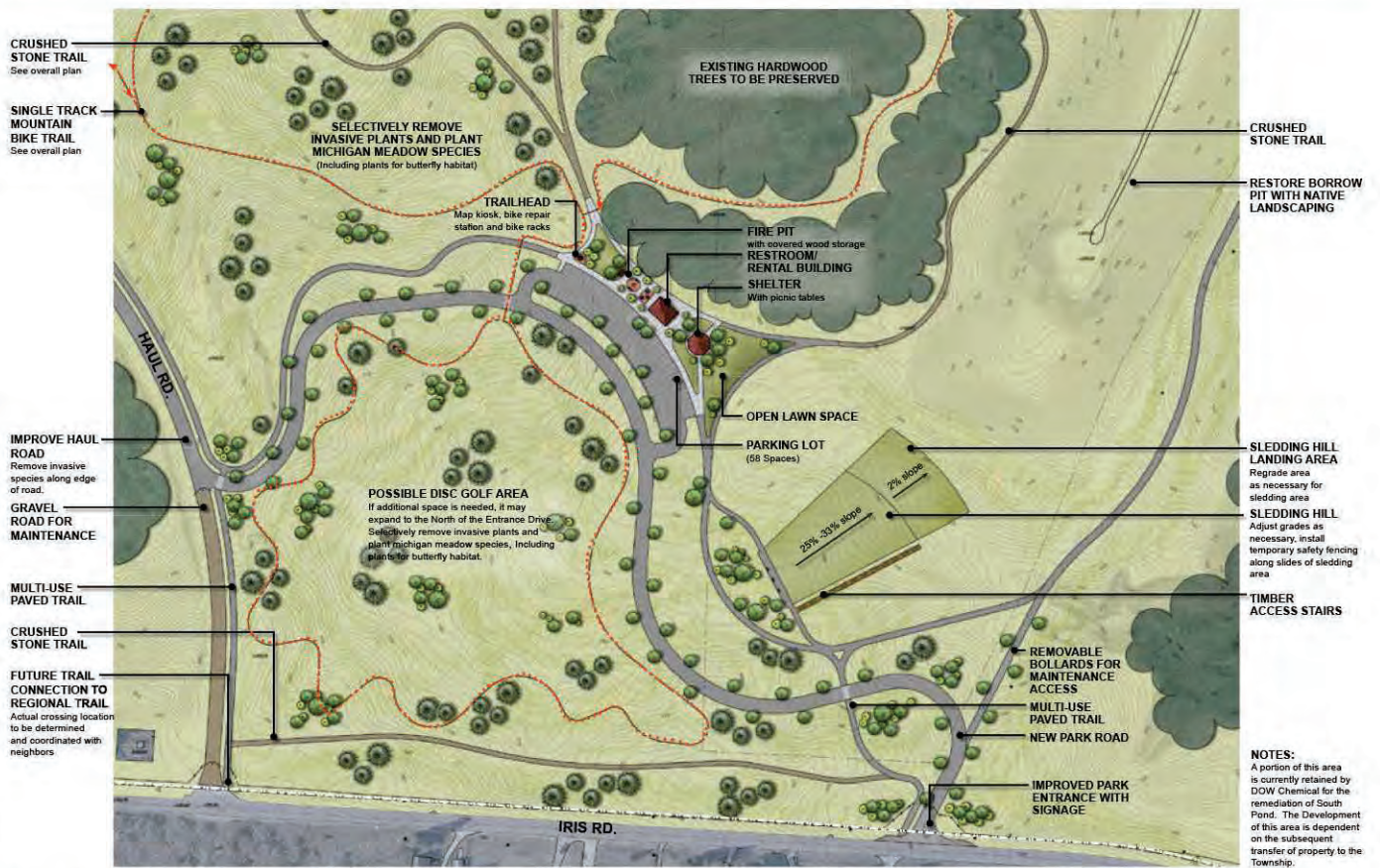


Buttersville Park & Campground

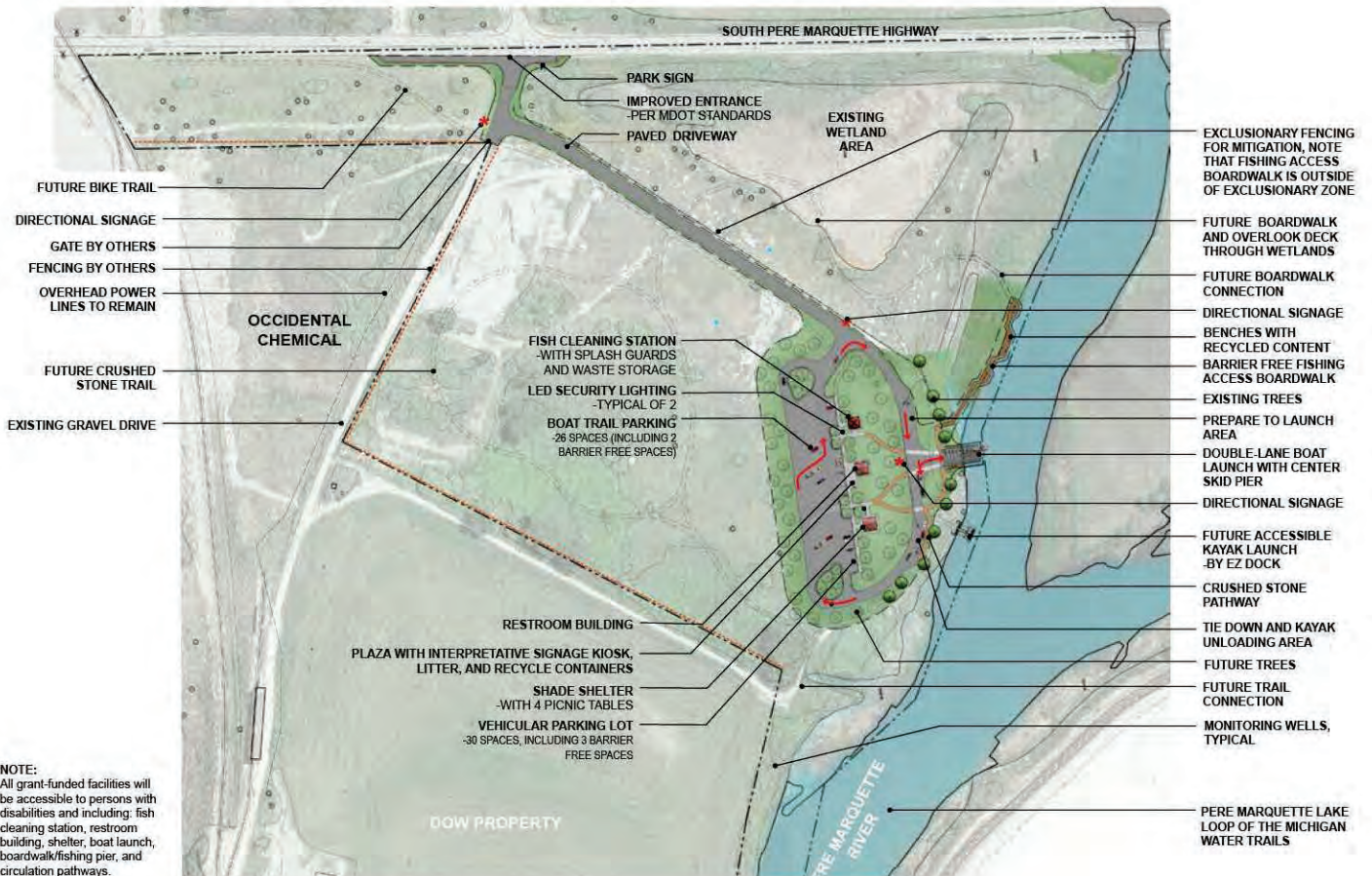


Day Use Park

Project Experience - Conservation Park Master Plan



Winter Sports Area



Pere Marquette River Access

Currently Under Construction



Galien River County Park

Berrien County, Michigan

Project Reference

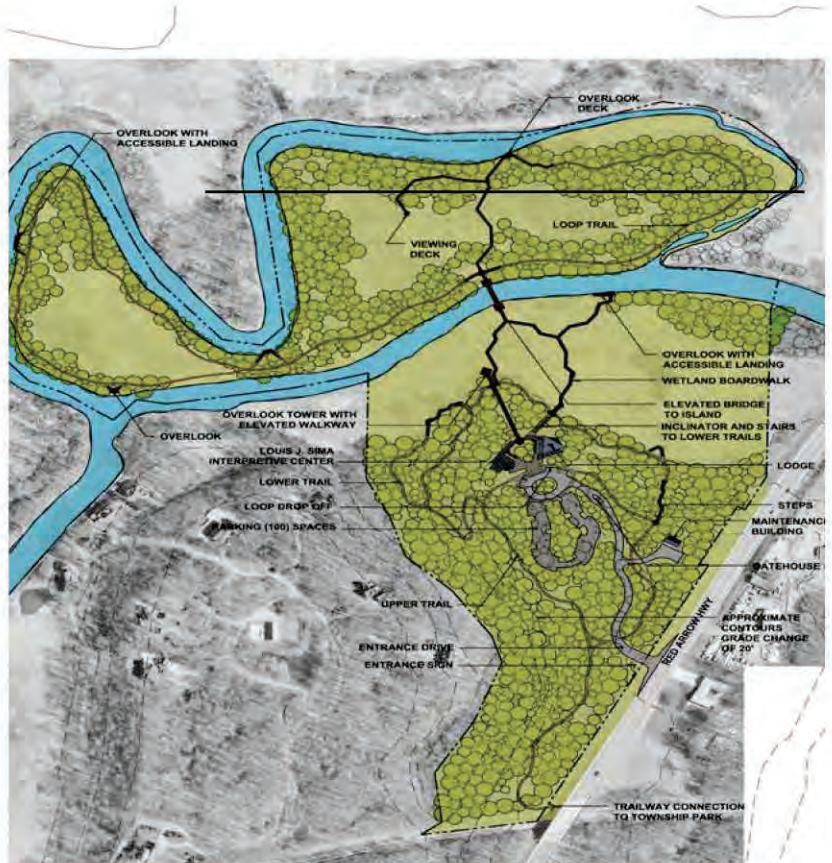
Berrien County Parks and Recreation Commission
Mr. Brian Bailey, Director
(269) 983-7111 ext. 8007

Project Highlights

Construction Completed: 2014
Construction Costs: \$7,773,000
Grant Funds: \$500,000
2014 Michigan Recreation and Park Association
Outstanding Park Design Award

Project Description

MCSA Group provided comprehensive Professional Services including all Master Planning, Design Development, Site Engineering, Construction Documents, and Construction Administration for this high-profile park. Improvements included: parking area and entrance drive, skywalk and viewing decks, boardwalks, stairs and overlooks along the Galien River. A Skywalk extends from the top of the bank for 320 feet through the tree canopy ending at the marsh viewing tower, 60 feet above the Galien River marsh. The viewing experience is unique to the State of Michigan. This facility provides education opportunities for a wide range of users of all physical abilities. Phase I was completed in 2014 and was the recipient of the 2014 Michigan Recreation and Park Association Outstanding Park Design Award.



Project Experience - Galien River County Park





West Side Park

Fennville, Michigan

Project Reference

Allegan County Parks and Recreation
 Ms. Brandy Gildea, Parks Manager
 (269) 673-0378

Project Highlights

Construction Completed: 2015
 Construction Costs: \$400,000
 Grant Funds: \$300,000

Project Description

MCSA Group provided comprehensive professional services including Master Planning, Preparation of the grant application to the Michigan Natural Resources Trust Fund (MNRTF), and Engineering and Construction Administration services for this 11 acre park located on 630 feet of beautiful, sandy beach on the Lake Michigan shoreline. Park improvements included renovating the shelter and restroom building, a sunset/wedding gazebo, concrete circulation pathways, and a new parking area with drainage. Boardwalk ramps and stairs provide access through the dunes to Lake Michigan. Ramps include spacious landings/viewing areas with benches. When water levels are low, seasonal pathways provide direct barrier free access to the beach.







Love Creek Interpretive Center

Berrien County, Michigan

Project Reference

Berrien County Parks and Recreation Commission
Mr. Brian Bailey, Director
(269) 983-7111 ext. 8007

Project Highlights

Construction Completed: 2002
Construction Costs over \$1,000,000

Project Description

MCSA Group provided comprehensive design and construction plans for a new nature center located at the Love Creek County Park Preserve. The project was developed by the Berrien County Parks Commission using DNR funds and matching funds. The center is 5,600 square feet and houses a project room, exhibit space, cross-country ski rental, vending, and multi-purpose room. The program room and multi-purpose room are available to the community and school system for educational purposes and meetings.



Project Experience - Love Creek Interpretive Center





Reeds Lake Waterfront Park

East Grand Rapids, Michigan

Project Reference

City of East Grand Rapids

Mr. Fred Bunn, Parks and Recreation Director

(616) 949-1750

Project Highlights

Construction Completed: 2009

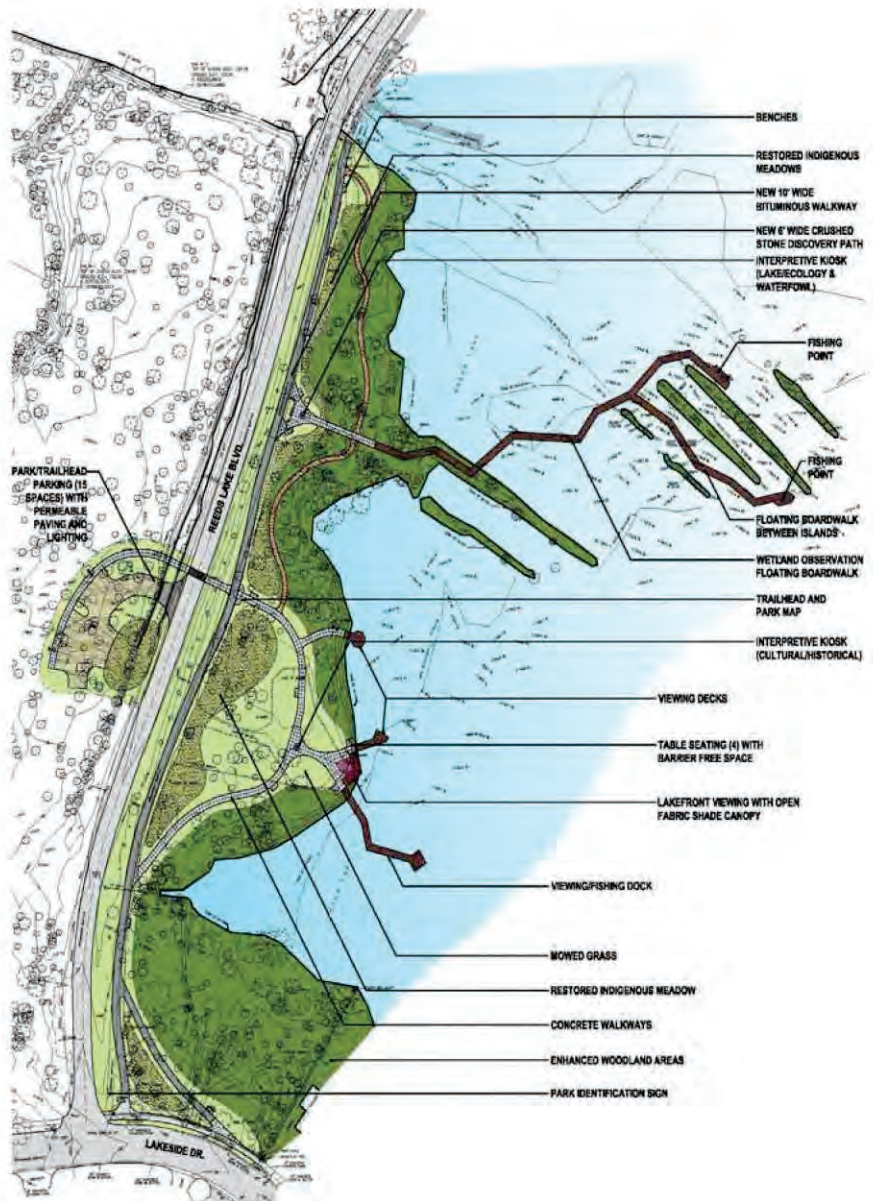
Construction Costs over \$2,000,000

Grant Funds: \$490,000

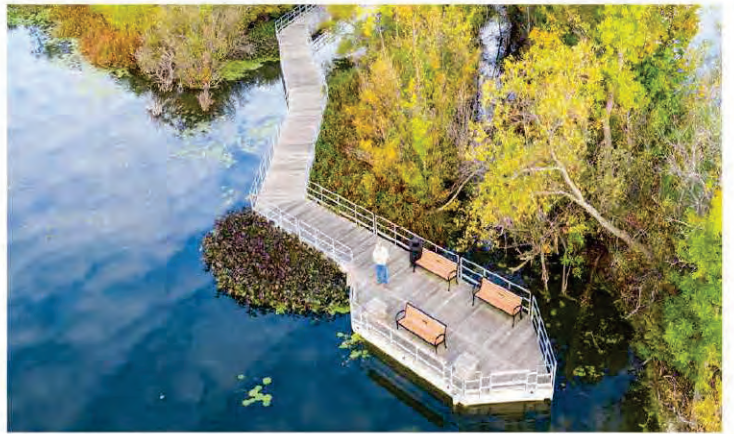
Project Description

MCSA Group provided comprehensive services for Lakefront Park including unique and special accessibility opportunities for viewing fishing and interpretive study. Improvements also including boardwalks, fishing decks, shelters, and numerous accessible trails. Master Planning included several community visioning sessions.

Waterfront Park in East Grand Rapids provides a diversity of opportunities for ecological and natural systems observations and study. One information kiosk relates and provides interpretative information relating to these lakefront natural systems. The second interpretative kiosk relates to the waterfront's fascinating historical context as East Grand Rapids evolved as the major center for recreation and outdoor activities for Grand Rapids at the turn of the century. Additional sustainable improvements included installation of porous paving at parking lot and restoration of native meadow plantings.



Project Experience - Reeds Lake Waterfront Park





Marquette Park Master Plan

Wyoming, Michigan

Project Reference

City of Wyoming

Ms. Krashawn Martin, Director of Parks and Recreation
(616) 530-3164

Project Highlights

Master Plan Completed: 2022

Estimated Construction Costs: \$4.5 Million

Project Description

Marquette Park is a 40 acre park nestled in a culturally diverse and densely populated residential area. The existing park is outdated and portions of the property are within the Plaster Creek Floodplain. The Master Plan scope included inventory/analysis, public input/community outreach, multiple concept plan options, and a final master plan with cost estimate. The public input process kicked off with a bilingual electronic survey and two community meetings, with an interpreter, to discover what the community desired in their park. During the public meetings we utilized poll everywhere to provide opportunities for interaction.



Community Meeting Presentation Examples

MASTER PLAN DESIGN PROCESS

PROCESO DE DISEÑO DEL PLAN MAESTRO



When poll is active, respond at pollev.com/melindawhitten722
 Text **MELINDAWHITTEN722** to 22333 once to join

What type of gathering spaces do you prefer? ¿Qué tipo de espacios de reunión prefiere?



22%



11%



67%

HOW CAN YOU PROVIDE INPUT? ¿CÓMO PUEDE APORTAR SU OPINIÓN?

Complete Public Survey
Completar encuesta pública
www.surveymonkey.com/s/wyomingmarquettepark

Fill Out Comment Card
Completar la tarjeta de comentarios

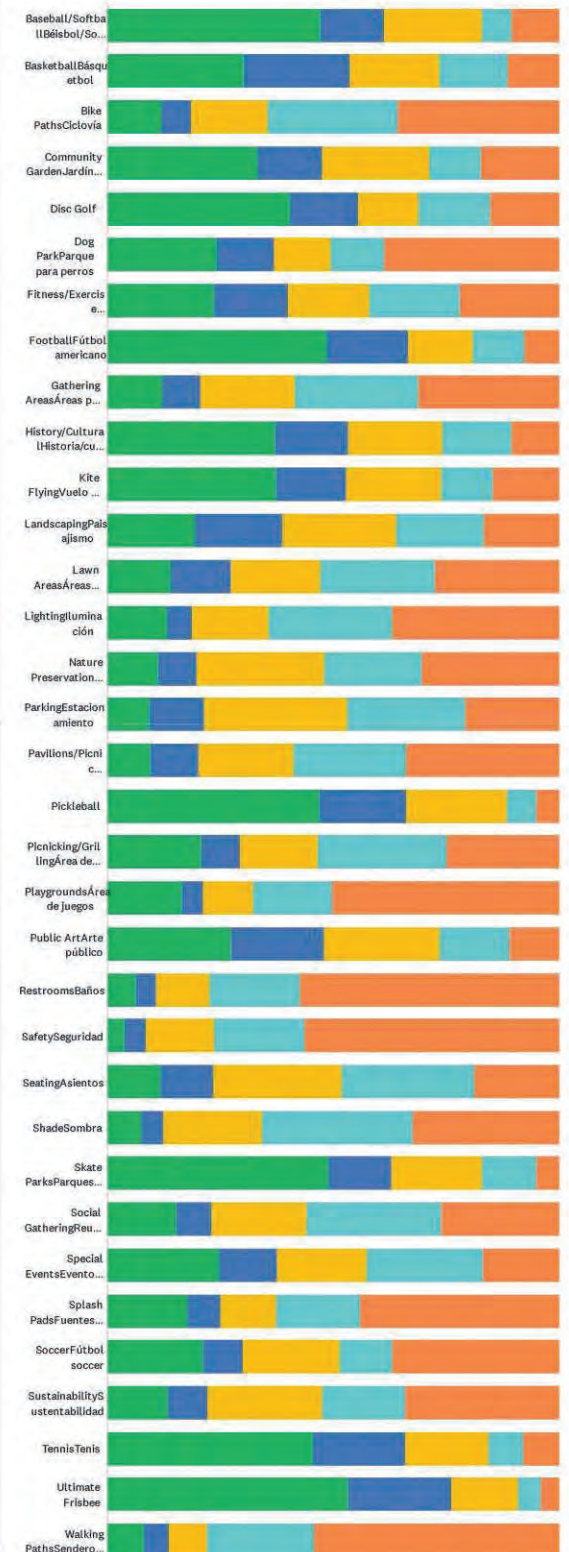
Design Charrette
Taller de diseño

Provide Comments Now
Proporcionar comentarios ahora

Public Survey Response Examples

Q5. For Children in your care, on a scale of 1 to 5, please rate the following items based on the value they will add to Marquette Park (1 being the least valuable, 5 being the most valuable).

Q5. Para los niños bajo su cuidado, en una escala del 1 al 5, por favor evalúe las siguientes opciones basándose en el valor que le agregarían al parque Marquette (1 siendo poco valor, 5 siendo mucho valor).



Project Experience - Marquette Park Master Plan

Concept Options

Community Comments



"I think the walking trail by the creek is great, and the improved playground and splash pad area is fantastic. I also really like the walking path that circles the whole park. The added lighting in the parking lot is also very good."



"I like moving the community garden to the west and having direct access to parking there. I work at Amerikam and I appreciate the shelter on the side of Judd Street. My kids play basketball and i like the half courts proposed. Plus we have little kids in the neighborhood and they'd love a sledding hill. I like having parking off Nagel for the sledding hill."



"FAVORITE PLAN. Love the trails, moving the sledding hill closer to Nigel provides neighbors less disturbance. Love the added playground near current Kimball field. Appreciate the privacy for Freeman and Whiting street neighbors. LOVE the basketball courts."

Project Experience - Marquette Park Master Plan



We met with the students at Godfrey Elementary, Godfrey Lee Early Childhood Center, and Lee Middle School. In addition to students sharing their creative ideas they also made collages of playground equipment they would like from provided catalogs. We also spoke with other stakeholders such as City Staff, Public Safety, and EGLE. After obtaining this information MCSA Group developed 3 Site Plan concepts. These concepts were distributed to the community again through a bilingual electronic survey and two additional community meetings with an interpreter. The feedback received was utilized to develop a Final Master. The public meetings and surveys were advertised by the city using Facebook, emails, and direct postcards. Again, all of these materials were distributed in both English and Spanish. This process resulted in what the City considers to be “the most vetted resident informed Marquette Park development plan.” This plan will be used as the primary strategic planning tool for the development of the park and for future MNRTF Grants.





Various Buildings

Ottawa County, Michigan

Project Reference

Ottawa County, Parks & Recreation Commission
Curt TerHaar, Park Planning & Development Coordinator
(616) 738-4656

Project Highlights

Construction Completed: 2004-2019
Total Construction Costs: \$1,992,000
of projects shown

Project Description

MCSA Group has worked with Ottawa County for over 30 years on numerous park and restroom building projects, including an invitation to create a prototype building which has been site adapted to specific needs.

Professional services included: Schematic Design; Design Development; Construction Documents; and Construction Administration.



New Marina Restroom-Shower Building

Project Experience - Various Buildings



Olive Shores Park



Grand Ravines South-Prototype



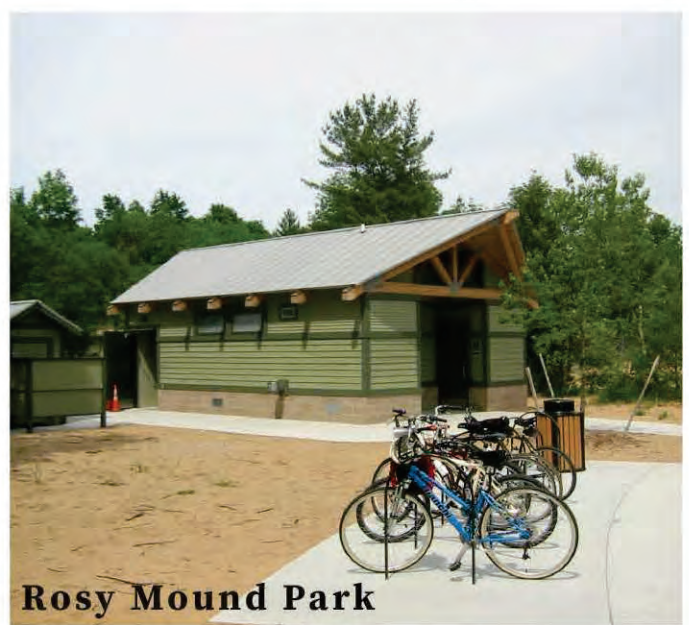
Grand Ravines Lodge



Grand Ravines Lodge



Marina Building Office



Rosy Mound Park



Paw Paw County Park

Watervliet, Michigan

Project Reference

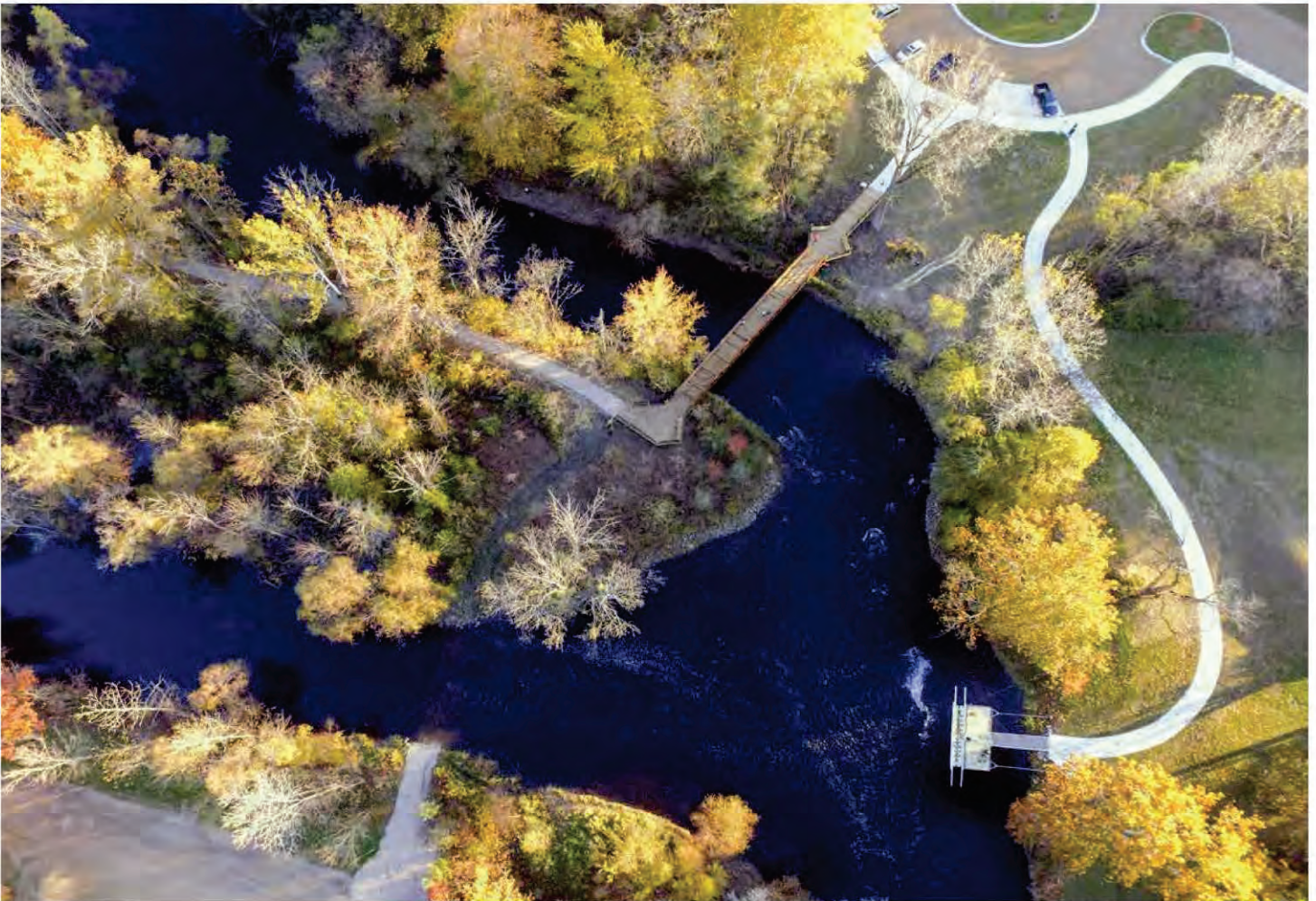
Berrien County Parks and Recreation
Jill Adams, Director
(269) 983-7111 ext. 8234

Project Highlights

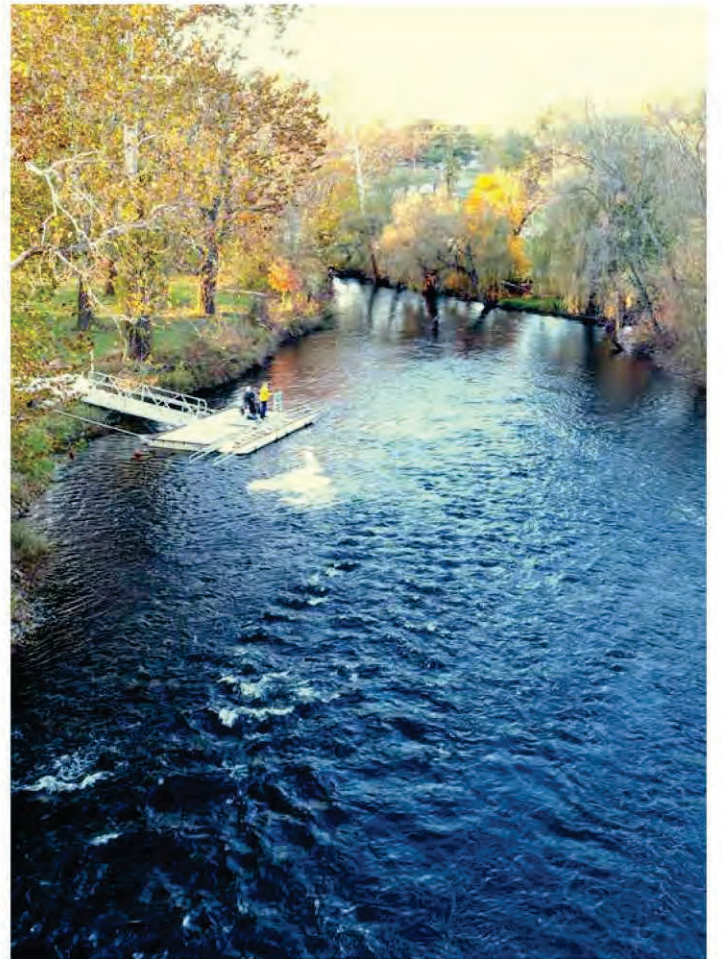
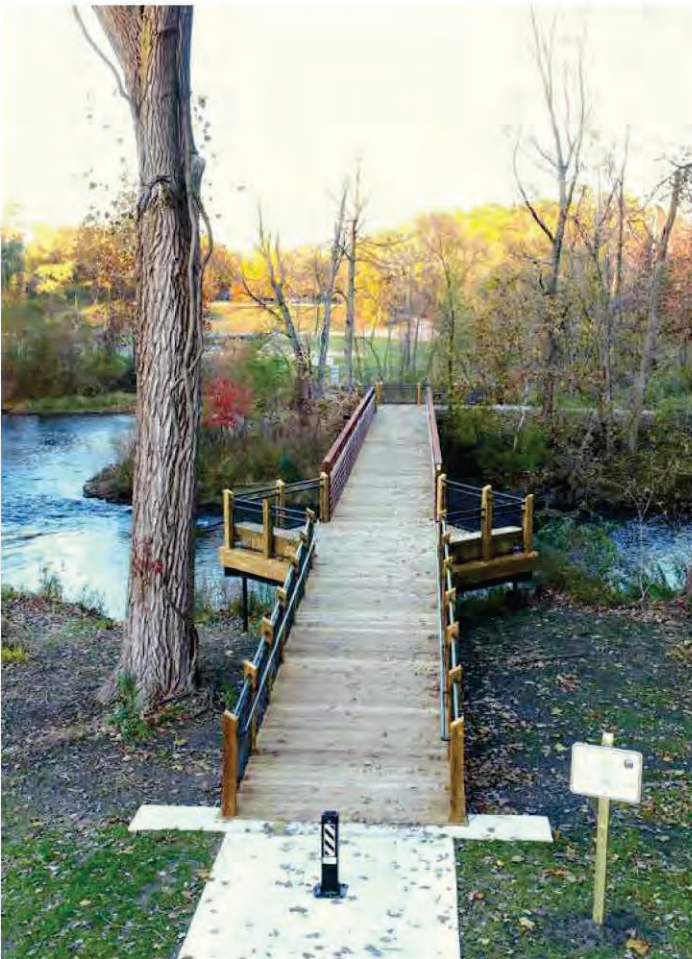
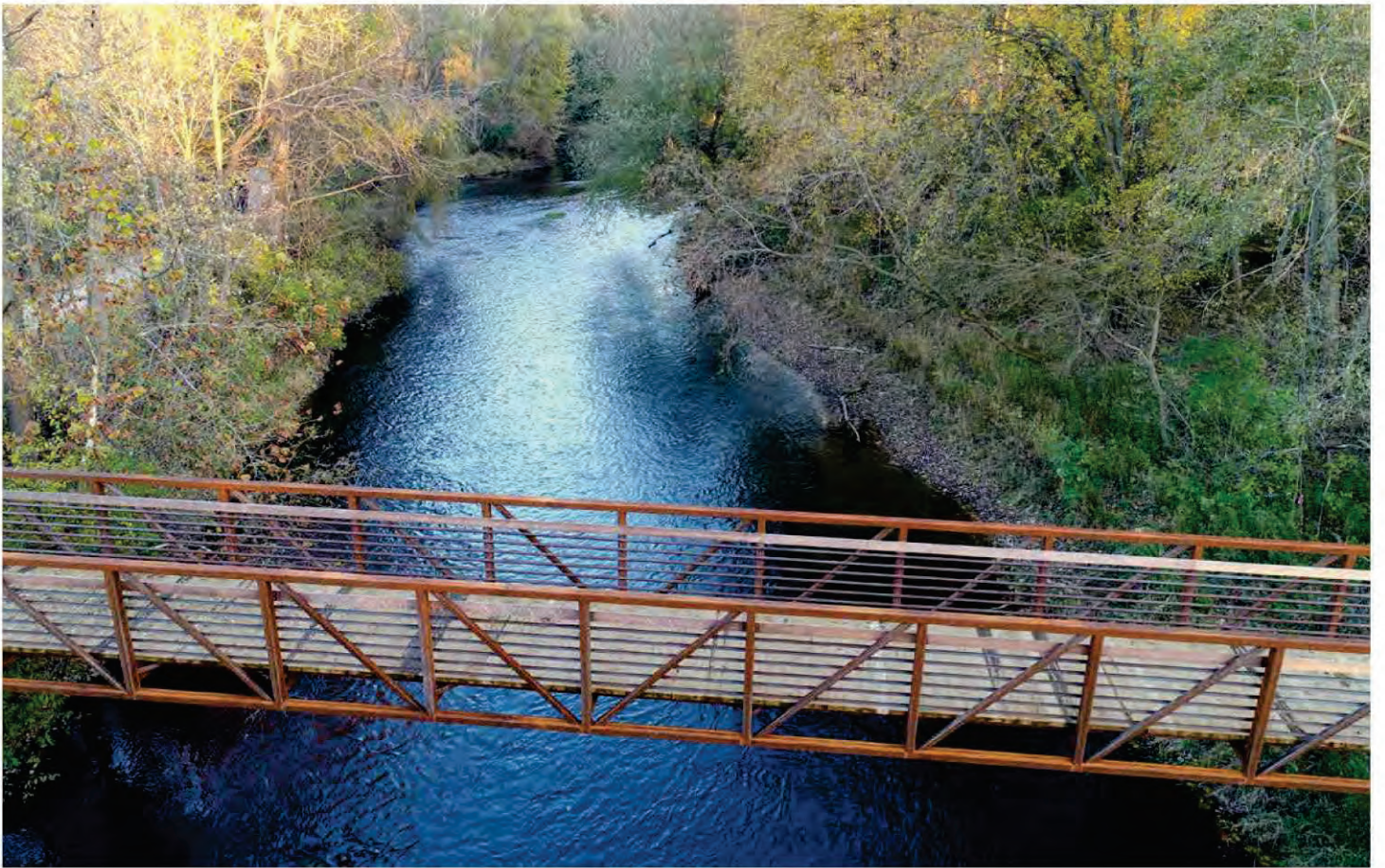
Construction Completed: 2018
Total Construction Costs: \$647,000
Grant Funds: \$296,000

Project Description

MCSA Group, Inc. provided comprehensive professional services including all Master Planning, Design Development, EGLE Permit Application, MDOT driveway permit, Site Engineering, Construction Documents and Construction Administration. This high-profile Park included a Parking Area, ADA Accessible Kayak Launch, Pedestrian Bridge, Viewing Decks, Fishing Piers, and Crushed Stone Trails around historic island.



Project Experience - Paw Paw County Park





Maplewood Trail

Georgetown Township, Michigan

Project Reference

Georgetown Charter Township
Mr. Don Carlton, Manager
(616) 457-2340 ext. 225

Project Highlights

Construction Completed: 2017
Construction Costs over \$600,000

Project Description

MCSA Group provided Comprehensive Services including Master Planning, Construction Documents, Application and approval of EGLE permit for construction of the trail through wooded wetlands, and Construction Phase Services for a Non-Motorized Trail on Maplewood Lake. Improvements included an overlooks deck, elevated boardwalks, crushed stone and bituminous paving and trailhead in the park and at Baldwin Street. The trail measures a 1-mile loop through park across elevated boardwalks with resting areas at an overlook deck and benches. A created wetland is planned west of the trail.



Project Experience - Maplewood Trail





Heinz Waterfront Walkway

Holland, Michigan

Project Reference

City of Holland

Mr. Andy Kenyon, Parks and Recreation Director
(616) 928-2450

Project Highlights

Construction Completed: 2008

Construction Costs over \$5,000,000

Project Description

MCSA Group assisted the Heinz Corporation with the Planning and Design of a Waterfront Boardwalk on their Lake Macatawa frontage. Heinz granted the City of Holland an Easement and MCSA Group assisted the City with securing multiple grants for development. Comprehensive services included Master Planning, Design, Engineering and Construction Administration.



Project Experience - Heinz Waterfront Walkway





Keppel Forest, Park Township

Holland, Michigan

Project Reference

Park Township
Mr. Jerry Hunsburger, Supervisor
(616) 738-4232

Project Highlights

Construction Completed: 2018
Total Construction Costs: \$216,000
Grant Funds: \$148,400

Project Description

MCSA Group, Inc. provided comprehensive professional services including all Master Planning, Design Development, Site Engineering, Construction Documents and Construction Administration. Park Township utilized the Master Planning Documents and Cost estimates provided by MCSA Group to successfully apply for a Michigan Natural Resources Trust Fund (MNRTF) Grant. Improvements included parking reconfiguration, Barrier free Parking, native prairie area, improve crushed stone and Barrier free walkways. Interpretative signage also provides information about of native plant and animal species throughout the park. Signage also contained material about the park history and Historical Cabin.



Project Experience - Keppel Forest



KEPPEL FOREST TRAIL

A Place to Enjoy and Experience Nature

LOG CABIN REPLICA OF FIRST HOUSE BUILT IN HOLLAND IN 1847

The log cabin replica, erected in 1910 by Albert Keppel and family, is a replica of the first cabin built in Holland. The cabin was built on the site of the first cabin built in Holland in 1847. The cabin was built by the Keppel family and is a fine example of early log cabin construction. The cabin is a fine example of early log cabin construction. The cabin is a fine example of early log cabin construction.

WELCOME TO THE ALBERT C. KEPPEL FOREST

In 1932, Mr. Keppel donated this land to Holland Public Schools to use as an outdoor classroom to teach local history and care of the environment. Park Township purchased the property from the school district in 1990, after agreeing to keep the land as a nature reserve. Its purpose remains to this day. Trails, picnic pavilion, benches, and the log cabin provide an outdoor space to be enjoyed by school children as well as all community members.

DURING YOUR VISIT

- Pets must be on a leash and picked up after
- No alcoholic beverages
- No littering
- Do not damage or disturb plants, animals or property within the park
- No Fires
- Enjoy the tree identification trail
- Visit the Historical Cabin, a replica of the first cabin built in Holland
- Park closed from 10:00pm to 7:00am



Mt. Pisgah

Ottawa County, Michigan

Project Reference

Ottawa County Parks and Recreation
Mr. John Scholtz, Director
(888) 431-1001 ext. 4810

Project Highlights

Construction Completed: 2008
Construction Costs over \$500,000

Project Description

MCSA Group provided Comprehensive Services for the design and construction of the Mt. Pisgah Dune Protection Project. The trail stairways and overlook decks allow easy access to the top of the dune and reduces erosion caused by foot traffic. The trail head pavilion connects a bike path to the dune trails and overlook decks.



Project Experience - Mt. Pisgah





H.B. Dunton Park - Waterfront Development

Holland, Michigan

Project Reference

Holland Charter Township
Steve Bulthuis, Manager
(616) 396-2345

Project Highlights

Construction Completed: 2016
Construction Costs over \$1,000,000
Grant Funds: \$300,000

Project Description

MCSA Group Inc. provided comprehensive services for waterfront development including restrooms, floating fishing pier and ADA kayak ramp, kayak storage building, beach, parking, boardwalks, decks, shelters, childrens play areas, and landscaping on Lake Macatawa. This project included all professional services starting with Grant Application, Master Plan, Design Development, Construction Documents and Construction Administration. We also prepared the joint permit application for EGLE and the Army Corps of Engineers.



Project Experience - H.B. Dunton Park, Waterfront Development





Hawthorne Pond Addition

Holland, Michigan

Project Reference

Holland Charter Township
Mr. Don Komejan, Manager
(616) 396-2345

Project Highlights

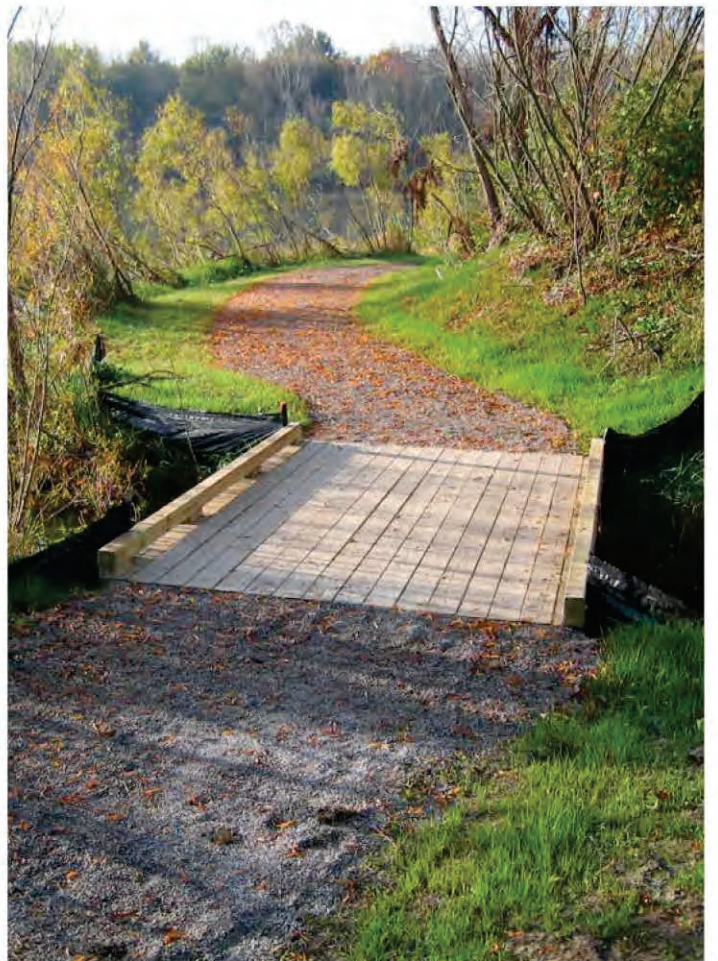
Construction Completed: 2014
Construction Costs: \$200,000

Project Description

MCSA Group provided professional services for the following: parking area, fishing deck, boardwalk, crushed stone trails with timber edging, prefabricated picnic shelter, benches, litter receptacles and landscaping. Professional services included Master Plan, Construction Documents and Construction Administration. This project was funded by a Michigan Department of Natural Resources Trust Fund Grant.



Project Experience - Hawthorne Pond Addition





ATTACHMENT A – COVER SHEET FOR PROPOSAL

Proposals must include this cover sheet (or this sheet reproduced on company letterhead) as PAGE 1 of the response. Vendors may complete all required attachments as a stand-alone response (fillable form .pdf document, written or typed).

[] an individual, [x] a corporation (please mark appropriate box), duly organized under the laws of the State of Michigan.

The undersigned, having carefully read and considered the services as described within the RFP, does hereby offer to perform such services on behalf of the County in the manner described and subject to the terms and conditions set forth in the attached proposal, including, by reference here, the County's RFP document.

NO CONFLICT(S) OF INTEREST: By submission of a proposal, vendor agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of the vendor's services, or (2) benefit from an award resulting in a "Conflict of Interest," including holding or retaining membership or employment on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the County.

MICHIGAN ECONOMIC SANCTIONS ACT, 2012 ("IRAN-LINKED BUSINESS"): By submission of a proposal, vendor certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business," as defined in the Michigan Economic Sanctions Act, 2012 P.A. 517.

DEBARMENT AND SUSPENSION: By submission of a proposal, the undersigned certifies to the best of his/her knowledge and belief, that the corporation, LLC, partnership, or sole proprietor, and/or its' principals, owners, officers, shareholders, key employees, directors and member partners: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated above; and, (4) have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

CERTIFICATION OF INSURANCE AND INDEMNITY REQUIREMENTS: By submission of a proposal, the undersigned certifies and represents an understanding of the County's Insurance and Indemnification requirements as defined within Ottawa County Terms and Conditions. Potential vendors must understand and agree that fiscal responsibility for claims or damages to any person or to companies and agents shall rest with the vendor.



ATTACHMENT B – VENDOR REFERENCES

Provide (3) three references from projects or services provided that are similar in size and/or scope, preferably from other governmental/municipal, and/or other community-based organizations. By providing the references below, Vendor authorizes any person contacted to give the County any and all information concerning work experience or performance and releases all parties from all liability for any damage that may result from furnishing the same to the County. Please do NOT include Ottawa County as a reference.

Vendor Reference 1			
Customer Name:	Holland Charter Township	Contact Person:	Steve Bulthuis, Manager
Contact Number:	616-396-2345 x1222	Contact Email:	steveb@hct.holland.mi.us
Project Description:	Ongoing services for the Township since 1980. Including park and sports facility master planning, engineering and construction administration.		

Vendor Reference 2			
Customer Name:	Berrien County Parks Dept	Contact Person:	Jill Adams, Director
Contact Number:	269-983-7111	Contact Email:	jadams@berriencounty.org
Project Description:	Ongoing services for the County since 1992. Including park and sports facility master planning, engineering and construction administration.		

Vendor Reference 3			
Customer Name:	Laketown Township	Contact Person:	Al Meshkin, Township Manager
Contact Number:	616-335-3050	Contact Email:	al@laketowntwp.org
Project Description:	Ongoing services for the Township since 1994. Including park and sports facility master planning, engineering and construction administration.		



ATTACHMENT A – (CONTINUED)

The vendor must affect and maintain any and all insurance coverage, including, but not limited to, Workers' Compensation, Employers' Liability and General, Contractual and Professional Liability to support such financial obligations. A certificate of insurance detailing insurance coverages may be requested. The certificate must indicate that insurers will provide to the County written notice thirty (30) days prior to terminating any insurance policy.

The undersigned affirms that he/she is duly authorized to execute this proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other vendor and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the vendor has full authority to execute any resulting contract awarded as the result of, or on the basis of the proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

Company Name: MCSA Group, Inc.

Contact Name and Title: Tiffany Smith, President

Mailing Address: 529 Greenwood Ave SE, East Grand Rapids MI 49506

Phone Number: 616-451-3346 Email Address: tas@mcsagroup.com

Website: www.mcsagroup.com

Federal Employer Identification Number: 38-2923317

The submission of a proposal hereunder shall be considered evidence that the vendor is satisfied with respect to the conditions to be encountered and the character, quantity, and quality of the work to be performed.

BY:  7-15-24
(Signature of Authorized Representative) Date

Tiffany Smith, President
(Printed Name and Title of Authorized Representative)



ATTACHMENT C - PROPOSAL RESPONSE

To be submitted as a stand-alone document, the proposal response should be clear and concise narrative, providing detailed information and responses to all questions listed below. Proposals should address the following questions in a clear and organized manner.

1. **ORGANIZATION** – Please describe your firm's organization, including its founding date and ownership structure. Indicate whether your company has undergone any material changes in organizational structure, ownership, or management in the past three years. If so, please provide details. Also, specify the location of the office or offices that will be providing project services.
2. **VENDOR EXPERIENCE** – Describe your company's experience in providing professional planning and design services. Include how long your firm has been engaged in these activities and the number of current clients. Emphasize your firm's experience with public-sector organizations of similar size and requirements.
3. **PERSONNEL / QUALIFICATIONS** – Provide an organizational chart showing your firm's leadership and primary consultant team. Include descriptions and resumes of the staff who would be responsible for the Ottawa County project.
4. **PAST PROJECTS** – Provide information on past relevant projects, including an overview of each project's scope, objectives, and outcomes. Describe the challenges encountered and explain how your firm addressed and resolved these issues.
5. **PROJECT APPROACH** – Provide a detailed explanation of your firm's understanding of the project and its goals. Describe your approach to developing the master plan, including how you will incorporate community and stakeholder engagement throughout the planning process. Additionally, outline your proposal with clear descriptions of key milestones, deliverables, and timelines
6. **COST AND FEES PROPOSED** – Please provide an itemized list of reimbursable expenses and the estimated unit costs for items likely required for this project. Additionally, outline the professional fees for completing the described work. Professional fees should be presented on a not-to-exceed basis.



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 Submitted/Engineering Underway**
- **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 was submitted at the end of March. Since engineering costs can be a reimbursable item before a grant application is approved, engineering is moving ahead 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 Submitted**
- **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 assisted the MDNR with completing this grant application and it was 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 #: TF24-0045)
- **Request Amount:** \$400,000
- **Parks Commission Action:** **UPDATE**
- **Status:** **Grant Application Submitted**
- **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 was submitted at 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 the 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 would become available near the end 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:** **Project Ongoing**
- **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.

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:** **Project Ongoing**
- **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.



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:** August 31, 2024
- **Parks Commission Action:** **UPDATE**
- **Status:** **Market Value Established**
- **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 were submitted to the Trust Fund and one appraisal has been selected as the “established market value.” Staff is now working 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:** August 31, 2024
- **Parks Commission Action:** **UPDATE**
- **Status:** **Construction Underway**



- **Update:** The grant was executed on October 8, 2023. This grant will help fund for 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. Construction is underway and nearly completed except for finishing elements.

Land and Water Conservation Fund 2022 (LWCF)

- **Project:** Ottawa Sands Day-Use Restroom (Grant #: LW22-0037)
- **Request Amount:** \$242,900
- **Next Grant Report Due:** August 31, 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 at 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:** December 11, 2024
- **Parks Commission Action:** **UPDATE**
- **Status:** **Construction Underway.**
- **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. Construction is nearly complete with planting ongoing.

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 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 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:** August 31, 2024
- **Parks Commission Action:** **UPDATE**
- **Status:** **Negotiations Ongoing (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 details 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:** August 31, 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:** August 31, 2024
- **Parks Commission Action:** **APPROVAL OF GRANT EXTENSION REQUEST**
- **Status:** **Construction Underway (Grant Extension in Process)**
- **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
- **Next Grant Report Due:** October 27, 2024
- **Parks Commission Action:** **UPDATE**
- **Status:** **Project Underway**
- **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. A team of consultants led by GEI has been retained and work will start shortly on-site assessments and natural features inventories.



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 the 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 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:** September 30, 2024
- **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:** November 1, 2024
- **Parks Commission Action:** **UPDATE**
- **Status:** **Construction Underway**
- **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. Construction is nearly complete with planting ongoing.

Action Request

Electronic Submission – Request # 372



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 7/24/2024

Vendor/3rd Party: MICHIGAN DEPARTMENT OF NATURAL RESOURCES

Requesting Department: PARKS AND RECREATION

Submitted By: CURT TERHAAR

Agenda Item: IDEMA EXPLORERS TRAIL STEARNS BAYOU CONNECTOR GRANT AGREEMENT AMENDMENT

Suggested Motion:

To approve and authorize staff to execute the amendment to the Idema Explorers Trail – Stearns Bayou Connector Trust Fund Grant agreement pending review and approval from Corporation Counsel and the Board of Commissioners. 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:

Over the past several decades, the Ottawa County Parks and Recreation Commission (OCPRC) has been committed to developing the Grand River Greenway by acquiring key pieces of natural and recreational land and then connecting these lands together with land and water trails. This includes the currently under-development Idema Explorers Trail, which is a planned 36.5-mile multi-use paved pathway on the south side of the Grand River that will connect Grand Haven to the border of Kent County in Georgetown Township. A 2.4-mile section of the Idema Explorers Trail, known as the Stearns Bayou Connector project, is now under construction along Green Street from 144th Avenue to North Cedar Drive and includes an expansion of the Green Street bridge over Stearns Bayou. This \$5.16 million construction project is funded by \$150,000 in OCPRC millage funds, a \$3.43 million grant from the Michigan Department of Transportation's Transportation Alternative Program, \$1.24 million in Ottawa County American Rescue Plan Act funding, and a \$300,000 grant from the Michigan Natural Resources Trust Fund (MNRTF). The grant agreement for the MNRTF is set to expire on July 31, 2024. Since construction is anticipated to be completed by the end of the year, staff has initiated a amendment request through the MNRTF to extend the grant agreement. The only change is the expiration date for the grant agreement. As the Ottawa County Board of Commissioners has already approved the grant agreement and this is not a substantial change to the agreement, staff plans to submit the amendment through the "post-ratification" process. Additionally, it is requested that the Parks Commission authorize the Director to proceed with processing this agreement pending review and approval by the Corporation Counsel.

Financial Information:

Total Cost:

Parks Fund Cost:

Included in Budget:

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is:

Action is Related to Strategic Plan:

Objective:

Administration:

Recommended by Parks Director:

Committee/Governing/Advisory Board Approval Date:

Executive: 07/08/2024



MICHIGAN DEPARTMENT OF NATURAL RESOURCES-GRANTS MANAGEMENT

MICHIGAN NATURAL RESOURCES TRUST FUND AGREEMENT AMENDMENT

Organization: Ottawa County

Project Title: Idema Explorers Trail - Stearns Bayou Connector

Project Location: Ottawa

Project Number: TF21-0140

Amendment Number: 1

This is an amendment to the Agreement entered into between the Michigan Department of Natural Resources ("DEPARTMENT") and the Ottawa County in the county of Ottawa County for the Michigan Natural Resources Trust Fund grant number TF21-0140.

The purpose of this amendment is to:

- extend the end date of the project period from 07/31/2024 to 01/31/2025 to allow for more time to complete the project.

A. The DEPARTMENT and the GRANTEE mutually agree to amend the Agreement as follows:

- The time period allowed for project completion is 07/20/2022 through 01/31/2025, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be made in writing before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT. The project period may be extended only by an amendment to this Agreement.
- Submit a complete request for final reimbursement within 90 days of project completion and no later than 4/30/2025. If the GRANTEE fails to submit a complete final request for reimbursement by 4/30/2025, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and require full repayment of grant funds by the GRANTEE.

B. All other provisions of the Agreement shall be continued in full force and effect.

C. The amendment may be executed separately by the parties and is not effective until both the GRANTEE and the DEPARTMENT have signed it.



D. This amendment modifies an Agreement which was approved by resolution of the GRANTEE'S governing body as evidenced by the resolution attached to the Agreement. It is the sole responsibility of the GRANTEE to determine if its laws, policies, or procedures require approval by its governing body before execution of this amendment by the GRANTEE. By signature of this amendment, the GRANTEE certifies that:

1. Approval of the amendment by its governing body is not required, or
2. The amendment has been approved by resolution (true copy attached) of the

_____	_____	meeting of the	_____
(date)	(special or regular)		(name of approving body)

GRANTEE	
SIGNED	WITNESSED
By: _____	By: _____
Title: _____	By: _____
Date: _____	

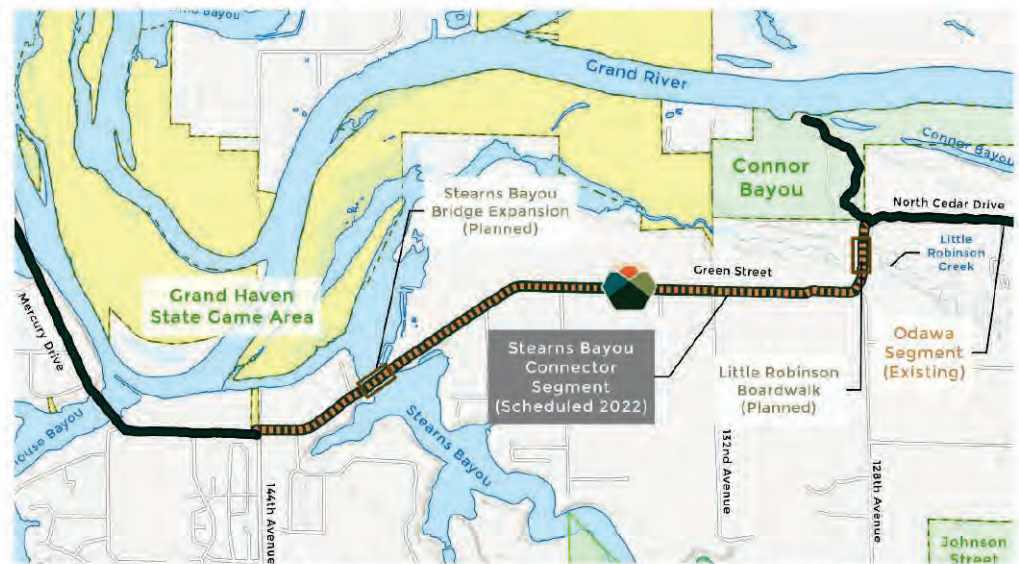
MICHIGAN DEPARTMENT OF NATURAL RESOURCES	
SIGNED	WITNESSED
By: _____	By: _____
EFFECTIVE DATE: _____	By: _____



Project: Stearns Bayou Connector (CP2206)

- **Parks Initiative:** Grand River Greenway – Idema Explorers Trail (background below in *italics*)
- **Parks Plan/Strategic Plan/Master Plan Reference (where applicable):** Parks Plan 161-163 and Appendix L-4 (Project D48)
- **Budget Cost:** \$5,717,251
- **Committed Funding:**
 - Ottawa County Parks Millage (Committed): \$182,458
 - MDOT Transportation Alternatives Program (Committed – not in CP): \$3,428,238
 - Ottawa County ARPA (Committed – Not all required for this segment): \$2,000,000
 - Ottawa County Parks Foundation (In CP but this funding is no longer needed for this segment)
 - Michigan Natural Resources Trust Fund (Committed): \$300,000
- **Location:** Robinson Township, Ottawa County (Senate District 31, State House District 88)

• **Summary:** This 2.4-mile segment is the final connection between the M-231 Grand River bridge pathway and the City of Grand Haven on the south side of the Grand River. It will connect bikers and pedestrians in Grand Haven to several Greenway parks for the first time (Connor Bayou, Riverside Park, and the Bass River State Recreation Area). This is also the final segment needed to complete a 24-mile trail loop around the Grand River between the US-31 bridge and M-231 bridge. This project will provide safe crossing over two major barriers for bike/pedestrian users: Stearns Bayou and Little Robinson Creek. Once completed, it will be officially known as the “Bayou Segment”



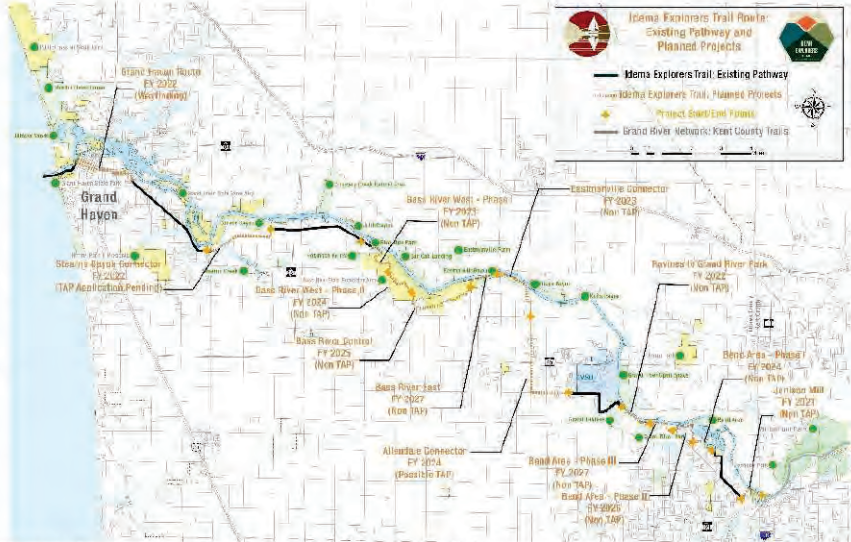
Status: Construction Underway

December 1, 2021 – MDNR Trust Fund Board Recommends OCP Projects for funding

Grand River Greenway Background Info:

The Grand River Greenway connects Lake Michigan to Millennium Park and Grand Rapids with a multi-use river and land trail on and along the Grand River through vast parks, deep woods, and hidden bayous.

The heart of the Greenway is the Idema Explorers Trail, which is currently being developed. When connected, the 36-mile trail will offer endless opportunities to explore nature, community, and culture while also expanding access to over 100 miles of regional trails. (Located in US District 2, State Senate District 30, State House Districts 88 and 89)



Action Request

Electronic Submission – Request # 373



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 7/24/2024

Vendor/3rd Party: NONE

Requesting Department: PARKS AND RECREATION

Submitted By: JASON BOERGER

Agenda Item: APPROVAL OF THE IDEMA EXPLORERS CAMP BUSINESS PLAN

Suggested Motion:

To approve the Idema Explorers Camp business plan, including the proposed fees and rules.

Summary of Request:

Staff and Park Commissioners have been working on this plan for over a year. It has been reviewed several times at the Finance Committee, and small changes have been made each time. This plan is now ready for approval and implementation.

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: New Activity

Action is Related to Strategic Plan:

Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County. 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: 07/09/2024



Business Plan and Goals

Ottawa County Parks and Recreation Commission

Idema Explorers Camp at Ottawa Sands County Park

Ferrysburg, Michigan

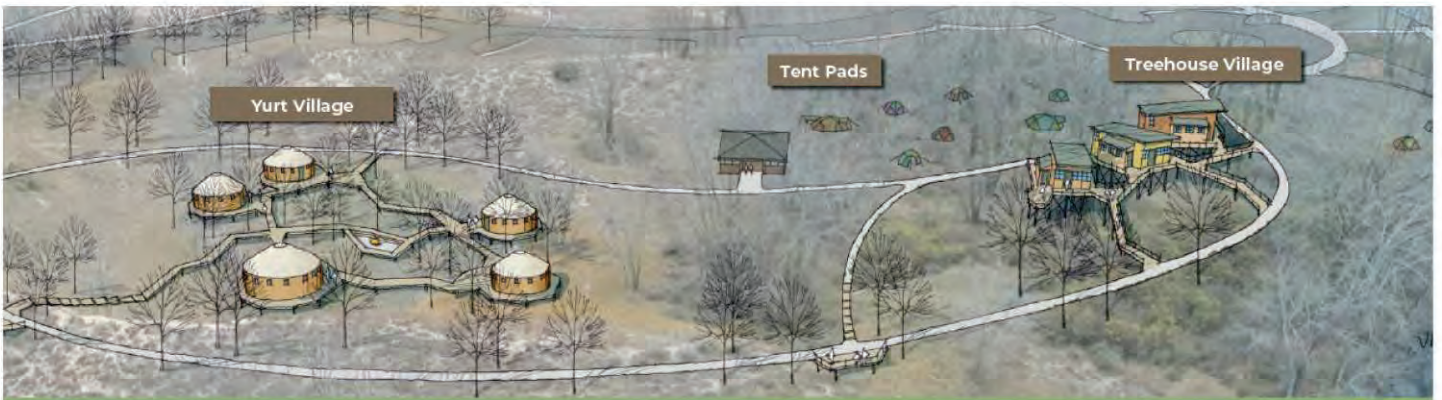


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Executive Summary

The Ottawa County Parks and Recreation Commission's mission is to enhance quality of life for residents and visitors, by preserving parks and open spaces and providing outdoor and natural resource-based recreation and education opportunities. Camping at Ottawa Sands will fall in line with the 4 basic goals established by the commission to carry out the overall mission of the park system. In addition to completing the mission by offering new services to the community, camping reservations will be able to generate revenue to help offset operating costs and the costs of future renovations.

This document will review the description of products and services offered by the Idema Explorers Camp at Ottawa Sands (IEC). It will provide information on not only the marketing and revenue generation of the IEC, but also the organizational structure, and pricing strategy. Included is a market analysis of similar properties that offer a similar style of camping.

The following information is meant to provide a basic overview of IEC's facilities and services and act as a guiding document to meet the goals and objectives stated below.

Business Overview

Facility Description

Ottawa Sands Park is located in Ferrysburg, MI in the northern part of Ottawa County on the north bank of the Grand River. Ottawa Sands is part of the County Parks Commission and is located just off Lake Michigan and across the Grand River to Grand Haven, MI. It is one of many parks connected by the Idema Explorers Trail that extends to Kent County and connects Grand Haven to Grand Rapids. With the site's abundant natural features, scenic beauty, proximity to a waterfront urban center, and a significant amount of disturbed land (nearly 90 acres of the 345 total acres), this site as well as the entire 2000+ acre public land corridor offers tremendous opportunities for recreation, connectivity, place-making, improved natural resource management, and restoration. As a result, camping at Ottawa Sands could create a park experience that is like no other found in Michigan.

IEC offers a unique camping experience by providing 10 tent pads for visitors to the Grand River Greenway. The 10 tent pads are designed for a more rustic camping experience. Each individual site will not have amenities other than electric and a firepit however, guests will have access to water nearby, a bathhouse, and all of the other amenities of the park. The pads are intended for water trail users who have kayaked in or for those who are on a non-motorized biking or backpacking adventure; however, parking will be provided for those who drive to the IEC. Tent camping is strictly prohibited in all areas of the park except for the designated pads.

Additionally, the park offers 3 varying-sized tree houses that provide accommodations for either 2, 4, or 6 people and 5 varying-sized yurts that accommodate either 2, 4, or 6 people. Guest staying at the Treehouses and Yurts may have up to 2 additional people beyond the stated capacity. Guest must provide their own bedding (sleeping pad, air mattress, cots, sleeping bag, etc,) for the additional people. Both the tree houses and yurts will have differing amenities based on the individual unit but all will be outfitted with basic necessities for an overnight stay. The camping opportunity will be open to anyone from the most experienced outdoorsman to the novice outdoor vacationer.

Products and Services

Camping at Ottawa Sands has the following products and services:

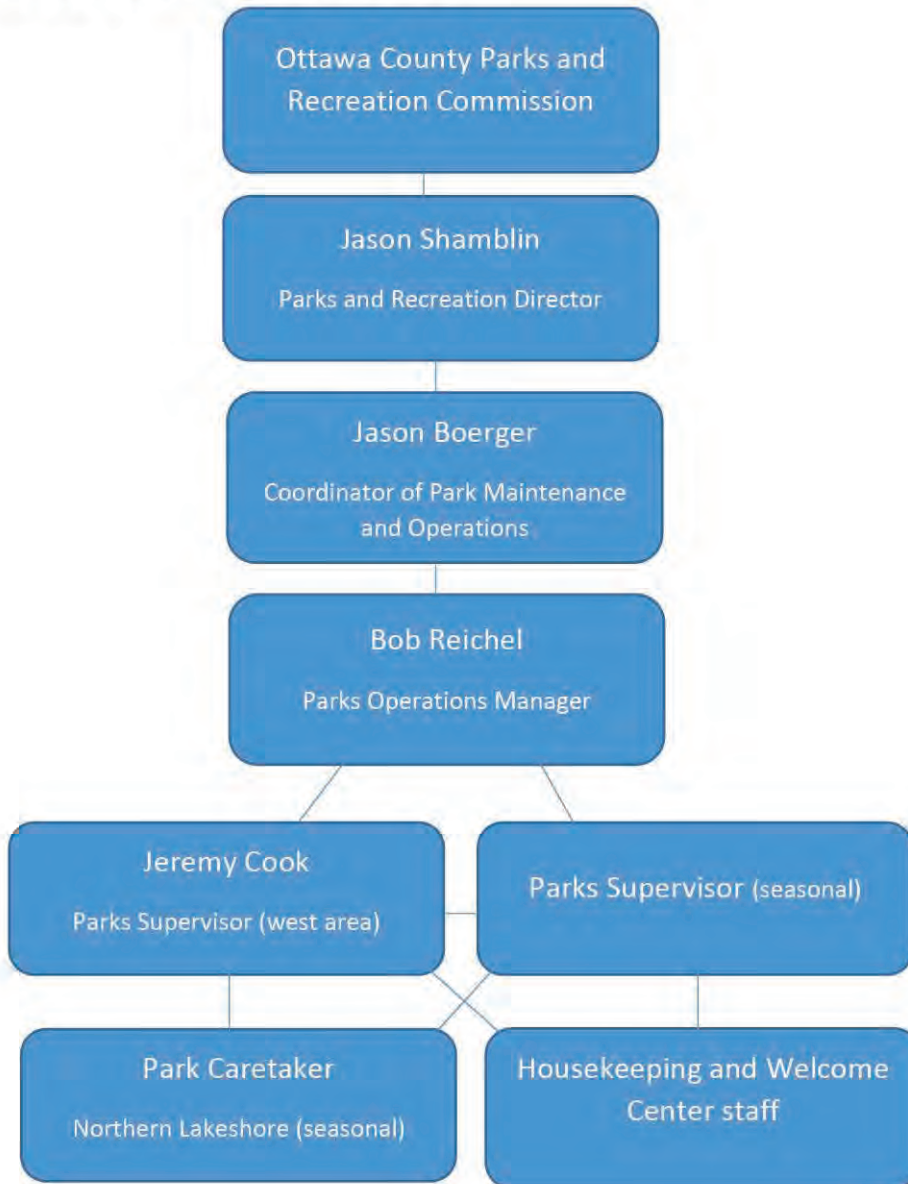
- 5 yurts in 16', 20', and 30' sizes sleep 18-28 total.
- 3 tree houses that sleep 12-18 total.
- 10 tent pads.

- Yurts and tree houses will have linens and bedding, basic furnishings and varying amenities with all having electricity, a kitchenette, small refrigerator, microwave, coffee maker, heat, and air-conditioning.
- The largest Yurt and Treehouse each have running water and a private bathroom with a shower.
- The units without running water have bottled drinking water.
- Modern family-friendly restrooms and showers nearby.
- An indoor camp kitchen area for washing dishes
- A free washing machine and dryer
- Free Wifi
- Kayak staging area and accessible launch on the Grand River.
- The existing trail system offers connections to adjacent parks, open spaces, and beaches along the Lake Michigan coastline from the Grand Haven Pier to P.J. Hoffmaster State Park.
- 80-acre fresh water inland lake.
- Dedicated parking for overnight guests.
- Welcome Center / Camp Office.

All campers will have access to the 345-acre park and its amenities. Campers can enjoy the existing trail systems of the park as well as the adjoining parks of North Ottawa Dunes and PJ Hoffmaster. They can also visit the beach at North Beach Park which is 1 mile from the camp or ½ mile from the Ottawa Sands Park entrance in addition to other water activities either on the manmade lake, Grand River, or Lake Michigan.

An additional attraction to some park users may also include the proximity to downtown Grand Haven. With local eateries, ice-cream, and souvenir shops as well as Grand Haven State Park, and an accessible kayak access on the south channel of Harbor Island. Grand Haven would be a terrific stop on anyone's water trail adventure.

IEC Management and Organizational Structure



In this plan, the organizational structure to manage camping at Ottawa Sands would include the west area supervisor working with a seasonal supervisor, with additional housekeeping staff and administrative staff at the Welcome Center

Parks Supervisor

Supervises the operations and maintenance of assigned County Parks and Open Spaces. Supervises employees and volunteers who provide patron services and maintain park lands, facilities, structures, and equipment. Ensures that assigned parks and open spaces are operated and maintained to the standards established by the Parks Commission and provide quality recreational experiences for county residents and visitors.

Seasonal Supervisor

Under the supervision of the Lakeshore Parks Supervisor, assists in all areas of park operations, maintenance, repairs, public relations, rule enforcement, supervision, scheduling, and training of seasonal employees. Examples of work

include employee supervision, making minor mechanical/plumbing/carpentry repairs, fee collection accounting, preparing bank deposits, public relations/customer service, and park rule enforcement.

Park Caretaker

Provides general labor required for the cleaning of public areas (e.g., litter pick up, trash removal, cleaning walks and lots), restrooms, hallways, kitchen areas, grills, and fireplace(s) in assigned facilities. Collects park fees and responds to specific requests from park patrons. Opens the buildings and/or grounds and monitors events for groups. Enforces the established rules of the Ottawa County Parks & Recreation Department based on specific guidelines.

Housekeeping Staff

Cleans and prepares the rentals between uses.

Administrative Staff

Staffs the Welcome Center. Checks in and out camp guests. Answers Phone calls and emails about the camp. Provides administrative support to the Operations team.

Market Analysis

Target Market

While Ottawa Sands Park offers services to the entire general public who wish to visit the Tri-City area, camping at the park does have a target market of outdoor enthusiasts who desire a more unique experience with a low impact on the natural area. Additionally, the tent campsites are targeted to those who are using the Grand River Greenway, water trail or long-distance bike trails like the Idema Explorers Trail and wish to have an overnight experience.

Key Market Comparable Facilities

Listed below are 7 comparable facilities within our target market. With very few Yurt “villages” around Michigan, some comparable facilities may only offer 1 Yurt for rental or comparable cabins. Below are the descriptions of each property in their own words.

Tree Vistas - 4200 Smokey Row Ionia, MI

Winding Springs Treehouse features a master bedroom, loft with bunk beds, and a full bathroom & a kitchenette.

Sleeps 6: Loft area with bunk beds, master bedroom with a queen bed, and a sleeper sofa in the living room.

Kitchenette: Equipped with dishes & utensils, cookware, a fridge, electric cooktop, microwave, Keurig, toaster, and electric griddle

Bath and Toiletries: Includes a full bath with Michigan-made soap, shampoo, conditioners, & lotion. (No bathtub)

Entertainment/Activities: We have smart TVs, board & other games, and a WiFi Connection (signal may vary around the Treehouse Resort).

Special Features: A spiral staircase, glass shower (can whiten for privacy), Tree-encased in glass during all seasons, patio, electric fireplace, AC/heat, washer/dryer, some Toiletries provided (shampoo, conditioner, lotion), and complimentary coffee/tea offered.

Outside/Resort: a wrap-around deck, four-season patio area, charcoal grills, fire pits (pre-laid including firewood), picnic table, treehouse swing & hammock, washer lawn game, frisbees, and bike rack. Visit the Meijer Trail and Grand River as well!

Treehouse Ridge - 7344 Dinger Rd Thompsonville, MI

After a long day of exploring, come back and relax in your own treehouse. The treehouses come with all of the amenities and comforts of home like a washer and dryer, a private balcony with a priceless view, and a cozy fireplace. Kids are

always welcome at Tree House Ridge. The treehouses have ample space for a pack 'n play. Our treehouses are also accessible for wheelchairs and strollers. Amenities include a full refrigerator, stove/oven, microwave, dishwasher, washer and dryer, fireplace, TV, and more.

Au Train Beach Campground - 1331 W M28 – Munising MI

We have 9 PYOT Rustic Campsites, 12 furnished Safari Tents, 25 furnished Yurts, 2 Grand Yurts, 2 large furnished Tipis, and 3 furnished mini-tipis! All sites have firepits, outdoor charcoal grills, and a picnic table. All of the Yurts, Safari Tents, and Tipi's are on wood platforms with solar lighting inside (Grand Yurts have full electricity and mini-fridges!). All of our sites at the Campground are walk-in access only with just a short walk from the parking area (utility wagons are available for your gear). WI-FI is available in a common area at the campground.

Most of the Yurts and safari Tents sleep up to 5 people with a twin over double bunk bed and a futon and Solar powered lighting inside with a USB port on the battery bank to charge your devices. Restrooms and showers are located just a short walk away.

Pets are allowed with a \$25 Pet fee. All you need to bring is your sleeping bag, gear, and cookware. Ice and firewood for sale.

Wild Cherry RV Resort – 8563 E. Horn Rd – Lake Leelanau, MI

This location in Northwest Michigan is a destination RV park that you won't want to leave. Peacefully quiet, large lots, wide paved roads, full hook up. We are close to Sleeping Bear national Park, 24 + local wineries, and four historic villages. The yurt is located in a secluded wooded setting. Portable bathrooms and a two room tent shower are a short distance away. The site has a fire pit, picnic table and gas grill. Go camping yet sleep on a queen size bed.

Muskegon Yurt – Muskegon State Park – 3560 Memorial Dr. Muskegon MI.

The park's yurt is located in the woods in the far east end of the Muskegon Luge Adventure Sports Park. This 20-foot-diameter yurt sleeps seven with two log bunk beds and stacking cots. You'll also find a table, chairs, a solar lantern and a woodstove for heat (firewood provided). During the warmer months, the modern toilet and shower building are available at the Lake Michigan Campground across the road, otherwise no electricity or running water is provided. You must provide your own linens and cooking ware. There is a fire ring located outside, but no cooking equipment.

Timber Ridge RV & Recreation Resort – 405 E Hammond Rd. – Traverse City

Timber Ridge Resort is an all-season resort, located just 8 minutes from downtown Traverse City, Michigan. Guests can enjoy camping in tents, RVs or cabins; planning events like weddings, company meetings and retreats, athletic outings; or outdoor adventures on over 60 kilometers of Timber Ridge-groomed trails and the connecting Vasa trail system. The modern yurt is also an ideal lodging option for families looking to spend quality time together, indoors or out. Their circular shape and the often accompanying fire pit outside, bring families together for food, rest, and fun. But please note we have 2 types of Yurts available, a Basic Yurt (no running water) and a Deluxe Yurt (kitchen and bathroom).

Red Arrow Cabins – 6264 Elm Drive – Sawyer

A small cabin resort in beautiful Harbor Country Michigan. Our cabins are comfortably decorated with local antiques, cozy furnishings, and custom lighting. Everything you need is here; bathrooms with showers, heat/ac, and kitchenettes, just to name a few. Unwind while you enjoy the wooded setting from your rustic front porch. Minutes away from Warren Dunes State Park and other great attractions.

The following chart shows a comparison of services between all 6 campgrounds (including Ottawa Sands.) The services listed below are in accordance to what each individual marina advertises.

Services	Outfitted Camping							
	Tree Vistas (Treehouse)	Treehouse Ridge (Treehouse)	Au Train (Basic Yurt)	Wild Cherry (Yurt)	Muskegon S.P (Yurt)	Timber Ridge (Basic Yurt)	Red Arrow (Cabin)	Ottawa Sands
Running Water	x	x					x	x
Electricity	x	x				x	x	x
Wood stove		x			x			
Bathroom w/ Shower	x	x					x	x
Kitchenette	x	x					x	x
Microwave	x	x				x	x	x
Cooking Utensils	x	x					x	x
Linens / Bedding	x	x		x			x	x
TV	x	x						
Heat	x	x				x	x	x
AC	x	x				x	x	x
Picnic Table	x	x	x	x	x	x	x	x
Grill	x	x	x	x	x	x	x	x
Fire Pit	x	x	x	x	x	x	x	x
Yurt Village			x			x		x

Pricing Strategy and Revenue Generation

Pricing Strategy

When setting prices, we are striving to achieve the following: provide a value, do not undercut private businesses providing a similar service, generate revenue to offset expenses for future upkeep, and to lessen the burden on taxpayers by utilizing user-generated revenue for general park maintenance expenses. Pricing is established by the Parks management staff and is currently using existing market data to establish a nightly rate. Research on other local area facilities will be conducted every other year to ensure the pricing structure of the facilities remains comparable to the overall market.

Pricing Comparison

Nightly Rates		
	Weekday	Weekend
Tree Vista	\$375	\$425
Treehouse Ridge	\$275	\$300
Au Train	\$189*	\$179*
Wild Cherry	\$165 +	\$165 +
Muskegon S.P.	\$78	\$78
Timber Ridge	\$172	\$220
Red Arrow	\$ 189	\$229
Toledo treehouse	\$200	\$200
Local VRBO average	\$275	\$350
Holiday Inn Spring Lake	\$259	\$321
Ottawa Sands 20' Yurt	\$225	\$275

* Price reflects 16' yurt only \$20 increase for larger units
+ Price reflects June 15 – Sept 7, 2 night minimum

Pricing Analysis

The above pricing reflects IEC's 20' Yurt price schedule. The pricing for the 16' Yurt is set at \$200/\$225 and the 30' at \$275/\$325. We used the 20' Yurt price as it best aligns with the service the current market provides.

IEC is priced below local competitors like the Holiday Inn (the closest hotel) and local vacation rental homes. We are slightly above similar yurt camping in other Michigan locations, however, we plan to provide more value-added amenities like kitchenettes, linens, and a superior location and view.

Revenue Generation

The only source of revenue for IEC is its nightly rental fee, welcome center merchandise, and firewood sales. On rare occasions last-minute early arrival or late check-out may be permitted depending on staff scheduling and availability. This will be charged at \$50 per hour. Early arrival or late check can only be requested on the same day and may not be preplanned. Other fees such as cleaning, booking, or parking have been discussed and will be evaluated annually. The projected revenue is in the budget report.

Resident / Non-Resident rates

Although it is common practice with other park rental facilities and with motor vehicle permit sales to offer a discounted rate for Ottawa County Residents, we have not offered such discounts at the more recently developed facilities that are run with the intention of producing revenue and reducing our reliance on tax funding for park operations. Neither the Pigeon Creek Lodge winter operations nor the Ottawa Beach Marina offer resident discounts. In addition, the majority of the funds used to develop the Idema Explorers Camp came from a private donation with the intention of that those funds would help build a source of revenue generation that would help fund other park maintenance and projects.

Pricing Structure Review

The projected revenue is calculated on an occupancy assumption. The first column represents 100% occupancy while the second and third columns represent an occupancy of 65% and 40% respectively. The assumption, given data from key market comparable properties, is our weekend occupancy will be much closer to 100% than our weekday. Knowing that our weekend and holiday demand will be much higher, IEC has used a strategy to capitalize on that demand. Prime Holidays include Memorial Day (4 days) Independence Day (4 days) Coast Guard Festival (10 days) Labor Day (4 days). Winter Holidays include: Thanksgiving (2 days) Christmas (2 days) New Years (2 days) Valentine's (1 day) Easter (1 day). Weekends include Friday and Saturday nights.

As mentioned in the Pricing Strategy, reviews of pricing structure are completed every other year in addition to researching comparable facilities in the local area. Additionally, research on comparable rental items like kayaks and bicycles will be conducted.

Marketing

In addition to Ottawa Sands Park's ever-increasing popularity, a description of Ottawa Sands Camping services as well as all of the Ottawa County Parks can be found on miottawa.org/parks.

Currently, we have a \$10,000 marketing budget specifically for IEC. Part of this will be for in-house marketing and part will be for the Convention and Visitors Bureau bed tax member program. However, a review of marketing initiatives will be completed after the first full year of operation.

Expense Reduction

The parks office will conduct annual audits on expenses, which include utilities, staffing, and service contracts. We will also ensure ongoing staff training to minimize outsourcing of maintenance and groundskeeping.

Expense Analysis

Total projected expenses for an anticipated 65% occupancy in the first full year of operation is \$235,462 versus the total projected revenue of \$571,396. These projections result in an annual surplus of \$335,993 per year. Given the objective to not only cover existing expenditures, but to also provide enough revenue to cover the additional costs of repairs, upgrades, and service expansion, IEC is challenged with a 10% profit increase year over year. This goal will be achieved through maximizing revenue generation while focusing on expense reduction. As Ottawa Sands Camping operations continue, new services at the park will develop increasing demand and traffic. Likewise, IEC staff will learn cost-saving measures and better align resources to maximize returns. \$50,000 of the projected surplus will be set aside each year for future upkeep, repairs, and upgrades to the Idema Explorers Camp. Surplus funds above and beyond \$50,000 will be utilized for maintenance, repairs, and upgrades to the rest of Ottawa Sands and other Ottawa County Parks and Open Spaces.

Sustainability and Environmental Responsibility

Ottawa Sands Camping is proud to build on an existing park plan that has adopted a natural systems philosophy. Natural Systems are an interconnected network of waterways, wetlands, woodlands, wildlife habitats, and other natural areas that support native species, maintain natural ecological processes, sustain air and water resources, and contribute to the health and quality of our communities. Natural Systems are a cost-effective, resilient approach to managing rainfall and wastewater that provides many human and ecological benefits. While conventional piped drainage and water treatment systems are designed to move water away from the built environment, green infrastructure celebrates water as a resource by reducing, filtering, absorbing, and re-using it at its source; delivering environmental, social, and economic benefits.

The Idema Explorers Camp is also committed to using environmentally sustainable practices and products to maintain the camp and to manage the natural resources surrounding the camp for native plants, wildlife habitat, and natural beauty.

We will use the 2017 Ottawa County Parks Sustainability Plan as a guideline for measuring and maintaining sustainability in the camp.

SWOT Analysis

Strengths

- Location between Lake Michigan and the Grand River situated centrally to Ferrysburg, Village of Spring Lake, Grand Haven, and Spring Lake Township
- 80 acre freshwater inland lake
- Disturbed areas ripe for recreational opportunities
- Undulating forested and critical dune terrain allows for vistas, seclusion, and habitat development
- Adjacency to the Grand River allows for increased river access to the site as well as increased recreational programming opportunities
- Abundant and unique flora and fauna to the area is an attraction for visitors
- The existing trail system offers connections to adjacent parks, open spaces, and beaches along the Lake Michigan coastline from the Grand Haven Pier to P.J. Hoffmaster State Park
- Education and interpretation opportunities based on the unique history of the site and the ecological importance of protecting and enhancing the biological diversity

Weaknesses

- Recreational fires at campsites may cause air quality concerns for other park users.
- Additional traffic brought into the park may slow the natural reclamation process.
- Camping structures will only accommodate up to 30 guests.
- Not a current core competency for the Ottawa County Parks System.
- Authorized tent camping may encourage unauthorized use outside of the approved area.
- Staffing needs are based on customer demand impacting staff scheduling.

Opportunities

- Adding marketing avenues such as Airbnb or other online booking sites.
- Adding boat/jet ski slips.
- Boat launch along the Grand River for guests (or partner with a nearby private launch.)
- Weekly rates.
- Discounted rates for bringing your own bedding.
- Camp store/nature center.
- Gap of rate charge compared to other properties in the target market area.
- Across lake Ferry (lake taxi)
- Public Rentals – bikes, kayaks, fishing equipment.
- Overnight parks programs.
- Water, trail, and conservation park programs
- Beach transportation.

Threats

- Natural setting invites natural pests into sleeping areas.
- New Camping amenities may drive away existing park users (increased disturbance)
- Recent increase in user-owned camping equipment (RV's) may have reduced the overall need for rustic lodging.
- Overnight guests on-site without park employee presence.

Idema Explorers Camp (IEC) ongoing Goals and Objectives

1. G:4, O:C – Ensure that the IEC has an occupancy rate over 65% or higher through advertising, promotion, and quality high level service.

	Responsible	Deadline
Provide a level of maintenance, service, and amenities that most would perceive as the same or better than most local hotels or B&Bs.	Park Supervisor	Review semiannually 5/1 & 12/1
Re-invest in continued marketing aimed at new customers	Community Engagement	Review semiannually 5/1 & 12/1

2. G:3, O:B – Provide opportunities for discounted or priority use by partners, volunteers, or county residents.

	Responsible	Deadline
Reserve one or more days a month for programming, maintenance, or special use.	Park Supervisor / Community Engagement	Review semiannually 5/1 & 12/1
Offer free stays as a reward for volunteer benchmarks, or as auction or raffle items for local charities.	Community Engagement / Volunteer program supervisor	Review semiannually 5/1 & 12/1

3. G:4, O:F – Ensure that income exceeds direct costs.

	Responsible	Deadline
Accurately estimate operating costs	Park Supervisor / Operations Manager	Review semiannually 5/1 & 12/1
Determine market value through comparables	Park Supervisor	Review semiannually 5/1 & 12/1
Adjust pricing based on season or other factors (Coast Guard, 4 th of July...)	Coordinator of Operations	Review semiannually 5/1 & 12/1
Produce rental income that exceeds operating expenses by 20%.	Coordinator of Operations	Review semiannually 5/1 & 12/1
Maintain a minimum of 65% occupancy	Park Supervisor	Review semiannually 5/1 & 12/1

4. G:4, O:B – Use environmentally sustainable practices and products to maintain the IEC.

	Responsible	Deadline
Maintain camp rules and policies that minimize negative environmental impact	Coordinator of Operations/ Coordinator of NRM	Review annually 12/1
Maintain signage to inform visitors of these practices and interpret natural features	Community Engagement / NRM / Park Supervisor	Review annually 12/1
Control indoor climates minimally when unoccupied.	Park Supervisor	Review semiannually 5/1 & 12/1
Use natural or non-toxic cleaning products whenever possible.	Park Supervisor	Review annually 5/1

5. G:1, O:A – Manage the natural resources surrounding the IEC for native plants, wildlife habitat, and natural beauty.

	Responsible	Deadline
Remove invasive plants	Coordinator of NRM	Review semiannually 5/1 & 12/1
Plant native plants	Coordinator of NRM	Review semiannually 5/1 & 12/1
Utilize boardwalks and improved trails to reduce erosion	Coordinator of Park Planning	Review annually 12/1
Maintain signage to inform visitors of these practices.	Planning / Park Supervisor	Review annually 12/1

6. G:3, O:B – Offer a high-quality experience to all users.

	Responsible	Deadline
Ensure that all facilities meet or exceed the requirements of the Americans with Disabilities Act	Coordinator of Park Planning	Review annually 5/1
Consider accessibility when adding new features	Coordinator of Operations	Review annually 5/1

IEC goals were established using SMART goals that are:

S – Specific, **M** – Measurable, **A** – Achievable, **R** – Relevant, & **T** – Time-Bound

The Mission, Goals, and Objectives below are currently receiving an overhaul as part of the ongoing strategic planning process. The business plan will be updated to reflect the new Mission, Goals, and Objectives during the Fall of 2025 after the first full summer of operation.

Ottawa County Parks and Recreation Commission Mission Statement

The OCPRC 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.

Ottawa County Parks and Recreation Commission Goals and Objectives

To carry out its mission, the OCPRC has identified four basic goals. For each goal, a series of objectives is outlined. The goals and objectives correspond to needs identified in the community.

GOAL 1: Preserve and manage park and open space lands which protect and enhance significant landscapes and natural communities, to benefit both people and wildlife.

Objectives:

- a. Provide a high level of stewardship for natural lands.
- b. Identify high quality natural resource features in Ottawa County and seek to preserve key parcels and interconnected natural lands through establishment of new parks and open spaces.
- c. Advocate for improved water-quality levels for all regional waterways and water bodies.

GOAL 2: Provide high quality outdoor and natural resource-based recreation opportunities for residents and visitors of all levels of ability.

Objectives:

- a. Provide a wide range of outdoor and natural resource-based recreation opportunities and facilities to meet identified needs in the long-range parks and open space plan.
- b. Identify areas within Ottawa County not adequately served by county park lands and facilities and expand recreation opportunities in these areas when natural resource features suitable for county park development are available.
- c. Maintain high standards for maintenance and operation of all park and open space lands and facilities.
- d. Provide lands and facilities which are accessible to individuals of all levels of ability (comply with and exceed standards established by the Americans with Disabilities Act, with a goal to achieve universal accessibility).

GOAL 3: Promote understanding and appreciation of the natural and cultural history of Ottawa County and awareness of Commission-operated facilities, programs, and services.

Objectives:

- a. Provide a wide range of educational and outdoor recreation programs and special events for people of all ages, interests, and abilities.
- b. Provide interpretive facilities for both natural and cultural history at park lands and open spaces. Promote good stewardship of county park lands and open spaces.
- c. Utilize programs and special events to promote awareness and use of the park and open space system.

GOAL 4: Ensure organizational sustainability.

Objectives:

- a. Continue to emphasize responsible financial management and transparency in all aspects of park system administration.
- b. Maintain and operate the park system in a cost-effective manner that minimizes environmental impacts and demonstrates organizational commitment to conservation values.
- c. Emphasize a strong communications and marketing program to make the public aware of the lands, facilities, and programs offered by the Parks Commission.
- d. Maintain a diversified financial base for both short- and long-term development, expansion, operation, and maintenance of the park system.
- e. Leverage tax dollars whenever possible by maximizing grant funds and private donations.
- f. Implement user fees where appropriate and consistent with Commission policies and in a socially responsible manner.
- g. Expand partnerships to help achieve identified goals.
- h. Sustain the dedicated parks millage as the base funding source for maintenance and operation.

Conclusion

The addition of camping into the Ottawa County Parks system falls directly in line with the mission and objectives of the Parks Commission. Featuring never before offered services to residents and visitors, camping speaks to our continued focus on improving the quality of life in both areas of recreation and education. With a 65% occupancy rate, camping will provide the Parks system with significant net positive revenue. This means that camping at Ottawa Sands will operate from a position of financial strength with a pricing strategy similar to the competitors in the area, but with far less operating expenses in terms of staffing and overhead. With a continued focus on user feedback we will better understand our weaknesses and explore more opportunities for increased revenue generation as well as user satisfaction.

Idema Explorers Camp Rules



All park rules established under Ordinance 94-3 as amended by Ordinance 17-1 are in effect in addition to the following rules for Idema Explorer's Camp:

General Rules

- No Fireworks.
- Smoking or vaping of any substance is prohibited in yurts, treehouses, campsites, bathrooms or any other part of the Idema Explorers Camp. Smoking is permitted in the parking lot.
- Alcoholic beverages are permitted at your campsite, treehouse, or yurt only. However, excessive use or use of any illegal drugs are strictly prohibited. As solely determined by park staff, drunkenness, disorderly conduct, illegal drug use, obscene language, any disrespectful or rowdy behavior will result in immediate eviction without a refund.
- Alcohol is strictly prohibited in the shared use areas of the camp and outside of the camp area.
- Camping is limited to pre-established tent sites, yurts, or treehouses.
- Moving picnic tables from other campsites is prohibited.
- All trash must be deposited in a provided trash can or onsite dumpster. Do not leave trash bags unattended outside as they will attract animals that will make a mess of them.
- The sink in the kitchenette of the 2 or 4 person treehouses and yurts drains only to a gray-water tank. Do not dump liquids other than the provided bottled water down these drains and please clean any dirty dishes in the camp kitchen located in the front of the restroom/shower house.
- Please do not leave the camp area while doing laundry.
- For stays longer than 5 days, a fresh set of linens will be provided on day 5.

Pet Guidelines and Regulations

- Pets are prohibited in any yurt, treehouse, bathroom building, or other on-site park buildings.
- Dogs are permitted in a limited number of tent sites. Please be sure to reserve a pet-friendly site if you plan to bring your dog. There is a maximum 2 dogs per site.
- Dogs must be on a leash and under control at all times and cannot be left unattended.
- Dog owners must pick up after their pets.
- Disability Service dogs as defined by the Americans with Disabilities Act of 1990 are always welcome. Please note that therapy or comfort animals do not qualify for special accommodations under the ADA.

Camp Hours

- Quiet time 10 pm - 7 am.
- Check out time is at 11 am.
- Check in time is at 3 pm.

Exhibit A

- Late departures or early arrivals must be approved by on-site staff on the day requested and a \$50/hr. fee will apply.
- Camp office hours are adjusted seasonally please check the office for updated hours.
- Swimming or boating is prohibited after dark.
- No non-registered guests permitted past 10pm.

Vehicles / Bicycles & Parking

- 1 vehicle overnight per tent site
- 2 vehicles per yurt or treehouse.
- Vehicles must be registered by license plate number at check in.
- No Golf Carts, ATV's or other off-road vehicles.
- Bike riding is restricted to paved paths only.
- Bikes should be secured to the provided bike rack overnight and are not allowed at any campsite or deck.

Booking / Cancellation

- Maximum stay is 10 consecutive nights per tent site, yurt, or treehouse.
- Premium rates are charged on Holidays including Memorial Day (4 days) Independence Day (4 days) Coast Guard Festival (10 days) Labor Day (4 days) Thanksgiving (2 days) Christmas (2 days) New Years (2 days) Valentine's (1 day) Easter (1 day)
- Weekend rates are in effect on Friday and Saturday nights.
- All reservations on days subject to the holiday rate will require a minimum of a 2 day stay. The second day can be the non-holiday rate day before or after the holiday. Valentines Day and Easter are exempt from this requirement.
- If a reservation is canceled more than 30 days from the check-in date an 80% refund will be issued, or the reservation may be re-scheduled for a \$20 rescheduling fee.
- Any cancellation made from 30 days to 1 day prior to the check-in date will be issued a refund minus the cost of the first night.
- Any cancellation made less than 24 hours from check-in time will be issued a refund minus the cost of the first 2 nights if applicable. No refunds will be issued for reservations that are two days or less.

People / Amenities per site

- Each Yurt or Treehouse has a set specific number of occupants of either 2, 4, or 6 people based on accommodations. The specified occupancy may be exceeded by up to 2 people, however bedding and linens are only provided for the specified occupancy number.
- The maximum number of guests per tent site is 6.
- Infants sleeping in a portable crib do not count towards maximum occupancy.
- No more than one sleeping tent and one dining canopy per tent site.

Firewood - Grilling

- Firewood is available for purchase online when making your reservation or at the camp store.
- Outside firewood is not allowed due to possible infestation.

Exhibit A

- Collecting firewood from the park is prohibited. Fallen deadwood provides a home or nutrients to many plants and animals that live at the park.
- Campfires are permitted in the provided fire rings only, and fires must be completely out before leaving the site or going to bed. Do not move the fire ring.
- Propane grills and propane are provided for our yurt and treehouse guests.
- Yurt and Treehouse guests may not bring their own grill.
- Grills, hotplates, and camp stoves are not allowed indoors.
- Tent campers may bring their own grill.
- Hot ashes or spent coals must be deposited into provided coal buckets.

IDEMA EXPLORERS CAMP AT OTTAWA SANDS BUDGET REPORT

REVENUE

	Units Available	Rate	Available nights	100%	65%	40%
Grand Yurt with restroom (prime season April 1 - October 31)				\$66,850	\$43,453	\$26,740
One (1) 30-foot sleeps 6 Weekend rate	1	\$325	50	\$16,250	\$10,563	\$6,500
One (1) 30-foot sleeps 6 Weekday rate	1	\$275	142	\$39,050	\$25,383	\$15,620
One (1) 30-foot sleeps 6 Holiday rate	1	\$525	22	\$11,550	\$7,508	\$4,620
Grand Yurt with restroom (winter season November 1 - March 31)				\$37,900	\$24,635	\$15,160
One (1) 30-foot sleeps 6 Weekend rate	1	\$275	42	\$11,550	\$7,508	\$4,620
One (1) 30-foot sleeps 6 Weekday rate	1	\$225	102	\$22,950	\$14,918	\$9,180
One (1) 30-foot sleeps 6 Holiday rate	1	\$425	8	\$3,400	\$2,210	\$1,360
Yurts (prime season April 1 - October 31)				\$205,900	\$133,835	\$82,360
Two (2) 20-foot sleeps 4 Weekend rate	2	\$275	50	\$27,500	\$17,875	\$11,000
Two (2) 20-foot sleeps 4 Weekday rate	2	\$225	142	\$63,900	\$41,535	\$25,560
Two (2) 20-foot sleeps 4 Holiday rate	2	\$425	22	\$18,700	\$12,155	\$7,480
Two (2) 16-foot sleeps 2 Weekend rate	2	\$225	50	\$22,500	\$14,625	\$9,000
Two (2) 16-foot sleeps 2 Weekday rate	2	\$200	142	\$56,800	\$36,920	\$22,720
Two (2) 16-foot sleeps 2 Holiday rate	2	\$375	22	\$16,500	\$10,725	\$6,600
Yurts (winter season November 1 - March 31)				\$117,500	\$76,375	\$47,000
Two (2) 20-foot sleeps 4 Weekend rate	2	\$225	42	\$18,900	\$12,285	\$7,560
Two (2) 20-foot sleeps 4 Weekday rate	2	\$175	102	\$35,700	\$23,205	\$14,280
Two (2) 20-foot sleeps 4 Holiday rate	2	\$325	8	\$5,200	\$3,380	\$2,080
Two (2) 16-foot sleeps 2 Weekend rate	2	\$200	42	\$16,800	\$10,920	\$6,720
Two (2) 16-foot sleeps 2 Weekday rate	2	\$175	102	\$35,700	\$23,205	\$14,280
Two (2) 16-foot sleeps 2 Holiday rate	2	\$325	8	\$5,200	\$3,380	\$2,080
Grand Treehouse with restroom (prime season April 1 - October 31)				\$80,220	\$52,143	\$32,088
One (1) treehouse sleeps 6 Weekend rate	1	\$390	50	\$19,500	\$12,675	\$7,800
One (1) treehouse sleeps 6 Weekday rate	1	\$330	142	\$46,860	\$30,459	\$18,744
One (1) treehouse sleeps 6 Holiday rate	1	\$630	22	\$13,860	\$9,009	\$5,544
Grand Treehouse with restroom (winter season November 1 - March 31)				\$45,480	\$29,562	\$18,192
One (1) treehouse sleeps 6 Weekend rate	1	\$330	42	\$13,860	\$9,009	\$5,544
One (1) treehouse sleeps 6 Weekday rate	1	\$270	102	\$27,540	\$17,901	\$11,016
One (1) treehouse sleeps 6 Holiday rate	1	\$510	8	\$4,080	\$2,652	\$1,632
Treehouses (prime season April 1 - October 31)				\$123,540	\$80,301	\$49,416
One (1) treehouse sleeps 4 Weekend rate	1	\$330	50	\$16,500	\$10,725	\$6,600
One (1) treehouse sleeps 4 Weekday rate	1	\$270	142	\$38,340	\$24,921	\$15,336
One (1) treehouse sleeps 4 Holiday rate	1	\$510	22	\$11,220	\$7,293	\$4,488
One (1) treehouse sleeps 2 Weekend rate	1	\$270	50	\$13,500	\$8,775	\$5,400
One (1) treehouse sleeps 2 Weekday rate	1	\$240	142	\$34,080	\$22,152	\$13,632
One (1) treehouse sleeps 2 Holiday rate	1	\$450	22	\$9,900	\$6,435	\$3,960
Treehouses (winter season November 1 - March 31)				\$70,500	\$45,825	\$28,200
One (1) treehouse sleeps 4 Weekend rate	1	\$270	42	\$11,340	\$7,371	\$4,536
One (1) treehouse sleeps 4 Weekday rate	1	\$210	102	\$21,420	\$13,923	\$8,568
One (1) treehouse sleeps 4 Holiday rate	1	\$390	8	\$3,120	\$2,028	\$1,248
One (1) treehouse sleeps 2 Weekend rate	1	\$240	42	\$10,080	\$6,552	\$4,032
One (1) treehouse sleeps 2 Weekday rate	1	\$210	102	\$21,420	\$13,923	\$8,568
One (1) treehouse sleeps 2 Holiday rate	1	\$390	8	\$3,120	\$2,028	\$1,248
Tent sites- non-outfitted (prime season April 1 - October 31)				\$75,800	\$49,270	\$30,320
Ten (10) tent camping sites Weekend rate	10	\$40	50	\$20,000	\$13,000	\$8,000
Ten (10) tent camping sites Weekday rate	10	\$30	142	\$42,600	\$27,690	\$17,040

Ten (10) tent camping sites Holiday rate	10	\$60	22	\$13,200	\$8,580	\$5,280
Tent sites- non-outfitted(winter season November 1 - March 31)				\$45,600	\$29,640	\$18,240
Ten (10) tent camping sites Weekend rate	10	\$30	42	\$12,600	\$8,190	\$5,040
Ten (10) tent camping sites Weekday rate	10	\$30	102	\$30,600	\$19,890	\$12,240
Ten (10) tent camping sites Holiday rate	10	\$30	8	\$2,400	\$1,560	\$960
Sales / Misc.				\$9,780	\$6,382	\$3,912
prepackaged firewood bundles	1040	\$7		\$7,280	\$4,732	\$2,912
Welcome center merchandise				\$2,000	\$1,300	\$800
Early / late hours fees		\$50		\$500	\$350	\$200
Revenues Total				\$879,070	\$571,396	\$351,628

EXPENSE

PERSONNEL	hours	rate		100%	65%	40%
Housekeeping staff (12 hrs/day)	4380	\$16.12		\$70,606	\$70,606	\$70,606
Seasonal Supervisor (23 hrs/week)	1200	\$19.24		\$23,088	\$23,088	\$23,088
Administrative in Welcome Center(4 hrs/ day)	1460	\$16.12		\$23,535	\$23,535	\$23,535
Payroll fringe/benefits/taxes				\$10,058	\$10,058	\$10,058
Employee uniforms				\$380	\$380	\$380
CPR training				\$140	\$140	\$140
After hours on-call stipend	265	\$45.00		\$11,925	\$11,925	\$11,925
Personnel Total				\$139,733	\$139,732	\$139,732
UTILITIES						
Water				\$9,000	\$5,850	\$3,600
Septic pumping				\$1,000	\$500	\$500
Communications/Internet (Starlink)				\$6,504	\$6,504	\$6,504
Camp phone / after-hours phone				\$600	\$600	\$600
Garbage Service				\$3,000	\$2,000	\$2,000
Propane (Welcome Center)				\$1,800	\$1,800	\$1,800
Electricity				\$10,000	\$6,500	\$4,000
Utilities Total				\$31,904	\$23,754	\$19,004
EXPENSES						
Marketing (includes fees paid to Visitor's Bureau)				\$10,000	\$10,000	\$10,000
Supplies (Janitorial, hotel soap, coffee, notepads)				\$20,000	\$13,000	\$8,000
IT supplies				\$1,500	\$1,500	\$1,500
Welcome Baskets (\$15 per 2 day stay)				\$21,900	\$14,235	\$8,760
Bottled Water				\$4,000	\$2,600	\$1,600
Propane tanks				\$7,200	\$4,680	\$2,880
Repairs				\$3,500	\$2,500	\$2,500
Linens				\$30,000	\$19,500	\$12,000
Firewood bundles (\$4.75 each)	1040	\$4.75		\$4,940	\$3,211	\$1,976
Welcome center merchandise				\$1,000	\$650	\$400
Permitting fees				\$100	\$100	\$100
Expenses Total				\$104,140	\$71,976	\$39,716
REVENUES				\$879,070	\$571,396	\$351,628
EXPENDITURES				\$275,777	\$235,462	\$198,452
AVAILABLE BALANCE (contingency)				\$603,293	\$335,933	\$153,176
Contingency set aside annually for maintenance and improvements				\$50,000	\$50,000	\$50,000
Remaining balance				\$553,293	\$285,933	\$103,176

Prime Holidays include Memorial Day (4 days) Independence Day (4 days) Coast Guard Festival (10 days) Labor Day (4 days)

Winter Holidays include Thanksgiving (2 days) Christmas (2 days) New Years (2 days) Valentine's (1 day) Easter (1 day)

*2 day minimum on all holidays except Valentine's Day and Easter

Weekends include Friday and Saturday nights

Action Request

Electronic Submission – Request # 376



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 7/24/2024

Vendor/3rd Party: SHORELINE AMATEUR ASTRONOMICAL ASSOCIATION

Requesting Department: PARKS AND RECREATION

Submitted By: JASON SHAMBLIN

Agenda Item: SHORELINE AMATEUR ASTRONOMICAL ASSOCIATION
REIMBURSEMENT

Suggested Motion:

Reimburse the Shoreline Amateur Astronomical Association in the amount of \$990.76 for repair costs for the telescope at the Observatory at Hemlock Crossing County Park.

Summary of Request:

Our partner, Shoreline Amateur Astronomical Association (SAAA) repaired damages to the telescope at the Observatory. The total cost of the repairs was \$990.76. Per the attached 2021 Partnership Agreement, Parks owns the telescope, however SAAA is responsible for the maintenance of the telescope. The recent breakdown was extraordinary event, and SAAA have requested a reimbursement of the costs. Staff support this reimbursement, however since the Partnership Agreement defines SAAA as responsibility for costs associated with the telescope, staff are requesting approval by the Parks Commission to process the requested reimbursement.

Financial Information:

Total Cost: \$990.76

Parks Fund Cost: \$990.76

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. 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: 07/09/2024



Ottawa County Parks &
Recreation Commission
12220 Fillmore St. West Olive, MI 49460
(616)738-4810 www.miottawa.org/parks

HEMLOCK CROSSING PARK OBSERVATORY PARTNERSHIP AGREEMENT

THIS AGREEMENT, made and entered into this 7th of July, 2021, by and between Ottawa County through its Parks and Recreation Commission in Ottawa County, Michigan, hereinafter referred to as the "County Parks", and Shoreline Amateur Astronomy Association, hereinafter referred to as the "SAAA," (LARA ID# 800834797).

WHEREAS, County Parks owns and controls Hemlock Crossing Park ("Park");

WHEREAS, the SAAA is conducting astronomy programs and would like to raise funds to finance the County Parks construction and erection of an observatory ("Observatory") in the Park and SAAA would then like to operate the Observatory and conduct programs therein; and

WHEREAS, it is the parties' desire to enter into an agreement which sets forth their respective rights and responsibilities related to the Observatory and its operations.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

- 1. Purpose:** The County Parks confers a nonexclusive license in SAAA to operate and use the Observatory in the Park under rules to be developed and maintained by the County Parks.
- 2. Cost of Construction:** SAAA agrees to pay for the complete planning and construction cost of the Observatory and associated patio space including the cost of purchasing and installing the main telescope in the dome in advance of this agreement and the signing of a construction contract by the County. It is understood that SAAA funding will come from a combination of donations, grants, and a predetermined contribution from the County Parks. After receiving the funds from SAAA, the County will award a contract and manage the construction project.
- 3. Ownership of the building and equipment:** The County Parks will be the sole owner of the Observatory building and the main telescope. Should the building including the dome need repairs associated with regular use or wear, the County Parks will be responsible for those costs. Should the main telescope need repairs or replacement, or regular maintenance SAAA will be responsible for those costs. If the main telescope becomes non-functional and SAAA is unable to replace or repair it in a reasonable timeframe, the County Parks reserve the right to immediately terminate this Agreement. As long as the main telescope remains functional, the County may not remove it from the observatory while this agreement is valid without the agreement of SAAA. If the County were to sell or dispose of the main telescope at any time, any funds collected must be used to towards the replacement the telescope. If the County were to choose to dispose of the main telescope and not replace it, the telescope must be offered to SAAA as a donation before seeking other means of disposal. All improvements or modifications to the observatory building require prior written approval from the County Parks and will become property of the County Parks.

- 4. Term:** The term of this Agreement shall be five (5) years from:

July 7, 2021 to July 7, 2026.

SAAA and the County will meet annually and should SAAA officers or membership change, signatories will be added or removed at that annual meeting. Should SAAA fail to sustain itself in the sole discretion of the County Parks, this Agreement may be terminated upon written notice to the SAAA's last designated representative as provided in Paragraph 17, below.

If this Agreement is working well, the County Parks may extend it for additional five (5) year terms in its sole discretion.

5. **Access to the Park** will be permitted during all open park hours, afterhours for public programs only when Country Park staff is present for at least the beginning of the program and an SAAA signer of this agreement is present for the duration of the program, and after hours for non-public SAAA club activities only when at least one of the SAAA signers of this agreement or park staff are present on site during the term of this Agreement. The County may close or restrict access to the observatory for routine maintenance, safety, or security without prior notice. However, reasonable efforts will be made to work around scheduled programs whenever practical. The provisions of this Paragraph are subject to change in the County Park Rules to be developed pursuant to Paragraph One.
6. **Usage Rights:** SAAA will have non-exclusive rights to use the observatory area to conduct public programs and for SAAA club activities when no programs are scheduled by the County or SAAA. The County Parks will not charge SAAA a rental or usage fee. Any use of other County Parks' facilities where a fee has been established shall require proper application and payment of use fees by the SAAA unless waived in writing prior to the facility use.
7. **Care of the Observatory and associated facilities:** The County Parks shall maintain and care for the landscape areas, parking lots, and paths around the Observatory. The County Parks agrees to maintain outside lighting and pay any reasonable electric usage associated with the Observatory. SAAA will be responsible for the cost of excessive electric usage due to negligence or lack of reasonable efforts to reduce electric usage when the building is not in use, subject to the Rules established by the County Parks. The SAAA must maintain the inside of the Observatory in acceptable condition, by ensuring it is clean and safe at all times. All garbage from inside the Observatory will be deposited into an agreed upon Park receptacle after each use, recyclable materials shall be placed in recycle bins where available and required cleaning shall be accomplished without unreasonable delay following a program or meeting. The SAAA agrees to promptly make any needed repairs to the Observatory should damage caused by SAAA volunteers occur during use by the SAAA. The SAAA is responsible for securing the Observatory after use and the park after hours, including but not limited to locking doors, gates, turning off lights, ensuring parking areas have been secured and observatory visitors have left the premises.
8. **Scheduling of Programs and Meetings:** The County Parks will schedule, promote and register participants (if necessary) for all observatory programs. The County Parks will maintain the master schedule for the Observatory. SAAA should work with the Park staff to schedule programs at least 90 days prior to the program and schedule non-public SAAA meetings or observatory uses around the scheduled programs. SAAA will inform the County of all non-public club use of the Observatory prior to the use. Any supplementary or additional promotional or marketing materials produced by or for SAAA involving the Observatory must be reviewed and approved by the County Parks prior to posting, publishing, or distributing.
9. **SAAA led programs:** SAAA will conduct a minimum of 8 (eight) public programs lead by SAAA volunteers at the Observatory per year. Additional programs should be scheduled in anticipation of weather cancelations. Program fees charged by the County Parks for these or any other program held at the Observatory will remain property of the County Parks and may be used for maintenance and utility expenses associated with the observatory or other park expenses at the discretion of the County Parks. Donations made to SAAA in the "donation jar" at the Observatory remain property of SAAA.

10. **Annual Review:** The County Parks will schedule an annual meeting at a time and place agreed upon by both parties. Both SAAA signers of this agreement must be present at said meeting. The purpose of this meeting will be to discuss operations and programs past and future.
11. **Compliance with Laws and Rules of Decorum:** The SAAA shall strictly comply with all federal, state, and local laws, rules, regulations, and ordinances. The SAAA and all participants in its programs agree to abide by the rules and regulations regarding use of the County Parks.
12. **Indemnification:** To the extent of SAAA's comparative fault, SAAA hereby fully and completely indemnifies the county, its officers, agents, representatives and employees, from any and all liability, loss or damage the County Parks may suffer as a result of damage to property, claims, demands, costs, or judgments against it arising directly or indirectly from Indemnitor's use of the Site. SAAA agrees to defend against any claims brought or actions filed against County Parks with respect to SAAA's use of Park property or equipment whether such claims or actions are rightfully or wrongfully brought or filed. SAAA hereby agrees to release the County Parks, its officers, agents, representatives and employees from any and all liability for personal injury, property damage or any other claims or causes of action directly or indirectly arising out of SAAA's use of Park property.
13. **Insurance:** SAAA shall provide to the County Parks proof of general liability insurance with the minimum limits of one million dollars (\$1,000,000) per occurrence prior to and for the duration of this agreement. It is understood and agreed that the following shall be additional insured on the above-mentioned policy; "County Parks and its officers, employees and volunteers."
14. **Assignment:** No right or obligation of this Agreement, nor right in the premises described herein, may be assigned, mortgaged, or subleased by the SAAA without prior written consent of the County Parks.
15. **Default:** If SAAA shall neglect or fail to do or perform any of its covenants and promises herein contained, the County Parks may terminate this Agreement upon thirty (30) days written notice and cancel further use of its facilities by the SAAA immediately.
16. **Waiver of Default:** Failure by the County Parks to require strict performance of any covenant, promise, or condition of the Agreement shall not affect the County Parks' right to subsequently enforce the same, nor shall a waiver of default be construed to be a waiver of any succeeding default or a waiver of this clause. To be effective, any waiver by the County Parks must be in writing.
17. **Notice:** Any notice must be served upon the County Parks by first class mail, postage prepaid at the following addresses: Ottawa County Parks and Recreation Commission, 12220 Fillmore Street West Olive, Michigan 49460. Any notice must be served upon SAAA by first class mail, postage prepaid, to SAAA at the following address: PO BOX 201, WEST OLIVE, MI 49460. SAAA pledges to maintain this notice consistent with its current operations.
18. **Cost of Litigation:** If suit or legal action is instituted by any party hereto to establish or enforce any right under this Agreement, to recover any amounts due hereunder, to correct a breach of covenant, term or condition hereto, or to litigate any other matter arising from the execution of this Agreement, the prevailing party in the trial court and the prevailing party on any appeal shall recover reasonable attorney's fees awarded by the trial and appellate courts, in addition to costs and disbursements. This provision shall survive any termination of this Agreement.
19. **Merger Clause:** This writing represents the entire Agreement between the parties. No promises, representations or agreement, written or oral, shall amend, change, or add to any of the express provisions herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by and through their authorized representative the day and year first-above written.

Ottawa County Parks Commission Representative

Signature: Curtis Ter Haar

Date: July 7, 2021

Printed Name: CURTIS TERHAAR

Title: COORD. OF PLANNING & DEV.

Shoreline Amateur Astronomy Association Representatives

Signature: Francisco J. Roldan

Date: July 7, 2021

Printed Name: FRANCISCO J. ROLDAN

Title: PRESIDENT

Signature: Michael D Cortright

Date: 7/7/2021

Printed Name: MICHAEL D CORTRIGHT

Title: VP & OBSERVATORY DIRECTOR

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Action Request

Electronic Submission – Request # 378



Ottawa County Parks &
Recreation Commission

Committee: Parks Board

Meeting Date: 7/24/2024

Vendor/3rd Party: FOUNDATION

Requesting Department: PARKS AND RECREATION

Submitted By: BOSCH

Agenda Item: OTTAWA COUNTY PARKS FOUNDATION 2023 AUDIT AND FINANCIAL STANDING

Suggested Motion:

To accept the Ottawa County Parks Foundation's 2023 Audit letter and the Statement of Financial Position.

Summary of Request:

January 1, 2023 – December 31, 2023

The Ottawa County Parks Foundation is required to complete an annual audit as a charity that is registered to solicit in Michigan. The requirement is for nonprofits with over \$275,000 in contributions annually. As part of our audit our CPA completes our registration to solicit in the State of Michigan and our annual 990.

The Memorandum of Understanding between the Ottawa County Parks Foundation and Ottawa County Parks and Recreation Commission states in VI. D. "the Foundation will provide a copy of its annual report and its annual audit to the Parks Commission within 30 days of receipt by the Foundation." This agenda item is to fulfill the OCPF's responsibility of reporting on its annual audit.

The Foundation's annual audit was completed by DeLong & Brower, P.C. The audit findings were as follows:

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Ottawa County Parks Foundation Inc. as of December 31, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

A couple of notes regarding the Foundation's financial position.

1. Unconditional Promises to Give, current portion: These are pledges that were received for the Grand River Greenway.
2. Investment in the Community Foundation: These are funds that the Parks Foundation has in the Grand Haven Area Community Foundation.
3. Accounts Payable: This was an invoice that the Foundation received from the Parks Commission in December 2023 for various projects. The invoice was paid January 2024.
4. Net Assets without Donors Restrictions: Including in these funds are investment income, dividends, and realized gains. Those funds are currently being reinvested by the Parks Foundation.
5. Net Assets with Donor Restrictions: This includes –
 - a. Grand River Greenway Campaign
 - b. Ottawa Sands
 - c. Rosy Mound
 - d. Nature Education
 - e. Grand Ravines Dog Park

The Foundation Manager will be on hand to answer any questions.

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:

OTTAWA COUNTY PARKS FOUNDATION INC
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2023 AND 2022

	2023	2022
ASSETS		
CURRENT ASSETS		
Cash and Cash Equivalents	\$ 685,221	\$ 373,873
Investments	8,673,092	7,477,158
Unconditional Promises to Give, current portion	<u>200,000</u>	<u>1,600,287</u>
Total Current Assets	<u>9,558,313</u>	<u>9,451,318</u>
OTHER ASSETS		
Investment in Community Foundation	7,013	6,178
Unconditional Promises to Give, net of current	<u>95,211</u>	<u>285,171</u>
Total Other Assets	<u>102,224</u>	<u>291,349</u>
TOTAL ASSETS	<u>\$ 9,660,537</u>	<u>\$ 9,742,667</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts Payable	\$ 482,745	\$ 908,275
Accrued Liabilities	<u>685</u>	<u>1,111</u>
Total Current Liabilities	<u>483,430</u>	<u>909,386</u>
NET ASSETS		
Net Assets Without Donor Restrictions	998,531	239,029
Net Assets With Donor Restrictions	<u>8,178,576</u>	<u>8,594,252</u>
Total Net Assets	<u>9,177,107</u>	<u>8,833,281</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 9,660,537</u>	<u>\$ 9,742,667</u>