

## Regular Meeting of the Parks and Recreation Commission

*Approved Minutes*

**Date:** October 24, 2024

**Time:** 3:00 p.m.

**Place:** Board Room, Fillmore Complex

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

**Absent:** None

**Staff:** Jason Shamblin, Director; Curt TerHaar, Coordinator of Park Planning & Development; Jessica VanGinhoven, Coordinator of Community Engagement; Jason Boerger, Coordinator of Park Maintenance & Operations; Glenn Bosch, Coordinator of Fund Development; Brandi Mitchem, Budget/Audit Analyst; Nahuel Medina, Program Supervisor.

**Guests:** None

### Motions

#### **Approval of Minutes**

PR 24-67      Motion:      To approve the minutes of the Commission's September 18, 2024 regular meeting.

Moved by:      Hill      Supported by: Bush      Unanimous

#### **Three Year Snow Plowing Contracts**

PR 24-68      Motion:      To award the 2024-2027 three season snow plowing contract for group 1 (A) and 2 (B) to Autumn Ridge.

Moved by:      Longstreet      Supported by: A. Miedema      Unanimous

#### **Ottawa Sands Phase 1 Change Order No. 4**

PR 24-69      Motion:      To accept the change order to the Ottawa Sands Phase 1 contract with Apex Contractors, Inc. in the amount of \$143,516.52 and forward to the Board of Commissioners for final approval.

Moved by:      Longstreet      Supported by: Hill      Unanimous

#### **Kirk Park Capital Improvement Renovation Project Budget Adjustment**

PR 24-70      Motion:      To approve the transfer of \$1,528.00 from the general fund balance to Capital Project CP2201 to cover final project architectural fees for the Kirk Park restroom renovation.

Moved by:      McAffrey      Supported by: Belknap      Unanimous

**Rosy Mound Expansion MNRTF Grant Agreement**

PR 24-71      Motion:      To accept the grant agreement from the Michigan Department of Natural Resources for funding assistance for the Rosy Mound Natural Area Expansion project and forward to the County Board of Commissioners for final approval.

Moved by:    McAffrey                      Supported by: Bush                      Unanimous

**Idema Explorers Trail – Stearns Bayou Connector – Contract Amendment**

PR 24-72      Motion:      To approve an amendment to the contract with Prein & Newhof for Engineering services for the Stearns Bayou Segment of the Idema Explorers Trail in the amount of \$227,432.30 and forward to the Board of Commissioners for final approval.

Moved by:    Longstreet                      Supported by: McAffrey                      Unanimous

**Bend Area Expansion Phase III Grant Agreement Amendment**

PR 24-73      Motion:      To approve and authorize staff to execute the amendment to the Bend Area Expansion Phase III 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.

Moved by:    McAffrey                      Supported by: Greenlee                      Unanimous

**Ottawa County Parks Foundation Reimbursement Request – 2024 Fiscal Year – Operational Support**

PR 24-74      Motion:      To approve the request to the Ottawa County Parks Foundation for reimbursement of 2024 Operational Support in the amount of \$135,021.68.

Moved by:    McAffrey                      Supported by: Longstreet                      Unanimous

**Endorsement of Incumbent Parks Commissioner**

PR 24-75      Motion:      To submit to the County Board of Commissioners for approval the renomination of current Commissioner Rice, who wishes to be reappointed to the Commission for an additional term.

Moved by:    McAffrey                      Supported by: Longstreet                      Passed 6-0

Abstained:    A. Miedema, J. Miedema, Sachs, Belknap

**Creation of a New Full Time Assistant Supervisor of Operations Position**

PR 24-76      Motion:      To approve the proposed Assistant Supervisor of Operations position and to authorize the Parks Director to work with the County's Human Resources Team to seek approval from the Board of Commissioners.

Moved by:    Belknap                      Supported by: Longstreet                      Unanimous

Absent:       Hill

**To go into Closed Session**

PR 24-77      Motion:      To go into Closed Session per Section 8d of the Open Meetings Act.

Moved by:    Longstreet                      Supported by: McAffrey                      Unanimous

Absent:       Hill

**To Rise from Closed Session and Adjourn**

PR 24-79      Motion:      To Rise from Closed Session and Adjourn.  
Moved by:      McAffrey      Supported by: A. Miedema      Unanimous

**Other Items Discussed**

4. Additions/Deletions to Agenda: None
5. Approval of Minutes  
Approved the minutes of the Commission's September 18, 2024 regular meeting.
6. Communications:  
Email from Windsnest neighbor.
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 (verbal)  
The Commission accepted the verbal Strategic Plan Progress Report.
9. Committee Reports
  - a) The Commission accepted the Executive Committee October 14, 2024 verbal report.
  - b) The Commission accepted the Planning Committee meeting report of October 1, 2024 as written.
  - c) The Commission accepted the Community Engagement Committee meeting report of October 8, 2024 as written.
  - d) Longstreet updated the Commissioners on the Ottawa County Parks Foundation.
10. Old Business
  - a) The Parks Commission received the Step It Up Report.
11. New Business
  - a) The Parks Commission approved the motion to award the 2024-2027 three season snow plowing contract for group 1 (A) and 2 (B) to Autumn Ridge. It was noted that Parks could reach out to

the Road Commission regarding plowing, but that roads take priority over parks and there is a concern of whether parks plowing would be completed in a reasonable amount of time.

- b) The Parks Commission approved the Ottawa Sands Phase 1 Change Order No. 4. The change is to cover the Host RV site, maintenance barn, laundry service and trees.
- c) The Parks Commission approved the Kirk Park Capital Improvement Renovation Project Budget Adjustment.
- d) The Parks Commission approved the Rosy Mound Expansion MNRTF Grant Agreement.
- e) The Parks Commission approved the Idema Explorers Trail Stearns Bayou Connector Contract Amendment.
- f) The Parks Commission approved the Bend Area Expansion Phase III Grant Agreement Amendment.
- g) The Parks Commission approved the Ottawa County Parks Foundation Reimbursement Request for 2024 fiscal year operational support.
- h) The Parks Commission approved the Endorsement of Incumbent Parks Commissioner Rice. It was noted that the Parks Commission worked with Corporate Counsel to update the bylaws per the BOC. Miedema proposed a review of the bylaws to remove the renomination vote as it is not typical of commissions/committee. A. Miedema, J. Miedema, Sachs, and Belknap abstained from the vote. It was suggested that a discussion of the bylaws be considered in the future.
- i) The Parks Commission approved the Creation of a New Full Time Assistant Supervisor of Operations Position. It was noted that funding for this position will come from user fees at Lakeshore parks, for which revenue has been consistently underbudgeted. When a question of necessity came up, Shamblin and Boerger explained that this position creation is in response to valid concerns from staff.

12. Agenda Items for Next Meeting:

13. Public Heard

None

14. Commissioners Heard

15. Closed Session

16. Meeting adjourned at 4:53 p.m.

Next meeting: November 20, 2024, Time: 3:00 p.m.

Location: Fillmore Complex, Board Room