



**Ottawa County Parks &  
Recreation Commission**

January 19, 2024

**NOTICE OF MEETING**

Dear Interested Parties:

The annual meeting of the Ottawa County Parks and Recreation Commission is scheduled for **Wednesday, January 24, 2024**, at **3:00 pm** at the Ottawa County Fillmore Street Complex, 12220 Fillmore St., West Olive, MI in the Board Room.

Additional public viewing will be offered via YouTube by visiting <https://www.youtube.com/watch?v=iYn7ADXm8WA>. Public comment will be received in-person only.

The agenda for the meeting is attached for your review.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Jason D. Shamblin". The signature is fluid and cursive, with a large initial "J" and "S".

Jason D. Shamblin  
Parks and Recreation Director

JDS/jls

Enclosures

Ottawa County Parks and Recreation Commission  
January 24, 2024 3:00 p.m.  
Annual Meeting Agenda  
Public Viewing is provided via YouTube at:  
<https://youtube.com/live/iYn7ADXm8WA?feature=share>

**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 Parks Director
2. Roll Call: Rice  
Longstreet  
McAffrey  
Belknap  
Bush  
Greenlee  
Hill  
A. Miedema  
J. Miedema  
Sachs
3. Absences (excused/unexcused)
4. Nominating Committee Report
  - a) Election of 2023 Officers
    - President:
    - Vice President:
    - Secretary:
  - b) 2024 Committee organization and appointments: The President appoints members to each committee and shall appoint all committee chairpersons.
    - Foundation representative: one (1) appointee
    - Friends representative: one (1) appointee
    - Planning Committee: four (4) members and the president as an ex-officio member
    - Community Engagement: four (4) members and the president as an ex-officio member
    - Finance and Policy: four (4) members and the president as an ex-officio member
5. Additions/Deletions to Agenda
6. [Approval of Minutes of Previous Meeting](#)
  - a) Approve the minutes of the Commission's December 20, 2023 regular meeting.
7. Communications: None
8. Public Comment (Public comments limited to 3 minutes)
9. [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
- h) Financial Status Summary

10. [Committee Reports](#)

- a) Ottawa County Parks Foundation Update (*verbal*)

11. Old Business

- a) [Community Engagement Policies](#)

Suggested Motion: *To approve three Community Engagement policies: 5.03-Cancellation & Refund Policy - Participant Cancellation; 5.04-Severe Weather, Public Programs; and, 5.05-Cancellation Policy - Low Attendance*

12. New Business

- a) [Ottawa County Parks & Recreation Commission Meeting Dates](#)

Suggested Motion: *To establish the 2024 Parks and Recreation Commission meeting dates.*

- b) [Seasonal Wage Adjustment](#)

Suggested Motion: *To approve the adjustments to the 2024 seasonal and part-time Parks staff wage scale and policies effective April 1, 2024 as approved by the County's Human Resources department and presented by Parks staff, and forward to the Board of Commissioners for approval.*

- c) [Reservation Facility Conditions of Use Document](#)

Suggested Motion: *To approve the Conditions of Use document that will be agreed to by all future facility renters once the new recreation software is in use.*

- d) [Contract for MDNR Support of Bass River Trail Segment](#)

Suggested Motion: *To approve the Cooperative Agreement with the Michigan Department of Natural Resources for funding assistance in the amount of \$715,000 for the development of the Idema Explorers Trail Bass River Segment Phase 1 and forward to the Board of Commissioners for final approval.*

13. Agenda Items for Next Meeting

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

15. Commissioners Prerogative

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

17. Upcoming meeting date(s): To be determined.

18. Adjournment