



**Ottawa County Parks &
Recreation Commission**

*Jason D. Shamblin
Director*

*Kelly N. Rice
President*

June 16, 2023

NOTICE OF MEETING

Dear Interested Parties:

The regular meeting of the Ottawa County Parks and Recreation Commission is scheduled for **Wednesday, June 21, 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,

A handwritten signature in blue ink, appearing to read "J. D. Shamblin".

Jason D. Shamblin
Parks and Recreation Director

JDS/jls

Enclosures

*Kelly Rice, President · Jane Longstreet, Vice President · Linda McAffrey, Secretary · 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
June 21, 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)
4. Additions/Deletions to Agenda
5. [Approval of Minutes of Previous Meeting](#)
 - a) Approve the minutes of the Commission's May 24, 2023 regular meeting.
6. [Communications](#)
 - a) Observatory Letter
7. Public Comment (Public comments limited to 3 minutes)
8. [Staff Reports](#)
 - a) Park Operations Report
 - b) Planning and Development Report
 - c) Community Engagement Report
 - d) Director's Report (*verbal report*)
9. [Committee Reports](#)
 - a) Receive the report of the Planning Committee meeting of June 7, 2023.
 - b) Receive the report of the Executive Committee meeting of June 12, 2023 (*verbal report*).
 - c) Receive the report of the Finance and Policy Committee meeting of June 14, 2023.
 - d) Friends of Ottawa County Parks Update (*verbal report*)
 - e) Ottawa County Parks Foundation Update (*verbal report by Commissioner Longstreet*)

10. New Business

a) [Parks Commission Strategic Plan Scope of Work](#)

Suggested Motion: *To accept the proposed scope of work for the planned Ottawa County Parks and Recreation Commission strategic plan project.*

b) [Kirk Park Renovations](#)

Suggested Motion 1: *To accept the bid from Ryerson Brothers Excavating LLC in the amount of \$88,677.09 for construction of a new septic field at Kirk Park, and forward to the Board of Commissioners.*

Suggested Motion 2: *To accept the bid from First Peninsula Contractors in the amount of \$454,422 for renovation of the Kirk Park restroom, and forward to the Board of Commissioners.*

c) [Recreation Management Software System](#)

Suggested Motion: *To accept the proposal from Vermont Systems RecTrac system (not to exceed the amount of \$120,000), appropriate \$42,000 from the Parks unappropriated fund balance, and forward to the Board of Commissioners for approval. Further, the Director is authorized to execute the agreement and instructed to take such actions as are necessary to implement the intent of the Commission in these matters.*

d) [Park Township Agreement](#)

Suggested Motion: *To approve and authorize the Director to execute the Park Township, Jet Ski Storage and hold harmless agreement for the 2023 season at Historic Ottawa Beach, or an agreement 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.*

e) [MDNR Bass River Phase 1 Grant Funding](#)

Suggested Motion: *To approve the Memorandum of Understanding and Agreement with the Michigan Department of Natural Resources to provide \$50,000 in funding for the Design of Phase 1 of the Idema Explorers Trail through the Bass River Recreation Area.*

11. Agenda Items for Next Meeting

12. Public Comment (Public comments limited to 3 minutes)

13. Commissioners Prerogative

14. Closed Session to discuss property acquisition Pursuant to the OMA Section 8d (not enclosed).

15. Upcoming meeting date(s):

July 19, 2023; 3:00 p.m.

Fillmore Complex, Board Room

16. Adjournment