



**Ottawa County Parks &  
Recreation Commission**

*Jason D. Shamblin  
Director*

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*Kelly N. Rice  
President*

March 17, 2022

**NOTICE OF MEETING**

Dear Interested Parties:

The regular meeting of the Ottawa County Parks and Recreation Commission is scheduled for **Wednesday, March 22, 2023, at 3:00 pm** at the Ottawa County Fillmore Street Complex, 12220 Fillmore St., West Olive, MI in the Board Room.

Additional public access will be offered via Zoom by visiting <https://miottawa.zoom.us/j/81671391172> or by phone at: (312) 626-6799, using Webinar ID 979 3192 5783. Public comment can be received in-person or via Zoom. *We require that those participating in public comment via Zoom register prior to speaking by visiting:* <https://bit.ly/ocpr-public-comment>

The agenda for the meeting is attached for your review.

Please contact the Parks and Recreation Commission Office at (616) 738-4810 if you have any questions or need additional information.

Sincerely,

Jason D. Shamblin  
Parks and Recreation Director

JDS/jls

Enclosures

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*Kelly Rice, President · Jane Longstreet, Vice President · Linda McAffrey, Secretary · Amanda Price, Treasurer  
Joe Bush · Kate Harmon · Lukas Hill · Allison Miedema · Jim Miedema · Paul Sachs · Kyle Terpstra*

Nature Education Center	8115 West Olive Rd, West Olive, MI 49460	616-786-4847	miOttawa.org/parks
Administrative Office	12220 Fillmore St, West Olive, MI 49460	616-738-4810	ocparks@miottawa.org

Ottawa County Parks and Recreation Commission  
March 22, 2023 3:00 p.m.  
Regular Meeting Agenda  
Public Access is provided via Zoom at:  
<https://miottawa.zoom.us/j/81671391172>

**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  
Bush  
Harmon  
Hill  
A. Miedema  
J. Miedema  
Terpstra  
Sachs
- 3) Absences (excused/unexcused): Jim Miedema
- 4) Additions/Deletions to Agenda
- 5) [Approval of Minutes of Previous Meeting](#)
  - a) Approve the minutes of the Commission's February 15, 2023 regular meeting.
- 6) Communications: None
- 7) Public Comment (Public comments limited to 3 minutes)
- 8) [Staff Reports](#)
  - a) Director's Report
  - b) Park Operations Report
  - c) Planning and Development Report
    - 1) Quarterly Grant Report
  - d) Community Engagement Report
- 9) [Committee Reports](#)
  - a) Receive the report of the Planning Committee meeting of March 7, 2023.
  - b) Receive the report of the Executive Committee meeting of March 13, 2023.
  - c) Receive the report of the Finance and Policy Committee meeting of March 6, 2023.
  - d) Receive the report of the Community Engagement Committee meeting of February 14, 2023.
  - e) Friends of Ottawa County Parks Update (*verbal report*)
  - f) Ottawa County Parks Foundation Update (*verbal report by Commissioner Longstreet*)

10) Old Business

a) [Ottawa Sands Treehouse Bid and Contract](#)

Suggested Motion: *To accept the bid from Apex Contractors, Inc. for construction of the Ottawa Sands treehouses at a cost of \$1,667,000 and forward to the Board of Commissioners for final approval.*

b) [Donation of Observatory and Furnishings at Hemlock Crossing](#)

Suggested Motion: *To accept the donation of the Hemlock Crossing Observatory and furnishings at an approximate value of \$95,000.*

c) [2022 Ottawa County Parks and Recreation Commission Annual Report](#)

Suggested Motion: *Information only.*

d) [2023 Step It Up Memorandum of Understanding](#)

Suggested Motion: *To approve and authorize the Director to execute the Ottawa County Department of Public Health MOU or one substantially similar. Further, the Director is instructed to take such actions as are necessary to implement the intent of the Commission in these matters.*

e) [Rosy Mound Stairs](#)

Suggested Motion: *To approve and authorize staff to execute an agreement, approved by Corporation Counsel, with the Terry Trails Association to fund the reconstruction of wood stairs at Rosy Mound and contract with the selected contractor. Further, the Director is instructed to take such actions as are necessary to implement the intent of the Commission in these matters.*

f) [Bend Area Expansion Phase III Trust Fund Grant Agreement Amendment](#)

Suggested Motion: *To approve and authorize staff to execute the Amendment to Bend Area Expansion Phase III Trust Fund Grant agreement, or one substantially similar, 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.*

g) [Michigan Department of Natural Resources 2022 Trailer Parking Contract Addendum](#)

Suggested Motion: *To authorize staff to sign and execute the addendum to the 2022 Ottawa Beach trailer parking contract with the Michigan DNR, which will extend the term of the current contract for 5 years expiring 12-31-2028.*

h) [Michigan's Edge Mountain Biking Association Memorandum of Understanding](#)

Suggested Motion: *To approve and authorize the Director to execute Michigan's Edge Mountain Biking Association MOU or one substantially similar, pending approval from Corporation Counsel. Further, the Director is instructed to take such actions as are necessary to implement the intent of the Commission in these matters.*

- i) [2022 Financial Report](#)
  - 1) 2022 Budget year-end review
    - i) 2022 Final Budget Memo
    - ii) 2022 Final Budget (unaudited)

- j) [2023 Budget Update and Adjustment](#)
  - 1) 2023 year to date budget update
  - 2) 2023 budget adjustments

Suggested Motion: To approve the 2023 budget adjustments per the attached memo.

- k) [2024 Capital Improvement Project Request](#)

Suggested Motion: *Information only.*

11) New Business: None

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):

- 1) April 19, 2023
- 2) Time: 3:00 p.m.
- 3) Fillmore Complex, Board Room

17) Adjournment